NAVY BAND INSTRUCTION 4650.1F

From: Commanding Officer, United States Navy Band

Subj: USE OF NAVY BAND FUNDS TO SUPPORT INDIVIDUAL/GROUP TEMPORARY DUTY TRAVEL AND ATTENDANCE OR PERFORMANCE AT OFF-BASE EVENTS

Ref: (a) SECNAVINST 5720.44C, SECNAV Public Affair Policy and Regulations
     (b) DoD DIRECTIVE 5500.7, Standards of Conduct

1. Purpose. To establish guidelines for use of Navy Band funds to support individual and small ensemble travel to music clinics, conferences, master classes, and similar professional events.

2. Cancellation. NAVBANDINST 4650.1E.

3. Scope and Applicability. This instruction applies to individuals who wish to perform away from the command as soloists, clinicians, adjudicators, or ensemble performers, or, to attend events which would enhance musical and professional development.

4. Discussion. It is recognized that certain musical and professional events offer a significant opportunity for individuals/ensembles to display or expand their respective skills while bringing credit and recognition to the Navy and Navy Band. Navy Band personnel desiring to attend or perform at off-base events are encouraged to do so. However, attendance must not impair the band's operational readiness, and must meet certain guidelines and regulations. The Commanding Officer (CO) will review and have final approval on all requests of this nature.

5. Policy. Personnel may be authorized by the CO to attend or perform at off-base events on either "cost" or "no additional cost" Temporary Duty (TDY) orders for out-of-area events. The member/ensemble must officially represent the band and comply with procedures outlined in sections 0501, 0502, 0506, and 0511 of reference (a), and understand and comply with reference (b), giving special attention to the sections pertaining to conflict of interest. In order to ensure effective use of limited resources allocated for this purpose, the following guidelines are established:
a. The member/ensemble must submit a completed Navy Band TDY Request Form, Navy Band Form 1320/1, via the chain of command to the CO as soon as the requirement is known. If the request calls for government funding, the form must be routed through the appropriate budget line holder. Pertinent budget line holders are the Conference Coordinator for convention performance/attendance, the Training Officer for professional development/training, the National Tour Director for TDY connected with national tour, and the Travel Program Director for all other travel.

b. Attendance and/or performance at Non-Department of Defense (DoD) sponsored conferences, symposiums, clinics, and workshops require prior approval from the Director of Navy Staff via the Navy Taskers System. Requests may take several weeks to process; therefore, the member/ensemble should notify the Navy Band Taskers System Manager as soon as the requirement is known.

c. All questions about official travel concerning regulations, allowances, and ethics, should be directed to the Travel Program Director, regardless of budget line.

d. If the request is for a performance or to serve in some other professional capacity, such as clinician or adjudicator, the form must be accompanied by a letter of invitation from the sponsor. All performances will be assigned through official Navy Band job orders. Additionally, out-of-area commitments require either TDY "cost" or "no additional cost" orders.

e. The member/ensemble must represent the band in an official capacity as a soloist, clinician, adjudicator, ensemble performer, or attend in a comparable function, i.e., display booth representative, and will attend all official event functions in uniform.

f. Individuals or groups submitting a request for "cost" TDY orders must include a cost estimate from their Unit Travel Clerk (see also paragraph 4.a.) as well as a letter of justification detailing their involvement, estimated audience size, and potential benefit for Navy Band.

g. Individuals or groups submitting a request for "no additional cost" TDY orders must include a letter of justification detailing their involvement, estimated audience size, and potential benefit for Navy Band.

h. The requested event must satisfy each of the following:

(1) Have significant promotional value and clearly benefit the Navy Band.

(2) Be of a professional/musical nature and directly related to the individual's duties and the band's mission.

i. The CO will review each request on a case-by-case basis and make a final determination after considering:
(1) Availability of funds.

(a) Requests for convention performance/attendance will be funded by Conventions budget holder and prioritized as follows:

1. Group performance at national convention/conference
2. Exhibit/attendance at national convention/conference
3. Individual performance at regional convention/conference
4. Individual attendance at regional convention/conference
5. Individual musical/professional development

(b) Requests for professional development/training will be funded by the training budget holder and prioritized as follows:

1. Navy-mandated training
2. Individual professional development/training.

(2) Date chit submitted and date(s) requested.

(a) Convention budget requests should be submitted via unit leaders prior to September 1 for the next fiscal year.

(b) Training budget requests for the next fiscal year should be submitted via unit leaders by September 15.

(3) Importance to the band's mission, and impact on its reputation and public relations efforts.

(4) Relative significance of individual's/group's involvement in the event and how their absence impacts band operations.

(5) Any other relevant concerns about the event, individual, or group.

j. A member may request personal leave or special liberty to attend unofficial events. (Leave is strongly recommended if the event is held outside the Washington, D.C. area.) Leave requests should be submitted via the member's chain of command as soon as possible.
k. The Commanding Officer may cancel approval of a member's performance or attendance at such events at any time due to priority operational commitments.

6. **Records Management.** Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

7. **Review and Effective Date.** Per OPNAVINST 5215.17A, United States Navy Band will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction may be subject to cancellation 5 years after effective date unless reissued or canceled prior to the 5 year anniversary date, or an extension has been granted.

8. **Forms.** Navy Band TDY Request form, Navy Band Form 1320/1, can be found on the United States Navy Band intranet site.

K. C. COLLINS

Distribution:
Electronic only via Department of the Navy Issuances Web Site:
http://doni.documentservices.dla.mil/