



DEPARTMENT OF THE ARMY
UNITED STATES MILITARY ACADEMY BAND
685 Hardee Place
West Point, New York 10996-1587

REPLY TO
ATTENTION OF

MABC

15 May 2018

MEMORANDUM FOR ALL PERSONNEL, US Military Academy Band

SUBJECT: Approval of USMA Band Standard Operating Procedures

1. PURPOSE: To establish policies, procedures, and responsibilities for all aspects of the USMA Band.
2. GENERAL: The attached Standard Operating Procedures (SOP) provide guidance and direction for the conduct of all functions of the USMA Band as listed in the Table of Contents. It is directive in nature, and applies to all members assigned to the USMA Band.
3. CHANGES: This is a dynamic document that will require changes. All recommendations for changes and updates may be submitted through the Band Command Sergeant Major via memorandum or e-mail for approval by the Commander. The Administration Branch will update the SOP periodically, and is responsible for maintaining any revisions for future consolidation. Revisions will not be considered policy unless specifically approved and filed in the unit records.
4. ACCESS: A current copy of the USMA Band SOP can be accessed in digital form at <https://collab.westpoint.edu/band/bandadmin/Reference%20Guides/>. The document is also available in hard-copy in the Administration office.
5. CANCELLATION: This document supersedes all previous versions of the USMA Band Standard Operating Procedures.
6. CLASSIFICATION: The attached SOP is unclassified.

TOD A. ADDISON
LTC, AG
Commanding

**The United States Military Academy Band
Standard Operating Procedure**

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Annex A (Duty Rosters) to Part 1 (Command Sergeant Major) to USMA Band
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1. REFERENCES:

- a. AR 220-45, Duty Rosters.
- b. AR 25-400-2, The Army Records Information Management System (ARIMS).

2. PURPOSE: To establish policies, procedures, and responsibilities for all aspects of Unit Detail Rosters.

3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.

4. GENERAL: The Unit Detail Roster NCOIC will ensure the subsequent guidelines are followed:

- a. All Unit Detail Rosters will be posted on the unit detail boards on the second floor of the band building. Copies of all Unit Detail Rosters will be given to Field Music for posting on their detail board in the basement.
- b. All Unit Detail Rosters will be posted no later than two weeks in advance of the earliest scheduled detail.
- c. Soldiers requesting a work detail will be required to schedule the detail with USMA Band Operations then notify the Unit Detail Roster NCOIC no later than three weeks prior to the desired detail date. Failure to meet this deadline will force the tardy requester to contact the Unit Training Branch Head to request the desired work detail.
- d. All inquiries or questions regarding Unit Detail Rosters should be brought to the attention of the Unit Detail Roster NCOIC.
- e. When a conflict arises with a detailed Soldier, it is the responsibility of that Soldier to notify his/her Section Leader. It is then the Section Leader's responsibility to resolve the conflict. If the Section Leader is unable to find a quick solution the Chain-of-Command will make a recommendation to the Unit Detail Roster NCOIC. As a last resort, the UDR will task the next available Soldier on the roster.

5. STAFF DUTY NCO ROSTER:

- a. The Staff Duty NCO Roster will be comprised of all E6s not on the building police roster, E7s, and E8s, with the exception of Group Leaders.
- b. Separate rosters are maintained for the assignment of Duty and non-Duty day SDNCO and are annotated in black (Duty day) and red pen (non-Duty day) on the roster.

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- c. The SDNCO rosters are projected 3-weeks out.
 - d. Personnel will not be assigned to SDNCO on consecutive days (Duty & non-Duty days).
 - e. Since the scope of the SDNCO duties extends into the following day, personnel who are going on Leave/Pass/TDY are not eligible for assignment the day prior to their departure.
 - f. Any switching of SDNCO assignments must be coordinated through the Unit Detail Roster NCOIC.
 - g. The NCOIC of the SDNCO roster is the Band CSM.
 - h. Personnel who are tasked to perform may not be assigned to SDNCO. This encompasses, but isn't limited to: CB and JK large groups, Chamber Groups, Field Music, BHB, JK Combo, and any solo CBP/JKP (concert band/JK piano) and CBV/JKV (vocal) performances.
 - i. Unit Detail Roster NCOIC will assume all performing personnel in the MB will be utilized on Home Football Games.
 - j. Once the SDNCO assignments are posted, the Section Leader will not roster the SDNCO for performance missions.
 - k. If the Commander accepts a performance mission and it conflicts with a SDNCO assignment, the affected Soldier must notify their Section Leader and the Unit Detail Roster NCOIC immediately and a replacement will be assigned by the UDR.
 - l. Once the SDNCO roster is posted, it is policy to require those who want to apply for Leave/Pass to find a replacement SDNCO for their assigned time.
6. WORK DETAIL ROSTER: The Work Detail Roster will be comprised of all E6s, E7s, and E8s with the exception of Group Leaders.
- a. Assignments for work details are made in ascending rank order starting with E6s. If more personnel are needed, then the E7 roster will be utilized. The E8s will be used for large production-type events when all E6s and E7s have been exhausted.
 - b. The NCOIC of each work detail will be the ranking NCO assigned to the detail.
 - c. Any switching of work detail roster assignments will be coordinated through the assigned NCOIC of the work detail.

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d. The POC of the detail is responsible for supplying the necessary information to the detail NCOIC.

7. SNOW REMOVAL ROSTER: The Snow Removal Roster will be comprised of all E6s and the nine newest E7s according to date of rank.

a. Assignments for the Snow Removal Roster will be made 3-weeks before the first assigned week.

b. The assigned E7 is the NCOIC of the Snow Removal squad with the ranking E6 serving as the assistant NCOIC.

c. Nine separate snow removal teams will be constructed with an equal number of personnel.

d. Each squad will be assigned two separate weeks during the winter snow months, starting the Monday following Thanksgiving and continuing for the next 18 weeks.

e. Personnel/group assignments will be made with pending TDYs taken into account.

f. The POC for this roster is the Facilities Branch Head Manager.

8. DRIVING ROSTER: The Driving Roster is comprised of all E6s except for support staff. This roster is utilized when:

a. Work Details require the use of a van or truck driver.

b. Personnel or groups need transportation to airports.

Annex B (Alcohol & Drug Abuse Prevention and Control Program) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

1. PURPOSE. This Standing Operating Procedure (SOP) is a Unit specific substance abuse program for the United States Military Academy. Drug and alcohol abuse are not compatible with military service and every effort should be made to eliminate the abuse of alcohol and other drugs within this Command through prevention and treatment. This SOP and the references listed below will be used when conducting all urinalysis collections, drug and alcohol training, and prevention programs.
2. SCOPE. All personnel assigned or attached to the US Military Academy Band.
3. REFERENCES.
 - a. AR 600-85, Army Substance Abuse Program (ASAP), dated 29 December 2012.
 - b. Unit Prevention Leader (UPL) Handbook, Army Center for Substance Abuse Programs (ACSAAP), dated 30 September 2009.
 - c. Army Directive 2016-15 (Change in the Army's Random Deterrence Drug Testing Program), dated 22 April 2016.
4. DRUG USE & ABUSE
 - a. Using a controlled drug without prescription, or using the prescription of someone else, is drug abuse and is against the law. Using your own prescription, but not in accordance with (IAW) the prescription, is drug abuse.
 - b. Abusers will be subject to punishment under the provisions of the Uniform Code of Military Justice (UCMJ) and will also be subject to administrative action IAW existing regulations.
 - c. Urinalysis testing is an accurate identifier of offenders and serves as an effective deterrent against experimentation. Toward the goal of eliminating drug use and abuse, the Commander will randomly collect (Testing Code IR) a minimum number of specimens that equals or exceeds the number of Soldiers assigned to the Unit each year. In addition, the Commander may collect specimens under other test codes such as probable cause, fitness for duty, unit sweep, etc. However, the Commander should ensure that the annual number of specimens collected in Unit Sweeps (Testing Code IU) is no more than 75 percent of the annual number of specimens collected in random testing.
 - d. AR 600-85 prohibits Soldiers from illegal or illicit use of the below substances if used for the purpose of inducing excitement, intoxication, or stupefaction of the central nervous system. This provision is not intended to prohibit the otherwise lawful use of alcoholic beverages.
 - 1) Hemp or products containing hemp oil

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- 2) Controlled substance analogues (designer drugs)
- 3) Illicit use of chemicals, propellants, or inhalants (huffing)
- 4) Dietary supplements that are banned by the United States Food and Drug Administration
- 5) Illicit or excessive use (beyond what is normal, sufficient, or prescribed) of prescription or over-the-counter drugs and medications
- 6) Illicit use of naturally occurring substances (to include but not limited to Salvia Divinorum, Jimson Weed, etc.)

5. RESPONSIBILITIES.

a. Commander

- 1) Appoint a Primary Unit Prevention Leader (UPL) and a minimum of one alternate UPL by means of an appointment memorandum.
- 2) Ensure that the policies and procedures contained in the references cited above are followed by the UPLs.
- 3) Review and sign the USAP SOP upon arrival to the unit.
- 4) Select Observers for all urinalysis collections (see UPL Handbook for Observer minimum requirements).
- 5) Ensure random urinalysis testing at the rate of 10% of assigned end strength each month. The primary method for selection should be the inspection random (IR) drug testing code. Soldiers not selected for random urinalysis during the first three quarters of each fiscal year will be selected for testing during the fourth quarter using the inspection other (IO) test basis code. Commanders should not use unit sweep testing to meet this requirement.
- 6) Immediately report all offenses involving illegal possession, use, sale, or trafficking in drugs or drug paraphernalia to the Provost Marshall (PM) for investigation or referral to the Army Criminal Investigation Command (USACIDC). If a Commander has any question regarding whether a substance or its use is prohibited, they should contact the Staff Judge Advocate (SJA) before initiating any adverse action.
- 7) Report positives within 48 hours of receiving notification from the United States Military Academy Army Substance Abuse Program (ASAP) Drug Testing Coordinator (DTC).

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- 8) Schedule Medical Review Officer (MRO) appointments for Soldiers positive for drugs which have a possible legitimate medical use. Currently those drugs are: codeine, morphine, amphetamines, methamphetamines, steroids (from a special test request) and oxycodone/oxymorphone. Appointments should be scheduled when needed for Soldiers following notification from the United States Military Academy's Army Substance Abuse Program (ASAP) Drug Testing Coordinator (DTC). If the MRO review indicates non-legal use, report the positive result to CID within 48 hours of the MRO notification.
- 9) Ensure Soldiers promptly provide medical evidence for legitimate use of a prescribed drug to the MRO when requested.
- 10) Refer any Soldier to the ASAP for evaluation (complete a DA Form 8003) within five duty days of notification that the Soldier received a positive urinalysis for illicit drug use or was involved in alcohol-related misconduct. All Soldiers who test positive for illicit drug use must meet with an ASAP counselor to determine appropriate treatment or education.
- 11) Initiate administrative separation in accordance with Army regulations.
- 12) Implement ASAP prevention and education initiatives addressed in AR 600-85. Ensure all active duty Soldiers receive a minimum of 4 hours of alcohol and other drug awareness training per year. Note: The minimum for non-activated USAR and NGB Soldiers is two hours.
- 13) Ensure all newly assigned Soldiers are briefed on ASAP policies and services.
- 14) Establish a working relationship with the non-clinical ASAP staff, to include the UPL, to support prevention efforts within the Unit and on the installation.
- 15) Establish a working relationship with the clinical ASAP staff to monitor the progress and assist in the rehabilitation efforts of Soldiers enrolled in ASAP.
- 16) Consult with the servicing legal office for all drug and alcohol related offenses.
- 17) Foster a positive Command climate that discourages alcohol and drug abuse and is supportive of those who need assistance from the ASAP for problems related to alcohol and other drug abuse.
 - b. Primary and Alternate UPL. The Primary and Alternate UPL will successfully complete the USMA ASAP's UPL Certification Training Program. The requirements for certification are as follows:

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- 1) Complete the Department of the Army (DA) UPL Certification Training Program (CTP). No other UPL certification course is authorized without the written approval of the Director, ASAP. If a UPL candidate is deployed, he or she may be certified using the distance learning and certification procedures explained on the ACSAP Web site. A UPL that is reassigned to another Command may be appointed as a UPL in the new Command with proof of a previous certification until recertification is required at the 18-month point.
- 2) Recertify every 18 months by attending any locally-required update training and successfully completing the UPL CTP exam. If a UPL's certification expires while he or she is deployed, the UPL may recertify using the distance learning and certification procedures outlined on the ACSAP Web site. Certification obtained through the distance learning method is valid for 12 months. If a UPL fails the re-certification exam, he or she must retake the entire UPL CTP before retaking the exam.
- 3) If a UPL's certification expires, contact the ASAP within 60 days. The UPL then attends any locally-required update training and successfully completes the recertification exam to be recertified for another 18 months from the date of examination. During the time between the expiration date and the exam the UPL is not authorized to collect drug testing specimens. If a UPL's certification has been expired for more than 60 days, then the UPL must retake the entire UPL certification course.
- 4) The ADCO may revoke the ASAP certification of any UPL for an excessive number of discrepancies in drug testing collection procedures, urinalysis specimens, or on associated forms. However, the ADCO must immediately notify the UPL's Commander in writing of such revocation and the purpose for it.
- 5) UPLs are encouraged to attend an instructor certification course to enhance their ability to conduct drug and alcohol awareness training at the Unit.
- 6) Conduct unannounced Unit urinalysis, as directed by the Commander, or the designated representative.
- 7) Coordinate the required Unit drug and alcohol education classes.
- 8) Maintain liaison with the servicing ASAP counseling center.
- 9) In coordination with the company commander, design and implement the Company Substance Abuse Program SOP and UPP.
- 10) UPLs will use DTP or DTP Lite software as the tool for random selection unless the software is unavailable.
- 11) UPL will report to the USMA local ASAP to:

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- i. Pick up the Unit's distribution.
 - ii. Speak with the Drug Testing Coordinator (DTC) about any updates in the urinalysis program, schedule future urinalysis, and/or pick up supplies.
 - iii. Speak with the Prevention Coordinator (PC) and/or Alcohol and Drug Control Officer (ADCO) about future prevention efforts, marketing campaigns or training that can be utilized at the Unit and/or supported by the Commander.
- 12) Maintain an Alcohol and Drug Abuse bulletin board that contains information received from the ASAP on current drug trends, marketing, or prevention materials.
- 13) Maintain the Unit's urinalysis functional files IAW with AR 25-400-2 – Army Records Information Management System (ARIMS).
- 14) Train and supervise urinalysis Observers.
- 15) Ensure that Soldiers who are enrolled in the ASAP are tested under code RO at a frequency determined by the Commander and ASAP counselor. The substitution of RO for IR, IU, CO, or PO testing or vice versa is not permitted.
- d. Observer.
- 1) Observers will be notified after duty hours the night before the test, if the observer who comes up on the roster is unavailable (quarters, leave, pass, TDY, ect.) the next rostered observer available will be called.
 - 2) Sign the Memorandum for Observers that explains duties and legal implications. Observers are subject to UCMJ actions under articles 92, 107, and 134 if they fail to perform their duties properly.
 - 3) Maintain line of sight with the specimen bottle at all times during the entire collection process.
 - 4) Do NOT touch the bottle nor hold the bottle cap at any time.
 - 5) Directly observe urine leaving the body and entering the specimen bottle or urine female collection cup.
 - 6) Notify the UPL of any unusual circumstances, such as suspicion that the specimen did not come from the Soldier's body or is modified.
 - 7) Observe that each bottle is sealed and placed in the collection box, and then sign the Testing Register each time.

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6. URINALYSIS TESTING. The Unit Commander and Deputy Commander are the only people authorized to order or cancel urinalysis testing. The Commander may delegate this authority to the Acting Commander in writing. There are two primary urinalysis test types.

a. Random Tests. The Commander may direct Soldiers selected at random to submit to a urinalysis. Additionally, the Commander may direct a test of the entire Unit. The test basis code for a random test is IR. The test basis code for a 100% test (Unit sweep) is IU.

b. Individual Tests. The Commander may direct an individual Soldier to submit to a urinalysis under the following circumstances:

1) Probable Cause. If a member of a Soldier's chain of Command suspects or has proof that a Soldier is abusing drugs, that member may request that I order a urinalysis specimen be collected from that Soldier. After consideration about whether probable cause has been established, the Commander, in consultation with SJA, will make the decision to approve or disapprove the request for urinalysis (Test basis: PO).

2) Competence/Fitness for Duty (also referred to as Command Direct). The Commander can order this test on a Soldier when there is no probable cause, but the Commander believes that there is something causing the Soldier to have a bizarre or unusual behavior, and feels that the Soldier could be safety hazard to self or others. This test falls under the Limited Use Policy and cannot be used for characterization of service or in courts martial (Test basis: CO).

3) Inspection Other. The Commander can set policies that dictate certain circumstances when someone will be tested. Personnel who fall into one of the categories below will be tested regardless of rank or position (Test Basis: IO).

4) Newly Assigned Soldiers. As part of the Unit in-processing procedure, all newly assigned Soldiers will be required to provide a urinalysis specimen. The specimen will be obtained within the first 90 days of their assignment to the Unit (Test basis: IO), unless they appear on a random test within their first 90 days.

c. Unavailable Soldiers and Retests of Fatal Discrepancies

1) Soldiers selected but unavailable for testing because of leave, TDY, compensatory time as determined by the unit calendar, or the CSM's calendar that reports individual compensatory time, etc. will be tested on the first available test after their return to duty; these Soldiers will be tested under testing code IU or IR.

2) If the laboratory rejects a specimen untested because of a fatal discrepancy, the Soldier must provide another specimen that is valid to replace the flawed specimen on the next unit test they are available for.

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3) If West Point declares a code red or white the morning of a test, or the commander determines road conditions are too dangerous for personnel to safely arrive to/at the duty station, the test will be canceled for that day, prior to the soldiers that will be tested are notified. The test will be rescheduled later that week, or added to the following test.

7. SELECTION OF TESTING DATE(S). The UPLs will select the day of the test and The Commander, or his/her designated representative will approve the selected dates. To lessen predictability, every effort will be made to ensure that the date selected does not favor any particular day of the week. Nor should it favor a week of the month, or a month of the quarter (as in 100% testing).

8. RANDOM SELECTION METHOD. Random Selection Methods for Testing, Coded: IR

Following are the primary and alternate methods of randomly selecting personnel who will be tested:

a) The UPL will use the DTP software as the primary means of selecting personnel to be tested. The DOD Drug Testing Program will select personnel to be tested based upon the percentage or number of personnel requested. The program will then print the DD Forms 2624, Unit Urinalysis Ledger and Bottle Labels. The UPL will select personnel using the “number of personnel” selection method. The number of personnel selected will be based on guidelines in AR 600-85.

b) The alternate selection method, to be used when the DTP software is unavailable or the computer system is down, is to select Soldiers for testing by the last digit of their social security number.

1) Selection of the “numbers” should be done as close to the test date as possible.

2) Ten pieces of paper with the numbers one through nine and zero printed on them will be folded and placed in a container. After the folded pieces of paper are mixed, one or more of the pieces of paper will be withdrawn from the container, one at a time. Normally at least two numbers must be selected. A UPL and either the CSM or the Commander will perform this procedure.

3) The number(s) selected will be matched against the last digit of each Soldier’s social security number as referenced against the most current company roster. The daily status report will be reviewed to identify the duty status of each selected Soldier.

4) Only “present for duty” Soldiers will be required to test on the actual urinalysis test day, all others selected personnel will test on the next test day.

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5) All of the numbers (one through nine and zero) must be used during subsequent urinalysis testing selection. For example, if the number "two" is drawn for a random urinalysis in June, it must be included in the drawing for July. If "two" is drawn again in July, it would not be proper to select a substitute or alternate number.

8. PERSONNEL BRIEFINGS.

a. There are three personnel briefings that must occur prior to the start of urinalysis testing: the Observer briefing, the Commander briefing, and the UPL Unit briefing. The Observer briefing occurs first. The Commander briefing is next and serves as the order to Soldiers to provide a specimen for testing. The UPL briefing occurs last and informs Soldiers about the specific procedures they must follow to provide a urine sample.

b. If a Soldier arrives after the personnel briefings have been presented, the UPL will require the soldier read the Commander and UPL Unit brief.

9. VERIFYING A SOLDIER'S IDENTITY If a Soldier reports for testing without a military identification card, verify the Soldier's identity using one of the following methods:

- a. The Command Sergeant Major or Commander verifies identity, OR
- b. The UPL uses a different picture ID to verify identity (such as a driver's license).

10. FAILURE TO PRODUCE A COMPLETE SPECIMEN . The following procedures will be followed for Soldiers who fail to produce a complete specimen on their first or subsequent attempts (this include providing no urine at all).

a. Each Soldier will be directed to the Holding Area until able to produce a complete specimen. They will be kept under the supervision of the UPL in that area.

1) They will be directed to drink a minimum of eight ounces of water every 30 minutes not to exceed 40 ounces.

2) When Soldiers feel able to provide a complete specimen, they will return to their original urinalysis station.

11. ADULTERATED OR SUSPECTED ADULTERATED SPECIMENS. Following are the actions to be taken, if the observer or the UPL suspects a "questionable specimen". A questionable specimen is one that is suspected of being adulterated or substituted.

a. The UPL will immediately contact the Commander or Command Sergeant Major to explain the circumstances that caused the specimen to be questioned. The UPL will request permission from the Commander to obtain a second specimen from the Soldier as PO.

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b. If permission is not granted to collect a second specimen, a brief explanation and the name of the person consulted will be placed in the "Remarks" column of the Urinalysis Ledger.

c. If the Commander orders a second specimen, the UPL will do the following:

1) Follow the steps in the AR 600-85 and UPL Handbook for collecting a second specimen.

2) The second specimen should be obtained before station closure.

3) Submit the original specimen according to the normal procedure, as though there is no adulteration or suspected adulteration.

4) The test basis code of the specimen (item 9 of the DD Form 2624) should remain IR or the code that was originally requested.

e. In the "Remarks" column of the Ledger, the UPL should briefly explain the circumstances that caused the specimen to be questioned and should include the name of the person who ordered the collection of the second specimen.

f. Place the Second specimen on a separate DD Form 2624 with the Probable Cause test basis code (PO).

g. The first specimen, and any additional specimens, will be released to the DTC under normal chain of custody procedures.

12. FAILURE TO APPEAR FOR TESTING. The Command Sergeant Major will be notified by the UPL of the name of any Soldier who fails to appear for testing. Failure to test is disobedience of a lawful order.

13. CLOSURE OF THE URINALYSIS STATION. Closure will be accomplished based upon the following:

a. Successful testing of all Soldiers required to test.

b. Duty status of the Soldiers remaining to be tested. Example: Because of a mission, a Soldier is not expected to return to the site of the urinalysis within a reasonable time frame.

c. If there are Soldiers remaining to be tested, and the UPL is directed to close, the UPL will ensure that the person ordering closure is given the names of the untested Soldiers. The UPL will obtain permission from the Commander or his or her designated representative to obtain a specimen from these Soldiers at a later date. The date of the recollection will be unknown to the selected Soldiers.

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13. DISINFECTING AND SANITATION INSTRUCTIONS

a. Disinfectants

1) Any household liquid or spray disinfectant (e.g., Lysol) can be used. The disinfecting method will depend upon the instructions on the container's label. The disinfectant must contain a germicide.

2) A mixture of 10% bleach and 90% water, which is prepared the same day of use, is an effective disinfectant. Gloves must be worn when applying the mixture. After application, it should be allowed to air-dry. (Do NOT get the mixture on clothing, and immediately wash it off bare skin.)

b. Sanitation:

1) Urine spills must be wiped up and disinfected as described below.

i. Paper toweling should be placed over the site of the spill.

ii. A "liberal" amount of the disinfectant should be sprayed or poured over the paper toweling and allowed to sit for approximately five minutes.

iii. The used paper toweling should be put in a plastic bag-lined trash container.

2) After closure of the urinalysis station, the UPL must disinfect the table and all reusable objects touched during the collection procedure. Following disposal of all used gloves and disinfecting materials in the trash container, the UPL should remove the plastic bag from the trash container, tie the top closed, and put it in a dumpster.

14. TEMPORARY STORAGE AREA. All specimens will be delivered to the DTC as soon as possible. If specimens must be placed into temporary storage, then the storage requirements listed in the installation SOP will be followed. Specimens will be stored in the locker in room 108 at 685 Hardee Place, West Point, NY 10996.

15. UNIT PREVENTION PLAN

a. Training

1) The Primary UPL in coordination with the Commander and the training NCO will ensure that a minimum of 1 hour of substance abuse awareness training is scheduled and delivered to all Soldiers annually. The UPL will discuss training subjects with the Commander and the ASAP prior to training dates.

Annex B (Alcohol & Drug Abuse Prevention and Control Program) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

- 2) The UPL will assist the Commander in briefing each newly assigned Soldier on the Unit Substance Abuse Program. The briefing should include the Commander's policies on testing and prevention efforts. The newly assigned Soldier should be afforded the opportunity to read this SOP, and any other SOPs or policy letters related to the ASAP.
- 3) Additional training may be required as deemed by the Commander to select groups. This training may be based on Unit specific needs, or trends in drug and/or alcohol abuse. Examples may include observer training at NCOPD, information briefing on Club drugs and Raves to all Soldiers under age 28, or how to handle a urinalysis positive briefing at OPD.
- 4) All Unit substance abuse training whether conducted by the Commander, UPL, the ASAP staff, or a guest speaker will be documented using a sign-in sheet to record who attended, the topic, the date, start time, and end time of the class. A copy of the sign-in sheet will be provided to the ASAP staff within five working days.

b. De-glamorization of Alcohol.

- 1) Unit activities will NOT center on the use of alcohol. Alcohol free activities such as non-alcohol Super bowl parties will be encouraged. If alcohol is authorized at a Unit activity, then the following must be provided:
 - i) Various Non-alcoholic beverages for non-drinkers.
 - ii) Designated drivers to ensure all personnel get home safely.
 - iii) Designated senior leadership to monitor the consumption/condition of personnel who are consuming alcohol.

- c. Prevention efforts .The UPL will maintain a Unit substance abuse bulletin board in a common area within the Unit. At a minimum the bulletin board will contain:
- i) A copy of this SOP.
 - ii) Copies of DA, MACOM, Installation, and Unit policy letters pertaining to the ASAP.
 - iii) Social Marketing Posters – provided by the ASAP or downloaded from www.acsap.org.
 - iv) Pamphlets and/or information papers on drugs and alcohol.
 - v) Current prevention campaigns and alcohol/drug free activities.

Annex B (Alcohol & Drug Abuse Prevention and Control Program) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

- vi) Information of limited use and how to self refer to ASAP with POCs and phone numbers.
- d. The UPL will ensure that the Command is notified of upcoming prevention campaigns. This Unit will support the ASAP campaigns with personnel and resources if mission permits.
- e. The Commander or UPL will include drug and alcohol in safety briefings prior to long weekends.
- f. The Commander and UPL will stay abreast of drug and alcohol trends within the community and the Unit via the non-clinical ASAP and Unit drug testing statistics. The Commander will take appropriate actions to address potential problems within the Command to include potential problems associated with deployment areas.

TOD A. ADDISON
LTC, AG
Commanding

Annex C (Uniform Wear & Appearance) to Section 1 (Command Sergeant Major) to the USMA Band Standard Operating Procedures

1. REFERENCES:

- a. AR 670-1, Wear and Appearance of Army Uniforms and Insignia.
- b. AR 600-8-22, Military Awards.
- c. AR 600-20, Army Command Policy.
- d. AR 700-84, Issue and Sale of Personal Clothing.
- e. CTA 50-900, Clothing and Individual Equipment.
- f. Digital Slides, USMA Band (MASC-BND), 3 Oct 14, Wear and Appearance of the Uniform.

2. PURPOSE: To establish policies, procedures, and responsibilities for all aspects of Personal Appearance/Wearing of Uniforms.

3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.

4. GENERAL: Policies for personal appearance and wear of Army issue uniforms are governed by Army Regulations. Policies for organizational uniforms, clothing, and equipment are established and governed by the Commander, USMA Band. Reference slides are located at

<https://collab.westpoint.edu/band/bandresources/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2Fband%2Fbandresources%2FShared%20Documents%2FNCOPD%2FLevel%20I%20%2D%20Initial%20Proficiency%20Training%20%28IPT%29%2FWear%20and%20Appearance%20of%20Uniform>

5. ORGANIZATIONAL UNIFORMS:

a. Full Dress Blue (FDB) and Full Dress Blue over White (FDB/WH). The FDB is made up of the tar bucket and plume, the high collar jacket with collar brass and white liner, white cords and waist belt, blue music pouch with white strap (not applicable to Field Music), blue pants with white stripe, white gloves, black socks, and black oxford shoes. The FDB/WH is exactly the same except for the wearing of white pants rather than blue with white stripe.

b. Dress Blue (DB) and Dress Blue over White (DB/WH). The DB and DB/WH are exactly the same as the FDB and FDB/WH except that the blue service cap is worn in place of the tar bucket and plume.

Annex C (Uniform Wear & Appearance) to Section 1 (Command Sergeant Major) to the USMA Band Standard Operating Procedures

c. Concert Blue (CB). The CB is made up of the high collar jacket with collar brass and white liner, AG Shield, Meritorious Unit Citation, Army Superior Unit Award, all applicable mini-medals, blue pants with white stripe, blue service cap, black socks, and black oxford shoes. Females may substitute the long blue skirt, sheer stockings, and black pumps in place of the blue pants with white stripe, black socks, and black oxford shoes only when authorized.

d. Sierra. The Sierra in a concert setting is made up of the white cadet shirt, AG Shield, Meritorious Unit Citation, Army Superior Unit Award, all applicable individual ribbons/medals, blue pants with white stripe, black belt with polished brass buckle and tip, black socks and black oxford shoes. Females may substitute the “short” blue skirt, sheer stockings, and black pumps in place of the blue pants with white stripe, black socks, and black oxford shoes only when authorized. For marching formations the Sierra includes the white service cap and white gloves while excluding the female skirt option.

e. Travel. The Travel uniform is made up of an undershirt or other undergarment appropriate for mission conditions, blue pants with white stripe, black belt with polished brass buckle and tip, black wind breaker (Ike jacket), black socks, and black oxford shoes. Females may substitute the long blue skirt, sheer stockings, and black pumps in place of the blue pants with white stripe, black socks, and black oxford shoes only when authorized.

f. Appropriate Civilian Attire (ACA). ACA is worn for traveling or rehearsing at the discretion of the Command Staff or Group Leaders/NCOICs. ACA consists of, at a minimum, a collared shirt, slacks, and casual dress shoes for male personnel while female personnel wear a blouse or collared shirt, slacks or skirt, and casual dress shoes. No jeans, shorts, sandals, t-shirts, athletic attire, or blue jeans will be worn as ACA unless authorized by the Command Staff or Group Leaders/NCOICs. Clothing is expected to be cleaned and pressed, and shoes are expected to be cleaned and shined. The Command Staff or Group Leaders/NCOICs may adjust this policy during extreme hot weather conditions, or for personnel on work details, to include more appropriate clothing in relation to the detail or temperature.

g. Sunglasses. The use of sunglasses in military formations is generally not permitted and is not an individual Soldier’s option. When their wear is permitted, they are to conform to the other generally conservative rules and standards for wear of non-military items with the uniform. Only dark-colored conservative frames or Army approved “aviator” glasses with dark green, grey, or black lenses are appropriate. Sunglasses may be used on those occasions deemed beneficial to a performance by the commander, OIC, or NCOIC when their wear would not visually detract from the performance.

Annex C (Uniform Wear & Appearance) to Section 1 (Command Sergeant Major) to the USMA Band Standard Operating Procedures

h. Duty Uniform. Band members will wear the prescribed duty uniform while conducting official business during normal duty hours (0745-1630, Monday thru Friday). Official business includes attending Academy meetings or any mission or task involving Cadets. ACA is not considered appropriate attire for conducting official military business. The duty uniform varies seasonally, is often adjusted for special events, and is broadcast through the chain of command, West Point Message or through other digital means.

i. Army Combat Uniform/Operational Camouflage Pattern. The ACU/OCP is the uniform for all unit training events, to include rehearsals, unless otherwise directed. The ACU/OCP becomes the uniform of the day during Code White/Red, USCC Reorganization Week, Term End Exams, and Cadet Summer Training. The ACU/OCP is an acceptable uniform for on-post appointments. Beginning 1 OCT 2019, the only acceptable combat uniform will be the OCP uniform.

Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band
Standard Operating Procedures

1. REFERENCE: AR 220-90, Army Bands.
2. PURPOSE: To establish policies, procedures, and responsibilities for all aspects of the USMA Band Administration.
3. SCOPE: This section is applicable to all personnel assigned to the USMA Band.
4. GENERAL: The USMA Band Administration Office is staffed with one full time staff member as Administration NCOIC and five additional duty NCOs who are the subject matter experts in their appointed duties. The Administration NCOIC is responsible for ensuring adequate training for each specialized area, and providing command awareness of calendar milestones, internal/external administrative requirements, key events, and ensuring command awareness of all regulatory and local requirements. Each of the appointed part-time NCOs will be responsible for maintaining communication with their designated USMA support agency, informing the Administrative NCOIC of upcoming training opportunities, and properly processing and disseminating information to the band community in a timely, tactful, and appropriate manner.
5. PROPOSER: Proponent for the USMA Band Administration SOP is the Band CSM. Recommended changes will be submitted through the Band CSM to the Commander, USMA Band.

Annexes:

- Annex A Unit In-Processing Procedures
- Annex B Personnel Recruiting & Auditions
 - Appendix A – USMA Band Audition Information Sheet
 - Appendix B – Auditions Checklist
 - Appendix C – Memorandum of Instruction for Invited Candidates
- Annex C Reenlistment and Retention
- Annex D Unit Awards Program
 - Appendix A – Award Recommendation
- Annex E Non-Commissioned Officer Evaluation Reports
 - Appendix A – USMA Band NCOER Flow Chart
- Annex F Annual Birth Month Requirements
 - Appendix A – Personnel Suspense Actions Required During Birth Month
- Annex G Sick Call
- Annex H Leaves and Passes
- Annex I Sponsorship Program
- Annex J Promotions
- Annex K Unit Mail Service and Mail Control
- Annex L Personnel Accountability Plan
- Annex M Medical Readiness Reporting (MEDPROS)
- Annex N Personnel Strength Authorizations
 - Appendix A – Personnel Strength Authorizations (2015)
 - Appendix B – USMA Band Structure & Capabilities
- Annex O Off-Duty Employment

Annex A (Unit In-Processing Procedures) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

1. REFERENCES:

a. AR 600-8-101, In and Out Mobilization Processing.

b. AR 612-11, The Army Sponsorship Program.

2. PURPOSE: To establish and define procedures related to the In-Processing all new arrivals.

3. SCOPE: This annex is applicable to all sponsors and incoming Soldiers.

4. GENERAL: In order to smoothly PCS from a previous duty station, or transition from a civilian to military lifestyle, it is imperative that every sponsor and incoming Soldier properly and promptly in-process through all required areas of West Point. It is important that sponsors understand that each incoming Soldier brings with them a very unique set of issues and requirements, and that it is their duty to ensure that each question and concern is appropriately answered or quickly directed to the correct individual.

5. NOTIFICATION: Prior to a new Soldier's arrival, the Admin NCOIC will contact basic training unit for Soldier graduation date and *anticipated arrival date* to USMA Band, West Point. Notify Soldier's Group Leader, Section Leader, and the assigned sponsor of the arrival date so they can be available to assist with in-processing and airport transportation. Soldiers in transition to the USMA Band from Basic Training should not be authorized leave or pass in excess of the time needed to safely transport themselves, and their families, to the West Point vicinity.

6. RECEPTION & INTEGRATION: The sponsor is solely responsible for ensuring the proper and efficient in-processing of their sponsored Soldier. Upon arrival to the unit, each Soldier will report directly to West Point, and be internally assigned to the Band Command/Headquarters for the duration of their Initial Proficiency Training (IPT), in-processing, and reception interviews.

7. IN-PROCESSING: Upon Soldier's arrival, he/she must report first to the Administration Office for initial in-processing and signing off of leave. The sponsor should make every effort to proactively address any Soldier needs prior to the incoming Soldier's arrival.

8. LODGING: If a barracks room is needed, the sponsor will coordinate with the Headquarters Co. 1SG (938-2508) for temporary billeting. *Note: if Soldier arrives after duty hours, linen and keys may be requested to be left at the MP station for pick-up.* In the case of married Soldiers arriving with their family, and if post housing is not immediately available, call the Five Star Inn at 938-6816/6817 for temporary billeting (Soldier will be authorized Temporary Lodging Expense reimbursement for up to 10 days, and will receive BAH for the period of time he/she stays at the Five Star).

Annex A (Unit In-Processing Procedures) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

9. APPOINTMENTS: In-processing appointments will occur at the following offices:

a. Band Command Sergeant Major. Conduct reception meeting and welcome. Explanation and expectations of the In-Processing and Initial Proficiency processes.

b. Administration Office. Examine the Soldier's records. You will need to receive (and keep a copy of) the following:

- 1) PCS Orders*.
- 2) DA Form 31 (Leave). If missing, re-create via Sharepoint.
- 3) APFT Card – forward to APFT NCOIC.
- 4) ERB (Enlisted Records Brief).
- 5) DD Form 214 – *if prior service**.
- 6) Marriage Certificate* - *if married*.
- 7) Dependent Birth Certificates* – if applicable.
- 8) COLA Authorization (DA Form 4187) – signed by Commander.
- 9) *College Transcripts

***Documents to be uploaded to iPERMS by Administration Clerks.**

c. Administrative Records Update:

- 1) Input arrival transaction and slotting into eMILPO
- 2) Add Soldier to unit personnel database. Use ERB and interview to retrieve data.
- 3) Determine if Soldier is authorized Permissive TDY for house-hunting.
- 4) Create hard-copy unit personnel file.

d. Finance (Defense Military Pay Office, walk-in to set appointment).

- 1) PCS Orders.
- 2) BAS & COLA Authorizations (DA Form 4187).

Annex A (Unit In-Processing Procedures) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

3) Copy of leave form DA Form 31.

e. Military Personnel Division (938-3703/2035/3212). Please ensure items listed are in Soldier's possession before appointment.

1) PCS Orders.

2) Personnel File.

3) Leave Form (DA Form 31).

4) DD Form 214 – if prior service.

5) Notification of Duty Position Memo – from Administration NCOIC

***Note: Personnel file should contain enlistment contract, record of emergency data (DD 93), and SGLI (Insurance Form). These items must be updated annually, at a minimum.**

f. Coordinate with the Band CSM and Balfour Beatty Communities at 446-6407 and let them know a new arrival is anticipated, as well as the expected arrival date. Find out from the CSM what the new Soldier can expect regarding on-post quarters availability.

g. Schedule household goods pick-up or delivery. Soldier will need to schedule an appointment with Transportation at 938-4051/4052/4053.

10. DOCUMENTATION:

a. Provide the new Soldier with the unit in-processing checklist and map of West Point, and immediately refer them to Military Personnel Division (MPD) Bldg. 622. The unit and post checklists must be returned to the Administration Office upon completion. The sponsor is responsible for assisting the new Soldier with expeditiously completing all in-processing requirements. Generally 30 days is the maximum time allowed to in-process. All external agencies noted on DA Form 5123-1 must be in-processed prior to commencing any house-hunting PTDY granted by the unit.

b. The Administrative NCOIC will ensure copies of all forms noted in paragraphs 8d and 8e are provided to the Soldier and one copy retained for their administrative records.

c. Electronic versions of all documents pertaining to Soldier's in-processing can be found in the following section of Admin Office Sharepoint:

<https://collab.westpoint.edu/band/BandCollabBackup/AdminSharedDocumentsLibrary/>

Annex A (Unit In-Processing Procedures) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

11. MISCELLANEOUS:

- a. At least four weeks prior to scheduled BCT graduation, a representative from Administration will meet with sponsor of new Soldier to prepare for arrival of Soldier and provide a brief to the sponsor and Group Leader as to any changed circumstances. As soon as the incoming Soldier is aware of their flight and departure plans, the information will expediently communicated between Admin, Chain of Command, and the Soldier's sponsor.
- b. Inform the Soldier and the sponsor to coordinate immediately with Supply NCO for issuance of temporary uniforms. The remainder of the internal in-processing will be completed within the first 30 days of arrival.
- c. Any unusual concerns, questions, or issues should be immediately directed to the Administration Branch Chief, the Soldier's Chain of Command, or the Military Personnel Division (MPD) Personnel Service Center.

Annex B (Personnel Recruiting & Auditions) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

1. REFERENCES:

- a. AR 601-210, Active and Reserve Components Enlistment Program.
- b. AR 220-90, Army Bands.
- c. AR 614-200, Enlisted Assignments and Utilization Management.

2. PURPOSE: To establish policies, procedures and responsibilities for the USMA Band internal hiring/auditions process as well as internal procedures for recruiting for Army Bands worldwide.

3. SCOPE: This annex is applicable to all auditioning/interviewing applicants for projected openings identified by the Commander, as well as the Section Leader/Point-of-Contacts and Key Leaders (POC's) responsible for filling those vacancies.

4. PREPARATIONS: Much of the work of the Auditions NCOIC and Section Leader/Point-of-Contact occurs prior to the date of the audition.

a. Published Vacancies - After being notified of a projected vacancy from the Administration NCOIC, the Auditions NCOIC will place a vacancy notice in appropriate publications, which might include the International Musician, Musical Chairs, and on Army Musician Intranet (AMI). The Administration NCOIC is responsible for budgeting for targeted advertising campaigns for unique or hard-to-fill positions. Newsletters or publications that might reach a specific instrumental area requested by the Section Leader/Point-of-Contact, and might include avenues such as Jazz Times, industry magazines, or instrument-specific professional organizations. All advertising flyers will be of a standard format that all personnel within the USMA Band will conform to. The Section Leader/Point-of-Contact will weekly update the Auditions NCOIC on the status of their recruiting efforts. Advertising should be coordinated and submitted NLT two weeks after a vacancy notification, and will include the following information:

- 1) Standard information notifying reader of the organization listing the vacancy.
- 2) Instrument to be auditioned.
- 3) Brief description of the job.
- 4) Brief description of Military Benefits and Pay.
- 5) Application closing date.
- 6) Band Point of Contact and Phone Number.
- 7) Notice to explore the Internet Address for further information.

Annex B (Personnel Recruiting & Auditions) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

b. Coordination of Audition Dates – Band CSM, Administration NCO, Auditions NCOIC, Operations NCO, and Section Leader/Point-of-Contact coordinate an audition date with the USMA Band Commander.

c. Advertising - The unit's internet site is the primary source of all public communication regarding vacancies, and will be updated and maintained regularly. The webmaster will be provided all pertinent vacancy information, including the audition requirements and duty information associated with the position advertised. The Auditions NCOIC and Section Leader/Point-of-Contacts will coordinate the information to post on the USMA Band Web Page. The Auditions NCOIC will notify the Webmaster to post a vacancy notice and will provide an audition vacancy flyer (in PDF format) and all basic information to include:

1) Specific requirements for the audition recording.

2) All Applicants will submit a résumé including contact information and a recent, full-length photo.

3) Military Applicants must also submit a Commander's intent to release memo, ERB, three most-recent evaluation reports, and recent DA photo. Military Applicants need not send a civilian full-length photo.

4) List of any required music for the live audition.

5) Job description for listing on the web page (NCOER job descriptions can serve as a basic template).

6) Links to any official Internet addresses that contain information about the military, government benefits associated with joining the military, the Army Band Program, the USMA, and the USMA Band.

d. Other Advertising Opportunities - It is the Section Leader/Point-of-Contact's responsibility and goal to obtain a maximum number of qualified applicants. Other suggested avenues for advertising are:

1) E-mailing college and university professors to notify institutions of higher education regarding the posted vacancy.

2) Mailing flyers, coordinated through Section Leader/Point-of-Contacts and digitally posted by the USMA Band Publicity Section to key media outlets.

e. Candidate packets will be processed for review within one week by the Section Leader/Point-of-Contact after the packet deadline has passed.

Annex B (Personnel Recruiting & Auditions) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

- 1) All candidate packages received by the USMA Band are date and time logged by the Auditions NCOIC. Section Leader/Point-of-Contacts receiving packages will immediately submit them to the Auditions NCOIC for processing.
- 2) The Auditions NCOIC photocopy all candidate résumés for record and reference.
- 3) The appropriate Section Leader/Point-of-Contact receives the candidate packets, and will convene a non-partial panel to determine live audition finalists within one week of notification.
- 4) Webmaster is notified to conclude the advertisement on the Band Internet Page.

5. SECTION LEADER/POINT-OF-CONTACT ROLE:

- a. The Section Leader/Point-of-Contact will ensure that all materials are evaluated within one week following application deadline. The Section Leader/Point-of-Contact will keep a detailed record of all evaluations for reference during the selection process. Evaluations are to be based on professional merit displayed by all packet materials submitted. No other criteria should be considered during the evaluation process.
- b. The Section Leader/Point-of-Contact will provide a list of proposed invited candidates and those candidates not invited within one weeks of the application deadline to the Auditions NCOIC. Invited candidates should total no more than six, however, special accommodations may be made for local candidates and those candidates who are “too-close-to-call.” The Auditions NCOIC will route the results through the Band CSM before the Auditions NCOIC and Section Leader/Point-of-Contact notify the candidates.
- c. Upon CSM approval, the Section Leader/Point-of-Contact will call all accepted candidates and will initiate the applicant’s interview. During this conversation it is necessary to explain processes and inform the candidate about the position offered. The Auditions NCOIC will not be tasked with handling phone calls to non-invited personnel.
 - 1) Section Leader/Point-of-Contacts will provide brief information about the recruiting process, job position, and live audition, specifically reinforcing the job description, audition date, repertoire, POC contact information, and the immediate need to visit their local Army Recruiter for qualification screening.
 - 2) All current special band members will receive an automatic invite to the live audition round. No advanced packet is required. In these instances, funding for the service-member’s travel will be provided by the current unit of assignment or the individual traveler. Recommended travel statuses are TDY, PTDY, pass, or leave.

Annex B (Personnel Recruiting & Auditions) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

3) In instances where spouses of current band members have submitted packets, it is customary to allow the spouse/candidate to attend the live audition round. A memorandum of invitation may be provided by the Auditions Section to allow the candidate to pursue military medical qualifications. No further provisions will be made to cover transportation or provide the spouse further privileges.

6. PROCESSING INVITED CANDIDATES:

- a. After the Section Leader/Point-of-Contact has telephoned all invited persons informing them to visit the nearest Army Recruiting Office, the Auditions NCOIC will follow-up with an e-mail or phone call to both the recruiter and candidate to introduce themselves and to ensure that the candidate and recruiter are aware of all expectations and requirements.
- b. Memorandums of invitation will be processed and distributed to each candidate and recruiter. This memo will state that the candidate has been invited to audition for the USMA Band, and will set suspense timelines to ensure qualification and proper processing for candidate travel expenses.
- c. The Auditions NCOIC will determine if there are any barriers to timely qualification of each candidate. Audition invitations may be rescinded for candidates who do not exhibit the utmost professionalism and bearing, based upon review of the command.
- d. Candidate Military Qualification. One e-mail will be sent to all candidates with preliminary qualification steps and logistical information.
 - i. Candidates are required to pass a written test (ASVAB) and a physical exam.
 - ii. Fully qualified candidates are authorized reimbursement of travel expenses.
 - iii. Qualification for service does not obligate candidates to join the Army.
 - iv. Required documentation may include birth certificates, marriage certificates, social security cards, transcripts, and documentation for any medical conditions or medical procedures which will be admitted on DD Form 2807-2.
- e. Reimbursement.
 - i. The Auditions NCOIC will act as liaison between the candidate and the Battalion Resource Manager for funding of any official travel.
 - ii. The cost of all transportation is reimbursable to the candidate, including mileage, public transit, taxi, airfare, per diem, flights, and tolls.

Annex B (Personnel Recruiting & Auditions) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

iii. The Recruiting Battalion Resource Manager will arrange to fund air or ground transportation. For local candidates, mileage may be authorized, or the Recruiting Office may opt to drive a candidate to/from West Point.

f. Travel Logistics.

i. The candidate will be required to personally call and reserve a room at a designated area hotel (list provided by the Auditions NCOIC).

ii. Recruiters may elect to drive the candidate to the closest airport for transportation to/from West Point or ensure reimbursement of taxi/mileage.

iii. Candidates that they are responsible for transportation between the airport and hotel. However, flights into Stewart International Airport can access a shuttle provided by the Ramada Inn, Newburgh, NY.

iv. Transportation to the audition site and back to the airport will be provided on the day of the audition from a band representative. Other transportation arrangements may be coordinated with the Section Leader/point-of-contact.

7. PROCESSING DECLINED CANDIDATES:

a. Candidate letters of declination signed by USMA Band Deputy Commander will be immediately processed for mailing along with Army Bands (42R) and Army National Guard informational brochures.

b. Copy of declination letters and contact information will be e-mailed to the Senior Army Band Liaison and local Army Band Liaisons.

c. All non-invited candidate packets, to include the declination letter as well as information about the Army Bands Program (42R), will be properly destroyed at the conclusion of the auditions process.

8. PROCESSING MILITARY CANDIDATES:

a. The Auditions NCOIC will ensure that military applicants have less than ten years Time in Service (TIS) and have not yet been promoted to the pay grade of E-7. Military candidate packets must include:

- 1) Commander's Intent to Release Memorandum.
- 2) ERB.
- 3) DOD Photo.
- 4) Last three annual evaluation reports (or equivalent).

Annex B (Personnel Recruiting & Auditions) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

- b. The Auditions NCOIC will aid in processing travel orders by working through the candidate's DTS NCO.
- c. The Auditions NCOIC will send all travel arrangements and Invitational Travel Orders directly to the candidate's DTS NCO for creation of the Travel Authorization (DD1610), and will inform the candidate that their unit is responsible for filing a Travel Voucher through DTS.

USMA Band Auditions				
Prior Service & Military Applicant Requirements/Equivalents*				
Army	Marines	Navy	Air Force	Coast Guard
ERB	MBS Master Brief Sheet (MBS) (<i>Usually only 1 page</i>)	Personnel data record pages 1, 4, and 5	RIP pages 1 - 11	Personnel data record pages 1, 3, 4, and 5
NCOER(DA2166-8)	PES (NAVMC10835A-E)	EVALS(NAVPERS1616/26)	EPR (Form 910/911)	EERS (CG3788A/B)
Commander's Intent to Release Memo	Commander's Intent to Release Memo	Commander's Intent to Release Memo	Commander's Intent to Release Memo	Commander's Intent to Release Memo
DA Photo	DoD Photo	DoD Photo	DoD Photo	DoD Photo

*A completed audition packet for prior service applicants, or current enlisted members, will include all requirements listed for the specific vacancy. It should also include a military records summary, the **3 most recent** Evaluation Reports, a valid Department of Defense Photo, and a Commander's memo stating their intent to release you from your current duties if accepted for the position. **Prior service applicants should also include a copy of their DD214.**

Note: Candidates with greater than 10 years Time in Service (TIS) or who currently hold, or departed, any military service with a pay grade higher than E-6 must specifically request approval by the Commander through an exception to policy.

Figure 7-1 DoD Equivalency Chart 1 for Military Applicants

9. RECRUITER ROLE:

- a. Invited Candidates will promptly contact their local recruiter for an initial prequalification interview, and provide the following information to the Auditions NCOIC:
 - 1) Recruiter's name, rank, station address, telephone number, and fax number.
 - 2) Recruiting station commander's name and rank.
- b. Memorandums of invitation will be processed and distributed to the candidate, recruiter, and commanding officer (*if military*). This memo will state that the candidate has been invited to audition for the USMA Band. This memorandum will set suspense timelines to ensure that candidate is qualified and authorized travel reimbursement in a timely manner.
- c. Recruiters are informed that upon receipt of the memorandum they must:
 - 1) Arrange, as quickly as possible, to have the candidate pre-qualified to join the Army and provide the ASVAB and physical pass/fail information to the USMA Band Auditions NCOIC.

Annex B (Personnel Recruiting & Auditions) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

2) Provide Battalion Resource Manager contact information to the Auditions NCOIC.

d. Candidate recruiters will ensure that their candidate expediently files and receives reimbursement for all authorized expenses associated with the audition process. Reimbursement is authorized regardless of job offer for all fully-qualified candidates.

10. AUDITION DAY LOGISTICS:

a. Section Leader/Point-of-Contacts are the primary coordinator for all audition day logistics.

1) Coordinate and provide all local ground transportation for the duration of the candidate's stay. This will include ensuring candidates are released/transported to local airport no-later-than 1.5 hours prior to departure.

2) Ensure all flight arrangements are unchanged and on schedule before departure to the airport.

3) Ensure candidates are checked out with the hotel and ensure that they bring all their belongings to the audition site.

4) Inform all military candidates to wear a Class B equivalent uniform for the audition, unless the Band CSM dictates otherwise.

b. Auditions NCOIC involvement on audition day is limited, but includes the following:

1) Provide a copy of all candidate travel information to include flight itinerary, ground coordination, and hotel information (to include the confirmation number).

2) Brief all candidates concerning the reimbursement process of any travel expense incurred by them during their travel.

3) Determine a place/time during the audition proceedings to discuss job opportunities outside of the 42S career field as a 42R, Army Bandsman and discuss career opportunities within the Regular Army, National Guard, or Army Reserves.

4) Provide USAREC goody bag as thank you gifts.

Annex B (Personnel Recruiting & Auditions) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

11. AUDITION FORMAT:

- a. The Commander will serve as the Auditions Officer during the audition. The Section Leader/Point-of-Contact will coordinate with the Auditions Officer to determine the planning and execution of the audition.
- b. USMA Band members involved in the audition process will maintain a professional, but congenial decorum with the candidates, encouraging questions and offering a warm welcome to the candidates.
- c. USMA Band members involved in the audition will dress in ASU Class B, unless authorized an alternate uniform by the Band CSM.
- d. Musical Proficiency Auditions will generally take place in two rounds:
 - 1) Round 1 will generally be conducted behind a screen. The audition proctor will be the only individual who knows the performance order and identity of the candidates.
 - 2) Round 2 will be conducted without a screen. The audition committee will receive a copy of each finalist's resume. As each finalist prepares to play, the Section Leader/Point-of-Contact will introduce the Audition Committee to the candidate. Finalists will be briefly interviewed by the Audition Committee after the playing has completed.
- c. Repertoire for the audition will be determined by the respective section, will represent the varied styles and genres of repertoire performed by the USMA Band, and will be approved by the Commander. The audition will also include sight-reading.
- d. The Band CSM or Commander will personally interview all finalists to assist the committee in determining the individual's potential for service in the USMA Band. Interview questions may include, but are not limited to subject areas of leadership, mentorship, career goals, job expectations, or demonstration/discussion of additional competencies that will further enhance the unit mission.

12. WINNER NOTIFICATION PROCESS:

- a. Upon command approval, the Section Leader/Point-of-Contact will:
 - 1) Inform Administration Section and Auditions NCOIC of audition results.
 - 2) Telephone or personally inform the winning candidate to offer the position.
 - 3) Telephone or personally inform the candidates not selected for the position.
- b. Auditions NCOIC will:

Annex B (Personnel Recruiting & Auditions) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

- 1) Telephone all candidate recruiters to notify them of the status of their candidate.
 - a. Army Bands Recruiting NCO will:
 - 1) Develop and implement a plan to tactfully and efficiently provide information, flyers, or other publicity materials to promote the 42R MOS.
 - 2) Collect, maintain, and update the Audition NCOIC on any candidate that enlists as an Army Bandsman before or after they have auditioned for the USMA Band.
 - b. Assistant Auditions NCOIC will generate written notification of accepted and non-accepted candidates containing the following information:

Acceptance Letter	Non-Acceptance Letter*
Drafted for USMA Band Commander signature.	Drafted for USMA Band Command Sergeant Major.
Included in this letter is the candidate's Sequence/Position Number.	Copy filed with candidate packet.
Copy sent to candidate recruiter (civilian applicant only).	Copy to candidate recruiter (<i>civilian and non-active duty applicants</i>).
Copy e-mailed & mailed to applicant.	Copy mailed to applicant. Copy mailed to applicant's Commander (<i>military only</i>)
Copy e-mailed to AHRC-Ft. Knox, Army Band Assignments Manager (military applicants only).	Copy e-mailed to Senior Army Band Liaison (<i>civilian applicants only</i>).

*E-mail, phone call, or personal notification are acceptable alternatives to these steps

13. POST-AUDITION FOLLOW-UP:

- a. Army Bands Recruiting NCO will coordinate with the Senior Army Band Recruiting Liaison for auditions of any individuals wishing to enlist as an Army Bandsman (42R).
- c. Military candidates submit a TDY Settlement form through DTS.
- d. Auditions NCOIC files all packets IAW applicable regulations.
- e. Input final numbers into the Auditions Summary Sheet located at
<https://collab.westpoint.edu/band/BandCollabBackup/AdminSharedDocumentsLibrary/Auditions/Auditions%20Summary%20Sheet.xls>

Annex B (Personnel Recruiting & Auditions) to Section 1 (Administration) to Part 1
(Command Sergeant Major) to USMA Band Standard Operating Procedures

14. **REPORTING REQUIREMENTS:** The Auditions NCOIC will prepare and maintain a report of all auditions on behalf of the Commander. This will be accomplished annually by obtain the names of Army Band Recruits for the fiscal year to see if any new 42R bandsmen match up with our personal contacts.

Appendices:

Appendix A – USMA Band Audition Information Sheet

Appendix B – Auditions Checklist

Appendix C – Memorandum of Instruction for Invited Candidates

Appendix A (USMA Band Audition Information Sheet) to Annex B (Personnel Recruiting & Auditions) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

Appendix B (Audition Checklist) to Annex B (Personnel Recruiting & Auditions) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

Audition Checklist

Audition: _____

Application Deadline: _____

Audition Date: _____ On Master Calendar _____

Advertising

- | | | |
|--|--|--|
| <input type="checkbox"/> Advertising Flyer Completed | <input type="checkbox"/> USMA Band Website | <input type="checkbox"/> Other (Trade Magazines) |
| <input type="checkbox"/> Int'l Musician | <input type="checkbox"/> Army Bands Facebook | |
| <input type="checkbox"/> Musical Chairs | <input type="checkbox"/> West Point Facebook | |
| <input type="checkbox"/> AMI | <input type="checkbox"/> Bands.army.mil | |

Pre-Audition Date

- Removed Vacancy from USMA Band Website
- No Go Letters Mailed
- No Go Letters Sent to Army Band Liaison(Civilians)
- Go SS#s and Recruiter Info Collected (Civilians)
- Go Invite Letters Faxed to Recruiters/Emailed to Candidates (Civilians)
- Go MEPS Qualifications Completed (Civilians)
- Go Travel Coordinator Contact Info Collected from Recruiter (Civilians)
- Military Candidates informed they should wear Class "Bs" to audition
- Military Candidates cleared through AHRC
- Go CO Release Letter Received (Military)
- Go DTS NCO Info Collected (Military)
- Go Hotel Reservations Completed
- Go Itineraries Received
- Go Orders Received
- Go Travel Info to Section Leader for Transportation

Audition Day

- Proctor – Who? _____
- Band Audition Liaison Coordinated for Audition Score
- Room Set-up (tables, chairs, screen?, pencils, paper, packets, etc)
- Winner In-Brief with Admin NCOIC (*If possible*)

Post-Audition Date

- No Go Letters Mailed to Candidates
- No Go Info and SOM Letters Emailed to Army Band Liaison
- No Go Recruiters informed of results and SOM Letters Faxed to Recruiters
- No Go Packets Filed
- Line/Paragraph number from Admin NCO
- Acceptance Memo E-mailed to Recruiter _____ Candidate _____ SFC Lone
- Contract and IET Date Received _____ Given to Section/Group Leader
- Military Applicants completed TDY settlements
- Pre-Planning & Transition E-mail Sent to candidate**
- Winner Personnel Folder Created
- Sponsor Selected and Welcome Letters Mailed
- Winner Packet to Admin _____ DoD Training Certs to IMO & DoD ID (EDI)

Appendix C (Memorandum of Instruction for Invited Candidates) to Annex B (Personnel Recruiting & Auditions) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES MILITARY ACADEMY BAND
685 Hardee Place
West Point, New York 10996-1587

MASC-BND

6 April 2009

MEMORANDUM FOR US Army Recruiting Station (SFC Rickman), 179 Temple Hill Rd., New Windsor, NY 12553

SUBJECT: Ms [REDACTED] - US Military Academy Band Applicant

1. This verifies that Ms [REDACTED] has been invited to audition for a position with the United States Military Academy Band. Request that your office conduct initial qualification requirements in order for this individual to be auditioned at USMA Band headquarters on 18 May 2009.
2. Additionally, request that you coordinate with your recruiting command resource management office for travel and per diem funding. Candidate should arrive to West Point by 1600 on 17 May 2009 and depart after 1700 on 18 May 2009.
3. In order to ensure proper candidate processing and logistical preparations for the audition, the following deadlines must be met. Please forward all appointment dates to the POC below.

6 April 09 – Candidates pre-screened for enlistment qualification by recruiter
13 April 09 – Candidate appointments scheduled for MEPS/ASVAB
27 April 09 – All qualifications completed (including waivers)
4 May 09 – ITO submitted to local recruiting budget office, Itinerary Completed
11 May 09 – All travel ticketed, reservations confirmed, and logistics finalized

4. Please immediately address any concerns to SSG Jeff Prosperie by e-mail (bandauditions@usma.edu), phone (845) 938-6476/1338 or facsimile (845) 938-7453.

JAMES W. MULLINS JR.
CSM, USA
Band Command Sergeant Major

Appendix A (Intent to ETS Counseling) to Annex C (Reenlistment and Retention) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

1. REFERENCES:

- a. AR 600-210, Regular Army and Army Reserve Enlistment Program.
- b. AR 601-280, Army Retention Program.
- c. AR 614-200, Enlisted Assignments and Utilization Management.

2. PURPOSE: These policies and procedures are designed to permit continuous unit mission performance and to ensure that retention of the Soldiers of the highest quality.

3. SCOPE: This annex prescribes reenlistment and retention actions for personnel assigned to the USMA Band.

4. GENERAL: Reenlistment for and retention in the USMA Band is contingent on maintaining continuous successful performance standards in accordance with AR 600-200, Paragraph 2-31c(3), AR 614-200, Paragraphs 7-44b and 7-45b(2), and AR 601-280 paragraph 2-6b, adherence to body fat and appearance standards (AR 600-9), and command approval (AR 614-200, paragraph 7-44b). Reenlistment for the USMA Band will not be considered automatic.

5. PROCEDURES:

a. Twenty-four months prior to each Soldier's ETS, the Reenlistment NCO will notify all Soldiers of their reenlistment eligibility status.

b. Sixteen months prior to each Soldier's ETS, the Reenlistment NCO will circulate the USMA Band Reenlistment/Retention Worksheet through the Soldier's chain of command.

1) When the worksheet has been completed, a reenlistment interview will be scheduled with the Commander. This interview will occur no earlier than 16 months prior to ETS nor later than 15 months prior to ETS.

2) Following the commander's interview, the commander will authorize the Reenlistment NCO to complete DA Form 3340 for the Soldier's retention in the USMA Band, reenlistment for another Army unit, or initiation of appropriate action to impose a Bar to Reenlistment (AR 601-280, Paragraph 2-6a).

c. If a Soldier indicates that he/she intends to ETS the following actions will be initiated:

1) The Soldier's Section Leader will be notified that the individual will ETS. ETS Soldiers will contact the Soldiers for Life Program Office (formerly known as the Army Career & Alumni Program) as early as 18-months prior to ETS to begin required preparations for transition out of the Army.

2) The provisions of Annex B (Personnel Recruiting & Auditions) to Section I (Soldier

Appendix A (Intent to ETS Counseling) to Annex C (Reenlistment and Retention) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

& Family Support Division) of USMA Band SOP will be initiated following notification of intent to ETS.

d. Nine months prior to their ETS Soldiers will be asked to declare their intention to reenlist and a reenlistment date will be selected. This election will be documented with a DA Form 4856 Counseling. If the Soldier has extenuating circumstances that require additional time before a decision can be made such as participating in upcoming auditions, he/she may petition the commander for additional time to make a decision.

6. INCENTIVES: Reenlistment incentives are available once annually, and are based on operational requirements. If a Soldier becomes ineligible for reenlistment for any reason, entitlement to incentives is lost. Soldiers who elect continued service through reenlistment, extensions of more than one year, or affiliation with a reserve component unit as specified in AR 601-280 will receive the following incentives:

- a. Three-Day Pass.
- b. All available reenlistment gifts.

Appendix A (Intent to ETS Counseling) to Annex C (Reenlistment and Retention) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

DEVELOPMENTAL COUNSELING FORM For use of this form, see FM 6-22; the proponent agency is TRADOC.			
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
AUTHORITY:	5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army.		
PRINCIPAL PURPOSE:	To assist leaders in conducting and recording counseling data pertaining to subordinates.		
ROUTINE USES:	The DoD Blanket Routine Uses set forth at the beginning of the Army's compilation of systems or records notices also apply to this system.		
DISCLOSURE:	Disclosure is voluntary.		
PART I - ADMINISTRATIVE DATA			
Name (<i>Last, First, MI</i>) Skinner, Mikki G.	Rank/Grade SSG/E6	Date of Counseling 8 October 2014	
Organization USMA Band	Name and Title of Counselor SGM Matthew Wozniak		
PART II - BACKGROUND INFORMATION			
Purpose of Counseling: (<i>Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.</i>)			
You have declared your intention to not reenlist. I will immediately recommend to the commander that we initiate an advertisement for your projected position vacancy to ensure that the unit is able to maintain mission requirements with minimal personnel strength underlap.			
PART III - SUMMARY OF COUNSELING Complete this section during or immediately subsequent to counseling.			
Key Points of Discussion: You will be expected to fulfill all duties and mission requirements up until your contracted Expiration Term of Service (ETS) which is 16 February 2016 Should extenuating circumstances occur, you are being counseled that the commander is under no obligation to reenlist you past the 9-month commitment window discussed above. Should you choose to reenlist after this time, the options afforded to you will be reclassification or reassignment.			
OTHER INSTRUCTIONS This form will be destroyed upon: reassignment (<i>other than rehabilitative transfers</i>), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.			

Appendix A (Intent to ETS Counseling) to Annex C (Reenlistment and Retention) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

Plan of Action (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below)

You will be afforded the required time to complete all necessary administrative actions required by the DA prior to your separation from active duty service. You will need to inform your chain of command when the required classes and appointments are scheduled in order to ensure a smooth continuance of mission within the unit.

Session Closing: (The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)

Individual counseled: I agree disagree with the information above.
Individual counseled remarks:

Signature of Individual Counseled:

Date: 8 Oct 2014

Leader Responsibilities: (Leader's responsibilities in implementing the plan of action.)

Signature of Counselor:

Date: 8 Oct 2014

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: (Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.)

Counselor: _____ Individual Counseled: _____ Date of Assessment: _____

Note: Both the counselor and the individual counseled should retain a record of the counseling.

Annex D (Unit Awards Program) to Section 1 (Administration) to Part 1
(Command Sergeant Major) to USMA Band Standard Operating Procedures

1. REFERENCE: AR 600-8-22, Military Awards.
2. PURPOSE: To recognize the meritorious achievements and/or service of USMA Band personnel. Award recommendations may be made for a Memorandum of Appreciation, USMA Band Certificate of Appreciation, DA Certificate of Achievement, Army Achievement Medal (AAM, approved by the Commander, USMA Band), Army Commendation Medal (ARCOM, approved by the Superintendent, USMA), Meritorious Service Medal (MSM, approved by the Superintendent, USMA) or higher award. Exceptional dedication to volunteerism may also be recognized with the Military Outstanding Volunteer Service Medal. Leaders at all levels are charged with recognizing exceptional contributions and accomplishments by submitting recommendations for achievement awards and medals. Raters/Supervisors are responsible for ensuring timeliness of submission of Service Award Recommendations.
3. SCOPE: This annex applies to all personnel assigned to the USMA Band.
4. MERITORIOUS ACHIEVEMENT:
 - a. All personnel recommending a Soldier for recognition will coordinate with the Unit Awards Clerk on the preparation of DA Form 638. Recommendations for awards will be screened by the recommender's group and/or component leaders for merit and content before submitting the DA 638 form for the Command Staff's approval. Awards will be based on achievement and actions which clearly distinguish the individual's performance of duty as above and beyond normal expectations for an individual of his/her grade and experience.
 - b. Recommendations for achievement awards will be reviewed by at least two members of the Band's Command Staff for recommendations, corrections, and/or approval. Their recommendations will be forwarded to the Commander, USMA Band for approval, downgrade, or disapproval. Following the Commander's final decision, the Unit Awards Clerk will coordinate, if necessary, final approval authority, and ensure that orders are published by the Awards Branch, Military Personnel Division. For disapproved recommendations, the entire packet will be returned to the originator of the award recommendation.
5. MERITORIOUS SERVICE:
 - a. Since members of the USMA Band are not normally reassigned to other military organizations, awards for Meritorious Service will be considered for qualified individuals at the completion of 2, 5, 8, 12, 16, and 20 years of service with the unit.

Annex D (Unit Awards Program) to Section 1 (Administration) to Part 1
(Command Sergeant Major) to USMA Band Standard Operating Procedures

- b. At appropriate intervals the Unit Awards Clerk will forward a report of individuals eligible for service awards, to include the individual's previous awards, time in service, and time in the USMA Band. This notification will be provided to the Supervisor/Rater, and courtesy copied (CC) to the Group Leaders the appropriate Section Leaders.
 - c. Personnel recommending a Soldier for recognition are responsible for coordinating with the Unit Awards Clerk on the preparation of DA Form 638. Recommendations for awards will be screened by the recommender's Group and/or Element Leader for merit and content before submitting the DA Form 638 for the Command Staff's approval.
 - d. Recommendations for awards will be reviewed by at least two members of the Band's Command Staff for recommendations, corrections, and/or approval. Their recommendations will be forwarded to the Commander, USMA+ Band for approval, downgrade, or disapproval. Following the Commander's final decision, the Unit Awards Clerk will coordinate, if necessary, final approval authority, and ensure that orders are published by the Awards Branch, Military Personnel Division. For disapproved recommendations, the entire packet will be returned to the originator of the award recommendation.
6. ETS/Retirement Awards: Raters/Supervisors will ensure that all departing personnel are recommended for the appropriate award for their service period. Upon notification of departure, the Admin NCOIC will provide departure timelines to the Award Clerk and Rater. All recommendations must be prepared and submitted NLT 90 days prior to the recommended individual's departure IAW procedures in paragraph 4 of this Annex.

Appendix A (Award Recommendation) to Annex D (Unit Awards Program) to
Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band
Standard Operating Procedures

MASC-BND

Date: 1 Jun 09

MEMORANDUM FOR: Commander, USMA Band

SUBJECT: Review of Award Recommendation

A recommendation has been submitted for award of the _____
to _____ (enclosure 1).

Recommendation for Award:

Approve / Approve as Amended / Disapprove

Upgrade to _____

Downgrade to _____

Comments:

MICHAEL J. FRANZ
CW3, AG
Associate Bandmaster

Annex E (Non-Commissioned Officer Evaluation Reports) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

1. REFERENCES:

- a. AR 623-3, Evaluation Reporting System.
- b. DA PAM 623-3, Evaluation Reporting System.
- c. USMA Band Enlisted Rating Scheme.

2. PURPOSE: To establish policies, procedures and guidelines for the proper execution of the Noncommissioned Officer Evaluation Reporting System and proper preparation of Noncommissioned Officer Evaluation Reports (NCOERs), DA Form 2166-9.

3. SCOPE: This annex applies to all personnel assigned to the USMA Band.

4. GENERAL:

a. The Noncommissioned Officer Evaluation Reporting System (NCOERS) is designed to:

 1) Strengthen the ability of the NCO Corps to meet the professional challenges of the future through the indoctrination of Army values and basic NCO responsibilities.

 2) Ensure the selection of the best-qualified noncommissioned officers to serve in positions of increasing responsibility.

 3) Improve performance and professional development by increased emphasis on performance counseling.

 b. The NCOER rating scheme will be kept current by the Administrative Office and be made available to all members of the United States Military Academy Band. Raters, Senior Raters, and the Group Leader will be responsible for coordinating with the Administration NCOIC regarding personnel changes that require a change in the rating scheme. The rating scheme will be reviewed at least once per quarter for accuracy, or more often as transitions deem necessary.

 c. Raters will ensure they have the following forms prior to the start of the rating period:

 1) DA Form 2166-9-1 (NCO Counseling Checklist/Record). DA Form 2166-9-1 must be used by the rater as a guide to prepare for performance counseling sessions with the rated NCO. The rater will conduct counseling sessions in accordance with AR 623-3 and DA PAM 623-3. Particular attention will be given to the leadership framework as discussed in ADP 6-22 and ADRP 6-22.

Annex E (Non-Commissioned Officer Evaluation Reports) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

2) DA Form 2166-9 (NCO Evaluation Report). The rating chain will use the DA Form 2166-9 to record the performance evaluation of the rated NCO. The rater will maintain a working copy of the NCOER (DA Form 2166-9) when conducting performance counseling.

d. All rating chain members will ensure that accurate, fair, and honest information is included on the NCOER. Ratings will be completed in accordance with references and should reflect the tone and response to performance counseling sessions held during the rated period. Care should be taken not to use the NCOER as a “wake-up call.” Information included in the NCOER should not come as a surprise to the rated NCO.

e. The NCOER Clerk will load basic administrative information into the NCOER Status Tracker NLT 30 days prior to the end of the rated NCO’s rating period.

<https://collab.westpoint.edu/band/bandadmin/Lists/Status%20Management/>. All Deadline dates will be adhered to in accordance with Appendix A to this Annex to ensure NCOERs are generally submitted within 30 days after the NCOER thru date.

f. NCOERs are among the most important and sensitive documents handled by the USMA Band. The NCOER is a matter of official, permanent record intended to provide a clear, concise, and correct account of the performance and potential of the Soldier being rated. Care will be taken not to let biased, unfounded information or personality conflicts appear on NCOERs.

g. Rated NCOs who believe their NCOER is not fair or that it contains inaccurate information may request a Commander’s Inquiry or initiate an appeal process. Guidance on this process is found in Chapter 6, AR 623-3. The Administrative Office can provide assistance in preparing appeals. Upon the Soldier’s signature of the NCOER, they are verifying not only the accuracy of the administrative information, but also their awareness of the NCOER appeals process.

Appendixes:

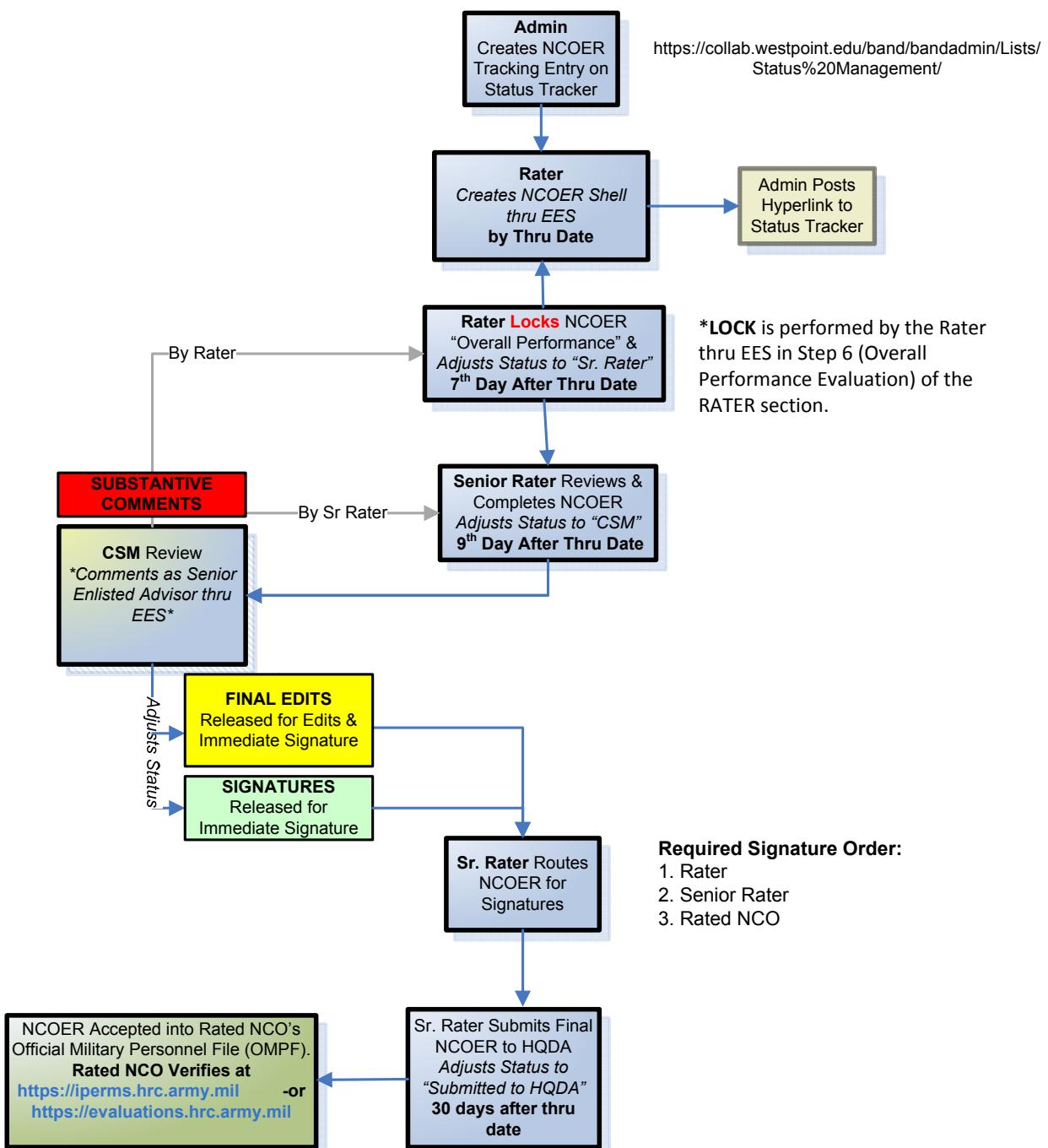
Appendix A – USMA Band NCOER Flow Chart

Appendix A (USMA Band NCOER Flow Chart) to Annex E (Non-Commissioned Officer Evaluation Reports) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

USMA Band NCOER Flow Chart

REFERENCES:

AR 623-3, Evaluation Reporting System
DA Pam 623-3, Evaluation Reporting System



Annex F (Annual Birth Month Requirements) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

1. REFERENCES:

- a. AR 40-501, Standards of Medical Fitness.
- b. AR 600-8-104, Military Personnel Information Management/Records.
- c. AR 640-30, Photographs for Military Personnel Files.

2. PURPOSE: To ensure that all annual requirements are completed in a timely manner, to include DA Photographs for completion of the MPRJ, Records Review, and all Medical Requirements as outlined in AR 40-501.

3. SCOPE: This annex applies to all members of the USMA Band.

4. GENERAL: The annual birth-month review memorandum will be completed by each Soldier to ensure records accuracy, medical readiness, and create a routine of ensuring that any errors or discrepancies in these documents are corrected as quickly and efficiently as possible.

a. Forms for self-service completion of the birth-month review will be available via the Administration SharePoint site at
<https://portal.westpoint.edu/usstaff/band/bandmembers/bandadmin/Birth%20Month%20Reviews/>

b. Suspense for completion of the review is NLT 30 days after the birth-date of the individual Soldier.

c. Reviews will not be considered completed until review, signature, and approval by an administrative approving authority.

d. Any concerns, discrepancies, errors, or other questions should be immediately directed to the appropriate offices as quickly as possible.

Appendixes:

Appendix A – Memorandum, Personnel Suspense Actions Required During Birth Month

Appendix A (Memorandum) to Annex F (Annual Birth Month Requirements) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

MASC-BND

SUS:

MEMORANDUM FOR:

SUBJECT: Personnel Suspense Actions Required During Birth Month

Request that you complete all requirements indicated below and return this memorandum to the admin office by the suspense date noted above. **Shaded areas will be digitally signed by the POC listed.**

- A. **Physical Health Examination (PHA).** KACH. Fill out *Periodic Health Assessment* form at <https://medpros.mods.army.mil/phanev/public/akoaauth.aspx>. Call Central Appointments @ x-7992 to schedule the exam.

Appointment Scheduled For: [REDACTED]

Completed On: [REDACTED]

- B. **Dental Exam.** Cadet Health Clinic, building 606. Appointment Only. M-F 0700-1100, 1200-1400. Call Dental Clinic

@ x-2106/7761/2505/3121 to schedule an appointment at other times. Appointment completed: [REDACTED]

- C. **HIV Test.** KACH Lab. Every Two Years (Biennial). Walk-in, no appointment necessary.

Hours MWF: 0700-1700, R: 0700-1300 and 1500-1700. Appointment completed: [REDACTED]

- D. **Hearing Conservation Program.** Walk-ins only @ Cadet Health Clinic, bldg. 606. Call x-4118 to verify availability. Hours M-F: 0700-1600. Do not go to KACH Audiology unless specifically informed to do so.

CAUTION: Avoid loud sounds/music one to two hours prior. Appointment completed: [REDACTED]

- E. **DA Photo.** Appt. Online **Only** through VIOS: <http://www.vios.army.mil>. To **reschedule**, e-mail Ms. Sandy Arranz: sandy.arranz@usma.edu

Appointments available Tuesday - Thursday from 0830-1530. Appointment completed: [REDACTED]

- F. **Reenlistment NCO.** MSG Schlegel. Eligibility Window: [REDACTED]

- G. **Band Supply.** SSG E. Beaver/SSG Anthony. Verify Hand Receipt. **Obtain Copy for Instrument Repair.**

--

- H. **Instrument Maintenance Inspection.** MSG Pettit. Completed: [REDACTED]

- I. **IMO/Webmaster.** Update Biography or confirm no change. Review bio guidelines and send updated biography to SFC Kaestner for proofing prior to sending to the webmaster. Forward approved Biography or confirm 'no change' to SSG Scott Beaver, SSG Chi, & MSG Dill. *Visit IMO Office to update digital certificates & digitally sign network access request (SAAR).* **Group Leaders** please also ensure ensemble biography and personnel roster is updated on <http://www.westpoint.edu/band>

Signature/Date: _____ Completed: [REDACTED]

- J. Section Leader. Notify your Section Leader that your annual birth month records check has been completed. Notified: [REDACTED]

- K. **Band Administrative Office.** MSG Schlegel, SSG Porter, SSG Cole. Completed: [REDACTED]

- Verify ERB and address/family information.
- Verify completion/understanding of Medical Requirements.
- Verify DD93 & SGLI Elections. Update via SSG Porter or MSG Schlegel.
- Complete Finance & Records Audit via iPERMS (if not previously completed at MPD)
- Turn-in completed memo

JEREMY A. SCHLEGEL
MSG, USA

Annex G (Sick Call) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

1. REFERENCES:

- a. AR 40-501, Standards of Medical Fitness.
- b. AR 40-66, Medical Record Administration and Health Care Documentation.

2. PURPOSE: To establish accepted policies and procedures for military sick call within the USMA Band.

3. SCOPE: This annex applies to all members assigned to the USMA Band.

4. GENERAL:

- a. In place of Military Sick Call, Soldiers are expected to procure a same-day appointment with their Primary Care Manager, or pursue immediate care through the Emergency Room if there is risk to life, limb, or eyesight.
- b. Upon receipt of an Individual Sick Slip (DD Form 689) from a doctor, individuals will provide one copy to Administration, and one copy to their first-line supervisor.
- c. In the event of a true emergency and after duty hours, to include Saturday, Sunday, and holidays, individuals should report directly to the nearest Emergency Room or call 911.
- d. The uniform for sick call and all medical appointments during duty hours will be the duty uniform of the day or the Advanced Physical Fitness Uniform (APFU) with reflective belt.

Annex H (Leaves and Passes) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

1. REFERENCES:

- a. USMA Form 866, Request for Leave or Pass.
- b. AR 600-8-10, Leaves and Passes.
- c. AR 600-8-1, Army Casualty Program.
- d. AR 600-8-6, Personnel Accounting and Strength Reporting.

2. PURPOSE: To establish a unit policy for leaves and passes for members of the USMA Band.

3. SCOPE: This annex provides unit policy for leaves and passes and is applicable to all members of The USMA Band. All assigned personnel will become familiar with the unit leave and pass policies.

4. GENERAL: All absence requests, appointments, profiles, and off-site accountability will be submitted via the USMA Band Personnel Accountability Sharepoint Site located at <https://collab.westpoint.edu/band/bandadmin/accountability/>

a. Leave:

1) Leave is an authorized absence from a place of duty, chargeable against the member's leave account and is accrued at a rate of 2.5 days per month of active duty service. Soldier's who do not take part in the below block leave periods are cautioned that they may lose leave at the end of the fiscal year (31 Sep). Leave balances over 60 days will be considered use-lose days. Soldiers should not expect that the approving official will authorize leave outside the mass leave period simply because the days will be lost.

2) Soldiers can temporarily accumulate up to 75 days of leave before reaching use-lose status. This increase from the standard 60-day accrual is approved through 31 September 2015.

3) To ensure maximum operational capabilities are available during the year and that assigned personnel have an opportunity to use accrued leave, two mass leave periods will be established totaling 30 or more days. The periods are coordinated by Band Operations in conjunction with the Commander, and generally occur as follows:

a. Summer: July-August

b. Winter: December - January

Annex H (Leaves and Passes) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

- 4) During designated block leave periods, operations will be reduced to an absolute minimum to encourage assigned personnel to take advantage of the block leave periods. It is expected that band members will plan and coordinate family events around block leave periods.
- 5) Although the taking of leave is a privilege granted to all individuals, requests for leave outside of designated block leave periods (except verified emergencies) will be at the discretion of the Approving Authority and will be dependent upon operational requirements. Specific consideration will be given for once-in-a-lifetime events (weddings, reunions, etc) and on an individual basis depending on operational and mission requirements.
- 6) Unless otherwise coordinated with the Leaves and Passes NCO, individuals departing on leave will automatically be signed out/in on the dates indicated in blocks 8a and 8b of their approved DA Form 31, Request and Authority for Leave. Individuals returning from leave before their scheduled thru date will contact the unit SDNCO, who will log information in the duty log. The Daily Staff Journal (DA Form 1594) will serve as the official notification of early leave sign in, leave extension requests, and delays en route.
 - b. Emergency Leave. Emergency Leave is typically granted to a Soldier for a verified family emergency that requires a Soldier's presence. The approving authority will use the guidelines provided in AR 600-8-10, Chapter 6, in determining if a specific situation warrants the use of Emergency Leave. Leave requests that do not fit these specific guidelines may be submitted as "Leave Under Emergency Circumstances" and forwarded through the chain of command for approval. Emergency leave is non-funded, and will be charged to the Soldier accordingly.
 - c. Paternity Leave. Paternity leave is a non-chargeable administrative absence. Paternity leave will not exceed ten days, and must be taken consecutively and within 45 days after the birth of the child. Non-chargeable Paternity Leave is applicable to single pregnancies, to include those that result in multiple births (twins, triplets, etc). If not used within 45 days of birth, the ability to utilize this non-chargeable absence is lost. For accountability and planning purposes, paternity leave should be requested as soon as practicable based upon the baby's projected due date, with the actual start date being adjusted upon notification from the requestor's chain of command. For the purposes of duty rosters, it is recommended that leadership be flexible in terms of scheduling and utilizing individuals who are within two weeks of the projected due date to reduce the impact on the mission, while allowing for flexibility in the child's birth date.

Annex H (Leaves and Passes) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

d. Passes. A pass is an authorized absence from post or place of duty, granted for a short period of time. The Pass will both begin and end on post, at a place of duty, or location from which the member regularly commutes to work. Passes are not a right, but a privilege to be awarded to deserving individuals. All members assigned to the U.S. Military Academy Band are able to travel freely within a 250-mile radius of West Point outside of normal duty hours.

1) Appointment/Personal Business. A short absence from duty for the purpose of medical, legal, family or other personal business purposes. It is strongly encouraged to schedule such appointments around normal duty commitments. When it is not possible to avoid duty conflicts, Soldiers will coordinate with their chain of command for approval. No DA 31 is required.

2) Regular Pass. A short, non chargeable, authorized absence from post or place of duty during normal off duty hours (including official holidays). The unit commander is the approval authority. For example, a regular pass might extend from Friday after duty until beginning of duty on the following Monday morning. A regular pass period will not exceed 72 hours in length except for public holiday weekends and public holiday periods specifically extended by the President. A DA 31 is required only if the Soldier plans to travel in excess of 250 miles from West Point.

3) Special Pass. A short, non chargeable, authorized absence from post or place of duty may be granted using a special pass. The unit commander is the approval authority. A DA Form 31 is required only if the Soldier plans to travel in excess of 250 miles from West Point. There are two kinds of special passes, 3-day and 4-day. AR 600-8-10, Chapter 5, Para. 27 and Chapter 5, Para. 29, describe the parameters governing such passes.

4) Quarterly Pass. Soldiers may request a maximum of one pass period per quarter. Approval of a pass will be recommended by the chain of command with consideration of mission requirements, and may be cancelled with little notice based on mission requirement. Pass requests beyond this quarterly limit are strongly discouraged and seldom awarded. Quarters are defined as January 1 thru March 31, April 1 thru June 30, July 1 thru September 31, and October 1 thru December 31. A pass that begins in one quarter, but terminates in the next is considered a pass request for the quarter that the pass commences in.

5) Extension of a pass beyond the 72 or 96 hour limit is not authorized. All personnel are advised that any authorized absence beyond these limits will result in the conversion of the entire period of absence to chargeable leave, except as provided by governing regulations.

Annex H (Leaves and Passes) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

e. Requesting Leave/Pass

1) Section/Group Leaders will ensure that all mission requirements can be accomplished with remaining personnel before forwarding a pass request for approval. If individuals from another section are designated to replace an individual on pass, the concurrence of that Section Leader will also appear on the pass request.

2) Absences will not be approved for an individual who has outstanding Amber status on the MEDPROS system or who is involved in an NCOER rating chain with a NCOER that is more than 60 days past the thru date. In circumstances beyond the requestor's control, full justification should be placed in the pass request. Every effort will be made by the requestor to schedule and complete medical appointments appointment prior to the planned departure date, however, attending a previously scheduled appointment soon after return from leave is acceptable.

3) Requests for passes will be submitted digitally through the band Personnel Accountability Sharepoint.

4) To ensure that all Soldiers consider safety when traveling long distances via POV, all Soldiers requesting leave or pass will complete a TRiPS POV Risk Assessment located at <https://trips.safety.army.mil/>. This risk assessment will be reviewed by the immediate supervisor prior to approving any leave or pass request.

5) When a request has been approved, an e-mail will be dispatched to the Soldiers chain-of-command informing them as such. Soldiers must print and have this document in their possession while on leave or pass.

6) Anyone within the approval chain who recommends disapproval of a pass request must justify disapproval in writing. The Band CSM is the final approval/disapproval authority of any pass request.

d. PTDY. Permissive Temporary Duty (PTDY) may be requested by the individual Soldier for the purposes of transition (house-hunting), professional development opportunities, to present at conferences on the behalf of the U.S. Military Academy Band, or any other approved purpose (AR 600-8-10 par. 5-32) where the Soldier receives no direct compensation.

1) With prior USMA Chief of Staff approval, in-kind benefits may be accepted while traveling in PTDY/TDY status. Monetary payment is not authorized, however, sponsor coverage of lodging, meals, or travel can be authorized prior to departure. Monetary compensation may not be accepted while on PTDY/TDY.

2) A letter of request from the sponsor must accompany the DA Form 31 and be routed through your chain of command to ensure there are no conflicts with rehearsal or

Annex H (Leaves and Passes) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

performance dates.

- 3) Upon initial arrival to the unit, all Soldiers will be permitted to take ten days PTDY for the purpose of house-hunting as long as quarters have not yet been assigned. PTDY may commence after full completion of DA Form 5123-1.

Annex I (Sponsorship Program) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

1. REFERENCES:

- a. AR 612-11, The Army Sponsorship Program.
- b. DA Pam 612-1, The Army Sponsorship Program.
- c. USMA Reg 612-1, Sponsorship.

2. PURPOSE: To establish policies and procedures for the conduct of the Unit Sponsorship Program for newly assigned Soldiers and their designated sponsors.

3. SCOPE: This annex provides policies and procedures specific to the Unit Sponsorship Program and is applicable to all members assigned or attached to the USMA Band.

4. GENERAL: An effective Sponsorship Program is vital to the successful and smooth transition of newly assigned Soldiers into unit operations. The unique requirements of duty assignment to the U.S. Military Academy Band and the U.S. Military Academy should be incorporated into the personal attention that each sponsor is required to provide to the incoming Soldier. Great care should be taken in every aspect and phase of the Unit Sponsorship Program.

5. RESPONSIBILITIES:

- a. Commander. The Commander, USMA Band, is responsible for the establishment and implementation of the Unit Sponsorship Program.
- b. Band Command Sergeant Major. The Band CSM is responsible for ensuring the effectiveness of the Unit Sponsorship Program by conducting an entrance and exit interview of newly assigned personnel during his/her in-briefing sessions. The Band CSM will ensure proper completion and mastery of all Initial Proficiency Training requirements in preparation for each new Soldier's promotion to Staff Sergeant. See Annex A for additional information.
- c. Selected Sponsors and the Administration NCOIC are personally responsible for ensuring successful Unit Sponsorship Program by performing the following tasks:
 - 1) Upon acceptance of an applicant for assignment, ensure that the individual receives a Welcome Packet prior to departure for Basic Training.
 - 2) Provide section members with Basic Training address of incoming personnel.
 - 3) Prepare Command Sergeant Major and Deputy Commander Welcome Letters for incoming personnel and ensure Soldier receives it prior to during Basic Training.

Annex I (Sponsorship Program) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

- 4) Coordinate with Section Leader to ensure sponsor is designated prior to newcomer's departure to Basic Training.
 - 5) Upon arrival of newly assigned Soldiers, make all necessary in-processing appointments and conduct a briefing on in-processing requirements for both the appointed sponsor and new Soldier.
- d. Section Leader.
- 1) Upon notification from Admin NCOIC, designate a sponsor for incoming Soldier. Ensure that the designated sponsor is of the same sex, marital status, of equal or greater rank, and is not the individual being replaced. It is recommended, where possible, to assign a sponsor with the same dependency status with regard to children.
 - 2) Ensure that the sponsor and other section members correspond with incoming Soldier during Initial Entry Training. At a minimum, the sponsor will obtain the Soldier's graduation date from IET and arrival date at the unit.
 - 3) Upon arrival of new Soldier, ensure sponsor is released from rehearsals, commitments, etc., to adequately fulfill responsibilities of sponsorship. In the event of a required commitment, the Section Leader will arrange a suitable temporary replacement.
 - 4) Ensure that all suspense dates are met for in-processing and that all forms are completed and returned to the Administration office by the posted suspense date as listed in Annex A.
- e. Sponsor.
- 1) Correspond with Soldier during IET. Ensure you obtain Soldier's graduation date and arrival date at the unit and provide information to both Section Leader and Administration NCOIC.
 - 2) Obtain new Soldier's travel plans for arrival at USMA and make necessary arrangements to meet at point of arrival (airport, bus station, etc) and transport to unit.
 - 3) Make lodging arrangements prior to Soldier's arrival to West Point. It may be necessary to coordinate with HHC 1SG for arrangement of a barracks room for single or unaccompanied Soldiers, or at the Five Star Inn or other local hotel for Soldiers with dependants.
 - 4) Accompany new Soldier to all in-processing appointments.
 - 5) Familiarize new Soldier with facilities at USMA as listed in the Newcomers Guide: <https://collab.westpoint.edu/band/bandadmin/Reference%20Guides/>

Annex I (Sponsorship Program) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

- 6) Ensure that newly assigned Soldier has a smooth transition into an assignment with the United States Military Academy Band.
- 7) Ensure that the newly assigned Soldier completes in-processing in a timely manner, and turns-in all completed paperwork to the Administration office by the posted suspense date.

Appendices:

Appendix A – USMA Band Sponsor Checklist

Appendix A (USMA Band Sponsor Checklist) Annex I (Sponsorship Program) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

SPONSORSHIP CHECKLIST

RESPONSIBILITIES PRIOR TO ARRIVAL OF NEW SOLDIER

- Schedule the time so that you will be able to accomplish your sponsor duties.
- Forward a personnel welcome letter to Soldier during Basic Training.
- Obtain a copy of the Soldier Orders to utilize in lodging reservations.
- Make lodging arrangements for the incoming Soldier (Five Star, barracks, etc)
- If a barracks room is required, make arrangements with Supply.
- Meet new Soldier at point of arrival and provide transportation to unit.

RESPONSIBILITIES AFTER ARRIVAL OF NEW SOLDIER

- Escort the individual during in-processing.
- Acquaint newcomer with USMA and introduce to his/her chain of command
- Obtain all necessary house-keeping documents and information.
- Continue sponsorship until new Soldier is comfortably settled.

*****You are this Soldier's first impression of the USMA Band, and your dedication in this process will ensure a solid transition into the Army and the USMA Band Family.*****

UNITED STATES MILITARY ACADEMY BAND (USMAB)
UNITED STATES ARMY OLD GUARD FIFE AND DRUM CORPS (TOGFDC) AND
THE UNITED STATES ARMY FIELD BAND (TUSAFB)
PROMOTION STANDARD OPERATING PROCEDURES

1 March 2017

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Enclosures:

1. Candidate's Memorandum Format
2. Declination Memorandum
3. Example Enlisted Word Picture
3. Order of Merit List
4. Specific Guidance for the Promotion Panel Selection Process
5. Example Grey Area Revote

SUBJECT: US Military Academy Band, The Old Guard Fife and Drum Corps, and The US Army Field Band Promotion Standard Operating Procedure (SOP)

1. PURPOSE: This SOP defines promotion procedures for the U.S. Military Academy Band (USMAB), U.S. Army Old Guard Fife and Drum Corps (FDC), and The U.S. Army Field Band (TUSAFB) personnel holding PMOS 42S. NCOs are considered for promotion IAW the provisions of AR 600-8-19, Enlisted Promotions and Reductions, Chapter 8, Promotion of Special Bandspersons (MOS 42S).
2. GENERAL: As needed, a concurrent Promotion Advisory Panel will be convened upon mutual agreement between the USMAB, FDC, and TUSAFB to recommend for promotion the best-qualified, eligible NCOs following all provisions set forth in this SOP. The Order of Merit recommendation list will be generated for each individual organization (UIC) based on each organization's projected vacancies. As with DA centralized selection boards, the Promotion Advisory Panel will vote utilizing official commander's guidance, the regulatory guidance (AR 600-8-19), and the needs of the organization.
3. EQUAL OPPORTUNITY: USMAB, FDC, and TUSAFB are firmly committed to providing equal promotion opportunity for all individuals. The success of today's Army comes from total commitment to the ideals of freedom, fairness, and human dignity upon which our country was founded. The promotion advisory panel must demonstrate that race, creed, color, national origin, gender, and sexual orientation are neither impediments to, nor an unfair advantage in the selection process.

4. TERMS OF CONSIDERATION:

- a. The Commanders of USMAB, FDC, and TUSAFB will determine the number of promotions to each grade based on projected vacancies in unit grade authorizations.
- b. All personnel meeting the requirements contained within AR 600-8-19 and the tri-signed Promotion Advisory Panel Announcement memo will be considered for promotion. In accordance with AR 600-8-19, the time in service (TIS) requirements are:
 - (1) To Sergeant First Class: four years.
 - (2) To Master Sergeant: eight years.
 - (3) To Sergeant Major: ten years.
- c. Soldiers in the following categories will not be considered:
 - (1) Those in a non-promutable status per AR 600-8-19, para 1-10
 - (2) Those having less than one year Time-in-Grade (TIG) in their current rank.
 - (3) Those having requested retirement or pending discharge IAW AR 635-200, Active Duty Enlisted Administrative Separations.

SUBJECT: US Military Academy Band, The Old Guard Fife and Drum Corps, and The US Army Field Band Promotion Standard Operating Procedure (SOP)

(4) Those who PCS to the unit from permanent party duty with another military unit with less than one year time on station. This unit policy is intended to allow supervisors adequate opportunity to evaluate duty performance of prior service NCOs. Duty with an Army Special Band is unique in the military. Prior service NCOs will be made aware of this policy during the accessions (audition) process and again after arrival to the unit.

5. PROMOTION ADVISORY PANEL: The Promotion Advisory Panel will consist of one Band Officer (42C) representative to serve as President of the Panel (as determined by the Commanders of each unit with NCOs considered during this panel), the USMAB and TUSAFB Command Sergeants Major (or nominee), one USMAB Sergeant Major, one TUSAFB SGM, the FDC Sergeant Major, and one FDC Master Sergeant (the FDC Master Sergeant will be excused prior to conducting the Sergeant Major Board). Two non-voting Sergeants Major (and/or one FDC Master Sergeant) will act as Panel Recorders. This is the minimum requirement to represent a quorum. Additional members may be added to ensure equal representation from the Army Music Field, such as Sergeants Major from The United States Army Band (TUSAB) and the Army School of Music CSM. These additional panel members are recommended, but not required for a valid panel. Females and minority ethnic groups will be represented on Promotion Advisory Panels to the maximum extent possible.

6. OATHS:

a. Prior to deliberations, a 42S Commander, will administer the following oath/affirmation to all members of the Promotion Advisory Panel:

"I, (state full name), do solemnly swear (or affirm) that I will, without prejudice or partiality, perform the duties imposed upon me, and that I will exercise the highest integrity throughout panel proceedings. Further, I will not divulge any sensitive information, discussions, or results of this Advisory Panel to proper authority, except as permitted by the Standard Operating Procedures.

7. PROCEDURES & RESPONSIBILITIES:

a. Prior to the Promotion Advisory Panel, unit Commanders will:

(1) Publish the dates of the Promotion Advisory Panel no later than 90 days prior to the panel convening date via tri-signed memorandum. This memorandum will establish the timeline for packets and materials and suspense dates for all actions associated with the promotion panel.

SUBJECT: US Military Academy Band, The Old Guard Fife and Drum Corps, and The US Army Field Band Promotion Standard Operating Procedure (SOP)

(2) Formulate guidance for the Promotion Advisory Panel based on the specific needs of each unit to include the anticipated number of vacancies to be filled at each rank. Additionally, the Senior Enlisted Advisor from each unit will prepare a brief reference page to be delivered to the Promotion Advisory Panel highlighting the specific mission, organizational structure, key positions, and challenges faced by their band.

b. Prior to the panel, the USMAB Administrative Branch Head will:

- (1) Reserve a meeting place (or coordinate with hosting command) with adequate space for the privacy of panel.
- (2) Receive required documents for USMAB NCOs who wish to be considered for promotion by the PAP.
- (3) Assist Panel Recorder in loading required documents for all eligible USMAB NCOs who wish to be considered for promotion to the 42S Digital Promotion System.

c. Prior to the panel, the FDC S-1 Supervisor will:

- (1) Receive required documents for FDC NCOs who wish to be considered for promotion by the PAP.
- (2) Submit required documents for all eligible FDC NCOs who wish to be considered for promotion to the Panel Recorder for upload to the 42S Digital Promotion System.

d. Prior to the panel, the TUSAFB Administration Section will:

- (1) Receive required documents for TUSAFB NCOs who wish to be considered for promotion by the PAP.
- (2) Submit required documents for all eligible TUSAFB NCOs who wish to be considered for promotion to the Panel Recorder for upload to the 42S Digital Promotion System.

e. Prior to the Promotion Advisory Panel, the Panel Recorder will:

- (1) Receive instruction on the Special Bands Digital Promotions System.
- (2) Upload documents for all NCOs competing for promotion into the Special Bands Digital Promotions System.
- (3) Procure adequate supplies, as needed.

f. Prior to the Promotion Advisory Panel, eligible NCOs will:

SUBJECT: US Military Academy Band, The Old Guard Fife and Drum Corps, and The US Army Field Band Promotion Standard Operating Procedure (SOP)

(1) Review the content of their individual OMPF, ERB, DA Photo, and any other supporting documentation prior to the established suspense date. This date will be NLT 30 days prior to the Promotion Advisory Panel. NCOERs submitted for the Promotion Advisory Panel will have a thru date no later than 90 days prior to the panel date. Any late submission must be accompanied by an additional explanatory memo and cleared by the President of the Promotion Advisory Panel before the NCO's documentation may be accepted for use during panel deliberations.

(2) Upon approval by the unit's Senior Enlisted Advisor, eligible NCOs may enclose a memo to the President of the Promotion Advisory Panel (Enclosure 1) noting critical information which has not been included in their record. For example, the most recent NCOER was completed more than six months prior to upcoming panel, or errors in the packet which, due to no fault of the NCO, could not be corrected.

(3) Eligible NCOs may decline to be considered for promotion using the memorandum at Enclosure 2.

g. Prior to the voting portion of the Promotion Advisory Panel, the president and panel members will evaluate and identify voting criteria for each rank based on a whole Soldier concept; designed to evaluate all aspects of a NCO's performance.

h. During the Promotion Advisory Panel, the President of the Panel will:

(1) Brief panel members on panel security requirements. This briefing will include the following:

(a) Sharing of any unauthorized information, either positive or negative is prohibited, both within and outside of panel deliberations.

(b) Discussion of panel actions with non-panel members is prohibited.

(c) Revealing panel results prior to official posting of the promotion list is prohibited.

(d) All panel member inquiries about promotion packets must be directed to the President of the Promotion Advisory Panel.

(2) Advise the panel that questions and discussion of the Commander's guidance, panel standards, and unit requirements with eligible candidates is allowable and encouraged.

(3) Verify accuracy of the panel recorder's point entries and calculations.

(4) Forward the verified recommended Order of Merit List to each respective Unit Commander for further processing.

SUBJECT: US Military Academy Band, The Old Guard Fife and Drum Corps, and The US Army Field Band Promotion Standard Operating Procedure (SOP)

i. During the Promotion Advisory Panel, the panel members will:

(1) Develop and finalize the voting criteria, utilizing the example criteria noted on the enlisted ‘word picture’ (Enclosure 3)

(2) Conduct a mock voting session to ensure panel scoring is within a 2-point allowed tolerance when applying the agreed criteria.

(3) Consider promotion packets from all eligible candidates and enter a score on the Panel Members’ Worksheet in the Special Bands Digital Promotions site.

j. After each round of deliberations, the Panel Recorder will provide an Order of Merit List (Enclosure 4) to the President of the Promotion Panel for verification, along with a report of any scores that are not within tolerance.

k. Each candidate’s final score is reported on the Order of Merit List (Enclosure 4). The Final Score is determined by adding each panelist’s individual score. A plus (+) or minus (-) will be reported alongside the total. For instance a score of 6-, 6, 5, and 5- would result in a final OML score of 22 (-2).

l. During and immediately after completion of voting, scores will be evaluated to ensure all scores are within a 2-point tolerance. The President of the Promotion Advisory Panel will individually pull the voting members aside and advise them that their scores are out of specification with the panel consensus. The Panel President will seek to determine if critical information was overlooked by the panel members, seeking consensus until the scores are within the two-point interval (e.g. 4+ to 6+). In the event of a failure to reconcile scores, both scores will be thrown out and the remaining scores will determine that NCO’s placement on the recommended Order of Merit list.

m. Commanders may request that the Promotion Advisory Panel conduct a revote for NCOs with tie scores and those that are directly below the cut line. At a minimum, the Commander will direct the Panel to reconsider specific candidates whose scores are tied at the cut line. This re-voting process may only be conducted once for each pool of candidates, and scores from a revote have no effect on the Order of Merit for candidates already selected from the first round.

n. Once voting is concluded and the draft OML is generated, the names of recommended promotion candidates from each organization will be separated from the OML according to the requirements for each unit and forwarded to each command for their individual approval process. After being reviewed by the respective Unit Commanders, the Recommended for Promotion Order of Merit List will be posted for the panel’s viewing. Only positions with projected promotion allocations will be disclosed to the panel.

SUBJECT: US Military Academy Band, The Old Guard Fife and Drum Corps, and The US Army Field Band Promotion Standard Operating Procedure (SOP)

o. At the conclusion of the scoring process, the individual Commander may accept the panel's recommendations or make adjustments to the list for the benefit of their unit and the Army IAW AR 600-8-19, Chapter 8.

p. Upon conclusion of a Promotion Advisory Panel, the Administrative Branch Head (NCOIC) and S-1 Supervisor from each participating organization will:

(1) Prepare a memorandum for each unit participating in the Promotion Advisory Panel. Each memorandum will list those recommended for promotion and be forwarded to the individual unit Commanders.

(2) Submit the memorandums to the unit's local promotion approval authorities. The Superintendent, US Military Academy is the approval authority for promotions recommendations for USMA Band, and the JFHQ-NCR MDW Commanding General is the approval authority for promotion recommendations for the FDC and TUSAFB. Upon approval, the recommendations will be staffed through the appropriate Human Resources Command channels for Promotion Approval Authority Signature.

q. Upon conclusion of a Promotion Advisory Panel, the Recorder, in coordination with the respective unit S-1 Supervisors will:

(1) Collect all promotion packets. They will be secured by the unit S-1 Supervisor and maintained for a seven-year period.

(2) Collect and destroy all other materials pertaining to the deliberations of the panel.

8. ANNOUNCEMENT OF PROMOTION ADVISORY PANEL RESULTS:

Announcement of Promotion Advisory Panel Results will be made according the following unit specific procedures.

a. Once the Commander, USMAB has reviewed and approved the Order of Merit List, it will be forwarded to the Superintendent USMA (Promotion Authority) for final approval. Once the Superintendent USMA has approved the recommended Order of Merit List, the Promotion Panel Recorder will post a memorandum listing those recommended for promotion. Promotion recommendations will be forwarded to HRC for promotions order issuance IAW AR 600-8-19, Chapter 8.

b. Once the Commander, U.S. Army Fife and Drum Corps has approved the recommended Order of Merit list, the FDC Corps Sergeant Major will upload the recommended Order of Merit List to the FDC Army Music Intranet web page. Final approval of promotion recommendations rests with the JFHQ-NCR MDW Commanding General (Promotion Authority).

SUBJECT: US Military Academy Band, The Old Guard Fife and Drum Corps, and The US Army Field Band Promotion Standard Operating Procedure (SOP)

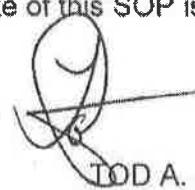
c. Once the Commander, U.S. Army Field Band has approved the recommended Order of Merit list, the TUSAFB CSM will upload the recommended Order of Merit List to the TUSAFB Army Music Intranet web page. Final approval of promotion recommendations rests with the JFHQ-NCR MDW Commanding General (Promotion Authority).

d. In the event that the any single Promotion Approval Authority rejects, for any reason, the recommendations for promotion within their command, a new Promotion Advisory Panel will be convened at a date not to exceed 60 days from notification of the rejected Order of Merit List and will be limited only to the UIC's under the command of that Promotion Authority. The panel will consider only applicants' packets as originally submitted. No new packets nor new applicants will be considered.

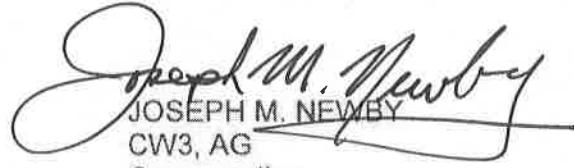
9. EFFECTIVE DATE. The effective date of this SOP is 1 March 2017.



JIM R. KEENE
COL, AG
Commanding



TOD A. ADDISON
LTC, AG
Commanding



JOSEPH M. NEWBY
CW3, AG
Commanding

SUBJECT: US Military Academy Band, The Old Guard Fife and Drum Corps, and The US Army Field Band Promotion Standard Operating Procedure (SOP)

{CANDIDATE'S MEMORANDUM FORMAT}

{Must be no longer than one page}

{Left and right margins = 1 inch}

Office Symbol {1 inch from top}

xx Anymonth xx

MEMORANDUM FOR President, Promotion Advisory Panel, US Military Academy Band, West Point, NY 10996-1587

SUBJECT: Promotion Memorandum

1. This memorandum should not contain information available to the board from your Official Military Personnel File (OMPF). Use AR 25-50, Preparing and Managing Correspondence, for further guidance on preparing memorandums.

- a. The selection process relies on the accuracy of your OMPF.
 - b. Soldiers should submit a memorandum only if significant critical information has been omitted from your OMPF.
 - c. Be succinct and only list specific pertinent information which may have been omitted.
2. If necessary, list a second area of accomplishment.
- a. Enter examples relating to the second area of accomplishment.
 - b. Limit your comments to omitted personal information only.
 - c. Etc.

//SIGNATURE//

CANDIDATE F. PROMOTION
SSG, USA

Memo should be completed IAW AR 25-50. The memo format attached is the suggested format. This text box, and all text in {} brackets should be removed from the final edition of your memorandum. Questions should be addressed to your immediate supervisor.

ENCLOSURE 1

SUBJECT: US Military Academy Band, The Old Guard Fife and Drum Corps, and The US Army Field Band Promotion Standard Operating Procedure (SOP)

DECLINATION STATEMENT

Office Symbol

DATE

MEMORANDUM FOR: President of the Promotion Advisory Panel

SUBJECT: Declination of consideration for promotion

1. I do not wish to be considered for promotion by the Promotion Advisory Panel to be held on DATE.
2. I understand that I may elect to be considered by future Promotion Advisory Panels, but that once made, this decision cannot be reversed prior to the conclusion of the Promotion Advisory Panel to be held on DATE.

//SIGNATURE//
NAME OF NCO
RANK, USA

ENCLOSURE 2

EXAMPLE ENLISTED WORD PICTURE

- 6 +/-** Superior Performance and Potential for Promotion and Continued Service / Top Few
- 5 +/-** Outstanding Performance and Potential for Promotion and Continued Service / Select Ahead of Peers
- 4 +/-** Solid Performance and Potential for Promotion and Continued Service / Select with Peers
- 3 +/-** Average Performance and Potential for Promotion and Continued Service / Select if there is a requirement
- 2 +/-** Below Average Performance / Limited Potential for Continued Service / Do Not Select for Promotion
- 1** Unsatisfactory Performance / No Potential for Continued Service, **Do Not Retain**

SUBJECT: US Military Academy Band, The Old Guard Fife and Drum Corps, and The US Army Field Band Promotion Standard Operating Procedure (SOP)

**Promotion Advisory Panel
Order of Merit List**

<u>NAMES</u>	<u>DOR</u>	<u>BASD</u>	<u>POINTS</u>
1			
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SUBJECT: US Military Academy Band, The Old Guard Fife and Drum Corps, and The US Army Field Band Promotion Standard Operating Procedure (SOP)

SPECIFIC GUIDANCE FOR THE PROMOTION PANEL SELECTION PROCESS

1. General:

- a. The panel will recommend for promotion the best qualified NCOs to meet the needs of the U.S. Army and the unit.
- b. All NCOs who are recommended as “best qualified” for selection must first be considered “fully qualified.” When determining whether an NCO is fully qualified, the panel should satisfy itself that the NCO, based on a whole Soldier concept, is qualified professionally and morally, demonstrates the Army Values of Loyalty, Duty, Respect, Selfless Service, Honor, Integrity and Personal Courage, is physically fit, presents a neat and trim military appearance, maintains high standards of uniform wear, and has demonstrated the potential to perform the duties expected of an NCO at the next higher rank. Selection is not intended as a reward for past performance.
- c. An understanding of our Army’s past and future strategies must guide you as you evaluate and select our future leaders. The quality of our NCO corps today is unequaled in the Army’s history. Your evaluation of each NCO should be based upon performance and potential for future service.

2. The Noncommissioned Officer Evaluation System:

- a. This system is designed to measure and report a NCO’s job knowledge, duty performance, and potential.
- b. The Noncommissioned Officer Evaluation Report (NCOER) provides a record of NCO duty performance during a given period of time in a specific job and provides an estimate of potential. Each evaluation report in the file must be examined carefully.
 - (1) When evaluating the file, consideration must be given to length of time covered by each report and the consistency of ratings over time.
 - (2) Although all parts of the evaluation report are significant, particular attention should be given to:
 - (a) Scope and degree of responsibility in terms of resources, people, facilities, and dollars managed as outlined in the job description.

SUBJECT: US Military Academy Band, The Old Guard Fife and Drum Corps, and The US Army Field Band Promotion Standard Operating Procedure (SOP)

(b) Trends in professional ability and performance with special emphasis on the specifics of performance as they relate to the NCO's MOS and duty description. You should also give consideration to technical proficiency and the NCO's ability to communicate effectively.

(c) Specific potential recommendations by the rating officials.

(3) Study in detail the bullets of the NCOER to validate the rater and senior rater block marks. It is your responsibility to determine if the bullets fully justify the checked block. A justified rating of "success" is an indication of the NCO being fully qualified. "Excellence" ratings should be supported by specific examples and measurable results highlighting special and unusual accomplishments and indicating the NCO is clearly above the rest.

3. Overall Performance: An evaluation of demonstrated professionalism and potential for future service cannot be measured without a complete and objective review of each individual's entire background. The following areas should be given careful consideration:

a. Level of Responsibility: Those NCOs who perform well at the tough, high-risk, demanding jobs or at positions normally held by NCOs of higher rank demonstrate the highest promotion potential. Level of responsibility should be a multiplier in an overall evaluation of performance.

b. Military Education: The Army expends a great deal of resources to train NCOs, and the successful completion of organized courses of instruction attests to their dedication, commitment, and motivation. In that light, NCOs who have taken extra effort to take online or other military education should be considered favorably. This includes, but is not limited to, military correspondence courses, on-post training classes, seminars, and cross-training within the unit.

c. Civilian Education and other Professional Development: Pursuit of civilian education at the graduate and post-graduate levels are indicative of dedication to self-improvement, effective time management, and potential for future academic success. Active pursuit of professional development through private lessons or other civilian training should also be considered a positive discriminator.

d. Professional Values: Throughout the selection process, consideration must be given to the demonstration of the seven Army values. NCOs who demonstrate the professional Army values – Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage are the foundation of the Army. NCOs whose performance reflects a commitment to these values, and the Band Values of Belief, Artistic Integrity, National Pride and Dedication, should be favorably considered.

SUBJECT: US Military Academy Band, The Old Guard Fife and Drum Corps, and The US Army Field Band Promotion Standard Operating Procedure (SOP)

4. Range and Variety of Assignments and Duties: The panel should consider the broad assignments or duties the NCO has held. The essence of effective performance as a senior NCO is the application of sound leadership and management capabilities. You should, therefore, examine each candidate's past performance in all types of leadership positions.

a. Particular attention must be given to selection of individuals who demonstrated their suitability for positions of responsibility and whose performances were consistently outstanding in a variety of assignments or duties.

b. It is essential for the Army to have NCOs who are outstanding troop leaders. It is equally important to have NCOs who can provide leadership in the additional duty and support staff areas, as many require highly technical skills that differ from primary technical skills. The panel must pick the best NCOs and, in the process, recognize that various jobs require different strengths, techniques, and background experience. There are specialties with limited opportunities for leadership, but with significant requirements for management and technical skill.

5. Restricted Information:

a. In accordance with AR 600-8-104, para 2-6, the restricted portion of eligible NCOs' OMPF will not be seen by the Promotion Advisory Panel.

b. The President of the Promotion Advisory Panel may request specific restricted records data when he or she believes the information is crucial to the selection process. The request will be made in accordance with AR 600-8-104, para 2-6.

6. Physical Fitness and Weight Control: Army policy requires every Soldier to be physically fit regardless of age or duty assignment. In addition, weight control and physical appearance are important indicators of an NCO's military bearing. Accordingly, when evaluating the individual's potential for selection, the panel will consider APFT and weight control standards as well as the NCO's overall physical appearance. Limit your review to the official photograph, APFT and height and weight data, and entries on evaluation reports.

7. Medical Profiles: The panel must recognize some NCOs were granted retention with certain medical profiles, and some NCOs have partial disabilities that are the result of disease, wound, or injury that does not interfere with the individual's performance of duty. An NCO who is found fit to remain on active duty by an MOS Medical Retention Board possesses the minimum medical qualifications required for assignment to any position commensurate with his or her grade, specialty, and profile limitations.

SUBJECT: US Military Academy Band, The Old Guard Fife and Drum Corps, and The US Army Field Band Promotion Standard Operating Procedure (SOP)

8. Photographs: In accordance with AR 640-30, para 6, all NCOs in the rank of SSG or higher are required to have a current official photograph, updated at least every five (5) years or upon promotion. NCOs eligible for consideration for promotion are encouraged to update their photos prior to the convening of the Promotion Advisory Panel. The lack of a recent or updated photo or uniforms shown not worn IAW AR 670-1 shows a distinct lack of attention to detail and should be weighed accordingly.

9. Quality and Validity of Information: Panel members can help enforce standards by identifying NCOs who appear to be wearing unauthorized insignia, decorations, badges, ribbons, or devices. If such cases are found, they should be identified to the President of the Promotion Advisory Panel.

10. Personal Knowledge: The panel members may not discuss personal knowledge as part of its considerations, unless authorization to do so is first obtained from the panel president. In the event a panel member has personal knowledge of an NCO's performance not documented in the record provided to the panel, and the panel member feels the information is of great significance, the panel member will privately present the information to the Panel President, who will determine if it is appropriate to release this information to the rest of the panel.

11. Marital Status/Activities of Spouses: You may not consider a NCO's marital status or a NCO's spouse's employment, educational pursuits, or volunteer service activities when making your selection recommendations. NCOERs may no longer contain references to spousal employment, educational or volunteer activities, nor can information be provided which reflects favorably or unfavorably on the NCO based solely on his/her marital status. As a result, you must disregard such prohibited information if it is reflected in documents you review.

ENCLOSURE 5

SUBJECT: US Military Academy Band, The Old Guard Fife and Drum Corps, and The US Army Field Band Promotion Standard Operating Procedure (SOP)

	<u>OML #</u>	<u>SCORE</u>	<u>SSN</u>	<u>NAME</u>	
CUT	1	30 +5	#	Joe, A.	SEL 1
LINE	2	29 +5	#	Porter, S.	SEL 2
	3	26 -3	#	Romero, P.	SEL 3
	4	22 +2 25 -1	#	Adams, A.	SEL 4 TIE
	5	22 +1 25 -1	#	Andrew, B.	SEL 5 TIE
	6	21 -4 25 -1	#	Clark, K.	TIE
SELECT	6	21 +5 25 -1	#	Harrison, F.	SEL 6 TIE
OBJ: 6	8	23+3	#	Sutcliffe, S.	
	9	23	#	Curtis, D.	
	10	20 +1	#	Harding, B.	
	11	19 -1	#	Walther, P.	
	12	15 -5	#	Krueger, F.	
	13	14 +5	#	Barney, J.	
	14	13			
	15	5			

Annex K (Unit Mail Service and Mail Control) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

1. REFERENCES:

- a. DoD Postal Manual 4525.6-M.
- b. AR 600-8-3, Unit Postal Operations.

2. PURPOSE: To establish local policies, procedures, and responsibilities for the Unit Mail Clerks and Orderlies.

3. SCOPE: This annex applies to all personnel assigned or attached to the USMA Band.

4. QUALIFICATIONS: Unit Mail Clerks provide mail service and operate the mailroom with regard to all applicable regulations. They will safeguard mail at all times, maintain up-to-date directory files, and perform prompt directory service on all undeliverable mail and expeditiously return it to the serving post office no later than the following workday after receipt. Mail Orderlies will protect the mail at all times, permit no one but an authorized addressee to handle the mail, protect the addressee's privacy, ensure unit mail call is held daily, and report any mail problems immediately.

- a. Be a U.S. citizen.
- b. Eligible for a SECRET clearance if handling registered mail.
- c. Have no record of conviction by Court-Martial.
- d. Have no record of Punishment under Article 15.
- e. Have no record of civil convictions other than minor traffic violations.
- f. Have no record if derogatory information or unfavorable conduct casting doubt on the individual's trustworthiness and integrity.
- g. Have no record of being evaluated as not having a psychiatric, alcoholic, or drug abuse condition based on a review of personnel and medical records.
- h. Have not been relieved of postal duties for cause.

5. DESIGNATION & RELIEF FROM DUTIES:

- a. Commanders or their designated representatives shall designate Unit Mail Clerks.

Annex K (Unit Mail Service and Mail Control) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

- b. Mail Orderlies may be designated by responsible officials for those offices or activities requiring mail orderly service.
- c. Designation is accomplished using DD Form 285 (Appointment of Military Postal Clerk).
- d. A minimum of one primary and one alternate always shall be designated.
- e. When designated personnel are relieved, their DD Forms 285 shall be retrieved and destroyed by the designating authorized official.
- f. Revocation date shall be placed on the unit copy and retained on file for two years.
- g. Designating authority shall immediately notify in writing the serving postal activity of the revocation date.

6. MAIL HANDLING:

- a. Mail clerks or Mail Orderlies may be held liable for any loss caused by their failure to handle mail properly.
- b. Mail handling areas and all receipts for accountable mail shall be locked when responsible individuals are not physically present.
- c. Mail should be delivered only to authorized addressees, agents named in writing by addressees, or the serving postal activity.
- d. Mail may not be delayed, intercepted, opened, rifled, or left unattended when not in an authorized secure area.
- e. Mail service personnel may not remove stamps from mail entrusted to them.

7. UNIT MAILROOM: Mailrooms shall be constructed to provide adequate space and security for the mail.

- a. Structural requirements.
 - 1) Doors shall be provided with suitable locks and door hinges shall be mounted inside to prevent their removal from the outside.
 - 2) Windows easily accessible from the outside shall be barred; other windows shall be covered with heavy wire mesh.

Annex K (Unit Mail Service and Mail Control) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

3) Walls and ceilings shall be constructed of material that prevents forcible entry.

4) Receptacles, when used, shall be installed to prevent access to other receptacles or access from a customer service window.

b. Access Controls.

1) Access to the UMR shall be limited to those personnel conducting official business at the facility, including designated postal clerks, officers, enlisted members, and civilians on official inspections and visits.

2) Maintenance personnel and work details shall be allowed access only when escorted or under constant surveillance by military postal personnel.

3) A current access roster shall be displayed at all times directly outside of the UMR.

4) UMR'S shall be locked at all times during non-duty hours or when not in use.

5) Keys to the UMR shall be safeguarded at all times.

6) Combinations of containers used to store registered mail shall be changed annually, when there is a change of mail clerks, and when an actual or suspected compromise occurs.

8. **INSPECTIONS:** UMR's shall be checked daily by supervisory personnel to ensure that mail is handled correctly and promptly. Supervisory personnel shall also do weekly self-inspections. Inspections will ensure compliance with current postal policies and procedures, maintenance of directory files and unit postal records, and that the Mailroom is appropriately secured. The Postal Officer, MPO Supervisor, or a designated representative of the serving postal activity shall conduct unannounced inspections a least once per quarter of all UMR's that he or she serves. Inspections shall be conducted using Appendix 2 of DoD 4525.6-M or similar checklist.

9. **HANDLING OFFICIAL MAIL:**

a. Mail addressed to unit members by title is considered official mail and delivered as such.

b. Mail addressed to the "Commander of" an individual shall be delivered as official mail to the commander.

Annex K (Unit Mail Service and Mail Control) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

c. Mail addressed to the "Commander of" a receptacle number not containing an addressee name or unit designation shall be returned to sender endorsed "Insufficient Address".

10. POSTAL OFFENSES:

a. Mishandling of the U.S. Mail is a Federal Crime punishable by up to \$10,000 fine and ten years imprisonment.

b. Any suspected violations of mail or postal regulations, such as tampering, theft, fraud, misuse of the mail, or mailing of illegal materials will be immediately reported to the USCC Postal Officer Installation Official Mail Manager.

Annex L (Personnel Accountability Plan) to Section 1 (Administration) to Part 1 (Command Sergeant Major) USMA Band Standard Operating Procedures

1. REFERENCE: None.
2. PURPOSE: To establish and define the overall responsibilities of leaders and their Soldiers during an accountability exercise, emergency, or other situation requiring 100% unit accountability.
3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.
4. GENERAL: The USMA Band Accountability Plan currently in effect assumes the following unit policy and precedent:
 - a. The duty day is defined as 0745-1630 hours Monday through Friday.
 - b. Significant effort is made to accommodate unique scheduling requirements of the unit's performing ensembles, as well as the preservation of appropriate administrative time. Keeping the chain of command informed of the operational schedule is fundamental to the success of this plan.
5. PRECEPTS:
 - a. A roster of additional duty area contact phone numbers is to be placed in SDNCO handbook, in case a service is needed and an office is not currently manned.
 - b. During an event requiring 100% accountability, Group Leaders will be promptly notified via the approved Alert Notification Roster tree. Section Leaders are responsible for expeditiously contacting their Soldiers during duty or non-duty hours, with the expectation that a return call be made, and full accountability reported within 90-minutes.
 - c. Soldiers will not schedule outside employment during the duty day unless a pass, leave, or other official excused absence has specifically been authorized by the leave approval authority.
 - d. A unit-wide drill will occasionally be conducted at the CSM's discretion to test the veracity of the above-detailed plan.
6. INDIVIDUAL RESPONSIBILITIES: All unit personnel are required to provide a reliable means of communication (home phone, mobile phone, or messaging) whereby they can be contacted or provide a return call, text, or e-mail within the requisite 90-minute time frame.

Annex M (Medical Readiness Reporting) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to the USMA Band Standard Operating Procedures

1. REFERENCES:

- a. AR 40-501, Standards of Medical Fitness.
- b. AR 40-66, Medical Record Administration and Health Care Documentation.

2. PURPOSE: To establish accepted policies and procedures for routine medical requirements.

3. SCOPE: This annex applies to all members assigned to the USMA Band.

4. GENERAL: All Soldiers are individually responsible for the proper and timely maintenance of their medical readiness exams and any requisite follow-up appointments. Medical readiness requirements provide the baseline for further follow-on care, and represent only the basic requirements of medical fitness.

a. Individual medical readiness information, including last date of completion, can be obtained by navigating to Army Knowledge Online at <https://www.us.army.mil/suite/page/65> and clicking on “View Detailed Information.”

b. Basic medical readiness requirements include the following exams: Physical Health Assessment (PHA), HIV blood draw, dental (including cleaning), hearing, and immunizations. All requirements are annual with the exception of HIV which is a 24-month requirement.

5. GRACE PERIOD: The due dates listed via the above AKO hyperlink often provide a grace period to accomplish tasks based on mission requirements. To utilize this period effectively, exams are due for all items at the 12-month mark (24 for HIV), with any remaining grace periods utilized to address follow-up appointments, cancellations, or weather delays.

6. OVERDUE: Section Leaders are responsible for ensuring that all medical readiness requirements are met before approving/reviewing a leave request. Leave (excluding emergency leave requests) will not be approved for personnel who are, or will become, overdue during a leave period. Personnel will not be authorized to depart on leave unless an appointment is scheduled or walk-in completed. Exceptions to this policy will be requested and fully explained on each request for absence.

7. READINESS REPORT: Each week, the MEDPROS Accountability NCO will generate a by-group/by-name list of all Soldiers who are due for required appointments, including a 30-day and 60-day projection to enable planning/approval for leave, mission, and scheduling purposes. The weekly report will reflect appointments as shown in the MEDPROS system. Should a discrepancy exist, the Soldier remains responsible for following up with their Primary Care Manager (PCM) or other specialist for data entry input.

Annex M (Medical Readiness Reporting) to Section 1 (Administration) to Part 1
(Command Sergeant Major) to the USMA Band Standard Operating Procedures

8. DENTAL READINESS: In addition to the annual dental exam, Soldiers who require a cleaning or any other follow-on dental care (fillings, oral surgery, crowns, etc) will reflect as amber on their AKO account until all follow-on care is completed. Although not reported on the weekly readiness report, all Soldiers will remain accountable for timely scheduling of follow-up appointments and completion of the prescribed dental treatment plan.

Annex N (Personnel Strength Authorizations) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

1. REFERENCES:

- a. AR 135-205, Enlisted Personnel Management.
- b. AR 600-8, Military Personnel Management.
- c. AR 600-8-6, Personnel Accounting and Strength Reporting.
- d. AR 630-10, Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings.

2. PURPOSE: To establish and define the policies and procedures of the USMA Band Enlisted Personnel Strength as it relates to slotting and duty status reporting as well as the separation of administrative duties and general performance responsibilities within the unit.

3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.

4. MISSION: To provide world-class music to educate, train, and inspire the Corps of Cadets and to serve as ambassadors of the United States Military Academy and the Army to the local, national, and international communities.

5. FUNCTIONS: Provides music for public relations concerts, patriotic events, national holiday celebrations, radio and television programs, music education centers of influence, and national and international level performances as directed by Headquarters, Department of the Army.

6. MARCHING BAND:

- a. Provides musical support for United States Corps of Cadets reviews, meal formations, honor guards, and sports activities.
- b. Provides musical support for Academy ceremonies and military funerals.
- c. Performs in neighboring communities for patriotic celebrations/events and celebrations of national holidays.
- d. Provides musical support for military ceremonies at installations without an assigned military band.

7. CONCERT BAND:

- a. Performs annual Trophy Point summer concert series at the United States Military Academy.

Annex N (Personnel Strength Authorizations) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

b. Performs in neighboring communities for public relations concerts and patriotic celebrations/events.

c. Provides musical support for official Academy ceremonies.

d. Provides music to support Department of the Army recruiting and publicity programs by participation in radio and television broadcasts and other functions.

8. COMMERCIAL MUSIC GROUP:

a. Provides musical support for official Academy functions.

b. Performs in neighboring communities for public relations concerts and patriotic celebrations/events.

c. Provides music to support Department of the Army recruiting and publicity programs by participation in radio and television broadcasts and other functions.

d. Performs annual Trophy Point summer concert series at the United States Military Academy.

9. FIELD MUSIC GROUP (THE HELLCATS):

a. Provides musical support for United States Corps of Cadets reviews, meal formations, and drills.

b. Provides musical support for Academy ceremonies and provides buglers for on-and off-post military funerals.

c. Performs in neighboring communities for public relations concerts and patriotic celebrations/events.

10. SUPPORT STAFF:

a. Coordinates all operational commitments for each musical performance.

b. Provides battalion level administrative and logistical support.

c. Coordinates procurement of musical instruments, uniforms, technical support equipment, sheet music, and maintenance items.

d. Provides audio support to the band, including recording and sound reinforcement.

e. Operates a full-time depot-level instrument repair facility.

f. Arranges music for all components as directed by the Commander.

**Annex N (Personnel Strength Authorizations) to Section 1 (Administration) to Part 1
(Command Sergeant Major) to USMA Band Standard Operating Procedures**

g. Provides full-time publicity strategy, graphic design, and development of a unit-level marketing strategy.

Appendixes:

Appendix A – Personnel Strength Authorizations (2017)

Appendix B – USMA Band Structure & Capabilities

Appendix A (USMA Band Structure & Capabilities) to Annex N (Personnel Strength Authorizations) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

PARNO	PARATITLE	LN	TITLE	GRADE	POSCO	REQSTR	AUTHSTR
101	BAND HEADQUARTERS	01	COMMANDER/BANDMASTER	O5	42C00	1	1
101	BAND HEADQUARTERS	02	XO/ASSO BANDMASTER	O4	42C00	1	1
101	BAND HEADQUARTERS	03	BANDMASTER	W3	420C0	1	1
101	BAND HEADQUARTERS	04	COMMAND SERGEANT MAJOR	E9	42S6C	1	1
101	BAND HEADQUARTERS	05	ELEMENT LEADER	E9	42S6S	1	1
102	SUPPORT GROUP	01	GROUP LEADER	E9	42S6S	1	1
103	ADMIN/OPS SECTION	01	GROUP LEADER	E9	42S6S	1	1
104	SUPPLY/REPAIR SECTION	01	SECTION LEADER	E8	42S50	1	1
105	MUSIC LIB/AUDIO SEC	01	SECTION LEADER	E8	42S50	1	1
105	MUSIC LIB/AUDIO SEC	02	SR SPT MUSICIAN	E7	42S40	1	1
106	BRASS/PERCUSSION GP	01	GROUP LEADER	E9	42S6S	1	1
107	CORNET/TRUMPET SEC	01	SENIOR MUSICIAN	E7	42S40	2	2
107	CORNET/TRUMPET SEC	02	MUSICIAN	E6	42S30	2	2
108	TROMBONE SECTION	01	SECTION LEADER	E8	42S50	1	1
108	TROMBONE SECTION	02	SENIOR MUSICIAN	E7	42S40	2	2
108	TROMBONE SECTION	03	MUSICIAN	E6	42S30	1	1
109	EUPHONIUM SECTION	01	SENIOR MUSICIAN	E7	42S40	1	1
109	EUPHONIUM SECTION	02	MUSICIAN	E6	42S30	1	1
110	FRENCH HORN SECTION	01	SECTION LEADER	E8	42S50	1	1
110	FRENCH HORN SECTION	02	SENIOR MUSICIAN	E7	42S40	1	1
110	FRENCH HORN SECTION	03	MUSICIAN	E6	42S30	2	2
111	TUBA SECTION	01	SENIOR MUSICIAN	E7	42S40	1	1
111	TUBA SECTION	02	MUSICIAN	E6	42S30	1	1
112	PERCUSSION SECTION	01	SECTION LEADER	E8	42S50	1	1
112	PERCUSSION SECTION	02	SENIOR MUSICIAN	E7	42S40	1	1
112	PERCUSSION SECTION	03	MUSICIAN	E6	42S30	2	2
113	WOODWIND GROUP	01	GROUP LEADER	E9	42S6S	1	1
114	CLARINET SECTION	01	SECTION LEADER	E8	42S50	1	1
114	CLARINET SECTION	02	SENIOR MUSICIAN	E7	42S40	2	2
114	CLARINET SECTION	03	MUSICIAN	E6	42S30	3	3
115	FLUTE SECTION	01	SECTION LEADER	E8	42S50	1	1
115	FLUTE SECTION	02	MUSICIAN	E6	42S30	2	2
116	OBOE SECTION	01	SECTION LEADER	E8	42S50	1	1
116	OBOE SECTION	02	MUSICIAN	E6	42S30	1	1
117	BASSOON SECTION	01	SECTION LEADER	E8	42S50	1	1
117	BASSOON SECTION	02	MUSICIAN	E6	42S30	1	1
118	SAXOPHONE SECTION	01	SECTION LEADER	E8	42S50	1	1
118	SAXOPHONE SECTION	02	SENIOR MUSICIAN	E7	42S40	1	1
118	SAXOPHONE SECTION	03	MUSICIAN	E6	42S30	1	1

Appendix A (USMA Band Structure & Capabilities) to Annex N (Personnel Strength Authorizations) to Section 1 (Administration) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

119	FIELD MUSIC GROUP	01	GROUP LEADER	E9	42S6S	1	1
120	BUGLE SECTION	01	SECTION LEADER	E8	42S5O	1	1
120	BUGLE SECTION	02	SENIOR MUSICIAN	E7	42S4O	1	1
120	BUGLE SECTION	03	MUSICIAN	E6	42S3O	3	3
121	PICCOLO SECTION	01	SENIOR MUSICIAN	E7	42S4O	1	1
121	PICCOLO SECTION	02	MUSICIAN	E6	42S3O	2	2
122	PERCUSSION SECTION	01	SECTION LEADER	E8	42S5O	1	1
122	PERCUSSION SECTION	02	MUSICIAN	E6	42S3O	3	3
123	STAGE BAND GROUP	01	GROUP LEADER	E9	42S6S	1	1
124	TRUMPET SECTION	01	SECTION LEADER	E8	42S5O	1	1
124	TRUMPET SECTION	02	SENIOR MUSICIAN	E7	42S4O	1	1
124	TRUMPET SECTION	03	MUSICIAN	E6	42S3O	2	2
125	TROMBONE SECTION	01	SECTION LEADER	E8	42S5O	1	1
125	TROMBONE SECTION	02	SENIOR MUSICIAN	E7	42S4O	1	1
125	TROMBONE SECTION	03	MUSICIAN	E6	42S3O	1	1
126	SAXOPHONE SECTION	01	SENIOR MUSICIAN	E7	42S4O	2	2
126	SAXOPHONE SECTION	02	MUSICIAN	E6	42S3O	2	2
127	RHYTHM SECTION	01	SECTION LEADER	E8	42S5O	1	1
127	RHYTHM SECTION	02	SENIOR MUSICIAN	E7	42S4O	1	1
127	RHYTHM SECTION	03	MUSICIAN	E6	42S3O	3	3
128	VOCAL SECTION	02	SENIOR MUSICIAN	E7	42S4O	1	1
128	VOCAL SECTION	03	MUSICIAN	E6	42S3O	3	3

Section 2 (Soldier & Family Readiness) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

1. REFERENCE: Noted within.
2. PURPOSE: To establish and define overall responsibilities of the Soldier & Family Readiness Branch.
3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.
4. GENERAL:
 - a. The Soldier & Family Support Branch Head is responsible for ensuring proper communication with Soldiers and the Command Team about all aspects of the FMWR, Campaigns, Intramural Sports, and Remembrance (Cup & Flower) Fund.
 - b. As needed, the Branch Head may be asked to be the Family Readiness Group Liaison, providing a vital link between the Families of the USMA Band, the Soldiers, and the Command.
 - c. When necessary, the Branch Head will attend meetings or represent the unit at official functions when the specific NCO of each area is not available.

drive.

Annex A (Unit Voting Assistance Program) Section 2 (Soldier & Family Readiness) to
Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

Annex B (Combined Federal Campaign/Army Emergency Relief NCO) to Section 2 (Soldier & Family Readiness) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

1. REFERENCE: AR 930-5, Red Cross.
2. PURPOSE: To establish and define overall responsibilities of the Blood Drive NCO.
3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.
4. GENERAL:
 - a. Contact USMA Red Cross Blood Drive representative, Ms. Mary Mandia, at extension x-4100 upon appointment as Blood Drive NCO.
 - b. Provide Red Cross with contact information as the unit representative.
 - c. Attend meetings prior to start of seasonal blood drives.
 - d. Receive advertising material from the Red Cross.
 - e. Post the Red Cross Blood Drive flyers on commonly viewed bulletin boards throughout the Band Building.
 - f. Inform the entire band of upcoming blood drives through e-mail and verbally at the next available All-Personnel. Inform the Family Readiness NCOIC of blood drive information to ensure command awareness.
 - g. Provide reminder e-mail one week prior to the blood drive for the entire band.
 - h. Remove all flyers posted within one week following the completion of the blood drive.
1. REFERENCES:
 - a. AR 210-7, Commercial Solicitation.
 - b. AR 600-50, Standards of Conduct for Department of the Army Personnel.
 - c. AR 600-29, Fundraising Within the Department of the Army.
2. PURPOSE: To establish and define the overall responsibilities of the Combined Federal Campaign/Army Emergency Relief unit representative.
3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.
4. GENERAL:

Annex B (Combined Federal Campaign/Army Emergency Relief NCO) to Section 2 (Soldier & Family Readiness) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

- a. Establish contact with USMA agencies prior to the beginning of the individual campaign drives.
- b. CFC Campaign is held between 1 October and 16 November of each calendar year. USMA Point of Contact is USMA G-1, x8448 Bldg. 622.
- c. AER is held in March of each calendar year. USMA Point of Contact is Amy Weyrauch x5839, Bldg 622.
- d. Unit Representative receives materials for each campaign for the entire unit.
- e. Group Leaders designate one representative to receive materials from the unit representative and distribute to the individual Soldiers.
- f. Group representatives will present information to their groups concerning the importance of each campaign and encourage participation.
- g. Group representatives collect all forms and return them to the unit representative.
- h. Unit representative returns completed forms to the USMA Campaign manager at the end of each respective period.
- i. Unit representative conducts an AAR with group representatives and Soldier & Family Readiness Branch Head at the end of each drive to determine methods of enhancing future drives.

Annex C (Blood Drive NCO) to Section 2 (Soldier & Family Readiness) to Part 1
(Command Sergeant Major) to USMA Band Standard Operating Procedures

1. REFERENCE: AR 930-5, Red Cross.
2. PURPOSE: To establish and define overall responsibilities of the Blood Drive NCO.
3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.
4. GENERAL:
 - a. Contact USMA Red Cross Blood Drive representative, Ms. Mary Mandia, at extension x-4100 upon appointment as Blood Drive NCO.
 - b. Provide Red Cross with contact information as the unit representative.
 - c. Attend meetings prior to start of seasonal blood drives.
 - d. Receive advertising material from the Red Cross.
 - e. Post the Red Cross Blood Drive flyers on commonly viewed bulletin boards throughout the Band Building.
 - f. Inform the entire band of upcoming blood drives through e-mail and verbally at the next available All-Personnel. Inform the Family Readiness NCOIC of blood drive information to ensure command awareness.
 - g. Provide reminder e-mail one week prior to the blood drive for the entire band.
 - h. Remove all flyers posted within one week following the completion of the blood drive.

Annex D (Sports NCO) to Section 2 (Soldier & Family Readiness) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

1. REFERENCE: AR 215-1, Army MWR Program.
2. PURPOSE: To establish and define the overall responsibilities of the Sports NCO.
3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.
4. GENERAL:
 - a. Contact the MWR Intramural Sports Manager, Jim McGuiness, at x-3066 upon appointment to the position of Unit Sports NCO.
 - b. Actively seek coaches for each of the team sports and players for individual events.
 - c. Become familiar with the cyclic rotation of the USMA intramural sports program.
 - d. Coordinate with coaches for practice for team events as needed.
 - e. Coordinate with the MWR sports manager to ensure that competitive sports are scheduled in a manner that accommodates the band's unique schedule.
 - f. Broadly advertise sporting opportunities to the entire band to ensure maximum participation.
 - g. Report the result of events to the Soldier & Family Readiness Branch Head to ensure command awareness.
 - h. Receive and turn-in any MWR-issued team uniforms or equipment.

Annex E (BOSS Representative) to Section 2 (Soldier & Family Readiness) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

1. REFERENCE: DA Circular 608-04-1, Better Opportunities for Single Soldiers.
2. PURPOSE: To establish and define the overall responsibilities of the unit BOSS Representative.
3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.
4. GENERAL:
 - a. The unit representative will attend the monthly meeting for the USMA Boss Program.
 - b. The USMA Advisor to the BOSS program is Ms. Courtney Chidgey x-6497.
 - c. The representative will disseminate program opportunities to single Soldiers.
 - d. The representative will canvas the unit's single Soldier population to determine requested program support and present this information to the BOSS Committee at the monthly meeting.
 - e. In the event the USMA Band BOSS representative is elected to serve as an officer, a new unit representative must be selected.
 - f. Service on sub-committees of the BOSS program is highly encouraged.

Annex F (Remembrance Fund Committee) to Section 2 (Soldier & Family Readiness) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

1. REFERENCE:

- a. AR 210-7, Commercial Solicitation.
- b. AR 600-50, Standards of Conduct for Department of the Army Personnel.
- c. AR 600-29, Fundraising Within the Department of the Army.
- d. AR 1-211, Attendance of Soldier and Civilian Personnel at Private Organizations and Meetings.
- e. AR 1-100 Gifts and Donations.
- f. USMA Band Remembrance Fund Constitution and By-Laws.

2. PURPOSE: To establish and define the USMA Band Remembrance Fund.

3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.

4. GENERAL:

- a. The USMA Band remembrance fund is governed by its constitution (revised October 2007). The mission of the Remembrance fund committee is to utilize proper funds to provide mementos and gifts for retiring members of the USMA Band, as well as flowers and cards for hospitalized and departing Soldiers and their immediate Family members.
- b. Responsibilities of committee members and operation of the fund are outlined in the by-laws.
- c. The fund president is currently the USMA Band Command Sergeant Major.
- d. Gifts from the fund will be determined in accordance with the by-laws.
- e. Financial records of the fund are available upon request.
- f. It is a restricted-use fund which operates with the written approval of the Superintendent.
- g. Direct solicitation to organizations outside the band for contributions to the fund is not authorized. Individuals and/or sponsors can be made aware of the fund and any projects which it may be trying to complete, but no monetary amounts will be requested.
- h. Band members cannot require or infer that the fund can be used in lieu of any payment or service by the band or any of its members.

Annex F (Remembrance Fund Committee) to Section 2 (Soldier & Family Readiness) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

- i. Any external gifts to the Remembrance Fund, regardless of size, must be sent with a letter to the Superintendent, United States Military Academy, in the name of the Band Remembrance Fund.
- j. Internal anonymous gifts by band members who wish their identity to remain confidential are authorized as long as the gifts are nominal in value (under \$50 cash). While not encouraged, it is understood that privacy in such matters is sometimes preferred by the donor.
- k. The band may organize internal fundraisers or solicit voluntary contributions from unit members to support the fund.

Section 3 (Training) to Part 1 (Command Sergeant Major) to USMA Band
Standard Operating Procedures

1. REFERENCES:

- a. AR 350-1, Army Training and Leader Development.
- b. AR 600-50, Standards of Conduct for Department of the Army Personnel.
- c. USMA Supplement to AR 350-1, Training: Conduct of Military Intersession.
- d. FM 12-50, U.S. Army Bands.

2. PURPOSE: To establish policies, procedures, and responsibilities for all aspects of Training.

3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.

4. GENERAL: The Commander, USMA Band is responsible for all training within the unit and will designate a Unit Training NCOIC and Assistant NCO. Training will consist of mission related requirements and mandatory Army training obligations outlined by the USMA Chief of Training, G-3.

a. The Training Branch Head and Unit Training NCOIC will meet annually with the USMA Chief of Training, G3, to coordinate required training prior to meeting with the Band Operations NCOIC to schedule training dates. They will also ensure that training materials are appropriate, relevant, and done to standard.

b. The Training Branch Head and Unit Training NCOIC will work closely with the Band Operations NCOIC to ensure training schedule is set well in advance.

c. The Unit Training NCOIC will work closely with the Band Information Management Office and Band Audio NCOIC to ensure all audio, visual, and media requirements for training are available and set-up prior to the training.

Annexes:

- Appendix A – Sample Training Schedule
- Annex A Initial Proficiency Training
- Annex B Truck Driver Training
- Annex C Army Physical Fitness Test
- Annex D Army Body Composition Program

Appendix A (Sample Training Schedule) to Annex A (Quarterly Training) to Section 3 (Training) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

MASC-BND

25 October 13

MEMORANDUM FOR: Commander, USMA Band

SUBJECT: Quarterly Training Dates for USMA Band Personnel

1. The following dates are scheduled to fulfill training requirements for FY14. All blocks of instruction will take place in the Concert Band rehearsal hall from 0900-1130.

27 NOV 13	EO OPSEC Unit Safety Brief
13 JAN 14	ASAP SHARP Domestic Violence
17 APR 14	EO Fraternization Combat Trafficking in Persons
15 SEP 14	ASAP SHARP TARP Active Shooter

2. On-line training will take place during the following quarters in order to fulfill the following requirements:

1st QTR	Army Traffic Safety Program / Accident Avoidance
2nd QTR	Initial Security Orientation (ALMS)
3rd QTR	Anti-Terrorism & Force Protection
4th QTR	Information Assurance (Cyber Awareness Challenge)

3. Suicide Prevention – Section Leaders will use the information learned in the ACE-SI training course to train their sections.

JOHN DOE
SSG, USA
Unit Training NCOIC

Annex A (Initial Proficiency Training) to Section 3 (Training) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

1. REFERENCES:

- a. AR 350-1, Army Training and Leader Development.
- b. AR 601-210, Active and Reserve Components Enlistment Program.

2. PURPOSE: To establish a foundation of knowledge to ensure new Soldiers understand the expectations placed on them before they are promoted and recognized as a Noncommissioned Officer.

3. SCOPE: This annex is applicable to all new personnel assigned to the USMA Band, their Section Leader, and respective training staff as listed on the Initial Proficiency Training Checklist.

4. GENERAL:

- a. All newly assigned personnel to the West Point Band are required to complete 80-hours of Initial Proficiency Training (IPT). During this period (which may last eight-weeks or longer), the Band CSM will conduct two meetings with the Soldier.
- b. During in-processing, the training staff will provide new Soldiers with a checklist of required IPT, and explain the process. The “online portion” can be started during the first week of arrival. The Section Leader of the soldier is responsible to coordinate training dates and times with the training staff listed on the checklist. The training will take approximately 8-weeks to complete.
- c. Once the training is completed, the soldier will turn the completed IPT checklist to the Training NCOIC. The Training Branch head will issue a certificate of completion. Section Leader or Group Leader will schedule a final CSM meeting with the new Soldier to determine if they are fit for duty. Should an individual not be recommended for release, they will be counseled as to their deficiencies in accordance with AR 601-210 paragraph 7-12(e).
- d. The Soldier’s promotion to Staff Sergeant is contingent on the completion of IPT. The Band CSM will release all new Soldiers to their respective group or assignment.

Annex B (Truck Driver Training) to Section 3 (Training) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

1. REFERENCES:

- a. AR 385-55, Prevention of Motor Vehicle Accidents.
- b. FM 21-305, Manual for the Wheeled Vehicle Driver.
- c. TM 9-2320, Truck Utility Cargo/Troop 1-14 Ton 4X4 Manual.
- d. DA PAM 738-750, Functional Users Manual for The Army Maintenance Management System (TAMMS).
- e. USMA Form 1-189, Transportation Request.
- f. DA Form 2404, Equipment Maintenance and Inspection Worksheet.
- g. DA Form 1970, Motor Equipment Utilization Record.
- h. SF 91, Motor Vehicle Accident Report.

2. PURPOSE: To establish policies, procedures, and responsibilities for all aspects of Truck Driver Training.

3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.

4. GENERAL:

- a. Train incoming personnel to standard in all aspects of driving a five ton truck. Coordinate updates of qualified drivers with Unit Duty Roster NCOIC.
- b. Coordinate all routine and emergency maintenance of unit truck TMP 390. Appointments for general maintenance are processed directly from Motor Pool to the Band Transportation NCOIC. Appointments include, but are not limited to, yearly inspections, oil changes, fluid check, and brake testing while ensuring the gas tank is filled at all times. Daily start-up and driving is encouraged during the winter months to avoid stalling and non-start-ups.
- c. Fill out and submit unit truck request forms for TMP 390 for all on-post and off-post concerts no later than two weeks ahead of the event. When request form is completed, submit electronically to the Operations NCOIC or Assistant NCO. To ensure request has been processed, an electronic read receipt will be issued by VOCM to the Operations NCOIC or Assistant NCO.

Annex C (Army Physical Fitness Test) to Section 3 (Training) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

1. REFERENCES:

- a. AR 350-1 (Chap. 1-24), Army Training and Leader Development.
- b. AR 25-400-2, The Army Records Information Management System (ARIMS).
- c. FM 21-20, Physical Fitness Training.

2. PURPOSE: To establish policies, procedures, and responsibilities for all aspects of the APFT.

3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.

4. ARMY PHYSICAL FITNESS TEST:

a. The unit APFT staff will administer the APFT to all personnel twice per calendar year, collect and tabulate the data recorded at each APFT, and disseminate the data for each person tested to the band command group and Admin NCOIC. Scores will be given to Group Leaders upon request.

b. The APFT NCOIC will maintain and compile data for yearly submission and provide it to the unit Admin office for inclusion in the Soldiers' Enlisted Records Brief.

c. APFT failures will be processed IAW AR 350-1. Training for personnel who have failed the APFT will be monitored by their direct supervisor. This supervision will constitute remedial training.

d. Medical profile data will be maintained by the unit APFT staff for determining the APFT readiness of unit personnel. Personnel who are medically profiled will have twice the duration of the profile – not to exceed 90 days - in order to train for the APFT. Personnel may opt to test before the allotted training period expires if they feel that they are ready.

e. Diagnostic Physical Fitness Tests will be given not later than six weeks before each record APFT. Section Leaders or Group Leaders are responsible for the administering and reporting of the diagnostic tests.

f. The unit APFT staff will be trained in CPR. This is to ensure that there are personnel trained in CPR present at every APFT IAW Army regulations.

5. APFT RECOGNITION PROGRAM: The USMA Band's APFT Recognition Program is established in order to recognize those members of the unit who have demonstrated excellence and self-motivation in the area of physical fitness. The Army Achievement Medal will normally only be awarded once for APFT recognition.

Annex C (Army Physical Fitness Test) to Section 3 (Training) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

- a. Any Soldier scoring a minimum of 90 points in each fitness category, resulting in a minimum overall score of 270 points on the APFT, and meets the weight control requirements specified in AR 600-9, will be authorized to wear the APFT Badge on all Army Physical Fitness Uniforms. In order to maintain eligibility for the APFT Badge a Soldier must retain a minimum passing score on all subsequent APFTs and continue to meet Army weight control standards IAW AR 600-8-22.
- b. Any Soldier scoring 290 or higher on three consecutive APFTs will receive the DA Certificate of Achievement, and be authorized to wear the APFT Badge on the Army Physical Fitness Uniform.
- c. Any Soldier scoring 300 or higher on three consecutive APFTs will be considered for the Army Achievement Medal.
- d. All Soldiers being considered for APFT awards will meet the height/weight standards of AR 600-9.

Annex D (Army Body Composition Program) to Section 3 (Training) to Part 1 (Command Sergeant Major) to USMA Band Standard Operating Procedures

1. REFERENCES:

- a. AR 600-9, The Army Body Composition Program.
- b. AR 350-1 (Chap. 1-24), Army Training and Leader Development.

2. PURPOSE: To establish policies, procedures, and responsibilities for all aspects of the Army Body Composition Program.

3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.

4. ARMY BODY COMPOSITION PROGRAM: The ABCP staff consists of the same personnel as the APFT staff. Their primary duties are to:

 a. Record height/weight and, if necessary, tabulate body fat for unit personnel and disseminate the data to the band command group and Admin NCOIC. Height, weight, and body fat measurements will be provided to Group Leaders upon request.

 1) In accordance with AR 600-9 the USMA Band will require all personnel to be weighed twice per calendar year. This is to ensure that all personnel maintain proper weight, body composition, and personal appearance.

 2) Personnel who exceed their screening weight, and are within 1% of their maximum allowable body fat, or identified by the commander or supervisors as having an appearance problem, will be weighed on a quarterly basis by the USMA Band's APFT staff until they no longer meet these criteria.

 3) Personnel who have been identified by the commander or supervisors for a special evaluation will be weighed and taped on a quarterly basis by the USMA Band's APFT staff.

5. PROPOSER: Proponent for the USMA Band ABCP Administration SOP is the Band CSM. Recommended changes will be submitted through the Band CSM to the Commander, USMA Band.

Annex A (Key Control) to Section 3 (Information & Security Branch) to USMA Band Standard Operating Procedures

1. REFERENCES: Listed individually.
2. PURPOSE: To establish policies and procedures for security within the USMA Band.
3. SCOPE: This section is applicable to all personnel assigned to the USMA Band.
4. GENERAL:
 - a. Organization. The USMA Band Information and Security Division is staffed on a part-time basis with personnel performing additional duties. The USMA Band Information and Security Division SGM, under the staff supervision of the Chief Warrant Officer, and in coordination with the Band Branch Head, Drum Major, Operations Section, Supply Section, and all Group and Section Leaders, is responsible for operating the band Information and Security programs. Specific working relationships and responsibilities are addressed in each individual Annex of this section.
 - b. The Command Group, in coordination with and under the advice of the USMA Band Information and Security Division Branch Head, will establish, review, and if necessary revise procedures and policies for operation of the unit security programs.
5. PROPOSER: Proponent for the USMA Band Information and Security Branch SOP is the Band CSM. Recommended changes will be submitted through the Band CSM to the Commander, USMA Band. =

Annexes:

Annex A – Key Control

Annex B –Information Security

Annex C –Personnel Security Clearances

Annex D –Staff Duty NCO

Annex E –Information, Operational, and Personnel Security

Annex F –Web Site Security

Annex G –Emergency Management

 Appendix A – Coordination with USMA Force Protection Team

 Appendix B – Compliance with USMA Force Protection Levels

 Appendix C – Incident/Emergency Operation Center (IOC/EOC) Participation

 Appendix D – USMA Band Off-Post Performance Force Protection Guidelines

 Appendix E – USMA Pandemic Influenza Plan

Annex H – Information Management Officer

Annex I –Physical Security

 Appendix A – USMA Band SDNCO Security Checklist

 Appendix B – Physical Security Checklist

Annex J – Telephone Control

Annex A (Key Control) to Section 3 (Information & Security Branch) to USMA Band Standard Operating Procedures

1. REFERENCES:

- a. AR 190-13, The Army Physical Security Program.
- b. AR 190-51 Security of Unclassified Army Property.
- c. AR 190-52, Countering Terrorism and other Major Disruptions on Military Installations.
- d. AR 525-2 Army Protection Plan.
- e. AR 735-5 Policies and Procedures for Property Accountability.
- f. USMA Supplement to AR 190-13.
- g. USMA REG 420-4.

2. PURPOSE: To establish a key control system for Government issued keys in the USMA Band.

3. SCOPE: This annex covers the maintenance, security, and control of keys to Building 685 and is applicable to all personnel assigned to the USMA Band.

4. GENERAL: Maintenance, security, and control of keys to Building 685 are essential dimensions of physical security for the USMA Band. All personnel will become familiar with the contents and objectives of this annex.

5. RESPONSIBILITIES:

- a. Commander. The Commander has the overall responsibility for the key control program within the USMA Band and will appoint a Key Control NCO as custodian.
- b. Key Control NCO. The USMA Band Key Control NCO is responsible for the daily operation and administration of the unit key control program. The Key Control NCO will ensure that all keys are accounted for at all times. Keys that have not been issued will be kept in the appropriate secured depositories (key boxes, unit safe).
- c. Staff Duty NCO (SDNCO). Each SDNCO will sign the key control register maintained by the Key Control NCO thereby assuming responsibility for the contents of the SDNCO key box. Each SDNCO will inventory the building keys issued to the SDNCO upon assuming and terminating the duties of SDNCO. All SDNCO's will transfer responsibility for the building keys using the SDNCO log. The SDNCO log is a DA Form 5513 R. This form will be completed and submitted IAW SDNCO instructions and signed on the unit Sharepoint system. In the event that the Sharepoint system is unavailable, the SDNCO will hand sign a paper version of the DA Form 5513 R and submit it to the CSM. SDNCO's will maintain control of keys in his/her possession IAW SDNCO instructions.

Annex A (Key Control) to Section 3 (Information & Security Branch) to USMA Band Standard Operating Procedures

d. Individuals. Each individual is personally responsible for keys issued IAW this annex and will maintain security of all keys in his/her possession.

6. PROCEDURES:

a. The Key Control NCO will maintain a key control register (DA FORM 5513-R) which will list all keys maintained in the unit central key depository. As keys are issued, the appropriate entry will be made in the key control log and the new balance will be entered in the unit's Central Key Depository Key Control Register.

b. The Key Control NCO will maintain file of all key control register and inventory documents (DA FORM 5513-R) for each member of the unit. As keys are issued, members will be briefed on key holder responsibilities using AR 735-5 Section III 14-22 Keys. The Key Control NCO will properly fill out the DA FORM 5513-R to include the key number issued, date and time issued and printed name/signature Key Control NCO and key holder.

c. Key Control Register (DA FORM 5513-R) will contain the following information:

Key number.

Date and time key is issued.

Person to whom key is issued.

Signature of person to whom key is issued.

Signature of Key Control NCO verifying the transaction.

Date/time key is turned in

d. The Key Control Register (DA FORM 5513-R) for the unit's Central Key Depository will additionally contain total number of keys issued to the unit for each key.

e. Inspections and Verification.

1) Periodic inventory of all keys will be accomplished and recorded by the Key Control NCO and witnessed by the Alternate Key Control NCO.

2) An inventory of all keys will be conducted semiannually.

3) Broken and lost keys will be reported to the Key Control NCO immediately. The Key Control NCO will prepare a lost key report and submit it to the Physical Security Office IAW USMA Supplement to AR 190-13.

f. Additional Keys. All requests for additional keys or change of locks will be submitted through the Key Control NCO to the USMA Band Commander for final approval. All requests must be accompanied by a justification statement. Approvals will be on a case by case basis.

Annex B (Information Security) to Section 3 (Information & Security Branch) to USMA Band Standard Operating Procedures

1. REFERENCES:

- a. AR 380-5, Department of the Army Information Security Program.
- b. USMA Security Handbook.

2. PURPOSE: To establish policies and procedures and provide guidelines for information security within the USMA Band.

3. SCOPE: This annex covers the overall information security program within the USMA Band and is applicable to all assigned officers and enlisted personnel.

4. GENERAL:

a. Information security is the use of policies and procedures for identifying, controlling, and protecting unauthorized disclosure of information whose protection is authorized by executive order or statute. It is the policy of the Department of Defense to make available to the public as much information concerning its activities as possible, consistent with the need to protect national security.

b. Classification. Information or material that requires protection against unauthorized disclosure in the interest of national security shall be classified in one of three designations, namely "Top Secret," "Secret," or "Confidential." The markings "For Official Use Only" and "Limited Official Use" shall not be used to identify classified information.

c. Access. Availability of classified information will be on a need to know basis to individuals in the unit who have an appropriate security clearance. Classified information will not be kept in building 685 overnight due to lack of proper storage facilities.

d. Control. All members of the unit will complete the Standard Form 312, Classified Information Non-Disclosure Agreement, or have had completed Form 189, the previous classified Information Non-Disclosure Agreement which is now obsolete. Two originals of the SF 312 must be completed for each service member who has a security clearance. The activity security manager (Force Protection NCOIC or designee functions as) will witness the execution of both originals of the SF 312 and sign with original signatures in the space provided on both forms. The activity security manager (Force Protection NCOIC/designee) will ensure the date he witnessed the signature is the same date as when the service member signed the form. Anyone who refuses to sign a SF 312 will be directed to the Installation Security Manager immediately. The unit will take no action against these individuals. Previous lawsuits at the DOD level have made this a very sensitive subject. The Installation Security Manager will conduct an interview with the individual and ask why he does not want to sign the SF 312. The Installation Security Manager will then contact the Deputy Chief of Staff of Intelligence (DCSINT) to determine whether or not the individual's security clearance should be revoked.

Annex B (Information Security) to Section 3 (Information & Security Branch) to USMA
Band
Standard Operating Procedures

5. RESPONSIBILITIES:

a. Commander.

1) Responsible for ensuring that no classified information is stored in Building 685.

2) Annual Threat Awareness and Reporting Program (TARP) Training.
Responsible for coordinating training with DOPS and ensuring that all training requirements are met.

b. Force Protection NCOIC (or designee).

1) Witness the signing of the SF 312.

2) Responsible for updating the security clearance roster semi-annually or on an as needed basis.

Annex C (Personnel Security Clearances) to Section 3 (Information & Security Branch) to USMA Band Standard Operating Procedures

1. REFERENCES:

- a. AR 380-5, Department of the Army Information Security Program.
- b. AR 604-5, Department of the Army Personnel Security Program.
- c. USMA Supplement to AR 604-5.

2. PURPOSE: To establish policies and procedures and provide guidelines for personnel security clearances within the USMA Band.

3. SCOPE: This annex covers the overall personnel security clearance program within the USMA Band and is applicable to all assigned personnel.

4. GENERAL: A security clearance will be granted only when affirmatively determined that such clearance is clearly consistent with the interests of national security. Central Clearance Facility (CCF) retains final clearance authority. Director of Operations (DOPS) will confirm/validate clearances for the CCF and will process security clearances for the band.

5. RESPONSIBILITIES: Commander, USMA Band is responsible for the following:

- a. Appoint an Activity Security Manager (Force Protection NCOIC or designee functions as) and identify the individual to DOPS.
- b. Establish local information security policies and procedures.
- c. Assure that persons requiring access to classified information are properly cleared.
- d. Continually assess the individual trustworthiness of personnel who possess a security clearance.

Annex C (Personnel Security Clearances) to Section 3 (Information & Security Branch) to
USMA Band Standard Operating Procedures

6. SUSPENSION OF ACCESS: When the Commander is aware of credible derogatory information that falls under the purview of AR 604-5, par. 3-1a, pertaining to an individual who has a security clearance, he will immediately deny the individual access to classified information and notify the Activity Security Manager (Force Protection NCOIC or designee) and DOPS by telephone. He or she will immediately initiate a memorandum to DOPS, ATTN: Security Officer, stating that the individual's access to classified information has been withheld and the reason(s) for same. A copy of this notification will be furnished to PSC and the individual will be flagged IAW AR 600-8-2. The Commander will conduct an inquiry to determine whether or not the information is credible. If the derogatory information is found to be not credible, the individual's access to classified information will be reinstated by the Commander and DOPS will be notified through the Activity Security Manager (Force Protection NCOIC or designee). However, if the derogatory information is credible, the Commander will make a recommendation as to whether or not the individual security clearance should be suspended. A PCCF Form 6-R (Report of Unfavorable Information for Security Determination), provided by DOPS, will be completed with the appropriate enclosures and forwarded to DOPS. The sensitivity of each case cannot be overstated and is subject to AR 340-17 (Freedom of Information Act) and AR 340-21 (Privacy Act). Correspondence should be hand-carried when possible and protected by a cover sheet at all times.

Annex D (Staff Duty NCO) to Section 3 (Information & Security Branch) to USMA Band SOP

1. REFERENCES:

- a. AR 190-13, The Army Physical Security Program.
- b. AR 190-52, Countering Terrorism and Other Major Disruptions at Military Installations.
- c. AR 220-45, Duty Rosters.
- d. USMA Supplement to AR 190-
- 13. e. AR 190-13, Physical Security.
- f. TB PMG 19.

2. PURPOSE: To establish policies and procedures and provide general guidelines for the conduct of duties for the USMA Band Staff Duty NCO (SDNCO).

3. SCOPE: This SOP is applicable to all personnel assigned to the USMA Band.

4. GENERAL:

a. The Staff Duty NCO (SDNCO) is the Commander's representative during off-duty hours. Unit security and communication after duty hours will be the SDNCO's responsibility. It is the SDNCO's duty to secure Bldg. 685 and all government equipment within it, answer all emergency phone calls and complete all duty assignments.

- b. Tour of Duty. The tour of duty is from 0745 to 0745 daily.
- c. Materials. The incoming SDNCO will report to the outgoing SDNCO at the SDNCO desk NLT 0740 on weekdays to pick up the following items:
 - 1) Set of keys to include exterior entrance doors and major interior building keys
SIMPLY: THE BUILDING KEYS ON THE SDNCO RING
 - 2) SDNCO Instruction Book.
 - 3) SDNCO Packet containing DA Form 31 (Leave Form), DD Form 689 (Sick Slip), DA Form 1594 (Daily Journal), USMA Form 1-137-1 (Funeral Checklist), and DA Form 360 (Record of Official Toll Calls).

***Note - SDNCOs with duty on Friday or a day preceding a holiday or non-duty day will draw sufficient packet materials to provide each SDNCO with until the following duty day.**

Annex D (Staff Duty NCO) to Section 3 (Information & Security Branch) to USMA Band SOP

d. Building Security. The Band Building will remain open on weekdays until 1630. At that time the SDNCO will secure all Administrative/rehearsal areas within the building, the rear basement exterior door, and return home. The SDNCO will remain at home throughout the tour of duty. The building will be opened each weekday morning at 0730 by the outgoing SDNCO. The outgoing SDNCO will conduct a security inspection of the building. On weekends/holidays, the incoming and outgoing SDNCO's will meet at the building at 0730 0745 to sign over keys and materials.

e. Inspections. The inspection checklist at Annex C will be the basis for each building tour accomplished by the SDNCO.

f. Telephones. The SDNCO will remain at home and answer all emergency calls. If a long distance call must be made for OFFICIAL BUSINESS ONLY, it may be billed to the Unit and must be logged on DA Form 360.

g. Answering machines will be updated by the SDNCO at the close of a duty day and deactivated at the start of the next duty day.

1) SDNCO VOICE MAIL, to be activated on ext 2445, will specify calling the SDNCO only in the event of an emergency. It will give the telephone number only, each day, of the SDNCO. Instructions are available via the SDNCO binder.

h. Routine information and procedures are outlined in the SDNCO Information Book.

i. Emergencies. In the event of any kind of emergency involving a member of the unit or the member's family, the Band Command Sergeant Major/Deputy Commander will be notified. In the event of a request for emergency leave, any Sergeant Major or Officer may be contacted

j. Daily Staff Journal or Officer's Duty Log. The outgoing SDNCO will brief the incoming SDNCO using this document to inform the incoming SDNCO of all incidents, messages and orders.

k. SDNCOs will use all checklists and documents located on Sharepoint. If Sharepoint is unavailable, the SDNCO will utilize physical documents located in the SDNCO binder and submit to CSM. The SDNCO will update Sharepoint when it becomes available.

Annex E (Information, Operational, and Personnel Security) to Section 3 (Information & Security Branch) to the USMA Band Standard Operating Procedures

1. REFERENCES:

- a. AR 380-5, Information Security.
- b. AR 380-67, Personnel Security.
- c. AR 381-12, Threat Awareness. and Reporting Program (TARP).
- d. USMA Activity Security Manager Handbook.
- e. Electronic Questionnaires for Investigations Processing (E-Qip) Handbook.
- f. WP Installation Security Office Website and posted associated policies.

2. PURPOSE: To establish policies, procedures, and responsibilities for all aspects of Information Security, Operational Security, and Personnel Security within the USMA Band.

3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.

4. GENERAL:

a. Information Security. The use of policies and procedures for identifying, controlling, and protecting unauthorized disclosure of information whose protection is authorized by executive order or statute. This pertains to classified material.

 1) Classification of material. Protected information is classified “Top Secret,” “Secret,” or “Confidential.” Additional markings such as “For Official Use Only” and “Limited Official Use” shall not be used to identify classified information.

 2) Access. Availability will be on a need to know basis to individuals in the unit who have an appropriate security clearance. Classified information will not be kept in building 685 overnight due to lack of proper storage facilities.

 3) Control. All members of the unit with security clearances must complete and sign two originals of Standard Form 312, Classified Information Non-Disclosure Agreement as detailed in the USMA Activity Security Manager’s Handbook. One copy will be stored in Activity Security Manager’s files, and the other will be delivered to WP Installation Security Office.

b. Operational Security (OPSEC): process by which we deny potential adversaries information about capabilities and intentions by identifying, controlling, and protecting sensitive but unclassified (SBU) information. This includes proper storage, disposal, and release of unit information and personal information outside the unit. Annual training required for unit.

Annex E (Information, Operational, and Personnel Security) to Section 3 (Information & Security Branch) to the USMA Band Standard Operating Procedures

- c. Personnel Security (Security Clearances). All USMA Band Officers, all USMA Band Enlisted Soldiers E-7 and above, and E-6s working with sensitive information are required to obtain secret level security clearances, following directions in E-Qip Handbook. All persons with security clearances are required to sign SF 312 (Classified Information Non-Disclosure Agreement).
- d. Threat Awareness and Reporting Program (TARP). Annual training is required for all unit members.
- e. Anti-Terrorism Awareness. The Force Protection NCOIC will ensure that the unit completes annual online Anti-Terrorism Level I training.
- f. Foreign Travel Requirements. (Managed by Force Protection NCOIC in conjunction with WP Installation Security Office)
 - 1) All Soldiers must fill out Foreign Travel Form to submit to Band Admin.
 - 2) Anti-Terrorism Level I online training must be completed within 6 month window of travel.
 - 3) Country Specific Briefing (Anti-Terrorism Level II Training) must be completed and Band Admin. will type a memo of completion to attach to Leave or TDY forms.
 - 4) Leave, Pass, or PTDY. Passports required for Foreign Travel.
 - 5) TDY. A Personal passport is highly recommended by WP Security Office, but not required with orders and CAC ID and a No-Fee Government Issued Passport (for official use only).
 - 6) NATO Travel Form required for official travel to certain countries, including Canada.

5. RESPONSIBILITIES:

a. Commander:

- 1) Responsible for ensuring that no classified information is stored in Building 685.
- 2) In coordination with Band Command Sergeant Major, appoint an Activity Security Manager (Force Protection NCOIC of designee functions as) and an OPSEC Manager (should be a senior OPS person) and identify the individuals to WP Installation Security Office.
- 3) Assure that persons requiring access to classified information are properly cleared.

Annex E (Information, Operational, and Personnel Security) to Section 3 (Information & Security Branch) to the USMA Band Standard Operating Procedures

- 4) Continually assess the individual trustworthiness of personnel who possess a security clearance.
 - 5) Establish local information security policies and procedures.
 - 6) Suspension of access. When the commander is aware of credible derogatory information that falls under purview of AR 380-67 pertaining to a Soldier who has a security clearance, he will immediately deny the individual access to classified information and notify the Activity Security Manager and WP Installation Security Office.
- b. Activity Security Manager (Force Protection NCOIC functions as):
- 1) Assure that all persons E-7 and above obtain a Secret Security Clearance as specified in USMA Band Security Clearance Policy.
 - 2) Witness signing of the SF 312 as detailed in USMA Activity Security Manager Handbook.
 - 3) Update Security Clearance Rosters semi-annually or on an as needed basis.
 - 4) Arrange for or conduct annual Security Training, to include annual required Subversion and Espionage Directed against the Army (SAEDA) training, Anti Terrorism Level I training, and Operational Security (OPSEC) training.
 - 5) Ensure that all Foreign Travel Requirements are met as detailed on WP Installation Security Office website.
 - 6) Oversee all requirements of Information and Personnel Security as detailed in USMA Activity Security Manager's Handbook.
- c. Activity Operational Security Manager (OPSEC Manager):
- 1) Manage OPSEC issues and control flow and posting of Sensitive but Unclassified information outside the unit, to include appropriate education to unit on posting information to World Wide Web, release of publicity material, and other correspondence.
 - 2) Manage and educate on the proper storage and disposal of SBU information, including sensitive personal information such as social security numbers, phone numbers, family information, etc.
 - 3) In coordination with Activity Security Manager (Force Protection NCOIC functions as), provide required annual Operational Security Training.

Annex E (Information, Operational, and Personnel Security) to Section 3 (Information & Security Branch) to the USMA Band Standard Operating Procedures

d. All Soldiers are responsible for:

- 1) Reporting possible security violations, including Security, OPSEC and TARP incidents to Activity Security Manager (Force Protection NCOIC functions as). Examples of incidents to report will be covered in annual security training.
- 2) Assisting in the maintenance of appropriate OPSEC measures when releasing or posting information about self, the unit, or its individuals.
- 3) Those holding security clearances must report any changes in personal information to Activity Security Manager (Force Protection NCOIC functions as), including name, marital status, and citizenship.

Annex F (Web Security) to Section 3 (Information & Security Branch) to USMA
Band Standard Operating Procedures

1. REFERENCES: None.
2. PURPOSE: To establish policies, procedures, and responsibilities for all aspects of the USMA Band web presence.
3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.
4. GENERAL:
 - a. The USMA Band Website is used to communicate with the public/potential audience for our product and is thus primarily a function of the Publicity Division.
 - b. The Website is designed with utmost care to provide secure but necessary information on the following subject areas:
 - 1) Upcoming events, performances, and educational opportunities in the form of a detailed schedule, press releases, and an electronic newsletter.
 - 2) News of completed events including articles and photographs depicting members of the unit in performance or educational environments.
 - 3) Limited personnel information (i.e. personnel list, biographies, photographs) about members of the unit, chamber ensembles, and large ensembles in order to give the public a more personal view of our mission. Personal Identifying Information will not be used in publicity efforts in regard to performances and branding.
 - 4) Publicity packets, photographs, and stage manager's guides to facilitate event planning by sponsors.
 - 5) The history of the unit.
 - 6) Publicly released recordings for download.
 - 7) Information about vacancies in the unit in order to aid in recruiting/advertising for vacancies.
 - 8) Contact information for the major departments of the unit.

Annex G (Emergency Management) to Section 3 (Information & Security Branch) to USMA Band Standard Operating Procedures

1. REFERENCES:

- a. USMA Anti-Terrorism Plan (OPLAN) 2006 Incident Annex A.
- b. USMA Anti-Terrorism Plan (OPLAN) 2006
- c. USMA Pandemic Influenza Plan.
- d. AF 525-13 Anti-Terrorism.

2. PURPOSE: To ensure effective USMA Band participation in USMA Emergency Operations and Force Protection Coordination.

3. SCOPE: This annex is applicable to all USMA personnel in the context of USMA Emergency Operations.

4. RESPONSIBILITIES:

a. Force Protection NCOIC:

- 1) The Force Protection NCOIC is familiar with all USMA Emergency Plans: USMA Evacuation Plan (Reception Center), Anti-Terrorist Plan, and the USMA Pandemic Influenza Plan and administers events for the USMA Band; working with an assistant, to ensure compliance with the expectations of the G3, Directorate of Plans, Training, Mobilization and Security (DPTMS), and Directorate of Emergency Services (DES).
- 2) In the event of a post emergency the coordinator will participate and collaborate with the Incident Command Center (IOC) for possible band tasking.
- 3) When the possibility of a USMA evacuation occurs the coordinator will implement the USMA Band procedures to stand up and operate the USMA Reception Center.
- 4) The coordinator will provide information, advice, and solutions to the band command staff as emergency events dictate.
- 5) The Force Protection NCOIC supervises the flow of information to the USMA Force Protection Team for USMA Band on-post events.

b. Assistant Force Protection NCO:

- 1) The Assistant Force Protection NCO will be familiar with USMA emergency plans: USMA Evacuation Plan (Reception Center), Anti-Terrorist Plan, and the USMA Pandemic Influenza Plan, and participate with, or in the absence of, the Force Protection NCOIC during various required training, meetings, or exercises.
- 2) The assistant will also be on the USMA EOC (Emergency Operations Center) roster for all USMA Emergency events that require our presence and will

Annex G (Emergency Management) to Section 3 (Information & Security Branch) to USMA Band Standard Operating Procedures help fulfill needed requirements at the EOC.

- 3) The assistant will fill out and send the USMA Band Event Information Reports to DPTMS for all large ensemble on-post events two weeks prior to the event.

Appendices

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Appendix A - Coordination with USMA Force Protection Team

Appendix B - Compliance with USMA Force Protection Levels

Appendix C - Incident/Emergency Operation Center (IOC/EOC) Participation

Appendix D - USMA Band Off-Post Performance Force Protection Guidelines

Appendix A (Coordination with the USMA Force Protection Team) to Annex H (Emergency Management) to Section 3 (Information & Security Branch) to USMA Band SOP

1. RESPONSIBILITIES: The USMA Force Protection (FP) team has tasked the band to provide all information that will impact their daily planning for maintaining the current USMA force protection level.
2. PURPOSE: To ensure that high-publicity events produced by the USMA Band that effect traffic flow, parking, and the overall security of the USCC are properly coordinated with the USMA Force Protection Team.

2. EXECUTION:

- a. Comb through the next month of the band schedule for proper upcoming on-post events.
- b. Locate the corresponding FP Event Sheet template in the Emergency Management FP events folder on the G: Network drive. Generally each separate event will require a separate event sheet.
- c. Once the event sheet is filled out, label it as follows: USMA Band- (event name) and date (i.e. USMA Band- Young People's Concert 11 OCT 07) and store/save the event file in the FP event sheets folder.
- d. Two weeks prior to the event send a copy of the USMA Band Event Sheet, via email, to POCs in DPTMS, and DES.
- e. After two days follow up by phone to receive acknowledgment of the event from FP team POCs.
- f. Pass on all suggested logistical requirements from the FP team to the appropriate band operational POC for the event.

Appendix B (Compliance with USMA Force Protection Levels) to Annex H (Emergency Management) to Section 3 (Information & Security Branch) to USMA Band Standard Operating Procedures

1. REFERENCES:

- a. USMA Anti-Terrorism Plan (OPLAN) 2006 Incident Annex A.
- b. AR 523-13, Antiterrorism.
- c. USMA OPLAN April 2006.

2. PURPOSE: To ensure the safety and welfare of the members of the USMA Band in the event of Force Protection (FP) escalation.

3. SCOPE: This applies to all USMA Band members, Staff Duty NCOs in particular, who are tasked to implement compliance with FP escalation.

4. GENERAL:

a. BRAVO. Applies when an increased or more predictable threat of terrorist activity exists.

1) Inspect the building perimeter twice a day, at random intervals, for suspicious items such as unmarked packages, boxes, or things out of the ordinary.

2) Report items found directly to your supervisor/** POCs) and if further action is needed report the found item to MPs/Directorate of Emergency Services (DES) at x-3333 for guidance.

b. CHARLIE. Applies when an incident occurs or intelligence is received indicating some form of terrorist action or targeting against personnel or facilities is likely.

1) Increase frequency of building inspections. (At random intervals.)

2) Patrol the parking lot for out of the ordinary vehicles, especially non-DOD vehicles, within 100 feet of the building. Perform thorough visual inspection only. Take down the license plate number and report the vehicle to your supervisor and if further action is needed report it to DES/MPs at x-3333 for guidance.

3) Limit access points to the building by locking the doors to the back alley and placing signs directing all visitors to enter through the front door, by the SDNCO office. All visitors are to be logged in the SDNCO log book upon entering and leaving the building. Correct name, purpose for entering the building, vehicle description, and times are the information to be logged.

4) Locked access doors will need to be checked periodically in order to maintain this security standard.

Appendix B (Compliance with USMA Force Protection Levels) to Annex H (Emergency Management) to Section 3 (Information & Security Branch) to USMA Band Standard Operating Procedures

c. DELTA. Applies in the immediate area where a terrorist attack has occurred or when intelligence has been received that terrorist action against a specific location or person is imminent.

- 1) Further limit access to the building by locking all doors and placing guards at each entrance to maintain positive identification of people entering the building.
- 2) Increase frequency of building and parking lot inspections.

Appendix C (Incident/Emergency Operation Center Participation) to Annex H (Emergency Management) to Section 3 (Information & Security Branch) to USMA Band Standard Operating Procedures

1. REFERENCES: None.
2. PURPOSE: To facilitate communication between the EOC and the band's chain of command. Also to facilitate ongoing requirements for band responsibilities. (i.e. raingear, water, port-a-potty, reflective gear, flashlights, food, etc.)
3. SCOPE: This appendix applies to all USMA Band members assigned to the IOC/EOC.
4. GENERAL: Log all significant happenings on log sheet and coordinate with all POCs listed below:

a. Incident/Emergency Operation Center

POCs: EOCOIC
EOCOPS (S3)
HHC Co. Commander
EOC Supply
(S4) EOC Staff
HHC 1SG

b. Important Contact

Information: Guard

Shack- 5191
Band Ops- 2309 (Coordinate for Food)
EOC Rep- 8873
EOC Fax- 8844
Band CSM- 7142
SFC Castleman- 0685 home: 845-667-6476
Band Supply- 2842

Appendix D (Off-Post Performance Force Protection Guidelines) to Annex H (Emergency Management) to Section 3 (Information & Security Branch) to USMA Band Standard Operating Procedures

1. REFERENCES: None.
2. PURPOSE: To provide USMA Band Operation NCOs with force protection guidelines to preserve the safety of the USMA Band during off-post events.
3. GENERAL:
 - a. Transportation Issues:
 - 1) Ask for “unmarked” buses and trucks to transport the band. We don’t need to unnecessarily draw attention to ourselves while in transit.
 - 2) Ask for secure parking away from the public when possible, especially for the bus and trucks. This is the best way to monitor the status of our vehicles.
 - 3) The vehicles can be secured in two ways: the driver stays with the vehicle at all times or the driver locks the vehicle and leaves knowing that a full security check (to include cargo bays) will be required before the band returns to load and board for the return trip.
 - b. Venue Issues:
 - 1) Ask that a 50’-75’ “bubble” be placed around the band during our public appearance. *Trash receptacles and the public will be prohibited in this area.*
 - 2) The local law enforcement should be involved.
 - 3) Determine if coolers, backpacks, picnic baskets, and the usual concert accessories will be permitted. Determine by whom, and how they will be monitored and who will do it? Monitoring is not a direct band responsibility.
 - 4) Ask for a secure area to store cases (audio and percussion) during the concert.
 - 5) If there is a storage area attached to the stage, it will be checked for any suspicious activity before the band arrives and monitored during the concert.
 - 6) Ask that the sponsor not advertise where the band will eat or change prior to the concert.
 - 7) Establish a rally point for the venue and disseminate to all band members.

Appendix E (Pandemic Influenza Plan) to Annex H (Emergency Management) to
(Information & Security Branch) to USMA Band Standard Operating Procedures

1. REFERENCES: None.
2. PURPOSE: To clarify the involvement of unit personnel in implementing the KACH IOC/EOC plan for Pandemic Influenza when directed by the USMA Band Commander.
3. SCOPE: USMA Band members will be detailed to accomplish various daily requirements established by the Incident Commander (IC) at the IOC.
4. GENERAL: The USMA Band will provide representatives to KACH to act as an information conduit between the band command staff and the Incident Command.

Annex I (Information Management Officer) to Section 3 (Information & Security Division) to USMA Band Standard Operating Procedures

1. REFERENCES:

- a. AR 25-1, Army Knowledge Management and Information Technology.
- b. AR 25-2, Information Assurance.
- c. AR 70-1, Army Acquisition Policy.
- d. DA PAM 25-1-1, Information Technology Support and Services.
- e. DA PAM 70-3, Army Acquisition Procedures.

2. PURPOSE: To establish policies, procedures, and responsibilities for all aspects of Information Management Officer/Information Assurance Security Officer (IASO).

3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.

4. GENERAL: In order to properly process incoming Soldiers, the following items should be observed.

- a. Complete User Security Training Course certification. Done on Website: <https://ia.gordon.army.mil/> (This is a yearly requirement for all users).
- b. Have user to log on AKO to complete CAC registration.
- c. Complete DoD Standard Mandatory Notice and Consent.
- d. Complete form DD2875 signed by Supervisor and IMO. Include EDIPI, CAC expiration date and date of birth on Line 27.
- e. After IMO staff completes the Remedy ticket request for account creation, he or she will email NECIAAccounts@usma.edu, encrypted, with user's last name and INC number from Remedy ticket, attach the Training Certificate, DD 2875 and Consent form.

5. RESPONSIBILITIES: IASO will be responsible for ensuring that all applicable regulations and policies are implemented and enforced within the unit.

- a. Understand the complete scope of services and assignments as established in DA PAM 25-1-1, Chap. 6-5.
- b. Manage users, computers, security groups, and other objects in the Active Directory.

Annex I (Information Management Officer) to Section 3 (Information & Security Division) to USMA Band Standard Operating Procedures

- c. Enforce policies and regulations from Department of Defense level.
- d. Maintain equipment accountability and identify outdated hardware for turn-in.
- e. Providing first-line of assistance for the local user on hardware and software.
- f. Content and access management. The IMO performs user “add, change, delete” operations for assigned data information structure capabilities.
- g. Ensure all personnel have access to AKO and registering on and using AKO.
- h. Functional processing center operations. The IMO task is to develop requirements and operate developed applications and systems.
 - i. Supporting loaner equipment by providing temporary loaner equipment for repair, travel, and so on (for example, laptops, multimedia equipment, cell phones, pagers, and PDAs) and coordinating requirements through local DOIM.
 - j. Server management. The IMO task is to identify tenant servers for consolidation at Army processing centers and installations.
 - k. Issuing networthiness certificate before any new or enhanced system or capability is connected to the Army data information structure.
 - l. Establishing policy and chairing the Army Enterprise Infostructure Management Steering Group as review council of negative results.
 - m. Establishing networthiness criteria and submit systems, applications, or capabilities for testing.
 - n. Updating and maintaining content, classification, and protection of organization Web sites.
 - o. Developing and coordinating Web and FTP contents.
 - p. Ensuring periodic Web and FTP site content review.
 - q. Performing access management functions.

Annex I (Information Management Officer) to Section 3 (Information & Security Division) to USMA Band Standard Operating Procedures

- r. Controlling access to LAN based on security requirements.
 - s. Controlling access to specific applications.
 - t. Designing Web site content in accordance with Section 508 (29 USC 794d).
- Updating and maintaining content.
- u. Information assurance vulnerability assessment, to include-monitoring information assurance vulnerability assessment compliance on the desktops.
 - v. Ensuring information assurance vulnerability assessment on desktops.
 - w. Disaster recovery (continuity of operations planning), to include-regaining IT capabilities lost because of a natural or man-caused disaster.
 - x. Updating and maintaining content, coordination, and implementation. Computer network defense (CND) operations, to include intrusion detection and defense in depth to protect against hackers. The IMO task is to identify new requirements for CND capabilities.
 - y. Submitting all IT purchase requests through the West Point ITR process for approval.

Annex J (Physical Security) to Section 3 (Information & Security Branch) to USMA Band Standard Operating Procedures

1. REFERENCES:

- a. AR 190-51, Security of Unclassified Army Property.
- b. USMA REG 420-4, DHPW Responsibility for Public Buildings.
- c. USMA REG 190-13, Physical Security/Crime Prevention.
- d. Activity Security Checklist Standard Form 701.
- e. USMA Band SDNCO Security Checklist.

2. PURPOSE: This SOP outlines the duties and responsibilities pertinent to the physical security of the USMA Band Bldg. 685 and Bldg. 619, Trophy Point Amphitheater.

3. SCOPE: This SOP covers the physical security of buildings 685 and 619 and all USMA Band property contained therein. This SOP is applicable to all officers, enlisted personnel, Cadets and civilian employees who are authorized access to the USMA Band facilities.

4. RESPONSIBILITIES:

- a. Building Commandant. The Building Commandant has the primary responsibility for the security of his/her assigned building and its contents (USMA REG 420-4 1-10). The unit commander will designate in writing a Physical Security Officer and an assistant. The duties of the unit Physical Security Officer encompass those stated in USMA REG 190-13 chapter 1-9.
- b. Physical Security NCO (PSNCO):
 - 1) The PSNCO is responsible for the training of an Assistant PSNCO to ensure the individual is fully capable of assuming the primary duties as needed and completing assigned tasks as directed.
 - 2) The PSNCO is responsible for developing and training USMA Band personnel in proper security measures for their personal and unit equipment.
 - 3) The PSNCO is responsible for maintaining the unit key control program IAW AR 190-51, USMA REG 190-13 and USMA REG 420-4 1-11.
 - 4) The PSNCO will perform monthly inspections of buildings 685 and 619 to ensure that proper security measures are being followed and what, if any, physical security needs have changed.

Annex J (Physical Security) to Section 3 (Information & Security Branch) to USMA
Band Standard Operating Procedures

5) The PSNCO is responsible for submitting service and work orders thru the Provost Marshal's Office (PMO) for additional keys and changes to the building for security issues.

c. Additional Responsibilities:

1) OICs, NCOICs, CICs, and civilian personnel with assigned responsibilities in a particular area within buildings 685 and 619 will ensure that acceptable security measures are met during duty and non-duty hours. Offices and rooms will be locked when not in use, computers will be logged off, and desks and file cabinets containing sensitive information will be secured. Areas and buildings that are not occupied will be secured. This includes both doors and windows.

2) The SDNCO will maintain building security during duty and non-duty hours. The SDNCO will ensure that all doors to office areas and rehearsal rooms are secured. The SDNCO will also ensure that all doors and windows that can be accessed from the building exterior are properly secured. The SDNCO will perform three building inspections, occurring at 0745, 1630 and 2100. This will be noted on the Activity Security Checklist Standard Form 701. All security checks will follow the procedures documented in Appendix 1 - USMA Band SDNCO Security Checklist. The SDNCO will open Bldg. 685 the following duty day at 0730, unlocking all outside doors, common use computer room, SDNCO area and the CB rehearsal room.

Appendices:

Appendix A – USMA Band SDNCO Security Checklist
Appendix B – Physical Security Checklist

Appendix A (USMA Band SDNCO Security Checklist) to Annex J (Physical Security) to Section 3 (Information & Security Branch) to USMA Band Standard Operating Procedures

1. REFERENCE: Activity Security Checklist, SF 701.
2. SCOPE: This appendix applies to any individual assuming the responsibilities of the Staff Duty NCO (SDNCO).
3. GENERAL:
 - a. Outside.
 - 1) Secure all outer doors.
 - 2) Check parking lot and exterior of building for anything of a suspicious nature.
 - 3) Check for unsecured windows.
 - b. Basement.
 - 1) Lock the stairwell doors.
 - 2) Close all windows in the dayroom.
 - 3) Close windows in the men's latrine.
 - 4) Check security of FM rehearsal room, FM drum storage room, and the instrument repair room.
 - c. First Floor.
 - 1) Lock SDNCO area.
 - 2) Check security of all offices on the first floor.
 - 3) Make sure all computers have been logged off.
 - 4) Lock entryway to Ops/Admin area.
 - d. Second Floor.
 - 1) Check security of the Cadet Glee Club room, Cadet Band room, fire exit doors leading from these rooms, and windows that are accessible from the fire escape landings.
 - 2) Check security of fire exit doors from the men's locker room.
 - 3) Check security of all female locker room doors.

Appendix A (USMA Band SDNCO Security Checklist) to Annex J (Physical Security) to Section 3 (Information & Security Branch) to USMA Band Standard Operating Procedures

e. Third Floor.

- 1) Lock stairwell doors.
- 2) Check security of the Benny Havens Band rehearsal room, tuba storage room, audio studio and annexes, and main library.
- 3) Lock CB rehearsal room.
- 4) Close all practice room windows and check practice modules.
- 5) Make sure elevator is on the third floor with the door open.

f. Inside/All Floors.

- 1) Follow directives notated on Activity Security Checklist Form 701.
- 2) Notate any malfunctioning doors or windows in SDNCO log.
- 3) Notate any unsecured office areas/rooms in SDNCO log. Try to secure rooms if no one from that area is present. This includes doors and windows leading to outside fire escape landings.
- 4) Notate any unsecured instruments, uniforms, and equipment in SDNCO Log.
- 5) Secure noted equipment.

Appendix B (Physical Security Checklist) to Annex J (Physical Security) to Section 3
 (Information & Security Division) to USMA Band Standard Operating Procedures

	YES	NO
1. <u>BASEMENT:</u>		
a. Are doors to the Repair Shop, Weight Room, and Field Music area closed and locked		
b. Is the rear basement door secured after duty hours?		
c. Are all instruments, uniforms, and equipment properly secured in designated wall lockers when not in use?		
d. Are the interior and exterior doors and windows to the dayroom secured after duty hours when not in use?		
2 . <u>FIRST FLOOR:</u>		
a. Are all interior and exterior doors and windows to the Supply Room secured after duty		
b. Is the door to the Administration Section secured after duty hours?		
c. Is the main door to the Orderly Room secured after duty hours when the SDNCO is not		
d. Are all windows in office areas secured after duty hours and when no one is		
e. Is the mailroom door secured when no mail clerk is present?		
f. Are the front and rear first floor doors to Bldg. 685 secured at prescribed times?		
g. Is the access gate between the rear storage area and break room secured?		
3. <u>SECOND FLOOR:</u>		
a. Are doors to the individual rooms properly secured when no one is present?		
b. Are all instruments, uniforms, and equipment properly secured in designated wall lockers		
c. Are the doors to the women's locker rooms secured after duty hours and when no one is		
4. <u>THIRD FLOOR:</u>		
a. Are doors to the various equipment storage rooms secured when no one is		
b. Are the doors to the rehearsal hall, library, audio booth, Jazz Knights area, and the doors		
c. Are all windows secured after duty hours and when no one is present?		
d. Is the door to the Arranger's office secured after duty hours and when no one is		
e. Is the equipment elevator left at the third floor position and is the door to the elevator		
left open so that it cannot be called down to the first floor landing after duty hours and when no one is present?		
5. <u>ALL FLOORS:</u>		
a. Do the locking devices on all windows function correctly?		
b. Do the "dead bolt" devices on the door knobs function correctly?		
c. Have work orders been turned in to the Building Commandant for all physical security		

Annex I (Information Management Officer) to Section 3 (Information & Security Division)
to USMA Band Standard Operating Procedures

1. REFERENCE: AR 25-1, Army Knowledge Management and Information Technology Management.
 2. PURPOSE: To establish policies, procedures, and responsibilities for all aspects of the USMA Band Telephone Control Operations.
 3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.
 4. GENERAL: The USMA Band Telephone Control Operations is staffed with one part-time NCO who will be responsible for all telephone communications issues related to the unit.
5. RESPONSIBILITIES:
- a. Submit work order requests to NEC when telephone equipment requires service.
 - b. Coordinate and submit purchase orders for new telephone equipment.
 - c. Monitor and approve monthly unit telephone bills.
 - d. Assist unit in the set up and maintenance of voicemail, caller ID, and other telephone related issues.
 - e. Procure PIN numbers for all unit members.

Section 3 (Facilities) to Part 2 (Associate Bandmaster) to USMA Band Standard Operating Procedures

1. REFERENCES:

- a. AR 385-10, The Army Safety Program.
- b. USMA Regulation 420-4, Responsibility for Public Buildings.
- c. USMA Regulation 420-5, Area Police & Grounds Maintenance.
- d. Facilities Continuity Book.

2. PURPOSE: To establish policies for the operation and responsibilities for all aspects of Building Maintenance.

3. SCOPE: This section is applicable to all personnel assigned to the USMA Band.

4. BASIC RESPONSIBILITIES:

a. Building Commandant. Individual will maintain the exterior and interior of Building 685 and Trophy Point as prescribed in USMA Regulation 420-4 and USMA Regulation 420-5. The Building Commandant will report to the CSM and will be expected to provide clean, functional, mission-ready facilities. The Building Commandant will directly oversee health, welfare, morale, professional development, and training of Facilities NCOIC and Safety/Security NCOIC. He will advise the CSM on compliance with regulations/policies with regards to Facilities Maintenance, Safety, Force Protection, and Security. He will work with Element Leaders to ensure the Facilities and Safety/Security Branches support mission success and sustainability. His area of concern is management of: Facilities Maintenance, Safety, Force Protection, and Security. The Building Commandant will mentor, coach, and provide direct support to Facilities NCOIC and Safety/Security NCOIC in fulfilling duties.

b. Facilities NCOIC. Individual will maintain the exterior and interior of Building 685 as prescribed in USMA Regulation 420-4 and USMA Regulation 420-5. The Facilities NCOIC will report to the Building Commandant and will be expected to provide clean, functional, mission-ready facilities. The NCOIC will directly oversee health, welfare, morale, professional development, and training of Egner Hall NCOIC & Trophy Point NCOIC. He will advise the Building Commandant on compliance with regulations/policies with regards to Facilities Maintenance. He will work with the Building to ensure Facilities support mission success and sustainability. Facilities NCOIC will directly oversee the Post Police Detail. His area of concern is the management of: Facilities Maintenance, Post Police, Custodial Service, Snow Removal, and Renovation. The NCOIC will mentor, coach, and provide direct support to Egner Hall NCOIC, Trophy Point NCOIC and Renovation NCO in fulfilling duties.

Section 3 (Facilities) to Part 2 (Associate Bandmaster) to USMA Band Standard Operating Procedures

c. Egner Hall Facilities NCOIC. To maintain the exterior and interior of Building 685, Egner Hall, as prescribed in USMA Regulation 420-4 and USMA Regulation 420-5. The Egner Hall NCOIC will report to the Facilities NCOIC and will be expected to provide clean, functional, mission-ready facilities. He will advise the Facilities NCOIC on compliance with regulations/policies with regards to Facilities Maintenance at Egner Hall. The Egner Hall NCOIC will directly oversee the 9-Man Squad. Egner Hall NCOIC will assist Facilities NCOIC in supervision of Post Police Detail. His areas of concern are: Facilities Maintenance, Post Police and the 9-Man Squad.

d. Trophy Point Facilities NCOIC. Individual will maintain the exterior and interior of Trophy Point as prescribed in USMA Regulation 420-4. The Trophy Point NCOIC will report to the Facilities NCOIC and will be expected to provide clean, functional, mission-ready facilities. The Trophy Point NCOIC will directly oversee health, welfare, morale, positional development, and training of the Concert Band Trophy Point Stage Manager & Jazz Knights Trophy Point Stage Manager. He will advise the Facilities NCOIC on compliance with regulations/policies with regards to Facilities Maintenance at Trophy Point. He will work with Facilities NCOIC to ensure Trophy Point supports mission success and sustainability. His areas of concern are: Facilities Maintenance and Summer Concert Operations. The Trophy Point NCOIC will mentor, coach, and provide direct support to Concert Band Trophy Point Stage Manager & Jazz Knights Trophy Point Stage Manager in fulfilling duties.

e. Commercial Music Group Trophy Point Stage Manager. Individual assumes responsibility for utilization and preparation of annual Trophy Point Concert Series and facility upkeep and maintenance in support of Commercial Music Group performances. Coordinates with Jazz Knights Operations, Audio Section and civilian contractors to plan and execute stage, audio and lighting setup for Commercial Music Group performances. Manages set up and tear down work details in support of Commercial Music Group performances at Trophy Point. Provides support for USMA Band and Academy events as directed by Trophy Point NCOIC. Individual will assist and report to the Trophy Point NCOIC.

f. Concert Band Trophy Point Stage Manager. Individual assumes responsibility for utilization and preparation of annual Trophy Point Concert Series and facility upkeep and maintenance in support of Concert Band performances. Coordinates with Concert Band Operations, Audio Section and civilian contractors to plan and execute stage, audio and lighting setup for Concert Band performances. Manages set up and tear down work details in support of Concert Band performances at Trophy Point. Provides support for USMA Band and Academy events as directed by Trophy Point NCOIC. Individual will assist and report to the Trophy Point NCOIC.

Section 3 (Facilities) to Part 2 (Associate Bandmaster) to USMA Band Standard
Operating Procedures

- g. Concert Band Trophy Point Assistant Stage Manager. Individual will assist Concert Band Trophy Point Stage Manager in all areas of facility maintenance and upkeep and supervision of weekly concert setup detail in support of Concert Band performances. Individual will report to the Concert Band Trophy Point Stage Manager. Provides support for USMA Band and Academy events as directed by Trophy Point NCOIC.
- h. Commercial Music Group Trophy Point Assistant Stage Manager. Individual will assist Trophy Point Stage Manager Commercial Music Group in all areas of facility maintenance and upkeep and supervision of weekly concert setup detail. Individual will report to the Commercial Music Group Trophy Point Stage Manager. Provides support for USMA Band and Academy events as directed by Trophy Point NCOIC.

4. PROPOSER: Proponent for the Facilities Management SOP is the Band CSM. Recommended changes will be submitted through the Band CSM to the Commander, USMA Band.

Annex A (Rehearsal Room Reservations) to Section 3 (Facilities Management) to Part 2 (Associate Bandmaster) to USMA Band Standard Operating Procedures

1. REFERENCE: AR 350-1 (Chap. 1-24), Army Training and Leader Development.
2. PURPOSE: To establish policies, procedures, and responsibilities pertaining to the reservation of large ensemble rehearsal spaces within USMA facilities.
3. SCOPE: This annex is applicable to all officers and enlisted personnel assigned to the USMA Band.
4. GENERAL:
 - a. All unit rehearsals, formations, and related special events will take priority in the use of the rehearsal space.
 - b. Individuals or ensembles wishing to reserve the rehearsal room must sign out a specific time slot in the registry for no more than three hours per duty day. A registry is posted outside of all rehearsal rooms that may be reserved.
 - c. Ensemble use will take priority over the use of an individual unless the use for recording, or recording equipment, is necessary
 - d. Should the individual/ensemble not be present within ten minutes of the assigned time, the rehearsal space reservation will be forfeited and the room will be available for use on a first-come-first-served basis.
 - e. Should individuals/ensembles change or remove a time that is reserved, please be considerate of others' time and edit the registry ASAP to avoid any unnecessary confusion.
 - f. The Cadet Band and Cadet Glee Club rehearsal rooms on the second floor will not be used for individual practice or ensemble rehearsals except as approved by the Band CSM.
 - g. Ensembles wishing to use the Jazz Knights rehearsal room or the Field Music rehearsal room should coordinate that use directly with the respective Group Leaders.
 - h. Any special requests or use of the rehearsal hall outside of these guidelines will need approval from the Band CSM.

Annex B (Trophy Point Facilities) to Section 3 (Facilities Management) to Part 2
(Associate Bandmaster) to USMA Band Standard Operating Procedures

1. REFERENCES:

- a. Facilities Continuity & Reference Binder.
- b. USMA Regulation 420-4, Responsibility for Public Buildings.
- c. USMA Regulation 420-5, Area Police & Grounds Maintenance.
- d. Continuity Book.

2. PURPOSE: To establish policies and responsibilities for the interior maintenance and cleanliness of Trophy Point.

3. SCOPE: This section is applicable to all personnel assigned to the USMA Band.

4. BASIC RESPONSIBILITIES: The Trophy Point Facilities NCOIC will:

- a. Ensure that the building and grounds are in a high state of general cleanliness by way of Nine-Man Squad, Facilities NCOs and civilian custodial staff. Notify Facilities NCOIC of any civilian custodial staff discrepancies (Ref. Annex D, Nine-Man Squad).
- b. Ensure that any mechanical problems (such as leaking pipes, faucets, burned out light bulbs, leaking roofs, AC rehearsal hall etc.) are addressed in a timely manner by coordinating service order and work order (DA Form 4283) submission through Facilities NCOIC as required. Routine maintenance (such as light bulbs and other light maintenance) shall be performed by Facilities NCOs.
- c. Maintain regular contact with the Facilities NCOIC regarding building renovation projects, service and work orders, and any other special projects.
- d. Make sure that the cleaning cabinets are properly supplied for regular and special cleaning projects. Coordinate with supply for purchase of supplies from Paper Clips or Self Help.
- e. Make sure that all building drains are free from blockages. All personnel will ensure these locations are cleared during Post Cleanup detail in Fall and Spring.

5. PROPOSER: Proponent for the Facilities Management SOP is the Band CSM. Recommended changes will be submitted through the Band CSM to the Commander, USMA Band.

Annex C (Egner Hall Facility) to Section 3 (Facilities Management) to Part 2 (Associate Bandmaster) to USMA Band Standard Operating Procedures

1. REFERENCES:

- a. Facilities Continuity & Reference Binder.
- b. USMA Regulation 420-4, DEH-Responsibility for Public Buildings USMA & STAS.
- c. USMA Regulation 420-5, Area Police & Grounds Maintenance.
- d. Continuity Book.

2. PURPOSE: To establish policies and responsibilities for the interior maintenance and cleanliness of Egner Hall.

3. SCOPE: This section is applicable to all personnel assigned to the USMA Band.

4. BASIC RESPONSIBILITIES: The Egner Hall Facilities NCOIC will:

- a. Ensure that the building and grounds are in a high state of general cleanliness by way of Nine-Man Squad and civilian custodial staff. Notify custodial foreman of any civilian custodial staff discrepancies. (Ref. Annex D, Nine-Man Squad).
- b. Ensure that any mechanical problems (such as leaking pipes, faucets, burned out light bulbs, leaking roofs, AC rehearsal hall etc..) are addressed in a timely manner by coordinating service order and work order (DA4283) submission through Facilities NCOIC as required. Routine maintenance (such as light bulbs and other light maintenance) shall be performed by Facilities NCOs.
- c. Maintain regular contact with the Building Commandant and Facilities NCOIC regarding building renovation projects, service and work orders, and any other special projects.
- d. Make sure that the cleaning cabinets are properly supplied for regular and special cleaning projects. Coordinate with supply for purchase of supplies from Paper Clips or Self Help.
- e. Make sure that all building drains are free from blockages: alleyway, third floor porch and roof. Facilities NCOs will monitor porch and roof drains. All personnel will ensure these locations are cleared during Post Cleanup detail in Fall and Spring.
- f. Prior to Summer and Fall leave periods, compile a list of reasonable cleaning tasks and special projects to be performed by personnel not taking leave. Provide list to Facilities NCOIC for distribution to Band CSM, Building Commandant and Facilities NCOs several weeks before leave.

Annex C (Egner Hall Facility) to Section 3 (Facilities Management) to Part 2 (Associate Bandmaster) to USMA Band Standard Operating Procedures

5. **PROPOSER:** Proponent for the Facilities Management SOP is the Band CSM. Recommended changes will be submitted through the Band CSM to the Commander, USMA Band.

Annex E (Snow Removal Crew) to Section 3 (Facilities Management) to Part 2
(Associate Bandmaster) to USMA Band Standard Operating Procedures

1. REFERENCES:

- a. Facilities Continuity & Reference Binder.
- b. USMA Regulation 420-4, Responsibility for Public Buildings.
- c. USMA Regulation 420-5, Area Police & Grounds Maintenance.
- d. Continuity Book.

2. PURPOSE: To establish policies for the operation and responsibilities for Snow Removal.

3. SCOPE: This section is applicable to all personnel assigned to the USMA Band.

4. BASIC RESPONSIBILITIES:

- a. The necessity of snow removal will be determined by Facilities NCOIC.
- b. Snow removal will happen at the earliest possible time during the duty day (0730-1630) after a snowfall. Snow removal may need to happen during non duty days depending on events that require use of the USMA Band building during that time – i.e. weekend chamber recitals, CB and JK weekend commitments. Snowfall that occurs after 1630 on Sunday is the responsibility of the next assigned team.
- c. Snow removal personnel will consist of all E6's and E7's with the most recent date of rank. The E7's will serve as team leaders.
- d. For the time during winter leave, snow removal will be the responsibility of those personnel not on leave. The team leader will be the highest ranking person present for work detail duty.
- e. The duty roster NCO will create the teams and assign the duty weeks based on personnel availability as per the USMA Band's schedule.
- f. The Facilities NCOIC will serve as the NCOIC of the snow removal teams.
- g. Team Leader Responsibilities
 - 1) Coordinating with team to establish time for snow removal.
 - 2) Keep track of personnel issues such as USMA Band performance obligations, profiles, leaves, passes, TDY's and determine if a replacement is required.

Annex E (Snow Removal Crew) to Section 3 (Facilities Management) to Part 2 (Associate Bandmaster) to USMA Band Standard Operating Procedures

3) Coordinate with building maintenance NCO to have access to snow removal equipment.

4) Assign responsibilities to snow removal team.

h. Areas of Responsibility:

1) Back alley door.

2) Loading dock.

3) Stairs on north side of building down to repair shop.

4) Alley stairs and south side stairs leading to Hellcat area.

5) Front stairs all the way to lower parking lot.

6) Walkway around south side of building.

7) Walkway toward Garrison building.

8) LTC, CSM, and USMA Band van parking spaces.

9) Apply salt to walkways and stairs as needed.

10) If the SDNCO arrives before snow removal happens, the SDNCO is responsible for clearing the rear entryway and loading dock upon arrival to Egner Hall.

5. PROPOSER: Proponent for the Facilities Management SOP is the Band CSM. Recommended changes will be submitted through the Band CSM to the Commander, USMA Band.

Section 4 (Logistics & Resource Management) to Part 2 (Associate Bandmaster) to the USMA Band Standard Operating Procedures.

1. REFERENCES:

- a. AR 15-6, Procedures for Investigating Officers and Board of Officers Conducting Investigations.
- b. AR 25-50, Preparing and Managing Correspondence.
- c. AR 25-400-2, The Army Records Information Management System.
- d. AR 190-13, Physical Security.
- e. AR 210-130, Laundry and Dry Cleaning Operations.
- f. AR 220-90, Army Bands.
- g. AR 630-10, Absence without Leave, Desertion, & Administration of Personnel Involved in Court Proceedings.
- h. AR 700-94, Issue and Sale of Personal Clothing.
 - i. AR 710-2, Supply Policy Below the National Level.
 - j. AR 715-XX, Use of the Government Purchase Card.
- k. AR 725-50, Requisitioning, Receipt and Issue System.
 - l. AR 735-5, Policies and Procedures for Property Accountability.
- m. DA PAM 25-30, Consolidated Index of Publications and Blank Forms.
- n. DA PAM 710-2-1, Using Unit Supply System-Manual Procedures.
- o. DA PAM 710-2-2, Supply Support Activity Supply System: Manual Procedures.
- p. DoDFMR 7000-14-R Vol. 5, Chap. 2.
- q. FM 3-19.30, Physical Security.
- r. FM 10-15, Basic Doctrine Manual for Supply and Storage.
- s. FM 10-27-4, Organizational Supply for Unit Leaders.
- t. FM 11-19, U.S. Army Bands.
- u. CTA 50-900, Clothing and Individual Equipment.

Section 4 (Logistics & Resource Management) to Part 2 (Associate Bandmaster) to the USMA Band Standard Operating Procedures.

- v. CTA 50-909, Field and Garrison Furnishings and Equipment.
 - w. CTA 50-970, Expendable/Durable Items.
 - x. Joint Federal Travel Regulation (JFTR) Appendix O.
 - y. USMA Reg 11-2, USMA Management Control Processes.
 - z. USMA Reg 37-1, Administration, Management, & Control of Financial Resources.
 - aa. Department of the Army, GPC Operating Procedures (14 JAN 13).
 - bb. Military Corps of Cadet Gift Standard Operating Procedures (10 MAR 11).
2. PURPOSE: This Standing Operating Procedure (SOP) prescribes policies, procedures and responsibilities as they apply to the USMA Band.
- a. Establish policies, procedures, and responsibilities for procurement, accountability, and retainability of Government Property.
 - b. Establish policies for efficient operation of all aspects of the USMA Band Supply Program.
3. SCOPE: This SOP applies to all personnel assigned or attached to the USMA Band.
4. MISSION:
- a. Request, receive, store, and issue expendable supplies and non-expendable items of equipment as needed by the unit to accomplish its mission.
 - b. Maintain clothing, organizational, and installation property records on all personnel assigned or attached to the USMA Band.
 - c. Brief newly assigned personnel on the functions and services of the unit Supply Room.
 - d. Account for property from time of issue to time of turn-in or consumption (expendable property).
 - e. Compile requests and execute the Command Operating Budget (COB) IAW guidance from the command team.
 - f. Upload budget information to the budget section of Army Music Intranet (AMI).

Section 4 (Logistics & Resource Management) to Part 2 (Associate Bandmaster) to the USMA Band Standard Operating Procedures.

- g. Submit authorization updates to Army Bands Department of Training and Doctrine (DOTD).
- h. Attend training and insure proper fielding of new logistics software and/or equipment.
- i. Prepare requests for GPC, MACC Fund, and contracts for equipment, guest artists, and services.
- j. Supervise Laundry operations.

5. RESPONSIBILITIES:

- a. Commander. The Commander has overall responsibility for development, prioritization, submission, and execution of the Command Operating Budget (COB). The Commander provides planning guidance to Staff/Group Leaders and is the internal approval/disapproval authority for COB content.
 - 1) IAW AR 710-2, DA PAM 710-2-2 and 710-2-2 the Commander will appoint a Property Book Officer (PBO), in writing, to assume accountability for property upon receipt and until it is subsequently turned in, used for authorized purposes, or dropped from accountability.
 - 2) Appoints a Building Commandant who will exercise overall responsibility for maintenance and new work performed on buildings 685 and 619 (Trophy Point).
 - 3) As Primary Hand Receipt Holder, serves as the responsible officer for the unit.
 - 4) Responsible for implementation of the Command Supply Discipline Program IAW AR 710-2, Appendix B.
 - 5) Serves as Activity Director for the MACC Gift Fund, responsible for appointing Account Supervisors and Account Technicians, and ensuring donor intent and regulations are complied with when reviewing, approving, and signing all disbursement request.

- b. Deputy Commander. The Deputy Commander is the USMA Band's Budget Officer and as such maintains oversight of the band's finances to include both appropriated and non-appropriated funds.
 - 1) Is an approving official for the Defense Travel System (DTS), and as such reviews and approves TDY for the unit.
 - 2) Maintains constant contact with the Mission Resource Center and the band's resource manager to ensure funding is available for all mission requirements.

Section 4 (Logistics & Resource Management) to Part 2 (Associate Bandmaster) to the USMA Band Standard Operating Procedures.

- 3) Serves as the MACC Fund Account Supervisor, monitoring the activity of the Account Technicians to ensure donor intent is met.
 - c. Associate Bandmaster. The Associate Bandmaster is designated Property Book Officer (PBO) by the Commander. The PBO maintains accountability for property on the Property Books and as such, has direct responsibility for property in his physical possession.
 - 1) Ensures that the interest of the Government is protected pertaining to property accountability.
 - 2) Is responsible for initiating the appropriate action for lost, damaged, or missing equipment.
 - 3) Is responsible for ensuring that physical security is maintained for buildings 685 and 619 IAW AR 190-13 and FM 3-19.30.
 - 4) Coordinates with unit Supply Room for equipment requests, purchases, and supplies.
 - 5) Serves as the MACC Fund Alternate Account Supervisor, monitoring the activity of the Account Technicians to ensure donor intent is met.
 - d. Logistics and Resource Management Branch Head. The Logistics and Resource Management Branch Head is designated by the Commander to oversee the administration of resource management and logistical functions to support the USMA Band Mission.
 - 1) Develops, advises the command team, and executes the Commander's Operating Budget.
 - 2) Manage and approve purchase requests that meet the intent of the Commander's Operating Budget, ensuring the requests meet with Commander's intent, have necessary funding, receive appropriate G8 certification, and are authorized for purchase in support of the mission prior to assignment for execution.
 - 3) Serves as the MACC Fund Account Technician, responsible for preparing the documentation for approval prior the any purchase.
 - 4) Appointed as DTS Certifying Officer, responsible for ensuring adequate funding is available in DTS and reviewing vouchers upon the completion of the TDY.
 - 5) Appointed Contracting Officer Representative, maintain appropriate documentation in CORT for contracts assigned by MICC – West Point.

Section 4 (Logistics & Resource Management) to Part 2 (Associate Bandmaster) to the USMA Band Standard Operating Procedures.

6) Maintains the following roles in GFEBS:

- a. Purchase Request Creator (ME51N)
- b. Purchase Request Approver – L1 (ME54N)
- c. Invoice Receiver (MIRO)

7) Appointed as Invoice Receiver for contracts in Wide Area Workflow iRAPT.

8) Appointed Government Purchase Card Billing Official for all USMA Band GPC accounts.

9) Serves as the primary liaison for requests processing through USMA G8 and MICC – West Point.

10) Assists and advises the command team in all Logistics and Resource Management Branch issues.

d. Supply NCOIC. The Supply NCOIC is appointed by the Commander to oversee the daily execution of the USMA Band supply requirements in support of the unit's mission.

1) Conducts and supervises daily operation of the Supply Room.

2) Maintains unit and individual supply files.

3) Supervises logistical operations as required by the Commander.

4) Prepares and maintains signature cards for all supplies from S-4 and other facilities as required.

5) Maintains current publication pertaining to all supply operations and procedures.

6) Supervises laundry and alteration services as set out in Section VIII paragraph 3 of this SOP.

7) Ensures that all personnel are issued required equipment and supplies.

8) Ensures that all equipment and supplies are serviceable at issue, throughout the period of use, and at turn-in. If equipment and/or supplies are not serviceable at time of turn-in, the Supply NCOIC will ensure that the appropriate action is taken to correct the matter IAW AR 735-5.

Section 4 (Logistics & Resource Management) to Part 2 (Associate Bandmaster) to the USMA Band Standard Operating Procedures.

9) Ensures that rapid action is taken for lost, stolen, or damaged equipment.

10) Obtains supplies and equipment for the unit as required by the mission and/or Commander.

11) Provides for storage of personal belongings (when space is available).

12) Assists the Commander in all supply matters.

13) Acts as collection agent for the USMA Band IAW DoDFMR 7000-14-R Vol.5, Chap. 2.

14) Maintains the role of Invoice Processor in GFEBS, receiving goods and services as required for payment processing.

e. Resource Management NCOIC.

1) Serves as the MACC Fund Account Technician, responsible for preparing the documentation for approval prior to any purchase.

2) Appointed as DTS Certifying Officer, responsible for ensuring adequate funding is available in DTS and reviewing vouchers upon the completion of the TDY.

3) Appointed Contracting Officer Representative, maintain appropriate documentation in CORT for contracts assigned by MICC – West Point.

4) Maintains the following roles in GFEBS:

a. Purchase Request Creator (ME51N)

5) Appointed as Invoice Receiver for contracts in Wide Area Workflow iRAPT.

6) Serves as a liaison for requests processing through USMA G8 and MICC.

f. Supply NCO / Hand Receipt Manager.

1) Assigns property from the Commander down to the end user.

2) Performs all required inventories IAW guidance from the PBO.

3) Performs turn-in of obsolete or unserviceable property to the warehouse.

4) Maintains individual hand receipt files.

5) Assists Supply NCOIC as needed.

Section 4 (Logistics & Resource Management) to Part 2 (Associate Bandmaster) to the USMA Band Standard Operating Procedures.

- 6) Maintains and updates unit files listings IAW the Army Records Information Management System (ARIMS).
 - 7) Maintains unit and individual supply files.
 - 8) Maintains all Organizational Clothing and Individual Equipment (OCIE).
 - 9) Periodically checks OCIE for serviceability and turns in all OCIE that does not meet USMA Band serviceability standards.
- g. Government Purchase Card (GPC) Holder.
- 1) Purchases supplies and equipment for the unit IAW Financial Acquisition Regulation (FAR) 13.201(2), FAR Part 8 and AR 715-XX.
 - 2) Researches all purchases for appropriate vendors prior to purchase.
 - 3) Maintains individual credit card files IAW USMA GPC Standard Operating Procedure (SOP) and ARIMS.
 - 4) Reconciles all purchases NLT than three working days after the GPC end cycle date.

h. Hand Receipt Holders.

- 1) Assume direct responsibility for proper use, care, and safekeeping of all hand receipted items.
- 2) It is the responsibility of the hand receipt holder to report all lost or destroyed equipment to the PBO or Band Supply NCO.

6. **PROPOSER:** Proponent for the USMA Band Logistics Division SOP is the Band CSM. Recommended changes will be submitted through the Band CSM to the Commander, USMA Band.

Annex A – Property

Annex B – Soldier In-Processing

Annex C – Soldier Out-Processing

Annex D – Relief from Responsibility

Annex E – Personal Records

Annex F – Organization Clothing and Individual Equipment (OCIE)

Annex G – Command Supply Discipline Program

Annex H – Command Operating Budget

Appendix A – Resource Management

Annex A (Property) to Section 4 (Logistics & Resource Management) to Part 2 (Associate Bandmaster) to the USMA Band Standard Operating Procedures.

1. REFERENCES:

- a. AR 710-2, Supply Policy Below the National Level.
- b. AR 725-50, Requisitioning, Receipt, and Issue System.
- c. AR 735-5, Policies and Procedures for Property Accountability.
- d. DA PAM 710-2-1, Using Unit Supply System-Manual Procedures.
- e. DA PAM 710-2-2, Supply Support Activity Supply System: Manual Procedures.
- f. FM 10-15, Basic Doctrine Manual for Supply and Storage.
- g. FM 10-27-4, Organizational Supply for Unit Leaders.
- h. CTA 50-900, Clothing and Individual Equipment.
- i. CTA 50-909, Field and Garrison Furnishings and Equipment.
- j. CTA 50-970, Expendable/Durable Items.

2. PURPOSE: This annex prescribes policies, procedures, and responsibilities as they apply to the out-processing of USMA Band personnel.

3. SCOPE: This annex applies to all personnel assigned or attached to the USMA Band.

4. TYPES OF PROPERTY:

- a. Expendable items are items with a price of not more than \$300.00, which are consumed in use.
- b. Durable items are items with a price of not more than \$5000.00, which are not consumed in use, but are required to be tracked on the local level.
- c. Non-Expendable items are items with a price greater than \$5000.00 or are required by MTOE and/or applicable CTA's that are required to be tracked via the PBUS-E system throughout the lifespan of the item.

Annex A (Property) to Section 4 (Logistics & Resource Management) to Part 2 (Associate Bandmaster) to the USMA Band Standard Operating Procedures.

5. RESPONSIBILITY AND ACCOUNTABILITY:

a. Direct Responsibility. An individual with direct responsibility is obligated to ensure that government property for which the individual has signed a hand receipt for is properly used and that proper care and safekeeping are provided. Direct responsibility results from assignment as an accountable officer, receipt of formal delegation authority, or acceptance of property on hand receipt from an accountable officer.

b. Supervisory Responsibility. A supervisor is obligated to ensure that all government property issued to or operated by his or her subordinates is properly used and cared for, and that proper custody and safekeeping are provided. It is inherent in all supervisory duties and is not contingent upon signed receipts or responsibility statements. It arises because of assignment to a specific position and includes:

1) Providing proper guidance, training, and direction.

2) Enforcing all security, safety, and accounting requirements.

3) Maintaining a satisfactory climate that will facilitate and ensure proper use and care of government property.

c. The following records will be used to assign responsibility, accountability, and control for all property of the USMA Band.

1) Property Book (Organizational and Installation Hand receipts). Property Books for Organizational and Installation property will be signed by the Commander and maintained by the Band Supply NCO under the supervision of the PBO IAW AR 710-2 and DA PAM 710-2-1.

2) Sub-Hand Receipts. Sub-Hand receipts will be used when issuing property to the end user. When an individual signs a hand receipt, they acknowledge acceptance of and responsibility for the items listed therein.

3) Temporary Hand Receipts (DA Form 3161/DA Form 2062). These forms are used to temporarily issue items for a period of time not to exceed 30 calendar days (DA 3161). When used as a "Change Document" the issuance time period is extended to six months (DA 2062).

6. ORGANIZATIONAL PROPERTY:

a. Organizational property is property that is listed on the MTOE or CTA 50-909, Table 78, Appendix B.

Annex A (Property) to Section 4 (Logistics & Resource Management) to Part 2 (Associate Bandmaster) to the USMA Band Standard Operating Procedures.

- b. The Organizational hand receipt will be updated every month IAW PBO guidance.
- c. A unit representative or the ultimate user will sign for all property in use.
- d. Property inventories/hand receipt updates will occur on a cyclic basis. Property is subject to inventory at all times.
- e. Property Transactions will not occur without prior coordination and approval from the PBO and the Supply Sergeant.
- f. Turn-in of damaged/Fair Wear and Tear (FWT) equipment will be accomplished between the hand receipt holder and the Supply Sergeant. A clear, concise statement attesting to the damage must be included.
- g. Property that is lost, damaged, destroyed, or deemed as unserviceable through FWT will be accounted for IAW AR 735-5, Chapter 12.

7. INSTALLATION PROPERTY BOOK OFFICER(IPBO):

- a. Installation property is property that is listed in the CTA, but is not marked as deployable property.
- b. The IPBO hand receipt will be updated every month IAW PBO guidance.
- c. A unit representative or the ultimate user will sign for all property in use.
- d. Property inventories/hand receipt updates will occur on a cyclic basis. Property is subject to inventory at all times.
- e. Property Transactions will not occur without prior coordination and approval from the PBO and the Supply Sergeant.
- f. Turn-in of damaged/FWT equipment will be accomplished between the hand receipt holder and the supply sergeant. A clear, concise statement attesting to the damage must be included.
- g. Property that is lost, damaged, destroyed, or deemed as unserviceable through FWT will be accounted for IAW AR 735-5, Chapters 12 and 14.

8. MAINTENANCE:

- a. Individuals are responsible of the upkeep and maintenance of all issued equipment.

Annex A (Property) to Section 4 (Logistics & Resource Management) to Part 2 (Associate Bandmaster) to the USMA Band Standard Operating Procedures.

b. Specific maintenance instructions for specific instruments are found in the Instrument Repair Section (Section 6) of the USMA Band SOP.

9. **SUPPLY ECONOMY AND SUPPLY CONSCIOUSNESS:** All personnel have the responsibility for supply economy. The rules are as follows:

- a. Use supplies and equipment only for intended use.
- b. Use only what is needed for the job.
- c. Care for, preserve, and make timely repairs on equipment.
- d. Safeguard all supplies and equipment against loss, theft, or damage.
- e. Prevent oversupply and hoarding.
- f. Be cost conscious. Realization of equipment cost and care will aid in keeping operating costs down.
- g. When equipment is no longer needed, it will be turned into supply in serviceable condition. If equipment is lost, damaged, or destroyed, supply personnel will take appropriate action as directed by AR 735-5, Chapters 12 and 14.

10. **AUTHORIZATION DOCUMENTS:** All items of government property (expendable, durable, and non-expendable) must be authorized in one of the following documents:

- a. Modified Table of Equipment-MTOE 12723LMA01.
- b. Common Table of Allowances-CTA's.
- c. Technical Manuals-TM's.
- d. Special Authorizations from higher headquarters.
- e. Army Regulations pertaining to special items (i.e. sheet music/recordings IAW AR 220-90).
- f. The band is a unique organization. Some equipment will not be listed in the above publications. A 'When Authorized by Commanding Officer' (WABCO) is required. This will be submitted through channels to the Directorate of Resource Management (DRM).
- g. Items on hand without authorization as indicated above will:
 - 1) Be turned in, if not required.

Annex A (Property) to Section 4 (Logistics & Resource Management) to Part 2 (Associate Bandmaster) to the USMA Band Standard Operating Procedures.

2) If required, be justified and submitted as an appropriate change to the applicable document.

h. Requests for changes to the MTOE will be done IAW AR 310-49.

11. PROPERTY RECORDS:

a. The USMA Band is directly supported by the Chief of Staff, Bldg. 600. This is not to be confused with financial support, which comes from DRM, Bldg. 600. The USMA Band maintains its own property book, therefore designating the Unit Commander as the Unit Property Book Holder and the Major Hand Receipt Holder. The property listed on this hand receipt is broken down into Organizational and Installation property. At no time will they be joined on any single sub-hand receipt.

b. As many sub-hand receipts as needed are authorized to reach the final user. When these are used outside of Supply, the Supply NCOIC must be made aware so that correct procedures can be monitored.

c. Property will not be used outside of this unit or mission area without written approval from the Unit Commander.

12. HAND RECEIPTS:

a. All accountable items will be signed for on a DA form 2062 or its electronic equivalent. Upon relief or transfer, property must be inventoried and signed for by the new hand receipt holder.

b. Equipment on hand receipt will be inventoried annually, at a minimum.

c. Spot checks by supply personnel will be used to ensure proper accountability and hand receipt procedures.

13. OBTAINING SUPPLIES, SERVICES, AND EQUIPMENT:

a. The USMA Band must maintain an adequate supply of stocks (at least 15 days worth) to perform its mission. DA Form 1687 is required anywhere that this unit receives supplies. This form will be filled out IAW DA PAM 710-2-1.

b. All supplies except those obtained through the Self-Help center will be obtained using the Government Purchase Card (GPC) or IMPAC Check. GPC and IMPAC Check use is regulated through USMA GPC SOP (ACA-NR) and AR 715-XX.

c. All requests for supplies, services, and equipment will be initiated on the appropriate request form found at
<https://collab.westpoint.edu/band/bandLRM/SitePages/Home.aspx>.

Annex A (Property) to Section 4 (Logistics & Resource Management) to Part 2 (Associate Bandmaster) to the USMA Band Standard Operating Procedures.

d. Procedures for filling out these forms can be found in Appendix A (Resource Management) to Annex H of Section 5 (Logistics Division).

Annex B (Soldier In-Processing) to Section 4 (Logistics & Resource Management) to Part 2 (Associate Bandmaster) to the USMA Band Standard Operating Procedures.

1. REFERENCES:

- a. AR 725-50, Requisitioning, Receipt, and Issue System.
- b. AR 735-5, Policies and Procedures for Property Accountability.
- c. DA PAM 710-2-1, Using Unit Supply System-Manual Procedures.
- d. CTA 50-900, Clothing and Individual Equipment.

2. PURPOSE: This annex prescribes policies, procedures, and responsibilities as they apply to the in-processing of USMA Band personnel.

3. SCOPE: This annex applies to all personnel assigned or attached to the USMA Band.

4. GENERAL:

- a. All personnel assigned or attached to the USMA Band must physically in-process through Unit Supply.
- b. During in-processing, each individual will acquire a Soldier Issue File (SIF). It will contain hand receipts for accountable property. Individuals will only be issued equipment required to perform their specific job. Issue of any other equipment must have the commander's approval.
- c. IAW CTA 50-900, all Soldiers arriving from Initial Entry Training (IET) are authorized two sets of Distinctive Blue uniforms. Soldiers will be fitted from overstock, with fittings at the Cadet Uniform Factory scheduled when available for their permanent issue. Uniforms will be replaced at intervals pre-determined by the uniform lifespan issued by DOTD-MATLOG.
- d. In addition, all Soldiers are authorized a supplemental issue consisting of two sets of Army Combat Uniforms(ACU), one complete set of Class A uniforms and two short sleeve and two long sleeve shirts. This is a one-time issue good throughout the career of the Soldier.
- e. All personnel will in-process through the Central Issue Facility (CIF) and will draw the USMA Band Permanent Party Issue. Soldiers must return their CIF records (DA form 3645/3645-1) to Supply immediately upon receipt of their CIF issue.

Annex B (Soldier In-Processing) to Section 4 (Logistics & Resource Management) to Part 2 (Associate Bandmaster) to the USMA Band Standard Operating Procedures.

f. During in-processing, all personnel SPC and below will undergo a "shakedown" inspection in order to verify serviceability and fit of initial issue uniforms. If uniforms are found to be unserviceable for the individual, a DA Form 3078 will be processed for replacement of items found unserviceable due to IET. Footwear must be replaced NLT 90 days after Service Member's (SM) Basic Active Service Date (BASD). Clothing must be replaced within six months of SM's BASD.

g. Personnel SGT and above will sign a "Statement of Possession" certifying that they have all quantities of clothing issued to them and that the clothing is in serviceable condition.

Annex C (Soldier Out-Processing) to Section 4 (Logistics & Resource Management) to Part 2 (Associate Bandmaster) to the USMA Band Standard Operating Procedures.

1. REFERENCES:

- a. AR 725-50, Requisitioning, Receipt, and Issue System.
- b. AR 735-5, Policies and Procedures for Property Accountability.
- c. DA PAM 710-2-1, Using Unit Supply System-Manual Procedures.
- d. CTA 50-900, Clothing and Individual Equipment.

2. PURPOSE: This annex prescribes policies, procedures, and responsibilities as they apply to the out-processing of USMA Band personnel.

3. SCOPE: This annex applies to all personnel assigned or attached to the USMA Band.

4. GENERAL: Upon notification of PCS, ETS, or retirement, personnel will make an appointment with supply to turn in all property to Unit Supply and CIF and have their hand receipts cleared. Equipment stated as transferable/retainable in CTA 50-900 or AR 700-84 may be retained by the individual. All personnel will turn in a copy of their orders at the time of clearance.

5. PCS PERSONNEL:

- a. Individual's clothing record will be pulled and reviewed. Supply will give each Soldier a copy of CIF clearing procedures. SM must bring the original 3645/3645-1 and two copies of their orders to CIF. Once the SM has a CIF clearance stamp on their clearance papers, they can then proceed to clear Unit Supply.
- b. After properly clearing CIF, SM will clear unit supply. SM will turn in any unit property issued to them on hand receipt.
- c. Any discrepancies other than Fair Wear and Tear (FWT) will be handled IAW AR 735-5 Chapters 12 and 14.
- d. SPC and below will undergo a shakedown inspection to ensure all retained clothing and equipment is on hand and serviceable.
- e. SGT and above will sign a statement of possession to ensure all retained clothing and equipment is on hand and serviceable.
- f. After turn-in of clothing, the SM will then be cleared from unit supply. The DA Form 3161 and 3078 will be attached to the SM's orders and placed in the Inactive Files.

Annex C (Soldier Out-Processing) to Section 4 (Logistics & Resource Management) to Part 2 (Associate Bandmaster) to the USMA Band Standard Operating Procedures.

6. ETS/RETIRING PERSONNEL: Clearance procedures for SM's are the same as PCS.

7. DISCHARGE OTHER THAN HONORABLE: Clearance procedures for SM are the same as PCS with the following exceptions:

a. The escort will be given the Soldier's copy of DA Form 3645-1 so that the SM can be taken to CIF to clear.

b. After properly clearing CIF, the Soldier must turn in a copy of their orders and all items of clothing as prescribed in AR 700-84, Para. 12-9. Any shortages must be handled IAW AR 735-11. All items turned in will be listed on DA Form 3078.

c. After the inventory, unit supply will prepare a DA Form 3161 for Supply Division, Bldg. 917, for turn-in. After turn-in of clothing, the unit's copy of DA Form 3161 will be returned to the Supply Room. The SM will then be cleared from Unit Supply and then the DA Form 3161 will be attached to the DA Form 3078 and the SM's orders to be placed in the Inactive Files.

Annex D (Relief from Responsibility) to Section 4 (Logistics & Resource Management) to Part 2 (Associate Bandmaster)to the USMA Band Standard Operating Procedures.

1. REFERENCES:

- a. AR 15-6, Procedures for Investigating Officers and Board of Officers Conducting Investigations.
- b. AR 725-50, Requisitioning, Receipt, and Issue System.
- c. AR 735-5, Policies and Procedures for Property Accountability.
- d. DA PAM 710-2-1, Using Unit Supply System-Manual Procedures.
- e. CTA 50-900, Clothing and Individual Equipment.

2. PURPOSE: This annex prescribes policies, procedures, and responsibilities as they apply to USMA Band personnel.

3. SCOPE: This annex applies to all personnel assigned or attached to the USMA Band.

4. GENERAL: Primary Hand Receipt Holders will review property accountability procedures and initiate control measures to instill a sense of responsibility in those entrusted with government property.

5. LIABILITY AND REPORTING OF LOST PROPERTY:

- a. Loss, damage, destruction, or misappropriation of government property can result in repayment and/or judicial action. Persons may be held as pecuniary liable by their own admission or through investigation.
- b. Suspected theft or loss of personal or government property should immediately be reported to supply, who will in turn contact the Provost Marshall or appropriate authority. Delays in reporting thefts or losses only decrease the possibility of recovering the items.

6. RELIEF DOCUMENTS:

- a. Adjustment Document (Memorandum). Used by the Unit Commander when property is damaged and no negligence is involved. This memorandum is prepared IAW AR 735-5, Para. 14-18a.
- b. Cash Purchases OCIE. When liability is admitted in the loss of OCIE, relief/replacement may be obtained through cash purchase from the CIF. In these instances, depreciation is allowed IAW AR 735-5, Appendix B.

Annex D (Relief from Responsibility) to Section 4 (Logistics & Resource Management) to Part 2 (Associate Bandmaster)to the USMA Band Standard Operating Procedures.

- c. Statement of Charges/Cash Collection Voucher (DD Form 362). When liability is admitted in the loss, damage, or destruction of any type of government property, relief from accountability may be obtained through the use of a Cash Collection Voucher/Statement of Charges. This form is used when the person admits liability and the amount of the loss is less than 1 month's base pay.
- d. Report of Loss of Government Property (DD Form 200). This form is used when:
 - 1) The person admits liability and the amount of the loss is over one month's base pay.
 - 2) The person does not admit negligence or liability, negligence is suspected but no one admits liability.
 - 3) Controlled items are lost or destroyed.
 - 4) When directed by higher authority or DA directive.
 - 5) Loss discovered during an inventory and individual does not make voluntary restitution to the government.
 - 6) Loss of issued household furnishings and the amount of loss is more than one month's pay. This does include damage to government Family housing.
 - 7) Bulk Petroleum handling loss is over the allowable loss or \$500.00.
 - 8) Items lost as a result of fire, theft, or natural disaster.
- e. Checklist for Report of Loss of Government Property (DA Form 7531). This checklist is used to ensure that a Report of Loss of Government Property is done correctly, within the specified timeline outlined in AR 735-5, Para. 13-9.
- f. The DD Form 200 will be prepared IAW AR 735-5, Chapter 13.

Annex E (Personal Records) to Section 4 (Logistics & Resource Management) to Part 2 (Associate Bandmaster) to the USMA Band Standard Operating Procedures.

1. REFERENCES:

- a. AR 725-50, Requisitioning, Receipt, and Issue System.
- b. AR 735-5, Policies and Procedures for Property Accountability.
- c. DA PAM 710-2-1, Using Unit Supply System-Manual Procedures.
- d. CTA 50-900, Clothing and Individual Equipment.

2. PURPOSE: This annex prescribes policies, procedures, and responsibilities as they apply to USMA Band personnel.

3. SCOPE: This annex applies to all personnel assigned or attached to the USMA Band.

4. GENERAL: This section establishes policies and guidelines to aid in the procurement, accountability, and retention of personal clothing.

5. INSPECTIONS:

a. The Unit Commander will direct clothing inspections at least annually. A record of inspections will be made on DA Form 3078. Clothing inspections will also be conducted in the following cases:

- 1) On completion of the first six months of active service.
- 2) On arrival of newly assigned personnel to verify complete issue.
- 3) At duty station upon return from OCONUS.
- 4) Prior to departure and immediately upon return of personnel from service schools.
- 5) Prior to PCS or ETS.
- 6) At the discretion of the Unit Commander, except as stated in a. through e. above.

b. SPC and below will undergo a "shakedown inspection." Designated supervisors in the rank of SGT or above will date and sign the DA form 3078 in the remarks block. Shortages found during inventories will be replaced within fifteen days if the soldier has over six months of active service.

Annex E (Personal Records) to Section 4 (Logistics & Resource Management) to Part 2 (Associate Bandmaster) to the USMA Band Standard Operating Procedures.

c. SGT and above will sign a "statement of possession," verifying that all clothing is on hand and serviceable. This statement will also include OCIE, both unit issue and CIF issue.

d. Two copies of the inspection results will be made. One will be filed in the Soldier Issue File (SIF), the SM will retain the other.

6. ETS/DISCHARGE FILES:

a. DA Form 3078, Personal Clothing Receipt Statement IAW AR 700-84, Para. 12-10,
Fig. 12-2.

b. DA Form 3078, Statement of personal clothing items turned into the installation (if applicable) IAW AR 700-84, Para. 12-10, Fig. 12-3.

c. Copy of Soldier's orders showing applicable discharge.

7. DECEASED PERSONNEL:

a. Authority for obtaining Class "A" service uniform (or Army Service Uniform) for deceased personnel is found in DA PAM 608-4.

b. The Mortuary Office will take an Army service uniform from the Soldier's personal effects, if it is in a serviceable condition.

c. If the uniform is not in a serviceable condition, one will be issued by the local MCSS IAW AR 700-84, Para. 12-19, Fig. 3-1.

d. Insignia, awards, and decorations for the deceased will be requested through normal supply channels.

Annex F (Organizational Clothing and Individual Equipment) to Section 4 (Logistics & Resource Management) to Part 2 (Associate Bandmaster) to the USMA Band Standard Operating Procedures.

1. REFERENCES:

- a. AR 725-50, Requisitioning, Receipt, and Issue System.
- b. AR 735-5, Policies and Procedures for Property Accountability.
- c. DA PAM 710-2-1, Using Unit Supply System-Manual Procedures.
- d. CTA 50-900, Clothing and Individual Equipment.

2. PURPOSE: This annex prescribes policies, procedures, and responsibilities as they apply to USMA Band personnel.

3. SCOPE: This annex applies to all personnel assigned or attached to the USMA Band.

4. ISSUE PROCEDURES:

- a. All permanent party members are authorized OCIE support from CIF IAW CTA 50-900, Table 4.
- b. For permanent party personnel to receive issue, they must report to Bldg. 745, Room WB4 in uniform and with assignment orders and a valid ID card. Additionally, they may have a memorandum signed by the unit commander. The memorandum will be prepared by USMA Band Supply and will list the name, SSN rank, and verification that they are assigned to the USMA Band and that they have cleared CIF at their previous unit. This memo will only be issued if their previous CIF never gave them a stamped copy of their clearance papers.
- c. OCIE forms (DA Form 3645/3645-1) will be prepared and maintained at the unit supply level.

2. TURN-IN PROCEDURES:

- a. All items are to be cleaned prior to turn-in. If items are not clean, unit supply will refuse items for turn-in.
- b. Prior to turning in items, Service Members (SM) are required to come by supply and pick up a list of items to turn in to supply.
- c. The SM will be held accountable for items that are not turned in due to loss.
- d. SM's OCIE record must be completely cleared prior to release signature being given.

Annex F (Organizational Clothing and Individual Equipment) to Section 4 (Logistics & Resource Management) to Part 2 (Associate Bandmaster) to the USMA Band Standard Operating Procedures.

3. LAUNDRY AND DRY CLEANING PROCEDURES:

- a. All Soldiers receive an annual clothing allowance. This is to offset the cost of repair and replacement of clothing. It is not intended to cover the cost of normal cleaning, laundering and pressing of the clothing. Organizational clothing is authorized to be dry cleaned through supply at no cost to the individual.
- b. SM are responsible for marking all items turned into Supply for cleaning.
- c. Upon return from the cleaners, damaged or missing items are to be promptly reported to the Supply NCOIC. The individual will not be held accountable for that item until it is repaired or replaced by Supply.
- d. The only items authorized to be cleaned by Supply are:
 - 1) Blue High-Collar Jacket.
 - 2) Blue Trousers/Skirts.
 - 3) White Trousers.
 - 4) White Sierra Shirt.
 - 5) Long Black/Blue Overcoat.
 - 6) White Dress Shirt.
 - 7) Breast Cord.
 - 8) Waist Belt.
 - 9) Collar Liners.
 - 10)White Gloves.
 - 11)Pouch Straps.
 - 12)Black Windbreaker (Field Music Only).
- e. Alterations can be scheduled through unit supply for OCIE Clothing only. All other uniform alterations will be at SM's expense.
- f. Uniform Accoutrements for the Dress Blue (High Collar) uniform can be obtained through Supply.

Annex F (Organizational Clothing and Individual Equipment) to Section 4 (Logistics & Resource Management) to Part 2 (Associate Bandmaster) to the USMA Band Standard Operating Procedures.

4. MATERNITY UNIFORMS:

- a. The Maternity uniform, AG 491 Skirt, Slacks and Tunic and AG 415 Maternity Shirt, Long and Short Sleeve are authorized when the SM's condition becomes obvious in a regular fitted uniform.
- b. Upon receipt of certification from a doctor that the SM is pregnant, the commander will review local logistics files to ensure that the SM has not received a maternity issue within the last three years.
- c. The SM will maintain the uniform for three years. DA Form 3078 (Personal Clothing Request) should be placed and kept in the SIF. If more than three years have elapsed since the authorization has been approved, a new authorization may be approved.
- d. Maternity uniforms are not available through the supply system. They will be requisitioned IAW AR 700-84, para 4-9. The class "A" uniform must be procured through the MCSS by use of DA Form 3078 which must be accompanied by a pregnancy profile (DA Form 3349). The ACU Maternity Uniform is an organizational item and will be requisitioned by the Unit Supply Room and retained as OCIE by the unit. The Pregnant Soldier will receive the following Supplemental issue:
 - 1) Tunic, Maternity-1.
 - 2) Skirt, Maternity-1.
 - 3) Slacks, Maternity-2.
 - 4) Shirt, Maternity LS-1.
 - 5) Shirt, Maternity SS-2.
 - 6) ACU Coat, Maternity-2.
 - 7) ACU Slacks, Maternity-2.

- e. When no longer needed, Soldiers will return the ACU Maternity items to the Unit Supply Room.
- f. Distinctive maternity uniforms will be issued the Unit Supply Room.

5. ACCOUTREMENT/ACCESSORY REPLACEMENT:

Annex F (Organizational Clothing and Individual Equipment) to Section 4 (Logistics & Resource Management) to Part 2 (Associate Bandmaster) to the USMA Band Standard Operating Procedures.

- a. Each Soldier is authorized to exchange one set of low quarters and/or one set of black pumps (females only) annually based on wear, at the discretion of the Supply NCOIC.
- b. Upon receipt of a new award, Soldiers are authorized to have a new set of mini-medals ordered for them.
- c. Orders for shoes and mini-medals will be placed once a month only with the exception of incoming personnel if needed.
- d. Emergencies will be handled on a case by case basis.

Annex G (Command Supply Discipline Program) to Section 4 (Logistics & Resource Management) to Part 2 (Associate Bandmaster) to the USMA Band Standard Operating Procedures.

1. REFERENCES:

- a. AR 725-50, Requisitioning, Receipt, and Issue System.
- b. AR 735-5, Policies and Procedures for Property Accountability.
- c. DA PAM 710-2-1, Using Unit Supply System-Manual Procedures.
- d. CTA 50-900, Clothing and Individual Equipment.
- e. USMA Reg 11-2, USMA Management Control Processes.

2. PURPOSE: This annex prescribes policies, procedures, and responsibilities as they apply to USMA Band personnel.

3. SCOPE: This annex applies to all personnel assigned or attached to the USMA Band.

4. GENERAL: The Command Supply Discipline Program (CSDP), outlined in AR 710-2, Appendix B, is designed to ensure compliance with regulatory guidance concerning supply discipline requirements.

5. EXPLANATION OF TERMS:

- a. Supervisory Personnel. All individuals in a position of responsibility that are involved with supply operations.
- b. Supply Economy. The conservation of material by individuals using Army supplies to ensure that only the proper items in necessary amounts are used to accomplish the mission. The term stewardship of resources is synonymous with supply economy.
- c. Supply Discipline. The compliance with established DA regulations to effectively administer supply economy. Supply discipline applies to all functions, levels of supply and the effective use of supply funds.
- d. Repeat Finding. A discrepancy of non-compliance noted from a previous evaluation not resolved at the established suspense date.
- e. Requirements listing. A compilation of existing regulatory requirements as a single source listing of requirements organized by level of responsibility or function.
- f. The Command Supply Discipline Program (CDSP). A four-fold program addressing:

Annex G (Command Supply Discipline Program) to Section 4 (Logistics & Resource Management) to Part 2 (Associate Bandmaster) to the USMA Band Standard Operating Procedures.

- 1) Responsibilities of headquarters and supervisory personnel to instill supply discipline in their operations.
- 2) Guidance for evaluating supply discipline.
- 3) Feedback through command and technical channels for improving procedures for monitoring supply discipline.
- 4) Follow up to ensure supply discipline is maintained.

6. OBJECTIVES:

- a. Establish Supply Discipline as regulatory guidance.
- b. Standardize supply discipline requirements.
- c. Provide responsible personnel with a single listing of supply policy requirements.
- d. Make the Army more efficient with respect to time spent monitoring subordinate's actions.
- e. Eliminate repeat findings of noncompliance with policy.
- f. Serve as an internal checklist for management controls as listed in AR 710-2, Chapter 1.
- g. Ensure compliance with DA supply policy and procedures.
- h. Determine the adequacy of established supply policy and procedures for the unit's operation.
- i. Identify supply problems to permit timely corrective action within the chain of command.

7. IMPLEMENTATION:

- a. The unit commander will appoint, in writing, a Non-commissioned Officer as the unit's CSDP Monitor.
- b. Supervisors will:
 - 1) Review the requirements listing within the CSDP in order to become familiar with applicable regulatory guidance.
 - 2) Use the listing as a guide/checklist in the routine performance of duties.

Annex G (Command Supply Discipline Program) to Section 4 (Logistics & Resource Management) to Part 2 (Associate Bandmaster) to the USMA Band Standard Operating Procedures.

- 3) Report to the commander any applicable requirements that cannot be completed.
 - 4) Establish practices that monitor supply discipline within the unit and within existing systems of review.
- c. Unit Commander will:
- 1) Establish a program that will ensure each functional area outlined in the regulation is reviewed at least semi-annually. Establish this program within the existing inspection program.
 - 2) Reinspect the discrepancies found in the previous area of review to ensure that discrepancies are corrected.
 - 3) Utilize the requirements listing as a reference for the daily functions of the S-4 section and establish crosschecks to ensure that the S-4 section is in compliance with regulatory guidance.
 - 4) Refer inquiries to the requirements listing as a method of instilling familiarity with the program.

Appendix A (Resource Management) to Annex H (Command Operating Budget) to Section 4 (Logistics & Resource Management) to Part 2 (Associate Bandmaster) to the USMA Band Standard Operating Procedures.

1. REFERENCES:

- a. AR 220-90, Army Bands.
- b. AR 710-2, Supply Policy Below the National Level.
- c. Department of the Army, GPC Operating Procedures (14 JAN 13)
- d. AR 725-50, Requisitioning, Receipt, and Issue System.
- e. FM 11-19, U.S. Army Bands.
- f. USMA Reg 37-1, Administration, Management, and Control of Financial Resources.

2. PURPOSE: This annex prescribes policies, procedures, and responsibilities as they apply to USMA Band personnel.

3. SCOPE: This annex applies to all personnel assigned or attached to the USMA Band.

4. GENERAL: This section is designed to give all personnel involved in Budget procedures an overview of the process. For more detailed information, please consult the Resource Management (Appendix A) of this annex.

5. BUDGET FORMULATION:

- a. In January the Group Leaders and Sergeant Majors are electronically sent a shell upon which they lay out their next Fiscal Year (FY) needs as well as a five year plan.
- b. These shells are collected and compiled by the Logistics and Resource Management Branch Head for review by the USMA Band Commander.
- c. Once the spending plan has been approved by the CO, the BO and RM prepare an obligation plan, detailing what is to be spent at what time and sends it to the USMA Resource Advisor (RA) as requested. The spend plan will be updated throughout the budget cycle to reflect actual execution.

6. SIGNIFICANT TARGET DATES:

- a. 31 JAN-Group Leader/SGM shells are sent.
- b. 15 MAR-Shells returned to RM.

Appendix A (Resource Management) to Annex H (Command Operating Budget) to Section 4 (Logistics & Resource Management) to Part 2 (Associate Bandmaster) to the USMA Band Standard Operating Procedures.

- c. NLT 15 APR-Prioritization Meeting.
- d. NLT 01 MAY-Present final COB to CO to sign/approve.
- e. NLT 15 AUG-Spending plan approved by CO.
- f. NLT 30 AUG-Obligation plan sent to RA.

7. **BUDGET EXECUTION:** All plans will be executed IAW the spending plan approved by the CO. As changes to the spend plan occur, the budget will be updated to reflect the current command priorities.

PURCHASING PROCEDURES

8. **GOVERNMENT PURCHASE CARD REQUESTS:**

a. The Government Purchase Card (GPC) is to be used when a transaction is \$3500.00 (\$2500 for services and \$2000 for construction) or less and the vendor accepts credit cards. Vendors who accept the GPC should be used unless there is no practical, cost-effective alternative.

b. Procedures for making credit card purchases:

- 1) The requestor fills out the USMA Band Purchase form found at (<https://collab.westpoint.edu/band/bandLRM/SitePages/Home.aspx>), with all items, prices, and shipping charges included. USMA Band Personnel have been trained to look for multiple vendors for price and availability prior to making the initial request.
- 2) The requestor ensures that the vendor accepts the GPC.
- 3) The form is then sent electronically to the group leader, who approves the request; verifying that the amount of the request does not exceed the amount budgeted in the Commander's Operating Budget and meets with the units mission. In the event that the group leader is unable to sign, they can designate another member of the unit or the Logistics and Resource Management Branch Head to review and approve as needed.
- 4) The form is then sent electronically to the Logistics and Resource Management Branch Head. Prior to the assignment to Resource Management personnel for obligation through GFEBS, the request is reviewed for GPC vendor requirements. The request is then reflected as an obligation in the unit budget.

Appendix A (Resource Management) to Annex H (Command Operating Budget) to Section 4 (Logistics & Resource Management) to Part 2 (Associate Bandmaster) to the USMA Band Standard Operating Procedures.

5) The request is entered into the GFEBS by Resource Management personnel and L1 approved by the Logistics and Resource Management Branch Head before transmission to G8 for obligation. All applicable documents are attached in GFEBS to include the initiating request form USMA-GPC Form 1 (22 APRIL 2015), itemized list of the supplies or services, and SF182, Print Request Form, ITR, or A2 supporting documents as needed.

6) Once G8 personnel have approved the document in GFEBS and an obligation has been created, the request is then assigned to Government Purchase Card Holders for execution.

7) The purchase request is assigned to a GPC holder who reviews the request for a third time and then executes the purchase, reporting any price discrepancy to the Budget Analyst, who then notates the final cost on the balance sheet.

8) The purchase arrives; the Supply Sergeant or designee receives the purchase for completeness and condition of shipment. Once the purchase has been received, the original requestor is notified that their purchase is ready to be retrieved from unit supply. The requestor then comes by and signs for his/her purchase.

9. NON-CREDIT CARD REQUESTS:

a. The Misc. Pay process or IMPAC Check is to be used when a transaction is \$2500.00 or less and the vendor does not accept credit cards.

b. Procedures for making a Misc. Pay or IMPAC Check purchase:

1) The requestor fills out the USMA Band Purchase form found at <https://collab.westpoint.edu/band/bandLRM/SitePages/Home.aspx>, with all items, prices, and shipping charges included. USMA Band Personnel have been trained to look for multiple vendors for price and availability prior to making the initial request.

2) The requestor also ensures that the vendor does not accept the GPC. Personnel information is collected using the USMA Band Vendor/Guest Payment form for RM personnel to process through the Vendor ID process.

3) The form is then sent electronically to the group leader, who approves the request; verifying that the amount of the request does not exceed the amount budgeted in the Commander's Operating Budget and meets with the units mission. In the event that the group leader is unable to sign, they can designate another member of the unit or the Logistics and Resource Management Branch Head to review and approve as needed.

Appendix A (Resource Management) to Annex H (Command Operating Budget) to Section 4 (Logistics & Resource Management) to Part 2 (Associate Bandmaster) to the USMA Band Standard Operating Procedures.

- 4) The form is then sent electronically to the Logistics and Resource Management Branch Head. Prior to the assignment to Resource Management personnel for obligation through GFEBS, the request is reviewed to ensure it meets with FAR requirements. The request is then reflected as an obligation in the unit budget.
- 5) For any purchase that requires a service be rendered, the RM will attach the G8 blanket A2 for micro purchases under \$2,500.00. Obligations are processed through the MISC Pay Process in GFEBS prior to the ordering of supplies or rendering of services.
- 6) Following the completion of the service or delivery of the supplies, the invoice is processed through GFEBS. The unit Supply NCOIC serves as the GFEBS Good Receipt Processor (MIGO) and the Logistics and Resource Management Branch Head serves as the Site Invoice Processor (MIRO) to execute the payment.

10. CONTRACTS:

- a. A contract is initiated whenever a purchase exceeds the credit card micro purchase limits (\$3500 for supplies, \$2500 for services and \$2000 for construction).
- b. Contracting Procedure:
 - 1) The requestor fills out the USMA Band Purchase form found at <https://collab.westpoint.edu/band/bandLRM/SitePages/Home.aspx>, with all items, prices, and shipping charges included. USMA Band Personnel have been trained to look for multiple vendors for price and availability prior to making the initial request.
 - 2) The form is then sent electronically to the group leader, who approves the request; verifying that the amount of the request does not exceed the amount budgeted in the Commander's Operating Budget and meets with the units mission. In the event that the group leader is unable to sign, they can designate another member of the unit or the Logistics and Resource Management Branch Head to review and approve as needed.
 - 3) The form is then sent electronically to the Logistics and Resource Management Branch Head. Prior to the assignment to Resource Management personnel for obligation through GFEBS, the request is reviewed to ensure it meets with FAR requirements. The request is then reflected as an obligation in the unit budget.
 - 4) Additional documentation is attached in GFEBS for transmission to MICC – West Point including A2 documentation, Sole Source and Brand Name Justifications, and all Performance Work Evaluation material needed for the contract process. This material is revised as requested by MICC personnel throughout the contracting process.
 - 5) Vendors wishing to business requiring contacts are advised as follows:

Appendix A (Resource Management) to Annex H (Command Operating Budget) to Section 4 (Logistics & Resource Management) to Part 2 (Associate Bandmaster) to the USMA Band Standard Operating Procedures.

i. The West Point Band cannot and does not act as a contracting agent for the United States Military Academy or the United States Army. The vendor must secure all necessary local and general approvals to be a government contractor. The vendor will start no work and provide no service until they have been issued and accepted an official contract from the U.S. Army Department of Contracting. (SF 1449 or other Required Form prescribed by GSA). Any and all services provided while not under contract will be the financial responsibility of the vendor.

ii. All vendors are required to be registered in System for Award management (SAM) found at <http://www.sam.gov/> before a contract can be awarded to them. Vendors are responsible for these registrations, although the RM staff or Guest Artist representative can help direct them to resources if needed.

6) Once the contract is awarded, the USMA Band ensures the requirements are met and payment is made through the WAWF iRPAT system. The unit will also ensure that it has at least one trained and available COR to serve contracts with COR requirements.

11. TRAVEL:

a. The USMA Band creates travel arrangements and orders through DTS as required by the JTFR. Soldiers will be issued Government Travel Cards upon their arrival to the unit and will be maintained by the Soldier in DTS. Group Travel Cards are issued to select personnel to expedite payment when large groups travel. These requests are processed through the G8 Travel department and gain the required pre-approvals prior to the TDY.

b. Procedure:

1) The requesting Soldier briefs the chain of command on their requested TDY and performs a travel cost estimate for inclusion in the Commander's Operating Budget. A request is also submitted through the USMA Band request system for approvals by Group/Element Leaders in addition to the Logistics and Resource Management Branch Head.

2) The USMA Band Operations Branch works with the traveling Soldier(s) in developing official orders in DTS. Once the orders are approved through operations, they move to Resource Management personnel for fund certification.

3) USMA Band Certifying officers review the trip to ensure it meets with JTFR regulations and ensures money is available in the DTS LOA. Signature of the Certifying Officer creates the obligation.

Appendix A (Resource Management) to Annex H (Command Operating Budget) to Section 4 (Logistics & Resource Management) to Part 2 (Associate Bandmaster) to the USMA Band Standard Operating Procedures.

4) Once the TDY is complete, the vouchers are reviewed by the Certifying officer again following the approval of operations personnel. The supporting document is reviewed to ensure JTFR compliance. The signature of the Certifying Officer starts to initiate payment. The Certifying Officer will also update the final trip cost in the unit level tracking system so the correct executed amount is deducted from the Commander's Operating Budget.

12. **UNFINANCED REQUIREMENTS (UFR)**: Requirements identified by the unit to the USMA Band RA that were not included in the current fiscal year budget. The USMA Band can choose to fund these items from the normal COB at any point in the transpiring fiscal year. Un-financed Requirement (UFR) Procedure is as follows:

- a. The USMA Band's RA will send out a form requesting the Band's un-financed requirements for the following fiscal year.
- b. The Band RM and BO will identify any projected UFR(s) and prioritize them.
- c. Once identified and prioritized the Band RM will complete the RA's form of request and submit to the RA for approval.
- d. Once the Band RA identifies the eligibility of a UFR purchase the Band will follow the corresponding purchase procedure found in the Resource Manager SOP.
- e. All transactions must be initiated and fund-cited by the completion of the current fiscal year.

BUDGET MANAGEMENT PROCEDURES

13. **MAINTAINING THE UNIT BALANCE SHEET**:

- a. The Band Resource Manager will be responsible for entering into a balance sheet, or other financial tracking device (Quicken etc.), all transactions credit or debit relating to the USMA Band. The Budget Analyst compiles financial tracking into a Budget Overview.
- b. The Balance Sheet is of the utmost importance and will be carefully maintained to be accurate and current.
- c. The Band RM will check with the BO to make sure the BO's financial tracking matches that of the Band RM.
- d. The Unit Balance Sheet should be devised in such a way as to allow for on the spot examination of expenditures and credits with regard to the specific budgeting entity.

Appendix A (Resource Management) to Annex H (Command Operating Budget) to Section 4 (Logistics & Resource Management) to Part 2 (Associate Bandmaster) to the USMA Band Standard Operating Procedures.

14. BRIEFING THE COMMANDER, DEPUTY COMMANDER, AND CSM:

- a. The Band RM and Budget Analyst will, monthly or as requested, brief the BO with the current and projected status of the band's budget.
- b. When briefing, the Band RM and Budget Analyst will provide supporting documentation to include: snapshots, graphs, projections, or other requested items, to the BO and/or Band CSM.

15. FISCAL YEAR CLOSEOUT:

- a. Fiscal Year Close out Significant Dates. Dates will vary, but internal targets should reflect the following guidance:
 - 1) On or about 1 APR - Last date to submit UFR's on DRM share drive.
 - 2) On or about 15 MAY - Last date for RM to update current UFR's.
 - 3) On or about 1 June - Last date for CURRENT FY funded local purchase documents with approvals and specifications \$100K or more to be received at DOC or as approved on an Advance Acquisitions Plan (AAP) with DOC. This does not include GSA or other existing contract purchase requirements of \$100K or more.
 - 4) On or about 1 June - Mission Service Center (MSC) and contracting personnel reconcile open commitments over 45 days. Provide status of requisitions to Chief, RID.
 - 5) On or about 6 July - Last date for UFR local purchase documents less than \$100K to be received at Mission Service Center. UFR fund certifications of requisitions are subject to approval by the APRB.
 - 6) On or about 10 July - Last date for UFR local purchase documents with approvals and specifications less than \$100K to be received at appropriate LSSO PBO. UFR fund certifications of requisitions are subject to approval by the APRB.
 - 7) On or about 13 July - Last date for UFR local purchase documents with approvals and specifications less than \$100K to be received at DOC. UFR requisitions are subject to approval by the APRB.
 - 8) On or about 23 July - Last date for CURRENT FY funded priority 13 (routine) purchase documents with approvals and specifications equal to or greater than \$25K but less than \$100K to be received at the MSC.

Appendix A (Resource Management) to Annex H (Command Operating Budget) to Section 4 (Logistics & Resource Management) to Part 2 (Associate Bandmaster) to the USMA Band Standard Operating Procedures.

9) On or about 25 July - Last date for CURRENT FY funded priority 13 (routine) purchase documents with approvals and specifications equal to or greater than \$25K but less than \$100K to be received by the LSSO.

10) On or about 27 July - Last date for CURRENT FY funded priority 13 (routine) purchase documents with approvals and specifications equal to or greater than \$25K but less than \$100K to be received at DOC.

11) On or about 3 August - Last date to submit service/rental contracts with approvals and specifications for NEXT FY under \$100K to LSSO, or as approved on activity's Advance Acquisition Plan (AAP). Resource Advisors report status to WPRB if unable to meet this date.

12) On or about 10 August - The MSC in coordination with MICC and LSSO reconcile open commitments over 45 days. MSC provide Chief, RID status of commitments. Last date to submit service/rental contracts with approvals and specifications for NEXT FY under \$100K to include renewals to DOC, or as approved on USMA's Advance Acquisition Plan (AAP). Last date for submission of orders against GSA and modifications to other existing contracts of \$100K or more to MSC.

13) On or about 17 August - Last date for submission of orders against GSA and modifications to other existing contracts of \$100K or more to LSSO.

14) On or about 22 August - Last date for CURRENT FY funded priority 13 (routine) purchase documents with approvals and specifications under \$25K to be received by the LSSO.

15) On or about 24 August - Last date for CURRENT FY contract modifications with approvals and specifications to MSC for certification. Modifications need to be coordinated with the DOC division chief for the activity involved to determine if the action is executable by modification and whether sufficient lead time is available.

16) On or about 31 August - Last date of CURRENT FY funded priority 13 (routine) purchase documents with approvals and specifications under \$25K to be received by DOC. Also, last date for CURRENT FY contract modifications with approvals and specifications to DOC and last date for submission of orders against GSA and modifications to other existing contracts of \$100K or more to DOC.

17) On or about 14 September - Cut off for Printing Plant for CURRENT FY. All Activities review unbilled requisitions. Exceptions need to be approved by RID.

18) On or about 19 September - Last date for all Government Purchase Card (GPC) and GPC Check purchases. Include Miscellaneous Obligation Documents

Appendix A (Resource Management) to Annex H (Command Operating Budget) to Section 4 (Logistics & Resource Management) to Part 2 (Associate Bandmaster) to the USMA Band Standard Operating Procedures.

(MOD) with all credit card requisitions submitted. This includes both Direct and Reimbursable accounts.

19) 21 On or about September - Enter estimate for blanket travel orders thru 30 Sep. Cutoff for certification of GPC (IMPAC Credit Cards) by Billing Official/Certifying Official.

20) 30 September - Current Fiscal Year Ends.

b. AMI Budget Report.

1) The RM will ensure that, no later than November 15th, the Budget Officer submits to DA, through the Army Band Intranet, a five year unit budget projection by EOR (Element of Resource).

2) The Band RM will supply as necessary any previous fiscal year data to the Budget Officer in order to facilitate an accurate financial projection.

Section 5 (Instrument Repair) to Part 2 (Associate Bandmaster) to USMA Band
Standard Operating Procedures

1. REFERENCES:

- a. AR 220-90, Army Bands.
- b. AR 735-5, Policies and Procedures for Property Accountability.

2. PURPOSE: To establish policies, procedures, and responsibilities for all aspects pertaining to the USMA Band Musical Instrument Repair Facility.

3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.

4. GENERAL:

- a. Hours of Operation: Normal duty hours, 0745 to 1630, lunch 1200 to 1300.
- b. Special hours of operation or additional duty hours may be established as needed for emergency repairs.
- c. Emergency Repairs:

1) Emergency repairs due to rain damage during an outdoor performance will be reported to repair personnel ASAP. The NCOIC of the commitment is responsible for notifying the Staff Duty NCO of the emergency. The Staff Duty NCO will in turn notify repair personnel. If repair personnel are not available to standby for emergency repairs, the NCOIC will ensure that individuals thoroughly dry off woodwinds and secure the instruments until repair personnel can service the equipment.

2) Emergency repairs critical to the performance of a commitment will be evaluated by the repair technician and every effort will be made to resolve a true emergency. Personnel should make every effort to conduct routine business during normal duty hours. Personnel with instruments requiring extensive emergency repairs will be instructed to report to Supply to sign out a replacement instrument until the repair can be completed.

5. PROPOSER: Proponent for the Instrument Repair SOP is the Band CSM.
Recommended changes will be submitted through the Band CSM to the Commander, USMA Band.

Annex A – Repair Staff Responsibilities

Appendix A – Musical Instrument Condition Worksheet

Annex B – Evaluation Procedure Policy

Appendix A – Sample Evaluation Report

Appendix B – Sample Repair Mechanical Evaluation Report

Annex C – Individual Instrument Maintenance SOP

Appendix A – Sample Preventative Maintenance SOP

Annex A (Repair Staff Responsibilities) to Section 5 (Instrument Repair) to Part 2 (Associate Bandmaster) to USMA Band Standard Operating Procedures

1. REFERENCES:

- a. AR 220-90, Army Bands.
- b. AR 735-5, Policies and Procedures for Property Accountability.

2. PURPOSE: To establish policies, procedures, and responsibilities of the USMA Band Musical Instrument Repair Staff.

3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.

4. NCOIC RESPONSIBILITIES:

- a. Maintain to the best of their ability all USMA Band musical instruments, accessories, and equipment. Any repairs beyond the shop's capabilities will be evaluated as to the best course of action to take.
- b. Maintain supplies and parts necessary to perform professional repairs and maintenance of government equipment.
- c. Advise and assist the Command Staff with the programming for and procurement of musical instruments and equipment.
- d. Review and submit musical instrument specifications in coordination with Section and Group Leaders to insure that only professional quality instruments are procured for the USMA Band.
- e. Inspect newly procured musical instruments for defects and/or imperfections, and to verify quality/condition. For detailed procedures, see Annex B.
- f. Coordinate with Section/Group Leaders to have newly procured instruments play-tested prior to final acceptance of shipment. For detailed procedures, see Annex B.
- g. Maintain equipment maintenance records on all musical instruments.
- h. Inspect government owned instruments and equipment during the individual's birth month to evaluate the instruments condition and to determine if individuals are properly maintaining said equipment.
 - i. Perform an inspection of equipment prior to turning it into Supply to ensure equipment on the shelf is in good working condition. The NCOIC of repair will complete a Musical Instrument Condition Worksheet that is turned into Supply in conjunction with the instrument. See Appendix A.
 - j. Advise the Cadet Band on proper maintenance procedures. Perform repairs as time permits.
 - k. Assume the duties as the unit Environmental Officer (EO). Maintain records on Hazardous Materials Management to ensure unit is in compliance with Post and Federal regulations. Attend applicable training as directed by the Environmental Management Division.

Annex A (Repair Staff Responsibilities) to Section 5 (Instrument Repair) to Part 2 (Associate Bandmaster) to USMA Band Standard Operating Procedures

I. Instruct newly assigned personnel on the proper maintenance procedures and inform them of their responsibility to properly maintain equipment issued to them. See Annex C.

m. Inform incoming personnel that failure to properly maintain or safeguard government-owned instruments or equipment against damage, abuse, or misuse may result in monetary loss to the individual under the provisions of AR 735-5, Policies and Procedures for Property Accountability. Any damage to government equipment (other than fair wear and tear), or suspected abuse of equipment will be reported to the Property Book Officer.

n. Advise incoming personnel that the expenditure of government funds for the repair or maintenance of privately owned musical instruments or equipment is prohibited.

o. Perform repairs to other Government agencies' musical instruments (WP School, Cadet Band, Cadet Pipes and Drums) as time permits. Agencies are responsible for purchasing or reimbursing any repair parts used from the USMA inventory.

5. ASSISTANT REPAIR TECHNICIAN RESPONSIBILITIES:

a. Schedule time with the NCOIC for training on basic brass and woodwind repair techniques.

b. Perform basic maintenance repairs to unit and other Government agency equipment as directed by the NCOIC.

c. Provide support to the NCOIC in the event of rain damage. This includes but is not limited to air-drying all woodwind equipment with compressed air, and disassembling, oiling, and reassembling woodwind instruments.

d. Maintain eyewash inventory tags.

Appendixes:

Appendix A – Musical Instrument Condition Report

Appendix A (Musical Instrument Condition Worksheet) to Annex A (Repair Staff Responsibilities) Section 5 (Instrument Repair) to Part 2 (Associate Bandmaster) to USMA Band Standard Operating Procedures

MUSICAL INSTRUMENT CONDITION REPORT

DATE: _____

INSTRUMENT TYPE: _____

SERIAL #: _____

MANUFACTURER: _____

ISSUED TO: _____

REASON FOR INSPECTION: _____

INSTRUMENT ()

CONDITION: SATISFACTORY

() UNSATISFACTORY

REMARKS:

ACTION TO BE TAKEN:

INSPECTED

BY: _____

Annex B (Evaluation Procedure Policy) to Section 5 (Instrument Repair) to Part 2 (Associate Bandmaster) to USMA Band Standard Operating Procedures

1. REFERENCES:

- a. AR 220-90, Army Bands.
- b. AR 735-5, Policies and Procedures for Property Accountability.

2. SCOPE: This annex applies to USMA Band Repair Facility, Section Leaders, and evaluation panel.

3. PURPOSE: Establish consistent evaluation procedures for the procurement of new musical instruments to ensure that the organization is purchasing the highest quality equipment available.

4. GENERAL: The USMA Band has three working days to completely evaluate instruments received for procurement. This time frame includes a mechanical evaluation by Repair personnel and a musical evaluation by the section. Both evaluations will be discussed to reach a consensus as to the overall quality of instrument.

5. RESPONSIBILITIES:

a. Repair NCOIC.

1) Upon receiving the instrument from Supply, the instrument repair technician will complete a mechanical evaluation of the instrument. Any mechanical issues with the instrument will be noted by the repair technician on a mechanical evaluation form for that specific instrument (Appendix B). Mechanical issues will be discussed with the Section Leader following the musical evaluation

2) The repair technician will perform minor adjustments to ensure that the instrument is in good playing condition prior to the musical evaluation.

3) If the instrument has major mechanical problems, the instrument will be returned to the vendor for a replacement. In this event, the instrument will not be musically evaluated.

b. Section Leaders are responsible for assessing the new equipment musically.

1) Each Section Leader will assign a panel of evaluators from the section to assist in the process.

2) The Section Leader will designate an individual who is responsible for hand receipting the instrument from Repair. Under no circumstances is the instrument to be removed from Bldg. 685 or any adjustments to be done on the instrument.

3) Each instrument will be musically evaluated by the panel in a rehearsal to ensure that the instrument is compatible with the other sectional instruments.

4) Each individual on the panel will fill out an evaluation report, which will be used to determine a consensus on the quality of the instrument. The forms will be filed in the Repair Facility for future reference (Appendix A).

Annex B (Evaluation Procedure Policy) to Section 5 (Instrument Repair) to Part 2 (Associate Bandmaster) to USMA Band Standard Operating Procedures

5) At the completion of the musical evaluation, the instrument will be returned to the Repair Facility where the Section Leader and the repair technician will determine whether the instrument should be purchased or returned due to deficiencies.

6) If sufficient time is not available to evaluate the instrument, the panel will assess the instrument individually in a practice room or in the Repair Facility.

6. CREDIT CARD PURCHASES: Instruments that are purchased on the credit card system are required to comply with the following guidelines.

a. A designated sectional panel will travel to a selected music store to play test available instruments.

b. The highest quality instruments will be taken on approval back to the USMA Band and evaluated in the procedures outlined above.

c. If store policy prohibits instruments being taken on approval, the instrument repair technician will accompany the panel to the store to do an on the spot mechanical evaluation.

d. Once an acceptable instrument has been identified, the NCOIC of the panel will record the make, model, and serial number of the instrument and fill out a credit card form, found on the Band Intranet website at:

<http://usmasvgdoim263/sites/USMABand/default.aspx>.

e. At no time will anyone other than the purchasing/contracting official promise a specific vendor that a specific instrument will be purchased.

Appendices:

Appendix A – Sample Evaluation Report

Appendix B – Sample Repair Mechanical Evaluation Report

Appendix A (Sample Evaluation Report) to Annex B (Evaluation Procedure Policy) to
Section 5 (Instrument Repair) to Part 2 (Associate Bandmaster) to USMA Band
Standard Operating Procedures

BRASS EVALUATION REPORT

INSTRUMENT TYPE:

SERIAL NUMBER:

EVALUATOR:

DATE OF EVALUATION:

INTONATION: BOTH UPPER AND LOWER REGISTER

INSTRUMENT RESPONSE:

COMPATIBILITY WITH OTHER INSTRUMENTS IN SECTION:

RESPONSE OF MECHANICAL ACTION:

OTHER COMMENTS:

Appendix B (Sample Repair Mechanical Evaluation Report) to Annex B (Evaluation Procedure Policy) to Section 5 (Instrument Repair) to Part 2 (Associate Bandmaster) to USMA Band Standard Operating Procedures

REPAIR MECHANICAL BRASS EVALUATION REPORT

INSTRUMENT TYPE:

SERIAL NUMBER:

EVALUATOR:

DATE OF EVALUATION:

SHIPPING DAMAGE:

FINISH:

TUNING SLIDES:

VALVES:

SOLDERING:

OTHER COMMENTS:

Annex C (Individual Instrument Maintenance SOP) to Section 5 (Instrument Repair) to Part 2 (Associate Bandmaster) to USMA Band Standard Operating Procedures

1. REFERENCE: AR 220-90, Army Bands.
2. SCOPE: All members of the USMA Band who have a government band instrument issued to them on DA-2062, Hand Receipt/Annex Number.
3. PURPOSE: Establish user maintenance guidelines for USMA Band personnel to follow to ensure that the government band instruments are being properly maintained.
4. GENERAL:
 - a. Individuals will be briefed on arrival of their responsibilities toward maintaining each instrument that they sign out of supply. They will receive and sign a Preventive Maintenance SOP for their specific instrument. See Appendix A.
 - b. Section leaders or an assigned individual from the section will be responsible for monitoring equipment stored in Supply to ensure that the equipment is in satisfactory playing condition.

Appendices:

Appendix A – Sample Preventive Maintenance SOP

Appendix A (Sample Preventative Maintenance SOP) to Annex C (Individual Instrument Maintenance SOP) to Section 5 (Instrument Repair) to Part 2 (Associate Bandmaster) to USMA Band Standard Operating Procedures

BAND INSTRUMENT MAINTENANCE SOP
TRUMPET/BUGLE

1. SCOPE: All members of the USMA Band who have a government band instrument issued to them on DA-2062, Hand Receipt/Annex Number.
2. PURPOSE: Establish user maintenance guidelines for USMA Band personnel to follow to ensure that the government band instruments are being properly maintained.
3. GENERAL: Individuals will be briefed on arrival of their responsibilities toward maintaining each instrument that they sign out of supply. Section leaders or an assigned individual from the section will be responsible for monitoring equipment stored in Supply to ensure that the equipment is in satisfactory playing condition.
4. PREVENTIVE MAINTENANCE PROCEDURES:
 - a. Wipe off fingerprints from the instrument with a lint free cloth after each playing session before placing the instrument in the case.
 - 1) Polish silver plated instruments as needed with spray on silver polish and soft cloth to keep the instrument free of tarnish and finger prints.
 - 2) Lacquered instruments can be wiped down with Pledge to remove fingerprints.
 - b. Report minor repairs to the Repair Facility as soon as possible to prevent further damage from occurring.
 - c. Pistons should be oiled on a daily basis if needed. Slides should be greased accordingly.
 - d. Instruments should be water flushed monthly. The mouthpiece should be cleaned on a weekly basis. The following is a step-by-step block of instruction on the proper procedures to water flush a trumpet.
 - 1) Disassemble the instrument and place all parts on a tray to keep the valves from rolling off the table as well as keeping all the parts together.
 - 2) Run warm water through the body, slides, and valves. Never use hot water as this could affect the lacquer.
 - 3) Spray Simple Green or 409-type soap inside of slide tubes and valve casings. Using a nylon flexible brush, scrub out slides and body of instrument being careful not to force the brush. Forcing the brush could result in the brush becoming stuck and damaging the instrument. Never push brush through the port into the valve casing.

Appendix A (Sample Preventative Maintenance SOP) to Annex C (Individual Instrument Maintenance SOP) to Section 5 (Instrument Repair) to Part 2 (Associate Bandmaster) to USMA Band Standard Operating Procedures

- 4) Rinse instrument completely. Turn the instrument clockwise to empty excess water from the instrument. Blow-dry all instruments with the air hose.
- 5) Re-assemble the instrument using slide grease on all the slides and valve oil on the pistons. Make sure all parts are working before leaving the repair facility.
- 6) Contact the repair technician if there are any questions about above procedures.
 - e. Trumpets/bugles should be turned into the Repair Facility to be chemically cleaned on a yearly basis to remove any organic deposits that have built up.
 - f. Instrument will be stored in a hard shell case. Soft shell cases are not authorized for government owned band instruments. Customized travel cases can be used if approved by unit Supply Officer.
 - g. Music and lyres are to be stored in the case storage compartment. Any item placed on top of the instrument in the case could cause serious damage.
 - h. Failure to properly maintain or safeguard government-owned instruments or equipment against damage, abuse, or misuse may result in monetary loss under the provisions of AR 735-5, Policies and Procedures for Property Accountability. Any damage to government equipment (other than fair wear and tear), or suspected abuse of equipment will be reported to the Supply Officer.

I have read and understand the maintenance procedures outlined in the USMA Band instrument maintenance SOP. I understand that it is my responsibility to follow these procedures for maintaining each instrument that I have signed for on DA-2062 Hand Receipt/Annex Number.

Print name _____

Sign/date _____

Section 6 (Library) to Part 2 (Associate Bandmaster) to USMA Band Standard
Operating Procedures

1. REFERENCE: AR 220-90, Army Bands.
2. PURPOSE: To establish policies, procedures, and responsibilities for all aspects of the USMA Band Music Libraries.
3. SCOPE: This SOP is applicable to all personnel assigned to the USMA Band.
4. GENERAL: The USMA Band Music Library Section is staffed with six part time music librarians and one copyright/licensing specialist. The Concert Band and Field Music will each have a Library NCOIC, who will be responsible for maintaining an adequate inventory of suitable materials for training, research, and performance purposes. The Concert Band Library will consist of the NCOIC, four other part time librarians, and the copyright/licensing specialist. The Concert Band Library NCOIC will also serve as Marching Band Librarian and be responsible for oversight of the Field Music Library NCOIC.
5. PROPOSER: Proponent for the Music Library Operations SOP is the Band CSM. Recommended changes will be submitted through the Band CSM to the Commander, USMA Band.

Annexes:

- Annex A – Functions of the Library
- Annex B – Procurement
- Annex C – Cataloging and Filing
- Annex D – Issuing and Collecting Music
- Annex E – Copyright/Licensing

Annex A (Functions of the Library) to Section 6 (Library) to Part 2 (Associate Bandmaster) to USMA Band Standard Operating Procedures

1. REFERENCE: AR 220-90, Army Bands.
2. PURPOSE: To establish and define overall responsibilities of the USMA Band Music Library.
3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.
4. GENERAL:
 - a. Order, catalog, file, distribute, and repair music for Concert Band, Marching Band, Field Music, and chamber ensembles.
 - b. Order, catalog, file, distribute, and repair scores, method books, and textbooks.
 - c. Order, catalog, file, and distribute recordings.
 - d. Order and store reference materials.
 - e. Order and maintain library supplies.
 - f. Maintain and supervise use of copier.
 - g. Process requests for music from various military and civilian organizations, as well as from individuals.
 - h. Perform cut and paste jobs to prepare special arrangements for performances.
 - i. Research information for conductors and other individuals inside and outside of the unit.
 - j. Process all licensing needs, maintain all licensing files, and maintain a licensing contact list.
 - k. Maintain office hours as directed by NCOIC for any same-day library needs.

Annex B (Procurement) to Section 6 (Library) to Part 2 (Associate Bandmaster) to USMA Band Standard Operating Procedures

1. REFERENCE: AR 220-90, Army Bands.
2. PURPOSE: To establish policy and proper procedure for the procurement of all Music Library materials.
3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.
4. GENERAL:
 - a. Music. The Library is responsible for ordering all music for the Concert Band, Marching Band and ensemble groups, as well as records and reference materials. The Benny Havens Band is responsible for ordering their own music through the use of a separate budget, as is Field Music, but the ordering procedures for all libraries are the same.
 - b. Sources. A list of music to be ordered will be compiled by the librarian. This list will be derived from the following sources, in order of priority:
 - 1) Commander.
 - 2) Deputy Commander.
 - 3) Associate Bandmaster.
 - 4) Librarian.
 - 5) Group Leaders.
 - 6) Chamber Ensemble Leaders.
 - 7) Individual players.

* ***Those with requests will facilitate ordering by supplying all relevant information, i.e., composer, arranger, instrumentation, publisher, and price (if possible).***

- c. Types of Music. All music to be ordered will come under the following categories, as determined by the Library NCOIC and Supply Sergeant (who provides guidance regarding budget items).
 - 1) Symphonic Band with scores.
 - 2) Marching Band music with scores.
 - 3) Method study books.

Annex B (Procurement) to Section 6 (Library) to Part 2 (Associate Bandmaster) to
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- 4) Training aids and compact discs.
- 5) Reference books.
- 6) Study scores.
- 7) Ensemble music with scores.
- 8) Solo (with piano) music.
- 9) Solo (with band) music with scores.

d. Music Ordering.

- 1) Music requests will be prepared using the SharePoint Purchase Request Form. Each request will be prepared by a librarian and forwarded through the appropriate chain of command.
- 2) The NCOIC will follow up with Logistics and Resource Management Division to ensure proper funding is available and timelines are met.
- 3) No more than \$2,500.00 worth of music will be ordered from one vendor at a given time.

Annex C (Cataloging and Filing) to Section 6 (Library) to Part 2 (Associate Bandmaster)
to USMA Band Standard Operating Procedures

1. REFERENCE: AR 220-90, Army Bands.
2. PURPOSE: To define proper procedure for the cataloging and filing of all Music Library materials.
3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.
4. GENERAL: In order for the library to function efficiently, all arrangements, recordings, and reference materials must be inventoried, catalogued, and filed in a manner that makes them readily available. Careful accountability of all music must be established. One missing part from a band arrangement can destroy the usefulness of the entire arrangement.
5. PROCEDURES: Separation of library contents.
 - a. Consolidate supplies (extra folders, flip folders, repair supplies, etc.) to one area. Remove all unnecessary or infrequently used equipment and supplies.
 - b. Prior to 2015 all material was loosely categorized into the following divisions:
 - 1) A - Concert Marches.
 - 2) B - Overtures.
 - 3) C – Selection, Variations, Broadway Shows.
 - 4) D - Anthologies.
 - 5) E - Descriptive, Characteristic.
 - 6) F - Miscellaneous, Songs.
 - 7) G - Ballets, Suites, Opera.
 - 8) H - Symphonies, Rhapsodies.
 - 9) I - Ensembles, Solos, Duets.
 - 10) J - Vocal with Band.
 - 11) K - Octavo.
 - 12) M - Parade Marches.
 - 13) N - New Published Music

Annex C (Cataloging and Filing) to Section 6 (Library) to Part 2 (Associate Bandmaster)
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- 14) FB - Football, Pop Tunes.
- 15) BE - Brass Ensembles.
- 16) WE - Woodwind Ensembles.
- 17) ME - Mixed Ensembles.
- 18) PE - Percussion Ensembles.
- 19) S - Scores.
- 20) CD - Cadet Band.
- 21) ML – Reference books.
- 22) MT – Pedagogy books.
- 23) Oversize Scores – Catalogued by corresponding entry, but filed separately.

c. The following divisions are no longer applicable, as they were never filed correctly:

1) CD – All music labeled “Cadet Band Property” has been returned to the Spirit Band.

2) ML and MT – No accurate record of books was ever maintained.

d. Due to space considerations, the intent to allow for future expansion, and the inapplicability of the above referenced filing codes, as of 1 Jan, 2016, the only divisions that will be added to are the following:

- 1) A – Oversized M and FB music.
- 2) J – In-house arrangements.
- 3) N – New purchases not falling into a chamber or solo category.
- 4) M – Marching Band.
- 5) FB – Football/Pep Band.
- 6) I – Solo works with band accompaniment
- 7) BE, WE, ME, or PE – Chamber works (choose appropriate designation).

Annex C (Cataloging and Filing) to Section 6 (Library) to Part 2 (Associate Bandmaster)
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- e. Consolidate all records, tapes, and compact discs in one area.
 - f. No filing system appears to have been created for books, but they are loosely organized on various shelves in the following manner:
 - 1) Mini-scores.
 - 2) Music compilations (fake books, anthologies, etc.)
 - 3) Reference material.
 - g. All extraneous and/or infrequently used material should be boxed, clearly labeled, and placed in the library storage area, behind the instrument repair office. Material should only be considered for storage if more space is needed in the library. A detailed list of all materials in storage will be maintained by library staff.
6. CLASSIFICATION:
- a. File folders are used only for music.
 - b. For each division of music:
 - 1) Give each selection the proper filing code and assign it a number (e.g., A-121). The numbering in each division begins with one (1).
 - 2) Write the filing code and number on a manila file folder.
 - 3) Put the selection in the file folder.
 - i. Each sheet should be stamped with a file code and number.
 - ii. The arrangement should be in concert score order.
 - iii. March size music should be trimmed to fit the field flip folders (5 ½" x 6 ¾").
 - 4) Prepare hard copy log book listings (write the title, composer, filing code, and number on a list).
 - 5) Enter above, plus all other relevant data onto the Microsoft Access library database.
 - 6) File the arrangement numerically by division on a shelf or in a cabinet (see paragraph 5d above for new division assignments).
 - 7) File any oversized score in designated area, separating by division designation.

Annex C (Cataloging and Filing) to Section 6 (Library) to Part 2 (Associate Bandmaster)
to USMA Band Standard Operating Procedures

- c. Extra march books and other miscellaneous pouch sized music (hymnbooks, etc.) are filed together.
- d. New Music. As new music comes in, the classification procedure is followed as stated above, and the arrangement is filed numerically at the end of its division.
 - 1) All new in-house arrangements will be printed and a copy will be maintained on the library G: drive.
- e. National Anthems.
 - 1) Maintain only verified anthems.
 - 2) Write the name of the country on the file folder.
 - 3) File alphabetically, by name of country. This is necessary as anthems often change as governments change.
 - 4) The librarian will verify an anthem with the US Army Band's Library before each performance.

7. **LIBRARY DATABASE:** All new music will be entered into the Microsoft Access database located on the G: drive. Current (as of January 2016) information on database does not reflect other non-music materials accurately.

- a. Music. Title (to include translation and subtitles), movements, composer, arranger, lyricist, publisher, country of publication, publication date, condition, medium, commemorations and dedications, and subject.
- b. All music will be entered into Microsoft Access and filed according to the aforementioned method of categorization.

8. **G: DRIVE ORGANIZATION:** Maintenance of the Library G: drive is critical for the optimal function of the Library. The following are the minimum requirements of what should be stored on the drive. It is important to take copyright considerations into account when determining what can or cannot be placed and maintained on the G: drive.

- a. Operational documents.
- b. Digitized music, especially in-house arrangements. Separate by ensemble.
- c. Copyright information, records, etc.
- d. Programs.

Annex D (Issuing and Collecting Music) to Section 6 (Library) to Part 2 (Associate Bandmaster) to USMA Band Standard Operating Procedures

1. REFERENCE: AR 220-90, Army Bands.
2. PURPOSE: To define proper procedure for the issuing and collecting of all Music Library materials.
3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.
4. GENERAL:
 - a. Concert and Jazz Bands.
 - 1) File folders, containing extra parts and scores for music in the rehearsal folders are kept together on the active folders shelf. This facilitates quick access by the Librarian if necessary.
 - 2) A program order will be placed in each rehearsal folder.
 - 3) After a concert, when the music is no longer immediately needed, it is returned to the file folders and filed in the Library shelves for future use.
 - b. Marching Band.
 - 1) Upon in-processing into the unit, each marching member is issued a march music pouch with a complete list of music contained in the pouch.
 - 2) Individuals shall notify the library of illegible or missing parts.
 - 3) Special march music is issued to Section Leaders for specified performances. All parts should be returned through the Section Leader to the Library within one week after the performance.

Annex E (Copyright/Licensing) to Section 6 (Library) to Part 2 (Associate Bandmaster)
to USMA Band Standard Operating Procedures

1. REFERENCE:

- a. AR 220-90, Army Bands.
- b. US Code, Title 17, Copyright.

2. PURPOSE: To define proper procedure for obtaining Intellectual Property Licenses.

3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.

4. GENERAL: The Library Copyright NCO is responsible for obtaining intellectual property rights, which include, but are not limited to:

a. Permission to Arrange:

1) Search the work title or composer in the ASCAP, BMI, or SESAC databases to determine who owns the “Small Rights,” shown as “Publisher/Administrator.”

2) Phone the company listed to confirm or discover who owns the “PRINT” rights to the work and determine who their POC is.

3) If any other company other than Hal Leonard owns the rights, request a gratis license from the print rights administrator using a template Permission to Arrange request form.

4) Obtain the Executive Officer’s signature and fax or email the request to the print right holder’s POC.

5) If Hal Leonard owns the rights, or if time is of the essence, the third-party licensing exchange Tresona Music may be used. All information can be entered via the band’s account on www.tresonamusic.com.

6) Upon receipt of terms:

- i. Prepare a SharePoint Purchase Request and submit through the appropriate routing chain.
- ii. Give the arranger the copyright notice for inclusion in the score and parts.

7) Follow all necessary protocols needed to complete the transaction (will vary depending on the method of obtaining the license).

Annex E (Copyright/Licensing) to Section 6 (Library) to Part 2 (Associate Bandmaster)
to USMA Band Standard Operating Procedures

8) Upon receipt of a fully executed contract, file the license the copyright files, organized alphabetically by song title. If the license has an expiration date, be sure to include the license in the music file folder.

9) Do not distribute any copies of the arrangement without the express, written consent of the print rights owner as agreed to in the contract.

b. Mechanical License:

1) Determine from Audio Section the number of CDs that will be produced for distribution.

2) Search the work's title or composer in the ASCAP, BMI, or SESAC databases to determine who owns the "Small Rights," shown as "Publisher/Administrator."

3) Phone the company listed to confirm or discover who owns the mechanical rights to the work and determine who their POC is. (Most recent commissions are still owned by the composer. Contact the composer first in this situation. Contact information can be obtained by supply from the commission contracts.)

i. Prepare and send a request for a gratis mechanical license to the rights' owner (typically the composer or the publisher).

ii. If the company has a history of not granting gratis licenses, or if the attempt to determine the mechanical rights holder becomes an unproductive use of time and resources, go to www.Songfile.com and click on "Community Licensing" or "online form." Insert the song title and highlight "Exact Match". Then click "Search" → "View" (left margin), → "License" → "Make a Recording." Answer questions; create a record of your answers; submit this information together with the publisher's information to Supply for completion of the transaction.

4) Upon receipt of a fully executed contract, create a new file for the product, including the year of production in the title. File the original in this newly created file and give a copy each to the Audio and Supply sections.

5) Mechanical licensing typically requires quarterly reporting. To circumvent this, payment for the full number of CD's produced will occur as soon as is practical.

c. Synchronization License:

1) Determine from Audio Section the number of audio/visual products that will be made for distribution.

Annex E (Copyright/Licensing) to Section 6 (Library) to Part 2 (Associate Bandmaster)
to USMA Band Standard Operating Procedures

- 2) Search the work's title or composer in the ASCAP, BMI, or SESAC databases to determine who owns the "Small Rights," shown as "Publisher/Administrator."
- 3) Phone the company listed to confirm or discover who owns the synchronization rights to the work and determine who their POC is.
- 4) Prepare the a synchronization license request using a template found in G: drive. Keep in mind many songs will have multiple publishers, each of which will have to be contacted.
- 5) Obtain the Executive Officer's signature and fax or email the request to the POC.
- 6) If payment is necessary upon receipt of terms, complete a SharePoint Purchase Request, routing through the appropriate chain. Do not pay anything unless all shareholders of a song have agreed to a license, which will usually be under a MFN clause.
- 7) Photocopy the terms of the agreement and file both hard and digital copies, alphabetically by song title.

Section 7 (Audio) to Part 2 (Associate Bandmaster) to USMA Band Standard Operating Procedures

1. REFERENCE: AR 220-90, Army Bands.
2. PURPOSE: To establish policies, procedures, and responsibilities for all aspects of the USMA Band Audio Support Section.
3. SCOPE: This section is applicable to all personnel assigned to the USMA Band.
4. GENERAL: The USMA Band Audio Section, a two person staff with two assistants, supports all audio functions for the USMA Band components to include: overseeing the maintenance of the USMA Band recording archives, providing sound reinforcement for Concert Band and Commercial Music Group events, supporting the Marching Band with pre-recorded halftime shows for Army/Navy, recommending audio options for large scale USMA Band events, maintaining the USMA Band recording studio, procuring sound equipment, managing a five-year spending budget, and maintaining the hand receipt inventory.
5. PROPOSER: Proponent for the Audio Section SOP is the Band CSM. Recommended changes will be submitted through the Band CSM to the Commander, USMA Band.

Annexes:

- Annex A – Rehearsal Requirements
- Annex B – Process for External Requests of Recorded Media
- Annex C – Budgeting and Procurement
- Annex D – Equipment Maintenance and Service
- Annex E – Managing the Master Recording Library
- Annex F – Pre-Concert Operation Requirements
- Annex G – Logistical Procedures for All Events
- Annex H – Recording Concert Performances
- Annex I – Outreach Element Procedures
- Annex J – CD Recording Project Proposal
- Annex K – Key Personnel Structure for CD Projects
- Annex L – Accountability of Audio Equipment

Annex A (Rehearsal Requirements) to Section 7 (Audio) to Part 2 (Associate Bandmaster) to USMA Band Standard Operating Procedures

1. REFERENCE: AR 220-90, Army Bands.
2. PURPOSE: To establish procedures for requesting audio support for rehearsals.
3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.
4. GENERAL:
 - a. Next day rehearsal requirements should be e-mailed to the Audio NCOIC.
 - b. For special needs such as reference recordings for guest artists, auditions, and football requirements, two business days are needed to prepare equipment and recording media.
 - c. Self-help recording devices are setup in the Jazz Knight and Concert Band rehearsal halls. Soldiers who will use this equipment are required to complete familiarization training with one of the full time Audio Support NCOs.
 - d. Group Leaders or Command may request rehearsal recordings of cyclic music such as football and holiday music to be stored within the audio archive to increase effective use of rehearsal time.

Annex B (Process for Outside of Unit Recording Requests) to Section 7 (Audio) to Part 2 (Associate Bandmaster) to USMA Band Standard Operating Procedures

1. REFERENCE: AR 220-90, Army Bands.
2. PURPOSE: To establish policy and procedure for supporting outside unit requests for ceremonial music recordings.
3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.
4. GENERAL:
 - a. Group Leaders and or Command may send outside unit requests for ceremonial music recordings
 - b. Two business days are required to search for music, if not on the G Drive.
 - c. Required information:
 - 1) Requester-name, postal address, phone number, and e-mail address.
 - 2) Program – music and order.
 - 3) Media – MP3, CD, or DVD.
 - 4) Date required by requestor.
 - d. On post agencies with annual requirements of a similar need are requested to maintain a copy of provided recording for more efficient use of Audio Section resources.
 - e. The Audio Section maintains a library of quickly accessible ceremonial and USMA specific recordings in MP3 format on the G Drive.
 - f. The preferred transfer method to requestor is e-mailing a MP3 file. The end users can create CDs on their host computer with standard software common to all government machines.

Annex C (Budgeting and Procurement) to Section 7 (Audio) to Part 2 (Associate Bandmaster) to USMA Band Standard Operating Procedures

1. REFERENCE: AR 220-90, Army Bands.
2. PURPOSE: To establish procedure for budget planning and procurement process for the Audio Section.
3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.
4. GENERAL:
 - a. Audio Section identifies and prioritizes items to be purchased for recording and sound reinforcement equipment, services, and supplies.
 - b. Audio Section identifies and prioritizes TDY for training opportunities.
 - c. The Audio NCOIC meets with the budget officer to determine whether sound reinforcement or recording equipment will take precedence in a given year of the five-year plan.
 - d. The Audio NCOIC builds five-year budget plan.
 - e. The Audio Section follows all supply and procurement procedures, as directed by the USMA Band Budget Officer, for requesting equipment, supplies, and services.

Annex D (Equipment Maintenance and Service) to Section 7 (Audio) to Part 2
(Associate Bandmaster) to USMA Band Standard Operating Procedures

1. REFERENCE: AR 220-90, Army Bands.
2. PURPOSE: To establish procedures and accountability for equipment maintenance and service for the Audio Section.
3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.
4. GENERAL:
 - a. Budget for repairs and maintenance will be built into the audio five-year plan.
 - b. All preventive maintenance will follow manufacturers guidelines and specifications provided in their perspective owner's manual.
 - c. Repairs will be done only by authorized manufacturer facilities to avoid violation of product warranty.
 - d. Routine maintenance of **mechanical equipment** will be performed annually prior to the start of Trophy Point season.
 - e. All Audio Section production computers will have the hard-drives backed-up on a quarterly basis.

Annex E (Managing the Master Recording Library) to Section 7 (Audio) to Part 2 (Associate Bandmaster) to USMA Band Standard Operating Procedures

1. REFERENCE: AR 220-90, Army Bands.
2. PURPOSE: To establish the process for cataloging and archiving master recordings of USMA Band concerts by the Audio Section.
3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.
4. GENERAL:
 - a. The following performances will automatically be recorded for archive purposes:
 - 1) Eisenhower Hall performances.
 - 2) Trophy Point performances in the “Music Under the Stars” series.
 - 3) Any properly requested on or off post performance (refer to Annex H).
 - 4) Any requested rehearsal or reference recording from Command Staff, Element Leaders, or NCOICs (refer to Annex A).
 - b. Recorded band performances will be edited, mastered, and stored on the audio server and/or G drive.
 - c. The audio server and database will contain the master recording catalog.
 - d. An audio NCO will supervise and oversee the organization of the server and database, and burning requested CDs.
 - e. An additional duty person will assist in maintaining the database, organizing the server, and updating the G drive.

Annex F (Pre-Concert Operation Requirements) to Section 7 (Audio) to Part 2
(Associate Bandmaster) to USMA Band Standard Operating Procedures

1. REFERENCE: AR 220-90, Army Bands.
2. PURPOSE: To establish and define procedures for pre-concert operations planning of the Audio Section.
3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.
4. GENERAL:
 - a. The operations designate for each concert requiring sound reinforcement will provide the following information to Audio Section:
 - 1) Venue description and seating capacity.
 - 2) Availability of "house" sound systems.
 - 3) Direct phone number and e-mail of venue technical representative.
 - 4) Confirmation of two discreet 10-20-amp electrical services.
 - b. The concert program is needed two-weeks prior to concert in order to formulate audio requirements and interact effectively with venue POC.

Annex G (Logistical Procedures for All Events) to Section 7 (Audio) to Part 2 (Associate Bandmaster) to USMA Band Standard Operating Procedures

1. REFERENCE: AR 220-90, Army Bands.
2. PURPOSE: To define the role of audio support for all live concert events and overall operational responsibilities.
3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.
4. GENERAL:
 - a. Identify and understand audio's role and responsibility for the event.
 - b. If event is on post, contact with ViOS must be established before assigning an Audio NCO to inquire if they have been tasked for support. If ViOS will be tasked for the event, the Audio Section will not provide support to on-post events (mission-dependant).
 - c. Identify and understand the communication network and protocol when formulating logistical requirements.
 - d. Coordinate with operations involving venue status, electrical issues, stage setup, and unique event requirements.
 - 1) If event is away from West Point refer to the operations audio checklist and discuss possible transportation requirements.
 - 2) If extra personnel are needed, coordinate with the Operations NCO and Duty Roster NCO for the detail roster.
 - e. Audio determines the reinforcement system and microphone scheme based upon program and venue requirements.
 - f. Implement the setup plan.
 - g. If required, a sound check should be coordinated between the Group Leader, Operations NCO, and Audio NCO two business days before the concert
 - h. Establish communication for cues and unforeseen requirements during the program.
 - i. Implement the plan for tear down.
 - j. Conduct an After Action Review of concert to assist in planning of future concert events.

Annex H (Recording Performances) to Section 7 (Audio) to Part 2 (Associate Bandmaster) to USMA Band Standard Operating Procedures

1. REFERENCE: AR 220-90, Army Bands.
2. PURPOSE: To establish and define procedure for recording of USMA Band concert performances.
3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.
4. GENERAL:
 - a. All on-post large ensemble events will be recorded unless instructed otherwise.
 - b. Off-post events will not be recorded unless previously requested by the NCOIC of the event.
 - c. Off-post events need to be requested at least two-weeks prior in order to formulate audio requirements and interact effectively with the NCOIC.
 - d. NCOIC will supply point-of-contact information for the technical engineer directly to the assigned Audio NCO.

Annex I (Chamber Series Procedures) to Section 7 (Audio) to Part 2 (Associate Bandmaster) to USMA Band Standard Operating Procedures

1. REFERENCE: AR 220-90, Army Bands.
2. PURPOSE: To establish and define procedures for audio support of the USMA Band chamber concert series.
3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.
4. GENERAL:
 - a. The recording of USMA Band Chamber Music Series performances is optional. USMA Band equipment may be used if it is available and if its use does not conflict with other audio requirements of a higher priority.
 - b. Audio/recording equipment will be signed out by the NCOIC of the scheduled recital. A request for use of this equipment must be provided to the Audio Section NCOIC no later than three weeks prior to the requested date. The person signing for the equipment assumes full responsibility for its care and security until returned to the Audio Section.
 - c. USMA Band audio technicians have the option to provide their services to record recital performances. This is in keeping with the voluntary nature of the series as it applies to the performers. If the USMA Band audio technicians are to be paid for their services, all recording must be done using personally owned equipment.
 - d. Government equipment will not be utilized in the event of a "pay for service" arrangement. Additionally, if civilian recording technicians are utilized, payment for their services will be the responsibility of the individual performer.

Annex J (CD Recording Project Proposal) to Section 7 (Audio) to Part 2 (Associate Bandmaster) to USMA Band Standard Operating Procedures

1. REFERENCE: AR 220-90, Army Bands.
2. PURPOSE: To establish and define procedures for proposing a CD project for mass duplication.
3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.
4. GENERAL:
 - a. OVERVIEW: A brief explanation of the scope of the project, to include what the project name, how it will impact the unit, and a projected release date. Refer to Appendix A for timeline and checklist.
 - b. PRE-PRODUCTION: Provide an overview of all production requirements to include
 - 1) Approval from Production element leader.
 - 2) Scheduled tracking and post production session dates with the Audio NCOIC.
 - 3) Blocked time on master calendar for all production steps through Operations Branch.
 - 4) Repertoire plan.
 - 5) Required/requested monitoring and/or playback requirements during the session.
 - c. SESSIONS: Schedule recording time in three-hour sessions. Copies of scores are required for editing and post production purposes (copies will be marked up).
 - d. LOCATION: Schedule a location suitable to the musicians and recording engineer. If an off-post location is requested, a site visit by the project manager and the engineer is required. The Recording Engineer will determine if location is acceptable.
 - e. POST PRODUCTION: Producer will use checklist and timeline with due dates to ensure project is on schedule.

Annex K (Key Personnel Structure for CD Projects) to Section 7 (Audio) to Part 2
(Associate Bandmaster) to USMA Band Standard Operating Procedures

1. REFERENCE: AR 220-90, Army Bands.
2. PURPOSE: To establish and define organization structure of the key personnel for CD projects.
3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.
4. RESPONSIBILITIES:
 - a. EXECUTIVE PRODUCER. Makes final music and package decisions.
 - b. PRODUCER. Oversees entire process; creates and manages production schedule, and musical, text, and graphics package; keeps project moving.
 - c. RECORDING ENGINEER. Supervises technical process of the recording sessions; responsible for documentation of all recorded material.
 - d. MIXING AND MASTERING ENGINEER. Edits project; creates in-progress discs; creates final duplication master.

Appendix A (Audio Recording and Special Project Guidelines) to Annex K (Key Personnel Structure for CD Projects) to Section 7 (Audio) to Part 2 (Associate Bandmaster) to USMA Band Standard Operating Procedures

AUDIO Recording and Special Project Guidelines

Reverse-Order Check List

Project

Name: _____

Producer: _____

Release

Date: _____

Factor one month for reproduction

Notes:

CD Sent to

Reproduction: _____

- Producer of Album reads over comments and gives AUDIO a list of comments on change of order/mastering tweaks, etc.
- **5 business days** for AUDIO to do final mixing/editing/mastering/change order

FINAL Comments Due from Encore Consultants to Producer of Album: _____
(FOR FULL RELEASES ONLY, NOT IN-HOUSE RELEASES)

- Factor **5 business days** for Encore Consultants to make comments on material and CD order ONLY

CD Sent to Encore Consultants for FINAL review: _____
(FOR FULL RELEASES ONLY, NOT IN-HOUSE RELEASES)

- **7 business days** for AUDIO to fix final comments and give back to Producer of Album if needed

FINAL Producer of Album Comments Due to AUDIO: _____

- **5 business days** for Group Leaders to turn in comments to Producer of Album

Appendix A (Audio Recording and Special Project Guidelines) to Annex K (Key Personnel Structure for CD Projects) to Section 7 (Audio) to Part 2 (Associate Bandmaster) to USMA Band Standard Operating Procedures

Pre-Master Sent to Group Leaders for Comments (Comments from Group Leaders sent to

Producer of Album): _____

Recording/Editing/Mixing: Variable depending on recording schedules

Recording Dates: _____

Editing Dates: _____

Mixing Dates: _____

- **Producer of Album** coordinates with AUDIO and Group Leaders to schedule tracking sessions, mixing sessions, overdub sessions; can be up to a few days before pre-master is due if necessary

Other Items to Consider:

- Budget request for CD production (if in-house and using Discmakers)
- Publicity Timeline
- Hiring of outside producer
- Blocking out dates for tracking sessions on master OPS calendar
- Sending out materials (audio master, publicity materials)
- Uploading of files on website

Annex L (Accountability of Audio Equipment) to Section 7 (Audio) to Part 2 (Associate Bandmaster) to USMA Band Standard Operating Procedures

1. REFERENCE: AR 220-90, Army Bands.
2. PURPOSE: To establish and define process for accountability of audio equipment.
3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.
4. GENERAL:
 - a. The equipment in the Audio Section is professional-level music production gear with a high dollar value.
 - b. All audio equipment will be stored in secure areas at all times. These areas will only be accessible to Audio Section personnel thus making the audio NCOIC fully responsible.
 - c. For events that require audio support, the engineer will inventory the equipment being used before departure and again upon leaving the job site. The next duty day following the event, the engineer will inventory the equipment once more to see if anything was missed at the job site. At that time the potential missing item can be easily traced and recovered at the job site. The engineer will assume full responsibility.
 - d. For ensembles requiring audio equipment without use of an engineer (i.e. combos, recording recitals), the NCOIC of the ensemble will submit a request for equipment to be used. The equipment will then be assembled, documented on form DA3161, and issued to the NCOIC. After the event, all equipment on form DA3161 shall be returned by the NCOIC. The NCOIC assumes full responsibility of said items.
 - e. For equipment to be issued longer than 30 days, it will be assembled, documented on form DA2062, and issued to an OIC, NCOIC, or another person in a leadership capacity. These forms are legally binding for only 12-months. The hand-receipt holder assumes full responsibility for the documented items.
 - f. Groups within the USMA Band who require full time audio equipment support for rehearsal or operational purposes will have the equipment issued to an OIC or NCOIC on a permanent hand-receipt from the Supply Section.

Section 9 (Music Arranging) to USMA Band Standard Operating Procedure

1. REFERENCE: AR 220-90

2. PURPOSE: To establish policies, procedures, and responsibilities for all aspects of USMA Band Music Arranging Section.

3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.

4. MISSION:

a. Provide material for effective musical messaging and branding for USMA and the Army.

b. Provide musical support for USMA Cadets.

c. Provide guidance to the Commander.

5. RESPONSIBILITIES:

a. COMMANDER is solely responsible for tasking and prioritizing new music requirements.

b. CHIEF ARRANGER

1) The Chief Arranger will provide music as directed by the Commander.

2) Chief Arranger is available to attend production meetings.

3) The Chief Arranger is responsible for ensuring musical product is delivered/available 30 days prior to the performance.

c. STAFF ARRANGER

1) The Staff Arranger will produce material as directed by the Chief Arranger.

2) The Staff Arranger will use industry standard software for the production of material.

6. PROCEDURE:

a. REQUESTOR. Requestors will seek approval from the Commander before submitting request to Chief Music Arranger. Requestors will allow 90 days of production before the performance. Once approval has been granted, the Requestor will provide the following information to the Chief Arranger:

1) Requestor Name

Section 9 (Music Arranging) to USMA Band Standard Operating Procedure

- 2) Date of Request
 - 3) Due Date - Required for setting priorities
 - 4) Title of selection to be arranged
 - 5) Composer and/or Performing Artist (for reference purposes)
 - 6) Function of new arrangement
 - 7) Instrumentation
 - b. CHIEF ARRANGER confirms/coordinates with Commander
 - c. COMMANDER tasks Arrangers 90 days before performance
 - d. ARRANGERS produce and deliver material to library 30 days before performance
7. **PROPOSER:** Proponent for the Arranging SOP is the USMA Band CSM.
Recommended changes will be submitted through the Band CSM to the Commander,
USMA Band.

Section 1 (Operations) to Part 3 (Deputy Commander) to United States Military Academy Band Standard Operating Procedures

1. REFERENCE: Listed Individually.
2. PURPOSE: To establish policies, procedures, and responsibilities for all aspects of the USMA Band Plans & Operations Division.
3. SCOPE: This section is applicable to all personnel assigned to the USMA Band.
4. GENERAL: The USMA Band Operations Branch is staffed with one full time and 10 part-time specialists who are the subject matter experts in their appointed duties. The Division SGM is responsible for ensuring adequate training for each specialized area; for ensuring commitments are properly screened; that those accepted are IAW Army, USMA and Command vision; and for providing Command awareness of significant events and calendar milestones. Each of the appointed NCOs will be responsible for maintaining communication with their designated USMA support agency, informing the Division SGM of appropriate opportunities, proper processing, and presenting information to the entire band in a timely manner. The appointed areas which have specific higher level accountability, on the Academy, will report information in accordance with USMA and Department of the Army standards and regulations.
5. PROPOSER: Proponent for the USMA Band Plans & Operations Branch SOP is the Band CSM. Recommended changes will be submitted through the Band CSM to the Commander, USMA Band.

Annexes:

- Annex A – Adverse Weather Conditions
- Annex B – Official Travel
 - Appendix A – Defense Travel System
- Annex C – Guest Artist Coordination
- Annex D – Performance Accountability Data
- Annex E – Reception Day – Thayer Hall Support
- Annex F – After Action Review

Annex A (Adverse Weather Conditions) to Section 1 (Operations) to Part 3 (Deputy Commander) to USMA Band Standard Operating Procedures

1. REFERENCES:

- a. AR 220-90, Army Bands.
- b. DA PAM 220-90, Army Bands: A Guide for Senior Commanders.

2. PURPOSE: To establish policies, procedures, and responsibilities for all aspects of Adverse Weather Operations.

3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.

4. OPERATIONS/ADVERSE WEATHER:

- a. This SOP is intended to ensure the military and musical integrity of those ceremonies as well as the welfare of all band members and band equipment.
- b. Final weather decisions when providing parade and review support to the United States Corps of Cadets (USCC) will be made by the USCC S3 OIC.
- c. The Band Commander, OIC, or NCOIC of formations in conjunction with the tasking agency can make decisions to change or cancel support of all other missions when a risk assessment concludes that the safety of band members is in jeopardy or excessive damage to band equipment is likely.
- d. Internal changes to or cancellation of missions will not occur any earlier than thirty minutes before the beginning of the ceremony unless common sense dictates otherwise for safety reasons.

1) The normal cold weather cutoff is 28°F, standing ambient temperature. When command interest dictates the customary band presence is important to the integrity of the overall mission, the band will be present regardless of the conditions, instrumental configuration or ability to perform the complete musical mission.

2) The Field Music Group cold weather cutoff is 26°F, standing ambient temperature.

3) When the unit is required to perform in the rain, the woodwinds will be released from the mission if an all-brass ensemble can adequately satisfy musical requirements. Woodwind players will not be released from the mission if command interest requires more band members in formation. If required to march in the rain, the woodwind players will not carry instruments. If an all-brass ensemble cannot effectively support the mission, a modified formation (bugler and drummer) will be used or the mission will be cancelled.

Annex A (Adverse Weather Conditions) to Section 1 (Operations) to Part 3 (Deputy Commander) to USMA Band Standard Operating Procedures

5. DELAY/CANCELLATIONS:

- a. In the event of adverse weather (or predicted adverse weather), the Band Command Sergeant Major will listen to weather reports on local weather stations (off post) or the Command Information Channel (on post) and will call the Commander at 0530 to advise about cancellation of rehearsals and/or duty commitments.
- b. A decision will be made and all personnel notified of delay or cancellation prior to 0600. The Band Command Sergeant Major will call the Staff Duty NCO (SDNCO), who will immediately call the Group Leaders. In the event of delay or cancellation, emergency personnel will observe the procedure noted below (for USMA Band, emergency personnel are defined as the Deputy Commander and the Staff Duty NCO):
 - 1) The SDNCO will report to the Orderly Room at 0730 and will remain to answer telephones until relieved by staff personnel (in the event of delay) or until 1200, when relieved by the incoming SDNCO (in the event of cancellation).
 - 2) In the event of cancellation, the incoming SDNCO will remain on phone watch until 1630, at which time he/she will update the SDNCO answering machine message, activate the SDNCO machine and the Concert Information Tape machine, secure the building, and depart for home. In the event of delay the SDNCO will observe normal procedures for noon-time phone watch, and secure the building at the end of the day.
- c. During the winter season, snow removal around Building 685 will be accomplished in a timely manner by the weekly clean-up detail. The NCOIC of the detail is responsible for coordinating snow removal, keeping the safety of detail personnel as first priority.
- d. During adverse weather conditions, should local roads become too hazardous for safe travel to or from Building 685, Duty NCO voice mail will be left on and emergency calls directed to the SDNCO at home.

Annex B (Official Travel) to Section 1 (Operations) to Part 3 (Deputy Commander) to USMA Band Standard Operating Procedures

1. REFERENCES:

- a. AR 220-90, Army Bands.
- b. AR 710-2, Supply Policy Below the National Level.
- c. FM 11-19, U.S. Army Bands.
- d. Joint Federal Travel Regulation (JFTR) Appendix O.
- e. USMA Reg 37-1, Administration, Mgmt., and Control of Financial Resources.

2. PURPOSE: This annex prescribes policies, procedures, and responsibilities as they apply to USMA Band personnel.

3. SCOPE: This annex applies to all personnel assigned or attached to the USMA Band.

4. GENERAL: This section details official travel of the USMA band and use of the Government Travel card. All policies set out in this SOP are IAW the Joint Federal Travel Regulation (JFTR), Appendix O and USMA Policy Memorandum 120-06, Army Travel Card Program.

5. THE DEFENSE TRAVEL SYSTEM:

- a. All official travel is to be accomplished through the Defense Travel System (DTS).
- b. Specifics on using DTS can be found in Appendix B of this SOP.

6. THE GOVERNMENT TRAVEL CARD:

- a. The Government Travel Card is to be used for Official Travel Only.
- b. The only authorized use of the Government Travel are for flights, rental cars, lodging, meals, cash advances, and other expenses associated with the above items.
- c. Any unauthorized use of the Government travel card will result in the individual making restitution to the Government and possible UCMJ action.
- d. All Card holders are required to resubmit proof of refresher training every year with their Agency/Organization Program Coordinator (A/OPC) every year. If a cardholder does not comply with this training, the card will be deactivated until proof of the training is received by the A/OPC.

Annex B (Official Travel) to Section 1 (Operations) to Part 3 (Deputy Commander) to USMA Band Standard Operating Procedures

e. Individuals issued a government travel card are responsible for reading USMA Policy Memorandum 120-06 and abiding by the rules and regulations set forth therein.

7. INDIVIDUAL TRAVEL CARDS:

- a. During in-processing the USMA Band, all individuals will either submit an application for a Government Travel Card or transfer their previously issued Government Travel Card.
- b. All Cardholders are required to use the split disbursement payment with the TDY settlement process. If a balance is due after the split disbursement is applied, they are responsible for card balance.
- c. If the card holder is delinquent in payment the following actions will occur:
 - 1) 30 days – The A/OPC will contact cardholder via e-mail with a 30 day delinquency memorandum (reminder to submit voucher/payment).
 - 2) 60 days – The A/OPC will contact the cardholder, supervisor and program coordinator via e-mail with a 60 day delinquency memorandum. Account will be suspended by Bank of America until overdue balance is paid. A/OPC cannot override this suspension.
 - 3) 75 days - \$29.00 late fee is added each billing cycle by CitiBank until overdue balance is paid.
 - 4) 90 days - The A/OPC will contact the program coordinator, cardholder and supervisor via e-mail with a 90 day delinquency memorandum. The travel card will be automatically canceled by the contractor.
 - 5) 100 days – E-mail to cardholder with copy notification to program coordinator, supervisor and activity director stating that the cardholder will lose travel card privileges if past due balance is not paid in full within 20 days.
 - 6) 126 days- Delinquent accounts will permanently be closed/cancelled by the contractor. The salary offset procedures begin 15% of disposable pay goes to Bank of America. A salary offset non-refundable administration fee of \$80.00 will automatically be applied to the account by the contractor once the account goes to 126 days delinquent. The contractor will report all 126 days delinquent account balances to the National Credit Bureau.
 - 7) Accounts will be deactivated if excessive delinquency occurs.

Annex B (Official Travel) to Section 1 (Operations) to Part 3 (Deputy Commander) to
USMA Band Standard Operating Procedures

8. GROUP TRAVEL CARDS:

- a. The procedures for the group travel card are the same as for the unit card with the exception of payment procedures.
- b. Payment will be made through the processing of a Standard Form (SF) 1034 by the Band RM. The card holder is responsible for providing the Band RM with all of the receipts from the TDY.

Appendices:

Appendix A – Defense Travel System (DTS)

Annex D (Performance Accountability) to Section 1 (Operations) to Part 3 (Deputy Commander) to USMA Band Standard Operating Procedures

1. REFERENCE: AR 220-90, Army Bands.
2. PURPOSE: To establish policies, procedures, and responsibilities for all aspects of Performance Accountability Data.
3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.
4. GENERAL: The Performance Accountability NCOIC and Assistant NCO are responsible for the collection and tabulation of performance data which is then formulated into reports to be submitted through the Army Music Intranet (AMI) and to the United States Corps of Cadets (USCC).
 - a. Audience counts submitted by each performing ensemble's NCOIC are used to comprise the USMA Band's portion of the Army Band's Operational Report (ABOR). The ABOR is submitted monthly through the AMI Operations website.
 - b. The Cost per Cadet Report is submitted to USCC at the completion of each fiscal year. Data for this report is submitted by each performing ensemble's NCOIC or Operations NCOIC to the Performance Accountability NCOIC or Assistant NCO. The data is then categorized and number of performance work hours for each category is then tabulated for inclusion.
 - c. The Base Operational Report (BASOPS) is not a regular occurrence; however, data submitted for the Cost per Cadet Report is used to formulate this report.

Annex E (Reception Day – Thayer Hall Support) to Section 1 (Operations) to Part 3 (Deputy Commander) to USMA Band Standard Operating Procedures

1. REFERENCES:

- a. R-Day – Thayer Hall NCOIC Continuity Book.
- b. Current year USMA and USCC WARNORDS/OPORDS/FRAGOS.
- c. AARs from previous years.

2. PURPOSE: To establish policies, procedures, and responsibilities for all aspects of R-Day – Thayer Hall Support.

3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.

4. GENERAL: The USMA Band provides an NCOIC and two Assistant NCOs to organize, plan and execute Thayer Hall operational support for the USMA/USCC R-Day mission.

a. The Thayer Hall NCOIC and two Assistant NCOs will set-up, run, and manage Thayer Hall on R-Day to in-process cadet candidates administratively and medically while also ensuring cadet candidates receive their initial issue supply items required for transition into Cadet Basic Training.

b. The Thayer Hall NCOIC and/or Assistant NCOs will also be involved with all meetings, IPRs, and rehearsals leading up to the day of the mission.

Annex F (After Action Review) to Section 1 (Operations) to Part 3 (Deputy Commander) to USMA Band Standard Operating Procedures

1. REFERENCES:

a. FM 7-1, Training for Full Spectrum Operations, Appendix C.

b. TC 25-20, A Leader's Guide to After Action Review.

2. PURPOSE: To establish policies, procedures, and responsibilities for conducting after action reviews within the US Military Academy Band.

3. SCOPE: This annex is applicable to all officers and enlisted personnel assigned to the US Military Academy Band.

4. GENERAL:

a. An AAR is a form of review that allows Soldiers, leaders, and units to discuss what happened during a particular training exercise or performance and why. It is also used to solicit ideas on how that mission could have been performed better. AARs are professional discussions of training/mission events. Leaders and evaluators will avoid lecturing participants on what went wrong. They will use AARs as an open forum to discuss what was planned, what happened, why it happened, and what could have been done differently to improve the overall mission.

b. AARs will be held within two weeks of the completion of key events by the USMA Band. Key events requiring AARs include but are not limited to special performances, TDY performances, marching season, Trophy Point season, APFTs, NCOPD, etc. This will be an NCO-driven activity and the group or event leader is responsible for initiating and conducting the AAR. Any questions on whether an activity will require an AAR will be directed to the Band CSM. The NCO in charge of an AAR will:

1) Select AAR attendees with plenty of notice, request their input in a clear and directed manner and produce concise notes for the file.

2) Keep AARs brief and focused. The purpose is simply to capture lessons learned and use them to improve future events.

3) Furnish a copy of the AAR to the officer most appropriate to the activity and ensure a copy is filed for future reference.

c. Operations will monitor the conduct of AARs to insure the process is effectively accomplished. Questions on AAR format and procedure will be directed to the Band Operations NCOIC or the Operations Branch Head.

Annex D (Education Outreach) to Section 2 (Operations, Plans, & Training Division) to
USMA Band Standard Operating Procedures

1. REFERENCES:

a. AR 25-50, Preparing and Managing Correspondence.

b. Education Outreach Continuity Book.

2. PURPOSE: To establish policies, procedures, and responsibilities for all aspects of Education Outreach.

3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.

4. GENERAL: The Education Outreach section exists to facilitate the operational and creative aspects of the USMA Band's initiative to bring its professional musical product to the young people in the local geographical area. The major components of the Education Outreach program are as follows:

a. Young People's Concert.

b. Performances by ensembles at elementary, middle, high schools, and colleges.

c. Visits by school groups to USMA Band rehearsals.

Annex C (Academic Initiative) to Section 2 (Outreach Element) to Part 3 (Deputy Commander) to USMA Band Standard Operating Procedures

1. REFERENCES: Academic Initiative Continuity Book.
2. PURPOSE: To establish policies, procedures, and responsibilities for all aspects of USMA Band Academic Initiative.
3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.
4. GENERAL: Commander, USMA Band, establishes the Academic Initiative and appoints an NCOIC for the overall operation, coordination, and fulfillment of this mission.
 - a. The Academic Initiative is an official mission function of the USMA Band and has been established to present musical lecture-performances to collegiate and adult learners to present principles which can be applied broadly across academic disciplines. The personnel structure of the Academic Initiative consists of one NCOIC and one Assistant NCO.
 - b. The Academic Initiative NCOIC will establish and maintain procedures and standards for developing and presenting lecture-performances to USMA cadet audiences, other collegiate audiences, and selected groups of adult learners.
 - c. The Academic Initiative NCOIC will insure that qualified instructors are identified from within the unit and are appropriately paired with academic professors.
 - d. The Academic Initiative NCOIC will oversee development and content of presentations and insure that all content meets unit standards.
 - e. The Academic Initiative NCOIC will conduct after action reviews of presentations and provide feedback to enhance the quality of future presentations.
 - f. The Academic Initiative NCOIC will maintain an ongoing strategic plan to target new opportunities for growth as a means for creating a greater awareness of the West Point Band's products and services, both within the USMA and beyond.
 - g. The Academic Initiative NCOIC will work together with the Assistant NCO, whose primary responsibility is to assist the NCOIC in the discharge of assigned duties. The NCOIC may also delegate responsibilities to the Assistant NCO as necessary.

Section 3 (Publicity Element) to Part 3 (Deputy Commander) to the United States Military Academy Band Standard Operating Procedures

1. REFERENCES:

- a. AR 220-90, Army Bands.
- b. AR 360-2, Army Public Affairs Program.

2. PURPOSE: To establish policies, procedures, and responsibilities for all aspects of the USMA Band Publicity Element.

3. SCOPE: The section is applicable to all personnel assigned to the USMA Band.

4. GENERAL: The Publicity Element oversees all print, press, radio, web, and social media marketing materials that concern the external and internal image of the USMA Band.

5. PROPOSER: Proponent for the USMA Band Publicity Element SOP is Band CSM. Recommended changes will be submitted through the Band CSM to the Commander, USMA Band.

Annexes:

- Annex A – Budgeting
- Annex B – Marketing
- Annex C – Graphic Design
- Annex D – Public/Media Relations
- Annex E – Multimedia
- Annex F – Special Projects
- Annex G – Property/Equipment

Annex A (Budgeting) to Section 3 (Publicity Element) to Part 3 (Deputy Commander) to USMA Band Standard Operating Procedures

1. REFERENCE: AR 220-90, Army Bands.
2. PURPOSE: To establish budgeting procedures for the Publicity Element.
3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.
4. GENERAL:
 - a. Publicity Element identifies, prioritizes, and procures services and supplies for marketing, advertising, training, designing, printing, and public relations through a 5-year budget plan.
 - b. Publicity Element Chief designs and maintains the 5-year budget plan; coordinates with the Budget Officer to implement the plan.
 - c. Publicity Element members identify applicable training opportunities; all training will be approved through the Division Chief.

Annex B (Marketing) to Section 3 (Publicity Element) to Part 3 (Deputy Commander) to USMA Band Standard Operating Procedures

1. REFERENCE: AR 220-90, Army Bands.
2. PURPOSE: To establish the marketing procedures for the Publicity Element.
3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.
4. GENERAL:
 - a. Components of marketing within the Publicity Element include, but are not limited to, the following: print/web media (e.g., releases, letters, brochures, flyers), advertising, social media, and distribution.
 - b. Command, Group leaders, and Key Leaders will collaborate and communicate concert programming concepts to Publicity Element to ensure compelling products and an effective marketing campaign.
 - c. Social media outlets are managed by the Graphic Designer/Publicist within Publicity Element. The Graphic designer/Publicist also maintains the content calendar for all social media marketing within the unit.
 - d. Publicity Element will identify sources/locations of distribution and when necessary (upon command approval), tasks unit personnel to distribute marketing materials.
 - e. Publicity Element Chief collaborates with command to develop and maintain appropriate branding and marketing priorities for the unit.

Annex C (Graphic Design) to Section 3 (Publicity Element) to Part 3 (Deputy Commander) to USMA Band Standard Operating Procedures

1. REFERENCE: AR 220-90, Army Bands.
2. PURPOSE: To establish graphic design procedures for the Publicity Element.
3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.
4. GENERAL:
 - a. Publicity Element's Graphic Designer serves as the unit's graphic artist; works on all marketing materials, advertising, and special projects that require such expertise; assists Division Chief to develop all print, press, radio, and social media promotional materials.
 - b. Graphic Designer assists Division Chief and Graphics/Digital Media NCOIC with materials and projects as needed; collaborates with key personnel within unit to assist with command-approved projects.
 - c. Graphic Designer provides appropriate artwork for unit webmaster.
 - d. Publicity Element designs and prints programs for large ensembles (e.g., Jazz Knights, Concert Band, Field Music) performing at West Point as well as broader scoped projects (e.g., Chamber Series, conventions, workshops). Publicity does not typically design and print programs for "away" chamber and solo gigs. However, in necessary cases determined by the Publicity Element Chief, the Graphic Designer requires at least one month lead-time before the event if program assistance is needed.

Annex D (Public/Media Relations) to Section 3 (Publicity Element) to Part 3 (Deputy Commander) to USMA Band Standard Operating Procedures

1. REFERENCE: AR 220-90, Army Bands.
2. PURPOSE: To establish public/media relationship procedures for the Publicity Element.
3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.
4. GENERAL:
 - a. Publicity Element serves as the unit's POC for all media activities, including radio and television interviews, DSI, PAO, and VIOS.
 - b. Publicity Element Chief manages all VIP requests; updates/informs appropriate actions for concert updates and cancellations; supervises Publicity personnel assisting with a myriad of public relations capacities.
 - c. Publicity Element Chief coordinates taskings with Press/Media Outreach NCOIC. The Press/Media Outreach assigns and manages all writers and their appropriate press releases, blog posts, and human interest stories; The Graphic Designer will assist writers with acceptable artwork where needed.
 - d. Publicity Element Chief notifies duty roster NCO to task unit members for ushering details where appropriate.

Annex E (Multimedia) to Section 3 (Publicity Element) to Part 3 (Deputy Commander) to USMA Band Standard Operating Procedures

1. REFERENCE: AR 220-90, Army Bands.
2. PURPOSE: To establish multimedia procedures for the Publicity Element.
3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.
4. GENERAL:
 - a. Multimedia within the Publicity Element is comprised of all artwork, photography, and video components.
 - b. Publicity Element Chief leverages the expertise of the Graphics/Digital Media NCOIC and/or Graphic Designer to identify and produce effective multimedia for unit productions. The Graphics/Digital Media NCOIC assigns and manages the multimedia specialists that pertain to aspects of video and photography.
 - c. All multimedia productions require a minimum of three months of lead-time; producers/POCs will, at a minimum, provide Publicity Element members with an overall scope of work prior to engaging in the project. Producers and POCs of all multimedia requests are responsible for the content of his/her project.

Annex F (Special Projects) to Section 3 (Publicity Element) to Part 3 (Deputy Commander) to USMA Band Standard Operating Procedures

1. REFERENCE: AR 220-90, Army Bands.
2. PURPOSE: To establish special project procedures for the Publicity Element.
3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.
4. GENERAL:
 - a. Special projects within the Publicity Element are comprised of, but not limited to, all ticketed concerts, CD development/fabrication, and high-profile events such as CBT and 1812 Concerts.
 - b. All ticketed events required ten weeks of lead-time. At ten weeks prior to the event, 75% of the program is submitted to the Publicity Element (flyer design begins). At eight weeks prior, the entire program is required for all events (ticketed or non-ticketed). At four weeks prior, press releases and flyers are sent and programs are designed and proofed. At two weeks prior, programs are printed.
 - c. Producers and POCs of all special projects are responsible for the content of his/her project.
 - d. Large-scale projects such as CD development require a minimum three month lead-time. Producers/POCs will, at a minimum, provide Publicity Element members with an overall scope of work prior to engaging in the project; Producers/POCs will remain actively involved with the development of his/her project.

Annex G (Property/Equipment) to Section 3 (Publicity Element) to Part 3 (Deputy Commander) to USMA Band Standard Operating Procedures

1. REFERENCE: AR 220-90, Army Bands.
2. PURPOSE: To establish property/equipment procedures for the Publicity Element.
3. SCOPE: This annex is applicable to all personnel assigned to the USMA Band.
4. GENERAL:
 - a. Due to its value, all Publicity Element equipment will be stored in secure areas at all times (e.g., Publicity Element annex).
 - b. All photography/video equipment will be signed out by each individual possessing the equipment; the sign out sheet will be housed in the Publicity Element annex locker; a DA Form 2062 will be utilized when equipment is used beyond a periodical nature.
 - c. All maintenance will adhere to manufacturer guidelines and specifications; repairs will be coordinated with the Graphics/Digital Media NCOIC and conducted by authorized manufacturer outlets.

Section 11 (Unit Policy Letters) to USMA Band Standard Operating Procedures

1. REFERENCE: N/A
2. PURPOSE: To include, as approved by Commander, USMA Band, all approved policy memorandums.
3. SCOPE: This appendix is applicable to all personnel assigned to the USMA Band.
4. GENERAL:
 - a. Policy letters have been written within their corresponding section, annex, or appendix as applicable within the preceding standard operating procedures.
 - b. Any policy letters not previously included, rescinded, or in the following enclosures should immediately be forwarded to the Administration NCOIC for inclusion in this Section of the Standard Operating Procedures.

Annexes:

- Annex A – Open Door Policy, 17 Jan 17
- Annex B – Equal Opportunity Complaint Procedures, 17 Jan 17
- Annex C – Equal Opportunity, 17 Jan 17
- Annex D – Duties and Responsibilities of Principal Players, 25 Jan 18
- Annex E – Performance Standards, 17 Jan 17
- Annex F – Sexual Harassment, 17 Jan 17
- Annex G – Missed Duty in the Event of a Sick Child, 17 Jan 17
- Annex H – Outside Employment, 8 Sep 15
- Annex I – Pregnancy Policy, 7 May 18
- Annex J – POV's on Band Commitments, 25 Jan 18
- Annex K – Band Commander's Critical Information Requirements (CCIR), 20 Jul 17



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES MILITARY ACADEMY BAND
685 Hardee Place
West Point, New York 10996-1587

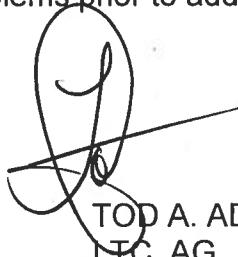
MASC-BND

17 January 2017

MEMORANDUM FOR ALL USMA BAND PERSONNEL

SUBJECT: Commander's Policy Statement - Open Door Policy

1. The Commander, USMA Band, will be available to all unit personnel to assist with problems, hear grievances or complaints, or discuss any matters concerning the morale and welfare of USMA Band personnel. To see the Commander, see the Band CSM to schedule an appointment.
2. Personnel are reminded to use the normal chain of command (Section Leaders, Group Leaders, Band Command Sergeant Major, Group OIC, and Deputy Commander) whenever possible to resolve questions and/or problems prior to addressing the Commander.



TOD A. ADDISON
LTC, AG
Commanding



REPLY TO
ATTENTION OF

**DEPARTMENT OF THE ARMY
UNITED STATES MILITARY ACADEMY BAND
685 Hardee Place
West Point, New York 10996-1587**

MASC-BND

17 January 2017

MEMORANDUM FOR ALL USMA BAND PERSONNEL

SUBJECT: Equal Opportunity Complaint Procedures

1. References: AR 600-20, Army Command Policy.
2. I fully support the Equal Opportunity program established by the Department of the Army and all related local regulations and policies. It is the personal responsibility of every Soldier assigned to this unit to ensure that all Soldiers are given equal opportunity and treatment based on merit, regardless of an individual's race, color, religion, national origin or gender.
3. I encourage all Soldiers to use their NCO support channel to resolve issues or complaints at the lowest level possible. I will promptly investigate complaints that allege unlawful discrimination or unfair treatment on the basis of race, color, gender, religion or national origin. Alternative agencies available to resolve complaints are:

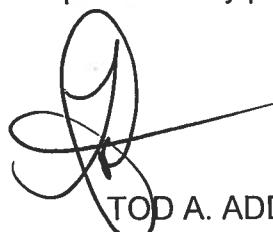
USMA EOA: (845) 938-4478
Chief of Staff, USMA: (845) 938-3419
Inspector General: (845) 938-8210
Chaplain: (845) 938-3316/8619
Staff Judge Advocate: (845) 938-3205
Sexual Assault Response Coordinator: (845) 938-3369
Military Police: (845) 938-3333/3312

4. In accordance with Army Regulation 600-20, the chain of command will ensure that complainants are protected from reprisal or retaliation for filing equal opportunity complaints.
5. Your Unit Equal Opportunity Leaders are SFC William Cuthbert and SSG Rachael Hertzberg, (845) 938-0526.

MASC-BND

SUBJECT: Equal Opportunity Complaint Procedures

6. A copy of this policy statement will be permanently posted on all official bulletin boards.



TOD A. ADDISON
LTC, AG
Commanding



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES MILITARY ACADEMY BAND
685 Hardee Place
West Point, New York 10996-1587

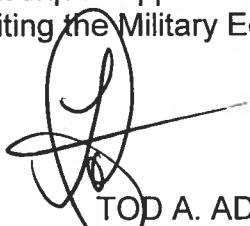
MASC-BND

17 January 2017

MEMORANDUM FOR ALL USMA BAND PERSONNEL

SUBJECT: Commander's Policy Statement - Equal Opportunity and Treatment of Military Personnel

1. Federal Law, Army Regulations, and local policies prohibit all forms of discrimination, including those resulting from differences in race, color, national origin, or gender. Assignment to and advancement within this unit will be strictly based on demonstrated ability to meet requisite musical/technical and military standards, as well as demonstrated potential to assume greater responsibility.
2. I encourage all of you to actively support the U.S. Military Academy's Affirmative Actions and Equal Opportunity Plans in your day-to-day interaction with each other.
3. If anyone has a grievance or complaint or is aware of a problem within the unit, I encourage you to resolve it within the chain of command. If the problem cannot be resolved in this manner or if it is one that you feel is too sensitive to discuss within the chain, you may discuss it with our Unit Equal Opportunity Representative, or with me using the Open Door Policy, or by visiting the Military Equal Opportunity Branch.



TOD A. ADDISON
LTC, AG
Commanding



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MABC

25 January 2018

MEMORANDUM FOR ALL USMA BAND PERSONNEL

SUBJECT: Duties and Responsibilities of Principal Players

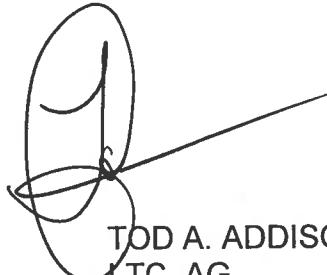
1. Principal players are appointed by and serve at the requirements of the Commander.
2. The following information is provided for clarification of the duties and responsibilities of Principal Players within all performing groups of the United States Military Academy Band. In certain sections where the senior military member functions as the Section Leader and not the principal, the duties described below should not conflict with military responsibilities of the senior person. It is incumbent on both the principal and section leader, when they are different people, to create a positive atmosphere for professional performance and growth.
3. Principal Player responsibilities:
 - a. Responsible for setting technical standards for the section and ensuring the highest level of technical capability of section members.
 - b. Responsible for coordinating the playing within their section and for assigning the solo passages for their instruments in the band repertoire.
 - c. Determine who shall play what part whenever instrumentation calls for special divisions.
 - d. In coordination with the Section Leader, are responsible for seeing that all members of the section are prepared for rehearsals and performances. When a technical or musical problem arises within the section, the principal is expected to resolve the problem or take it to the conductor or group NCOIC.
 - e. In coordination with Section Leaders, will call section rehearsals as needed.
 - f. In coordination with Group Leaders, will screen and recommend section members for solo opportunities.

MABC

SUBJECT: Duties and Responsibilities of Principal Players

g. Will be an active part of the screening and audition process for new members of their respective sections.

h. Will be a positive example of leadership demonstrating full support and understanding of the USMA mission, as well as the USMA Band mission in a variety of performance conditions. Will also be a positive example representing the USMA Band within the USMA community.



TOD A. ADDISON
LTC, AG
Commanding



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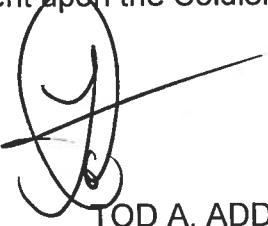
MASC-BND

17 January 2017

MEMORANDUM FOR ALL USMA BAND PERSONNEL

SUBJECT: Commander's Policy Statement - Performance Standards

1. In order to guarantee the continued success of the US Military Academy Band, each performing member will maintain at the level of excellence commensurate with MOS 42S. Under the provisions of AR 614-200, Para 6-6, the Commander has the responsibility and authority to take those steps necessary to ensure that high performance standards are met.
2. Should a Principal Player or Section Leader deem it necessary, I will individually counsel Soldiers who are not maintaining high performance standards. Contracted technical instruction and an appropriate amount of time will be allowed to facilitate improvement. Final action is dependent upon the Soldier's ability to meet the requisite performance standards.



TOD A. ADDISON
LTC, AG
Commanding

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17 January 2017

MEMORANDUM FOR ALL USMA BAND PERSONNEL

SUBJECT: Commander's Policy Statement - Sexual Harassment

1. The USMA Band is an organization which seeks to perform with a spirit of honesty, integrity, and impartiality, and therefore works actively to prevent and eliminate sexual harassment.
2. The USMA Band recognizes that sexual harassment can occur on duty as well as non-duty time, and that it can occur in many environments. Consequently, each member understands his/her individual obligation to seek its prevention and elimination not only in the immediate duty environment but at other times and in all other circumstances.
3. Processing complaints through the chain of command is strongly encouraged. Issues can also be brought directly to the commander through the open door policy. But, should the complainant feel uncomfortable with these alternatives, or should the complaint be against a member of the chain of command, a variety of other agencies exist through which a complaint may be processed. USMA Band members will not be precluded from using these alternative channels. The latter include:
 - a. Higher echelon in the chain of command
 - b. Equal opportunity advisor
 - c. Inspector General
 - d. Chaplain
 - e. Provost Marshal/Criminal Investigation Command (CID)
 - f. Medical agencies
 - g. Staff Judge Advocate

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SUBJECT: Commander's Policy Statement - Sexual Harassment

4. It is Department of the Army and USMA policy that issues concerning sexual harassment be resolved according to law, policy, and regulation. In this regard, all members of the USMA Band are expected to fulfill their obligations in a professional manner.

A handwritten signature in black ink, appearing to read "TOD A. ADDISON". The signature is somewhat stylized and includes a small circle at the top left.

TOD A. ADDISON
LTC, AG
Commanding



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17 January 2017

MEMORANDUM FOR USMA Band Personnel

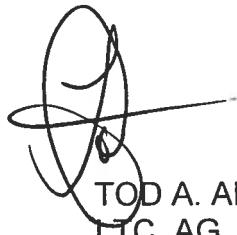
SUBJECT: Commander's Policy- Missed Duty in the Event of a Sick Child

1. I am committed to promoting a family-friendly work environment that accommodates parental needs when faced with an ill child and duty requirements. It is recognized that these challenges are not limited to single parent and/or dual-military families.
2. While no one policy will meet all situations, several basic guidelines apply to all cases:
 - a. The Soldier-parent recognizes that he/she is an essential member of this organization. While the mission will be accomplished with or without one's presence on a particular day or period of time, their absence does impact and takes away from the level of performance expected of our organization.
 - b. The command leadership recognizes that the Soldier/parent is cognizant of their importance to the unit and extends to that individual the trust that he/she is requesting a reasonable plan of action based on the welfare of the child.
 - c. Health and welfare of family members are paramount. When, in the case of an emergency situation, a member of the unit needs to be released from duty, he/she will contact their first-line supervisor to explain the situation and request release from duty. No other phone call need be made unless the first-line supervisor cannot be reached directly (voice mail message is not acceptable). If that is the case, the parent will contact the next supervisor in line. If not successful, then contact the SDNCO, who will contact the Band CSM.
 - d. A decision on the parent staying home will be coordinated at the group leader level, or higher if necessary. The group leader will make the phone call back to the Soldier-parent acknowledging the emergency requirements for the day. In the case of the dual-military couple, both Soldier's group leaders may discuss the day's mission requirements in terms of which parent could be more easily released from duty, then contact the parents to discuss that possibility. The group leader will then inform the Band CSM and the Soldier's OIC of that person's status. It is expected that this process will be handled quickly so the Soldier receives a reply without delay.

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SUBJECT: Commander's Policy - Missed Duty in the Event of a Sick Child

3. If a child's condition extends beyond two days, the Soldier can be requested to take ordinary leave for the remainder of the illness. Determination of this will be handled on a case by case basis, taking into consideration the band's mission requirements during that period of time.



TOD A. ADDISON
ETC, AG
Commanding



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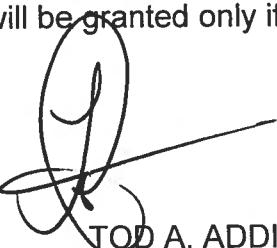
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17 January 2017

MEMORANDUM FOR ALL USMA BAND PERSONNEL

SUBJECT: Commander's Policy Statement - Outside Employment

1. Outside employment that meets the provisions of the Superintendent's Policy Memo 200-12 will be requested through the appropriate chain of command. Outside Employment will not be conducted that has not previously been approved.
2. Band members will not engage in outside employment (with or without compensation) that conflicts or is not compatible with the performance of their assigned duties. Additionally, members will not engage in any outside employment that would bring discredit upon the United States Military Academy Band, the Academy, or the Army.
3. Band members will not use government equipment during outside employment engagements, or appear to be representing the Army or the US Military Academy (West Point) Band organizations. Specific questions on ethical conduct should be pursued through legal channels via the Staff Judge Advocate.
4. Requests for an exception to miss duty will be submitted in writing through the individual's chain of command, including OIC and Deputy Commander, to the Band Commander at least four weeks prior to the event, or as soon as possible in the case of last minute mission requirements.
5. Should an exception be granted, the individual will request ordinary leave for the missed duty event. Permissive TDY will be granted only if the conditions within AR 630-5 can be met.



TOD A. ADDISON
LTC, AG
Commanding



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MABC

7 May 2018

MEMORANDUM FOR ALL USMA BAND PERSONNEL

SUBJECT: Commander's Policy Statement - Pregnancy/Postpartum Policy

1. Soldiers who are determined by a military medical professional to be pregnant will provide documentation to the commander. The Soldier will be placed on a limited duty status upon obtaining and distributing their maternity profile (DA Form 3349).
2. During the first 90 days of pregnancy, leaders should be aware that Soldiers may wish to avoid publicly announcing their pregnancy. Immediate supervisors will ensure duty limitations are communicated for appropriate planning, without specifically discussing the medical diagnosis of "normal pregnancy".
3. Pregnant Soldiers will be immediately counseled by the commander to ensure they understand all entitlements and responsibilities, and will elect to either remain on active duty, or separate IAW AR 635-200 (Chapter 8).
4. Soldiers are expected to perform all normal duties until a profile is issued, and will continue to perform limited duty until the birth of the baby, or until admitted to a medical treatment facility.
5. The Soldier's Chain of Command will ensure that all official duty restrictions are upheld and will assist the Soldier in ensuring they are not placed in circumstances deemed inappropriate for the health of the mother or fetus.
 - a. Limited duty restrictions (not medical diagnosis) will be communicated through typical unit channels to ensure long-range planning for appropriate personnel manning.
 - b. Upon obtaining a profile, expecting Soldiers will be exempt from labor details for the duration of their pregnancy and will follow the physical guidelines outlined in their medical profile.
 - c. Pregnant Soldiers are not automatically exempted from hot-weather duties, and therefore must maintain consistent communication with the Noncommissioned Officer in Charge, especially regarding outdoor missions. Care must be taken to eliminate excessive exposure to hot weather and monitor performance of duties in hot weather. Guidance provided in the Work/Rest and Water Consumption Table (Appendix A) will be followed to ensure the safety of all Soldiers.

MABC

SUBJECT: Commander's Policy Statement - Pregnancy/Postpartum Policy

d. Should an expecting Soldier feel that a mission or duty would affect their health and safety, or that of the fetus, they will notify their first line supervisor and immediately seek medical attention. If appropriate, the Soldier will seek an adjusted DA Form 3349 to best communicate their needs between medical professionals and the command.

6. Uniforms - Upon notification by the Soldier, the Unit Supply Office will issue paperwork to obtain maternity duty uniforms (Class A, B & ACUs/OCPs) from the MCSS. The following organizational ceremonial maternity uniforms are available:

- a. Large CB Jacket
- b. Blue Pants
- c. Long Skirt
- d. Short Skirt
- e. White Pants

7. Convalescent leave will commence after discharge from the hospital and conclude at 12-weeks following normal pregnancy and delivery. Ordinary (chargeable) leave can be requested in addition to convalescent leave. Soldiers will acquire a second, postpartum profile upon discharge from the hospital authorizing convalescent leave and must receive clearance from the profiling officer prior to returning to duty.

8. Revised Breastfeeding and Lactation Support Policy (Army Directive 2015-43):

a. Extensive medical research has documented that breastfeeding has significant health, nutritional, immunologic, developmental, emotional, social, and economic benefits for both mother and child. In light of these benefits, commanders are responsible for notifying all Soldiers of the breastfeeding and lactation support policy (Army Directive 2015-43) during initial pregnancy counseling. Commanders will counsel all pregnant Soldiers as required by AR 600-8-24 or AR 635-200.

b. Soldiers who want to breastfeed upon return to duty will notify their chain of command as soon as possible. This notification allows commanders to determine how to best support the Soldier and ensure a workplace with appropriate space for expressing milk. Lactation support, including counseling and equipment, is available through military treatment facilities and TRICARE. A counseling will be performed with Soldier's first-line Sergeant Major in order to develop a clear individualized lactation support plan upon return to duty.

c. Room 7, second floor of Egner Hall, Building 685, is provided to Soldiers needing a private area to pump and refrigerate breast milk. This room provides requisite in-house facilities to care for nursing mothers, including an outlet, a place to sit, a flat surface, an electrical outlet, and access to safe water within a reasonable distance.

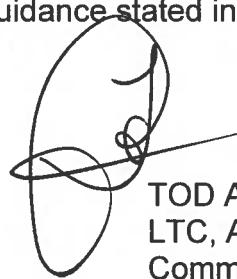
MABC

SUBJECT: Commander's Policy Statement - Pregnancy/Postpartum Policy

d. Commanders will ensure that Soldiers have adequate time to express milk but must be aware that each Soldier's situation is unique. The time required to express breast milk varies and depends on several factors, including the age of the infant, amount of milk produced, quality of the pump, and distance the pumping location is from the workplace, as well as how conveniently located the water source is from the pump location. For example, new mothers commonly express milk every 2 to 3 hours for 15 to 30 minutes, but this timeframe may change as the child ages. When a child is 6 months old and begins eating solid foods, the number of breaks a Soldier needs to breastfeed or express milk may decrease. Lactation support personnel at military treatment facilities or through TRICARE are available to help Soldiers develop individualized plans. Commanders will provide reasonable lactation breaks for Soldiers for at least 1 year after the child's birth.

e. Soldiers must supply the equipment needed to pump and store their breast milk. TRICARE covers the purchase of the breast pump. Soldiers who are breastfeeding or expressing milk remain eligible for field training, mobility exercises, and deployment (after completing their postpartum deployment deferment period). During field training and mobility exercises, commanders will provide private space for Soldiers to express milk. If the Soldier (or designated personnel) cannot transport expressed milk to garrison, the Soldier's commander will permit her the same time and space to express and discard her breast milk with the intent to maintain physiological capability for lactation. Commanders should work with the supporting medical officer to determine whether milk storage and/or transportation will be feasible during the exercise. Commanders will counsel Soldiers to discuss the potential risks/benefits of storing milk during field training and mobility exercises with their medical provider.

f. During TDY or off-site missions, the Commander will ensure private space is provided to express milk. USMA Band Element Operations NCOICs will ensure that performance sponsors have an understanding of the unit's request for lactation support. Soldiers should reference paragraph 8e concerning DA specifications for private spaces, and field exercises. A sponsor's inability to provide an optimal space does not exclude a Soldier's obligation to perform their military duties. Examples of private accommodations can include, an office space or the bus (note: Port-a-potties and bathrooms do not meet the guidance stated in AD 2015-43).



TOD A. ADDISON
LTC, AG
Commanding



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MABC

25 January 2018

MEMORANDUM FOR ALL USMA BAND PERSONNEL

SUBJECT: Commander's Policy Statement - POV's on Band Commitments

1. The NCOIC for each group is responsible for determining if there will be a driving list to a given commitment. Each list will be set up after coordination with Band Operations.
2. Group Operations NCOs are responsible for obtaining directions to commitments and distributing them to drivers.
3. The Group NCOIC can grant exceptions to a "No POV" commitment on a limited, case-by-case basis (for example, if an individual lives in the immediate area of the commitment or to alleviate a family problem).
4. Driving lists will be closed one duty week prior to a commitment to allow coordination between Band Operations and the sponsor.
5. In no case will the list be altered after it has been closed. Persons on the list are committed to driving and any other transportation obligations set by the NCOIC unless a bona fide emergency occurs that would adversely affect a specific driver.
6. Anyone not taking government provided transportation must depart for the mission to allow for any possible scenario such as high traffic. Each person not taking government provided transportation has the responsibility to arrive at the commitment site 60 minutes prior to the start of a mission to allow for any uniform change, warm-up, etc. In case of a POV failure, the driver will, if necessary, temporarily "abandon" the vehicle until commitment obligations have been met. Driving permissions will be withheld for a period of six months from any personnel late for a mission for any reason. A good rule to keep in mind is "one isn't late if they are on the bus."

TOD A. ADDISON
LTC, AG
Commanding



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20 July 2017

MEMORANDUM FOR RECORD

SUBJECT: U.S. Military Academy Band (USMAB) Commander's Critical Information Requirements (CCIR)

1. **PURPOSE:** To establish the elements of information required by the USMA Band Commander to exercise command and control of the United States Military Academy Band Operations.
2. **APPLICABILITY:** This policy applies to all personnel assigned or attached to USMAB.
3. **USE OF NAMES:** All CCIRs will be submitted with the full name, gender, ethnicity, and grade/rank, if applicable, of the individuals involved in an incident.
4. **DISCUSSION:** This memorandum outlines my guidance and reporting requirements concerning certain incidents involving any members of USMAB. Members of USMAB include: Officers, NCOs, Soldiers, immediate family members, and contractors (when on site at USMAB Egner Hall, Trophy Point, or community missions). When incidents do occur, my expectation is for timely and accurate information flow. Information should be provided in the following format: **Who, What, Where, When, Why, and the Recommended Plan of Action** based on the information available at the time.
5. **COMMANDER'S CRITICAL INFORMATION REQUIREMENTS:** These incidents constitute "immediate notification" or "wake-up" criteria for me and should be **reported immediately** through the **Command Sergeant Major** after the incident has taken place:
 - a. Death, life, limb, or eyesight threatening injury requiring hospital admission of a USMAB member as defined above.
 - b. USMAB member suicide, suicide attempt, suicidal gesture or suicidal ideation.
 - c. Sexual assault of or by a USMAB member or immediate family member.
 - d. Incarceration of felony or non-felony arrest of any USMAB member. Any motor vehicle incident which involves detainment or arrest (physical or virtual, driving under the influence, etc.).

MABC

SUBJECT: U.S. Military Academy Band (USMAB) Commander's Critical Information Requirements (CCIR)

- e. Any incident involving racially-motivated violence, racial discrimination, sexual harassment, sexual misconduct, drug use, or illegal abuse of alcohol.
- f. USMAB member involvement in any incident that may bring discredit upon USMAB.
- g. Any anticipated or known participation in Nation Media Events.
- h. Any USMAB members absence or unaccounted for whereabouts following mandatory training, mission or detail.
- i. Loss of a weapon, any sensitive item, significant theft of government property or significant security breach.
- j. Any USMAB area evacuation for emergency purposes.
- k. Any incident of arson or fire in the USMAB operations or on-post housing area (Bailey Loop).
- l. Terrorist activity against a USMAB member or family, or in the USMAB operations or on-post housing area.
- m. Loss or compromise of Personally Identifiable Information (PII).
- n. Any incident which, in your opinion, requires the notification of the Command Team.
- o. Vehicle accident involving USMAB members, especially those accidents involving injuries requiring hospitalization. **ALL incidents involving (2, 3, or more wheeled vehicles classified as motorcycles) must be reported.**

6. COMMANDER PRIORITY INFORMATION REQUIREMENTS: These incidents constitute "as soon as practical" criteria. These types of incidents, though not requiring immediate notification, are of significant interest and should be reported as soon as practical (**within 24 hours** or the beginning of the next duty day, if occurring after hours). My expectation is that all Elements have internal reporting mechanisms to ensure CCIR and PIR are properly reported through appropriate NCO Channels.

- a. Death or serious injury/illness of a USMAB member's next of kin.

MABC

SUBJECT: U.S. Military Academy Band (USMAB) Commander's Critical Information Requirements (CCIR)

- b. Any extraordinary USMAB member's actions both positive and negative.
- c. Significant changes to USMAB-related events, missions, or plans.
- d. Any change in Force Protection Conditions (FPCON) levels or additions to any measure.
- e. Significant defects in housing utilities (both on and off-post) affecting members of USMAB (i.e. power, water, sewage, etc.).
- f. Birth of a child by, or marriage of, any USMAB member.
- g. Promotion, reenlistment, or retirement of any USMAB member.
- h. Any incident of child abuse, or neglect of a USMAB member's dependent child.
- i. Any change of address or purchase a home.

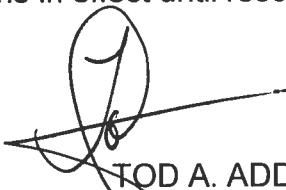
7. USMA Band Soldiers and NCOs Conduct: All leaders will remain vigilant and watchful of the following behaviors that elicit concern and indicate a requirement for leader intervention.

- a. Deterioration in appearance, clothing, hygiene, hair, etc.
- b. Social withdrawal exhibited by a previously gregarious individual.
- c. Decrease in physical performance or abruptly quitting a team.
- d. Sleeping excessively or hardly sleeping.
- e. Increased rule infractions - lateness to rehearsals, late for missions, equipment not up to standards, etc.
- f. Weight loss or weight gain, which is unintentional.
- g. Increased physical complaints including increased number of visits to sick call.
- h. Failure to prepare of rehearsals, missions or details.
- i. Prolonged sadness following the end of a relationship.

MABC

SUBJECT: U.S. Military Academy Band (USMAB) Commander's Critical Information Requirements (CCIR)

- j. Parents' divorce or continued family discord.
 - k. Death or life threatening illness in family or a close friend.
8. **REPORTING:** All CCIR and PIR incidents involving USMA Band Soldiers are reported through each Band Element to the CSM and USMAB Commander. If a CCIR or PIR incident occurs during off duty hours, then the CSM will facilitate reporting to ensure the USMAB Commander is notified.
9. The above criteria are not designed to be all-inclusive. Leaders will exercise judgment in notification of incidents as they occur. Additionally, do not delay reporting CCIR or PIR because of incomplete information. Report as appropriate and follow up with other required information as it becomes available. Follow-up reporting with additional information will be labeled "add on." Follow-up reporting that corrects an earlier report will be labeled "correction."
10. The Point of Contact for this Policy is the Command Sergeant Major at 938-7142.
11. This policy memorandum remains in effect until rescinded or superseded.



TOD A. ADDISON
LTC, AG
Commanding