



DEPARTMENT OF THE NAVY
UNITED STATES NAVY BAND
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NAV BAND INST 5400.3
USNB.CO
10 Jul 2015

NAVY BAND INSTRUCTION 5400.3

From: Commanding Officer, United States Navy Band

Subj: OPERATING PROCEDURES FOR OFFICIAL NAVY BANDS

Ref: (a) OPNAVINST 5450.346A
(b) DoD Directive 5410.18 of 20 Nov 01
(c) DoD Instruction 5410.19 of 13 Nov 01
(d) SECNAVINST 5720.44C
(e) MILPERSMAN 1300-050
(f) USNB 15875F, Allowance List of Musical Instruments
and Accessories for Official Navy Bands
(g) BUPERSINST 4205.3

Encl: (1) Standard Operating Procedures for Official Navy Bands

1. Purpose. To promulgate operational procedures for official Navy Bands, and to publish information and guidance for the efficient and proper operation of Navy Music Program Activities.

2. Cancellation. BUPERSINST 5400.59.

3. Applicability. This instruction applies to all official Navy bands and support activities.

4. Action. In carrying out their assigned mission, bandmasters will implement policies and perform their duties as set forth in enclosure (1). References (a) through (g) provide additional guidance regarding the performance, use, and operation of Navy bands.

5. Records Management. Records created as a result of this instruction, regardless of media or format, shall be managed per Secretary of the Navy Manual 5210.1 of January 2012.

A handwritten signature in black ink, appearing to read "B. Walden", with a long, sweeping underline that extends to the right and loops back under the signature.

BRIAN O. WALDEN

Distribution:

Electronic only via the United States Navy Band website:
http://www.navyband.navy.mil/helpful_documents.shtml

**STANDARD OPERATING PROCEDURES
FOR OFFICIAL NAVY BANDS**

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SECTION 1 - PROGRAM MANAGEMENT

101. Program Management. All Navy Fleet/Area bands, U.S. Naval Academy Band and support activities are centrally managed as activities of U.S. Navy Band Washington, D.C. (USNB). Director, Fleet Band Activities/Community Manager provides overall MU community management, personnel detailing, manpower analysis and technical assistance through a memorandum of agreement between CO, USNB and Navy Personnel Command (NPC). Funding (other than required from commands and organizations requesting services) is provided by USNB with the sole exception of the U.S. Naval Academy Band which receives funding from the Superintendent, U.S. Naval Academy.

102. Mission Capabilities

a. Small Fleet bands (Appendix A) will maintain, at a minimum: a concert band (all hands), a parade band (all hands), a contemporary/popular entertainment ensemble, a woodwind quintet, and brass quintet, and ceremonial band capabilities as outlined in Appendix A. Additionally, a VIP combo and duty bugler rotation will be maintained utilizing personnel from the units listed above.

b. Large Fleet bands (Appendix B) will maintain, at a minimum: a wind ensemble (all hands), a large parade band (all hands), a contemporary/popular entertainment ensemble, a woodwind quintet, a brass quintet, and ceremonial band capabilities as outlined in Appendix B (capable of simultaneous support of two small events). Additionally, a VIP combo and duty bugler rotation will be maintained utilizing personnel from the units listed above.

c. Major Command bands (Appendix C) will maintain, at a minimum: a symphonic wind ensemble (all hands), a large parade band (all hands), a jazz/show band, a contemporary/popular entertainment ensemble, two woodwind quintets, and brass quintet, ceremonial band capabilities as outlined in Appendix C (capable of supporting two large events simultaneously). Additionally, two VIP combos and duty bugler rotation will be maintained utilizing personnel from the units listed above.

d. U.S. Naval Academy Band (Appendix D) will maintain, at a minimum: a ceremonial band, a brass quintet, a woodwind quintet, and a contemporary/popular entertainment ensemble. Additionally, a VIP combo and duty bugler rotation will be maintained utilizing personnel from the units listed above.

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e. U.S. Navy Band Washington, D.C. (Appendix E) will maintain fully independent and simultaneously deployable units as follows:

- (1) Symphonic Wind Ensemble
- (2) Ceremonial band support
- (3) Contemporary/popular entertainment ensemble
- (4) Country/bluegrass ensemble
- (5) Big-band jazz ensemble
- (6) Mixed chorus

SECTION 2 - SCHEDULING PRIORITIES AND PREEMPTION

201. General. The bandmaster is the point of contact for scheduling units of Navy bands. The band's operations chief coordinates scheduling activities for the bandmaster.

Note: All scheduled engagements are subject to preemption by the band's operational commander.

202. Areas of Responsibility (AOR)

a. Each band is assigned an AOR. For the U.S. Navy Band, Naval Academy Band, Commander, U.S. Naval Forces Europe Band, Pacific Fleet Band, and Seventh Fleet Band, the respective operational commanders define the AOR. For continental United States (CONUS) Fleet bands, figure 2-1 defines the AORs for each band.

b. CONUS based bands are authorized to perform outside of their AOR under the following conditions:

(1) The performance is authorized under references (d) and (e).

(2) No other performances will be cancelled as a result of performing outside the AOR. See article 203.

(3) The band in the AOR cannot meet the requested performance.

(4) The respective operational commander approves the out-of-area performance.

(5) Director, Fleet Band Activities approves the out-of-area performance.

203. Priorities. Support is provided in the following priority on a first-come, first-served basis:

a. U.S. Navy Band

(1) White House events, and Arlington National Cemetery and other funeral support.

(2) Ceremonial and protocol missions in the National Capital Region.

(3) National tours.

(4) Special concerts; e.g., Navy Birthday, holiday, Fourth of July, and International Saxophone Symposium concerts.

(5) Public concerts.

(6) Performances at professional music conferences, conventions, and clinics; e.g., Midwest Band and Orchestra Clinic, American Bandmasters Association, and Texas Music Educators Association.

(7) Recordings.

(8) Musical technical information, and music publicity or educational information and materials.

b. Fleet and Area Bands

(1) Military ceremonies, ceremonies incident to patriotic occasions, and official occasions attended by officers of the government and or DON in their official capacities.

(2) Fund drives for recognized Armed Forces relief agencies and or consolidated programs recognized by the Federal Services Fundraising Program.

(3) Athletic contests in which one or more Armed Forces teams are participating.

(4) Broadcasts and telecasts.

(5) Special events and music programs in support of Navy recruiting.

(6) Public concerts and events of national or international significance.

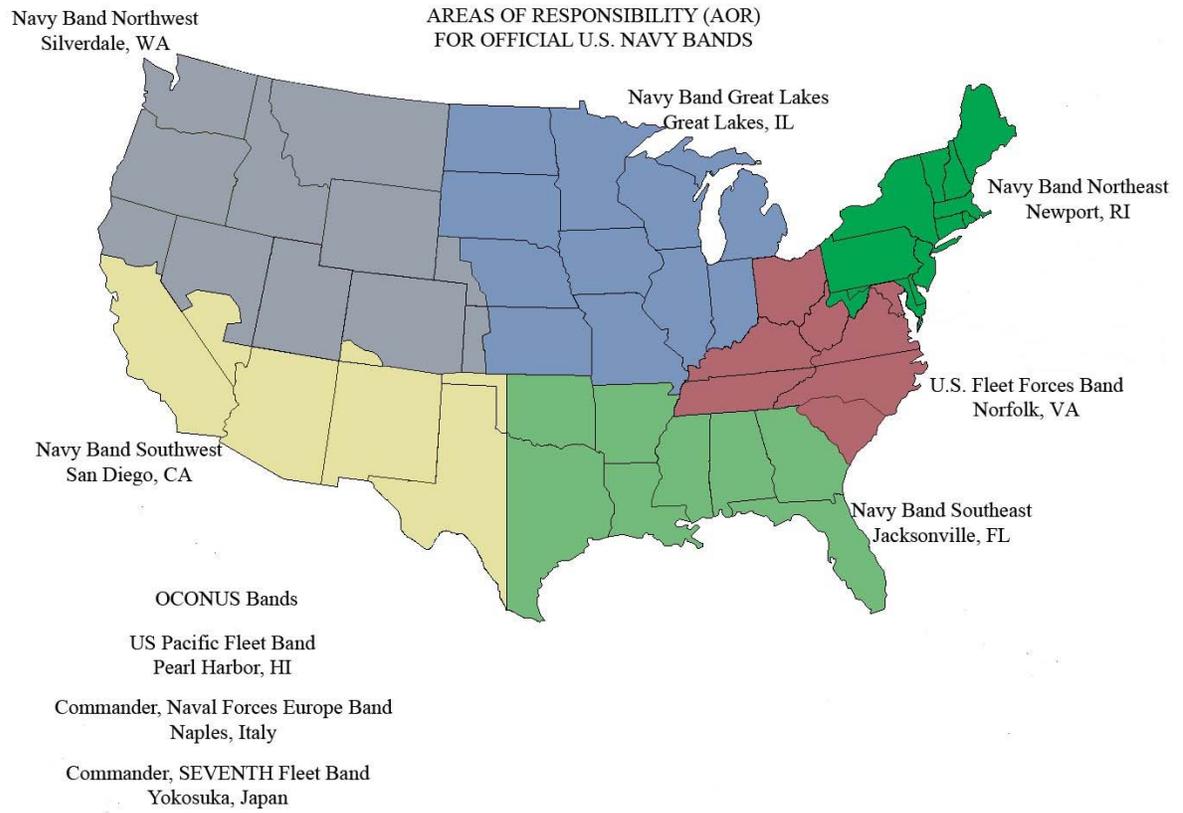


Figure 2-1

SECTION 3 - PERFORMANCE GUIDELINES FOR OFFICIAL U.S. NAVY BANDS

301. General. This information and guidance pertains to community relations, ceremonial, and honors presentations by official Navy bands.

302. Scope. This guidance applies to all activities and commands designated official Navy bands.

303. Guidelines for Presentation and Required Instrumentation

a. Ceremonial Presentation. Ceremonial units will perform in appropriate formation and utilize the three-count manual of instruments and standard military commands issued by the conductor or drum major to form up, prepare to play, and to assume positions of parade-rest, at-ease, and attention. Ceremonial bands (full) may begin and remain in parade formation or step off into open-rank concert formations. Units with fewer members will stand in place in two or more ranks. Conductors will be centered, six paces forward of the front rank. While at parade-rest, conductors will retain baton in the right hand with left over right clasped hands centered approximately two inches below the belt buckle.

b. Ceremonial Band Units. A full ceremonial band (22-piece plus conductor or larger) is to be used at every opportunity; however, where circumstances prevent their use, a unit of at least 15 or more members consisting of the following minimum instrumentation (plus conductor) will be used:

(1) Three percussionists and 11 other instrumentalists consisting of woodwinds, trumpets and low brass, of which one will be a tuba or sousaphone.

(2) Recommended instrumentation for minimum-sized ceremonial units: four woodwinds, three trumpets, two trombones, one euphonium (an additional trombone may be substituted), one sousaphone or tuba, one snare drummer, one bass drummer, one cymbal player (one bass drummer with mounted cymbal may be substituted for an additional woodwind or brass instrumentalist), and the conductor.

c. Use of Brass Quintets. Brass quintets, on occasion, may be used effectively to support limited types of ceremonial events only where the site is too small to accommodate a ceremonial band. They may render honors with the addition of three

percussionists. Brass quintets will not be used as an additional ceremonial band.

d. Use of Woodwind Quintets. Woodwind quintets, on occasion, may be used effectively to support limited types of indoor ceremonies. They may not be used to render honors, but may perform the National Anthem. See article 305a.

Note: Combos, popular/contemporary/jazz units, and similarly small specialty ensembles will not perform the National Anthem or render honors.

304. Parade/Marching Bands. All-hands parade bands will be utilized wherever possible; however, minimum-sized parade bands will consist of the full ceremonial band (23 members) plus a drum major. The ceremonial band unit leader (bandmaster) will march on the band's right flank, except on those occasions when the reviewing stand is located on the band's left flank. While five-column units are preferred, a minimum-sized parade band will form in four columns by six ranks (five full ranks, the sixth rank consisting of members in the first and fourth columns, for a total of 22 members). The bandmaster and drum major account for the 23rd and 24th members respectively.

305. Performance of DoD Honors and Ceremonial Music. Many types of material require specific instrumentation and proper presentation to be performed correctly, both musically and with appropriate dignity and respect. The following lists general guidelines. Refer to U.S. Navy Regulations and Marine Corps Drill and Ceremonies Manual for additional guidance.

a. National Anthem

(1) The official USN version of the National Anthem will only be performed by the following units/soloists. This applies to the U.S. anthem at all times and to foreign anthems when performed on ceremonial occasions or for rendering honors:

(a) Concert band or wind ensemble.

(b) Ceremonial band.

(c) Brass quintet.

(d) Vocal ensemble/chorus with SATB capability; *a cappella* or with ceremonial band or piano accompaniment.

(e) Solo vocalist; a *cappella* or with ceremonial band or piano accompaniment. Non-MU, or civilian vocalists are authorized to perform the anthem a *cappella*, or the DoD version with the ceremonial band, at the discretion of the bandmaster.

(f) Solo piano.

(g) Woodwind quintet (indoor events only).

(2) The U.S. anthem will always be played in its entirety and not as part of a medley.

(3) For on-site ceremony rehearsals, the band will sound and hold a chord in lieu of performing the anthem, unless all in the ceremonial area are prepared to stop and come to attention while the anthem is played.

b. Honors. Minimum or larger ceremonial bands will perform honors (ruffles and flourishes with appropriate march).

c. While no similar restrictions apply to honors marches (i.e., Hail to the Chief, Admiral's/General's March) when not played to render honors (without ruffles and flourishes), as well as Service Songs and the Navy Hymn, they too will be performed with appropriate dignity. These pieces may be performed by the unit assigned and they may be abbreviated (for dining-in and dining-out toasts, etc.).

306. Uniforms. All official U.S. Navy bands perform in appropriate military uniforms prescribed by U.S. Navy Uniform Regulations. Exceptions to this policy, other than those listed below, will not be granted.

a. Civilian clothes or non-uniform items worn with uniforms (i.e., command shirts, jackets) are not authorized for unit wear when performing for public events or other commands or activities. On occasion, the bandmaster may authorize civilian clothes or unit apparel for parent command informal social events such as:

(1) Shipboard steel beach picnics.

(2) Command parties where the only attendees are within their command (including spouses and guests).

(3) The wearing of civilian attire is deemed more appropriate by the operational commander and bandmaster.

Note: The term "parent command" refers to only that command to which the band is attached for operational or administrative purposes.

b. Changes into costumes as a part of an overall concert used to enhance the presentation of show material or skits are authorized. The presence of costumes should be for a purpose readily apparent to the audience, short in duration, and worn by spotlighted performers only. These items are to be worn as costume changes; not in lieu of appropriate uniforms. Costume examples include, but not limited to, period uniforms to enhance patriotic presentations and props/outfits associated with 1940s/1950s-era presentations.

SECTION 4 - CONCURRENT BANDMASTER FITNESS REPORTS (FITREP)

401. General. Commanding Officer, USNB is designated the regular reporting senior for concurrent FITREP purposes for officers (designator 643X) serving in field activities.

402. Procedures

a. Local operational commander prepares FITREPs. When completed, FITREPs will be signed and dated by bandmaster and reporting senior in blocks 45, 46, and, when applicable, block 32. Block 18 must be checked and block 47 prepared for the signature of the regular reporting senior using this format: LAST, F I, RANK, U.S. NAVY BAND, 0434A.

b. Forward original FITREPs and summary letters to the following address for processing and concurrent signature preparation:

UNITED STATES NAVY BAND
617 WARRINGTON AVE SE
WASHINGTON DC 20374-5054

403. Processing. After concurrent signature is obtained, completed packages (FITREP and summary letter) will be delivered to NAVPERSCOM (PERS-32) and a signed dated copy returned to the reporting senior and the individual officer.

404. Concurrent Billet Assignments. The following lists 643X billet assignments requiring concurrent FITREPs:

- a. Director, U.S. Fleet Forces Band
- b. Assistant Director, U.S. Fleet Forces Band
- c. Fleet Bandmaster, Pacific Fleet Band
- d. Assistant Fleet Bandmaster, Pacific Fleet Band
- e. Director, U.S. Naval Forces Europe Band
- f. Assistant Director, U.S. Naval Forces Europe Band
- g. Director, Naval Academy Band
- h. Fleet Bandmaster, Seventh Fleet Band

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- i. Director, Navy Band Southeast
- j. Director, Navy Band Southwest
- k. Director, Navy Band Northwest
- l. Director, Navy Band Great Lakes
- m. Director, Navy Band Northeast

APPENDIX A

NOTE: IN THE CAPABILITIES SECTIONS (TOP PORTION) OF APPENDICES A-D, EACH ROW REFLECTS SETS OF AUTONOMOUS ENSEMBLES.

SMALL FLEET BAND CAPABILITIES AND MANNING			
CONCERT BAND			
(35)			
PARADE BAND			
(35)			
<u>STAFF/MISC</u> Bandmaster SEA/AD OPS Chief (3)	CEREMONIAL BAND (FULL)/ PARADE BAND (SMALL) (24)	CONTEMPORARY/ POPULAR ENTERTAINMENT ENSEMBLE (9)	
	CEREMONIAL BAND (SMALL) (15+)	WOODWIND QUINTET (5)	BRASS QUINTET (5)
DESIG/NEC (INSTRUMENT)			35-PIECE
643X (Bandmaster)			1
3851 (Enlisted Bandleader)			1
3851 (Operations Chief)			1
3853 (Unit Leader)			0
3801 (Flute)			1
3802 (Oboe)			1
3803 (Clarinet)			3
3804 (Bassoon)			1
3805 (Saxophone)			3
3806 (Trumpet)			5
3807 (French horn)			2
3808 (Euphonium)			1
3809 (Trombone)			4
3811 (Tuba)			2
3812 (Guitar/Aux Perc)			1
3813 (Percussion/Drums)			2
3814 (Keyboards/Aux Perc)			2
3815 (Elec Bass/Aux Perc)			2
3825 (Vocalist/Entertainer/Aux Perc)			1
3855 (Sound Engineer)			1

APPENDIX B

LARGE FLEET BAND CAPABILITIES AND MANNING			
WIND ENSEMBLE (45)			
PARADE BAND (LARGE) (45)			
<u>STAFF/MISC</u> Bandmaster SEA/AD OPS Chief (3)	CEREMONIAL BAND (FULL)/ PARADE BAND (SMALL) (24+)	CONTEMPORARY/ POPULAR ENTERTAINMENT ENSEMBLE (9)	
	CEREMONIAL BAND (FULL)/ PARADE BAND (SMALL) (24)	WOODWIND QUINTET (5)	BRASS QUINTET (5)
DESIG/NEC (INSTRUMENT)			45-PIECE
643X (Bandmaster)			1
3851 (Enlisted Bandleader)			1
3851 (Operations Chief)			1
3853 (Unit Leader)			0
3801 (Flute)			2
3802 (Oboe)			2
3803 (Clarinet)			4
3804 (Bassoon)			2
3805 (Saxophone)			4
3806 (Trumpet)			7
3807 (French horn)			2
3808 (Euphonium)			1
3809 (Trombone)			5
3811 (Tuba)			2
3812 (Guitar/Aux Perc)			2
3813 (Percussion/Drums)			2
3814 (Keyboards/Aux Perc)			2
3815 (Elec Bass/Aux Perc)			2
3825 (Vocalist/Entertainer/Aux Perc)			2
3855 (Sound Engineer)			1

APPENDIX C

MAJOR COMMAND BAND CAPABILITIES AND MANNING					
SYMPHONIC WIND ENSEMBLE (52)					
PARADE BAND (LARGE) (45+)					
STAFF/MISC Bandmaster Asst Bandmaster SEA OPS Chief (4)	CEREMONIAL BAND (FULL)/ PARADE BAND (SMALL) (24)		CEREMONIAL BAND (FULL)/ PARADE BAND (SMALL) (24)		
	CEREMONIAL BAND (SMALL) (15+)		CEREMONIAL BAND (SMALL) (15+)		
				CONTEMPORARY/ POPULAR ENTERTAINMENT ENSEMBLE (10)	
	SHOW BAND/JAZZ ENSEMBLE (18)		WOODWIND QUINTET (5)	WOODWIND QUINTET (5)	BRASS QUINTET (5)
DESIG/NEC (INSTRUMENT)				52-PIECE	
6430 (Bandmaster)				2	
3851 (Enlisted Bandleader)				1	
3851 (Operations Chief)				1	
3853 (Unit Leader)				1	
3801 (Flute)				2	
3802 (Oboe)				2	
3803 (Clarinet)				4	
3804 (Bassoon)				2	
3805 (Saxophone)				5	
3806 (Trumpet)				8	
3807 (French horn)				3	
3808 (Euphonium)				1	
3809 (Trombone)				5	
3811 (Tuba)				3	
3812 (Guitar/Aux Perc)				2	
3813 (Percussion/Drums)				3	
3814 (Keyboards/Aux Perc)				2	
3815 (Elec Bass/Aux Perc)				2	
3825 (Vocalist/Entertainer/Aux Perc)				2	
3855 (Sound Engineer)				1	

APPENDIX D

U.S. NAVAL ACADEMY BAND CAPABILITIES AND MANNING				
PARADE BAND (35)				
<u>STAFF/MISC</u> Bandmaster SEA/AD OPS Chief (3)	CEREMONIAL BAND (23)	ELECTRIC BRIGADE CONTEMPORARY/ POPULAR ENTERTAINMENT ENSEMBLE (9)	WOODWIND QUINTET (5)	BRASS QUINTET (5)
DESIG/NEC (INSTRUMENT)				35-PIECE
6430 (Bandmaster)				1
3851 (Enlisted Bandleader)				0
3851 (Operations Chief)				0
3853 (Unit Leader)				0
3801 (Flute)				2
3802 (Oboe)				1
3803 (Clarinet)				4
3804 (Bassoon)				1
3805 (Saxophone)				2
3806 (Trumpet)				5
3807 (French horn)				2
3808 (Euphonium)				1
3809 (Trombone)				4
3811 (Tuba)				2
3812 (Guitar/Aux Perc)				1
3813 (Percussion/Drums)				4
3814 (Keyboards/Aux Perc)				1
3815 (Elec Bass/Aux Perc)				2
3825 (Vocalist/Entertainer/Aux Perc)				1
3855 (Sound Engineer)				1

APPENDIX E

<p>UNITED STATES NAVY BAND MANNING/CAPABILITIES (4 OFFICERS - 174 ENLISTED)</p>
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	COMMAND/SUPPORT STAFF (29)	
SYMPHONIC WIND ENSEMBLE (55+)	PARADE/CEREMONIAL BAND (26)	"Sea Chanters" MIXED CHORUS (27)
"Cruisers" CONTEMPORARY/ POPULAR ENTERTAINMENT ENSEMBLE (8)	"Commodores" JAZZ ENSEMBLE (19)	"Country Current" COUNTRY/ BLUEGRASS GROUP (7)