

Field Organizations

USAREUR Band and Chorus

*This regulation supersedes AE Regulation 220-90, 24 November 2009.

For the Commander:

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Document Management

Summary. This regulation—

- Establishes procedures for scheduling the USAREUR Band and Chorus.
- Explains when band participation is authorized.
- Outlines commitment procedures.

Summary of Change. This revision—

- Places the USAREUR Band and Chorus under the operational control of the Deputy G3/5/7, USAREUR (para 5a).
- Gives the Chief, G33 Operations Directorate, Office of the Deputy Chief of Staff, G3/5/7, HQ USAREUR, final approval authority for resolving USAREUR Band and Chorus scheduling conflicts (para 5b).
- Assigns responsibility to the Commander, Headquarters and Headquarters Battalion, USAREUR, for providing personnel and administrative support to the USAREUR Band and Chorus (para 5e).
- Provides new contact information for the USAREUR Band and Chorus (para 6a(2)).
- Revises the timeline for requesting musical support from the USAREUR Band and Chorus (para 6b).
- Prescribes new policy for supporting rehearsals (para 8a).

Applicability. This regulation applies to commanders at battalion level and above and to anyone who requests a performance by the USAREUR Band and Chorus.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System website at <https://www.arims.army.mil>.

Supplementation. Organizations will not supplement this regulation without approval of the Chief, G33 Operations Directorate, Office of the Deputy Chief of Staff, G3/5/7, HQ USAREUR.

Forms. This regulation prescribes AE Form 220-90A. AE and higher level forms are available through the Army in Europe Library & Publishing System at <https://aepubs.army.mil/>.

Suggested Improvements. The proponent of this regulation is the G33 Operations Directorate, Office of the Deputy Chief of Staff, G3/5/7, HQ USAREUR (SBU voice 496-9234). Users may suggest improvements to this regulation by sending DA Form 2028 to the USAREUR Band and Chorus, Unit 29061, APO AE 09081-9061.

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Glossary

1. PURPOSE

This regulation establishes policy and procedures for requesting, approving, and scheduling USAREUR Band and Chorus support.

2. REFERENCES

Appendix A lists references.

3. EXPLANATION OF ABBREVIATIONS

The glossary defines abbreviations used in this regulation.

4. GENERAL

The mission of the USAREUR Band and Chorus is to provide music to enhance unit cohesion and morale, promote U.S. national interests to support military operations, foster the support of allied forces and citizens throughout the USAREUR areas of operations, and raise awareness of the Army through public performances. To accomplish this mission, the USAREUR Band and Chorus will do the following:

a. Represent USAREUR at the following:

(1) Official events that contribute to Soldier morale and welfare.

(2) Community and international events that enhance the image of America and the American military.

b. Support community and international relations by participating in community-sponsored or civic events. The following are examples of these events:

(1) Cultural and social activities.

(2) Formal concerts.

(3) Music education and professional performance forums.

(4) Public parades.

(5) Recreational activities.

(6) Tattoos and international music shows.

5. RESPONSIBILITIES

a. The Deputy Chief of Staff, G3/5/7, USAREUR, will exercise operational control over the USAREUR Band and Chorus.

b. The Chief, G33 Operations Directorate, Office of the Deputy Chief of Staff, G3/5/7, HQ USAREUR (CHOPS), is the final authority for resolving USAREUR Band and Chorus scheduling conflicts.

c. The Chief, Central Tasking Branch (CTB), Office of the Deputy Chief of Staff, G3/5/7, HQ USAREUR, will—

(1) Receive requests for USAREUR Band and Chorus support and coordinate them with the Chief, USAREUR Band Operations.

(2) Task the USAREUR Band and Chorus to provide band, chorus, or both band and chorus support when directed by the CG, USAREUR, or when requested by USAREUR major subordinate or specialized commands (AE Reg 10-5, app A) and other military and civilian organizations.

(3) Coordinate with other service component bands of USEUCOM for requests that cannot be supported by the USAREUR Band and Chorus.

(4) Set priorities for support of USAREUR- and USEUCOM-directed events (for example, Memorial Day ceremonies, World War II commemorative events).

d. The USAREUR G8 will provide annual funding for the USAREUR Band and Chorus.

e. The Commander, Headquarters and Headquarters Battalion, USAREUR, will provide personnel and administrative support to the USAREUR Band and Chorus.

f. The Commander, USAREUR Band and Chorus, will—

(1) Provide recommendations on taskings and requests for USAREUR Band and Chorus support.

(2) Establish internal procedures for scheduling elements of the USAREUR Band and Chorus to participate in military and civic events and ceremonies.

(3) Inform the CHOPS when supporting a request would adversely affect training or Soldier quality of life.

(4) Ensure procedures are in place to coordinate events in the civilian community with the Office of the Chief, Public Affairs, HQ USAREUR.

(5) Coordinate funding requirements with the USAREUR G8.

(6) Help HQ USAREUR coordinate with other service component bands in theater as necessary and provide assistance through subject-matter expertise on Army band matters.

(7) Coordinate mission requests with the USAREUR Judge Advocate before approving the requests. This is required only if supporting the request requires a legal opinion or if approving the request could result in legal issues. Approval of support to a non-DOD agency, non-Federal entity, or foreign Government requires a legal review.

6. SCHEDULING

a. Anyone requesting performances by the USAREUR Band and Chorus—

(1) Will use DD Form 2536 when requesting the Band, the Chorus, or both for a military event. These requests must be sent to the Central Taskings Branch (CTB), G33 Operations Directorate, Office of the Deputy Chief of Staff, G3/5/7, HQ USAREUR. AE Pamphlet 10-10 provides several e-mail addresses for the CTB.

(2) Will use AE Form 220-90A when requesting the Band, the Chorus, or both for a nonmilitary event. These requests must be sent to one of the following addresses:

(a) USAREUR Band and Chorus, USAREUR Band Operations, Unit 29061, APO AE 09136-9061. This address is used when sending the request through the Military Postal System.

(b) USAREUR Band Operations, Building 152, 67681 Sembach Heuberg.

NOTE: Forms are available in the Army in Europe Library & Publishing System (AEPUBS) at <https://aepubs.army.mil/>. If the requester does not have access to AEPUBS, the request may be submitted as a memorandum.

b. The request must be submitted in time for USAREUR Band Operations to receive it at least 90 days before the requested performance date.

(1) Requests received less than 90 days before the requested performance date must be accompanied by a memorandum (“letter of lateness”) signed by the first colonel (O6) in the requester’s chain of command stating the reasons for the late request.

(2) Requests received less than 45 days before the requested performance date must be accompanied by a request for exception to policy signed by the first colonel (O6) in the requester’s chain of command stating the reasons for the late request. The Deputy Chief of Staff, G3/5/7, USAREUR, is the approval authority for these requests.

(3) If the organization submitting the request does not have a colonel (O6) in its chain of command and the request is received less than 90 days before the event or less than 45 days before the event, the request must be accompanied by a “letter of lateness” or a request for exception to policy, as applicable, signed by the requester’s next higher civilian authority in the organization.

c. Requesters may call USAREUR Band Operations at SBU voice 496-9234 or civilian 06302-67-9234 to coordinate the request before submitting it in writing (a above). Telephonic or other informal coordination that occurs before submitting a formal request does not constitute approval of the request.

d. On receipt of a request for performance of the USAREUR Band, Chorus, or both, USAREUR Band Operations will—

(1) Evaluate the request based on feasibility and availability of the performing element, and advise the Commander, USAREUR Band and Chorus.

(2) Coordinate calendars with the USAREUR G3/5/7 to avoid scheduling conflicts with mission and training events.

(3) Call or send an e-mail message to requesters to inform them whether requests will or will not be supported. This response must be confirmed in a letter or memorandum to the requester at least 60 days before the event. Earlier decisions and notifications will be made whenever possible.

(4) Schedule performances based on the following priorities:

(a) Performance support directed by the CG, USAREUR.

(b) Official military functions.

(c) International and host-nation events of significance, visibility, or media interest that will enhance the image of the United States and the U.S. military.

(d) Community-relations events.

(e) Events that will provide substantial training and professional development for the Soldiers of the USAREUR Band and Chorus, benefit the military or civilian community, and meet the requirements of this and other applicable regulations.

(5) Apply the following guidelines when committing elements of the USAREUR Band and Chorus:

(a) Elements of the USAREUR Band and Chorus (music performance teams (MPTs)) will be scheduled to provide official musical support only as authorized by DOD Directive 5410.18, DOD Instruction 5410.19, AR 220-90, and AR 360-1.

(b) The USAREUR Band and Chorus will routinely support the following types of official military events:

1. Change-of-command ceremonies for brigade-level organizations (commanded by a colonel) and above. Change-of-command ceremonies will be prioritized by echelon of command. When more than one organization has requested support for a change-of-command ceremony at the same time, the highest echelon will receive the support regardless of when the support was requested. The USAREUR Band and Chorus will support change-of-command ceremonies for the following organizations in the priority order in which they are listed:

a. USAREUR.

b. United States Army Africa/Southern European Task Force.

c. 21st Theater Sustainment Command.

d. 5th Signal Command.

e. Seventh United States Army Joint Multinational Training Command.

f. 18th Engineer Brigade.

g. 7th Civil Support Command.

h. Brigade-level commands.

2. Memorial services for persons who die while on active duty. These will normally be restricted to one memorial service per person.

3. Change-of-responsibility ceremonies for command sergeants major of organizations headed by a general officer.

4. Command religious observances, but only as prescribed by AR 220-90.

(6) Coordinate late tasking requests with the CTB.

(a) If the USAREUR Band and Chorus does not have a scheduling conflict and can adjust its training schedule to support the late request, the CHOPS will approve the request and the CTB will issue a tasking message to the USAREUR Band and Chorus.

(b) If the USAREUR Band and Chorus has other missions scheduled, the following scheduling priorities will be used to determine whether or not to approve the late request:

1. If the request is for an event of a lower priority than the already-scheduled event, the request will be denied.

2. If the request is for an event of equal or higher priority than the already scheduled event, the CHOPS will determine which event to support.

3. If the request conflicts with scheduled training or Soldier quality-of-life events, the request will be denied when both of the following apply:

a. The Commander, USAREUR Band and Chorus, recommends that the scheduled event not be canceled to accommodate the late request.

b. The CHOPS concurs with the recommendation in a above.

7. REQUESTER RESPONSIBILITIES

In addition to meeting the requirements of paragraph 6, organizations or individuals requesting the presence of the USAREUR Band and Chorus or any of its MPTs will do the following:

a. Provide basic logistic support, including hot meals and lodging, for the members of the USAREUR Band and Chorus. Providing access to a military dining facility will meet this requirement.

b. Pay transportation and other costs associated with the performance when required. Sponsors may be required to provide civilian transportation.

c. Provide an adequate place for the requested ensemble to perform.

d. Provide drinking water for the musicians and singers.

e. Assist in coordinating appropriate force protection for missions held outside U.S. military installations and for members of the USAREUR Band and Chorus while in transit, when travel is required.

f. Provide exact directions, including maps, to the performance site.

g. For outdoor events, establish an inclement-weather plan and select an inclement-weather site.

h. Provide a script and requests for specific pieces of music (if applicable) at least 1 month before the event. Submitting these requests, however, does not guarantee that the requested music will be performed.

i. Notify USAREUR Band Operations of any changes to the original request (for example, changes in the time of the performance, changes in the uniform required for the event), changes to the ensemble). Any changes to the original request must be submitted as soon as possible and approved by the Commander, USAREUR Band and Chorus, and USAREUR G3/5/7 before being treated as official. Requests for changes are subject to disapproval.

8. ADDITIONAL INFORMATION

a. Support of Rehearsals and Dry Runs. Approval for MPTs or other elements of the USAREUR Band and Chorus to support an event does not include approval to support rehearsals. Limited personnel assets and high operating tempo normally do not allow for support of rehearsals. However, if the Commander, USAREUR Band and Chorus, determines that the requested MPT may attend a final dress rehearsal (dry run) on the same day as the supported event, the Commander, USAREUR Band and Chorus, may approve the MPT's doing so.

(1) Before the day of the supported event, the Commander, USAREUR Band and Chorus, may send a band operations noncommissioned officer (NCO) to one rehearsal to coordinate musical elements of the ceremony. For non-static ceremonies (for example, those including a "pass in review"), the Commander, USAREUR Band and Chorus, may also send a drummer with the operations NCO to assist with the marching rehearsal.

(2) Full band support will not be provided for any rehearsal except for those in preparation for major headquarters events when specifically directed by the USAREUR Command Group.

b. Recorded Music Support. As an additional service, the USAREUR Band and Chorus will, when requested, attempt to provide recorded music for rehearsals or events when the band cannot take part.

(1) When providing recorded music, the USAREUR Band and Chorus will comply with applicable U.S., German, and European Union copyright laws.

(2) Requests for recorded music must be submitted at least 15 workdays before the date the music is needed. Requesting this support more than 15 days before the event is preferable to ensure the request can be met.

(3) A wide selection of recorded music to support ceremonies is available online at http://www.eur.army.mil/band/downloads/music_downloads.htm. Before requesting customized recordings, requesters must confirm that this online resource will not meet their needs. If the request is approved, the requesters may be required to provide blank tapes or blank compact disks (CDs).

c. Bugle Calls. The USAREUR Band will perform authorized bugle calls only for ceremonies. Authorized bugle calls are listed in FM 3-21.5 and FM 12-50.

d. Compensatory Time. AR 220-90 requires that Soldiers be granted compensatory time for performing musical duties outside of duty hours when permitted by mission requirements. Compensatory days will be scheduled no more than 90 days in advance and be considered as committed duty periods. The USAREUR Band and Chorus will frequently be committed during periods designated by the CG, USAREUR, that include nonduty hours (for example, during 4-day weekends that include training holidays). Whenever possible, compensatory time for missions performed during training holidays will be scheduled in conjunction with a weekend.

9. BLOCK-LEAVE PROGRAM

a. The USAREUR Band and Chorus will use block leave to ensure the maximum number of personnel are available for rehearsals and performances. The Commander, USAREUR Band and Chorus, will coordinate block-leave dates with the USAREUR G3/5/7. The G3/5/7 is the approval authority for block-leave dates. To ensure long-range coordination of major events, the Commander, USAREUR Band and Chorus, will coordinate block-leave dates with the USAREUR G3/5/7 at least 180 days in advance of the requested block leave.

b. USAREUR Band and Chorus members normally will take leave only during the designated block-leave period. The Commander, USAREUR Band and Chorus, will grant leave outside the block-leave period only in unusual or unforeseeable personal circumstances.

c. The USAREUR Band and Chorus will not perform musical support missions during the block-leave period.

d. Requests for musical support during the block-leave period may be supported by a Reserve component band when one is available. The USAREUR Band and Chorus will coordinate requests for Reserve component bands. While in the USAREUR area of operations, Reserve component bands will be under the operational control of the USAREUR G3/5/7.

APPENDIX A REFERENCES

SECTION I PUBLICATIONS

DOD Directive 5410.18, Public Affairs Community Relations Policy

DOD Instruction 5410.19, Public Affairs Community Relations Policy Implementation

AR 25-400-2, The Army Records Information Management System (ARIMS)

AR 220-90, Army Bands

AR 360-1, The Army Public Affairs Program

FM 3-21.5, Drill and Ceremonies

FM 12-50, U.S. Army Bands

AE Regulation 10-5, Headquarters, United States Army Europe

SECTION II FORMS

DD Form 2536, Request for Armed Forces Participation in Public Events (Non-Aviation)

DA Form 2028, Recommended Changes to Publications and Blank Forms

AE Form 220-90A, USAREUR Band and Chorus Performance Request/*Anforderung des Musikkorps und des Chores der US-Army in Europa*

GLOSSARY

AE	Army in Europe
AR	Army regulation
CG, USAREUR	Commanding General, United States Army Europe
CHOPS	Chief of Operations (Chief, G33 Operations Directorate, Office of the Deputy Chief of Staff, G3/5/7, Headquarters, United States Army Europe)
CTB	Central Tasking Branch, G33 Operations Directorate, Office of the Deputy Chief of Staff, G3/5/7, Headquarters, United States Army Europe
DA	Department of the Army
DOD	Department of Defense
FM	field manual
HQ USAREUR	Headquarters, United States Army Europe
MPT	music performance team
NCO	noncommissioned officer
SBU	sensitive but unclassified
U.S.	United States
USAREUR	United States Army Europe
USAREUR G3/5/7	Deputy Chief of Staff, G3/5/7, United States Army Europe
USAREUR G8	Deputy Chief of Staff, G8, United States Army Europe
USEUCOM	United States European Command