



UNITED STATES MARINE CORPS  
2D MARINE AIRCRAFT WING  
II MARINE EXPEDITIONARY FORCE  
POSTAL SERVICE CENTER BOX 8050  
CHERRY POINT, NC 28533-0050

WgO 1710.10I  
BAND  
**FEB 12 2013**

WING ORDER 1710.10I

From: Commanding General, 2d Marine Aircraft Wing  
To: Distribution List

Subj: EMPLOYMENT AND OPERATING PROCEDURES OF THE 2D MARINE  
AIRCRAFT WING (MAW) BAND

Ref: (a) SECNAVINST 5720.44C  
(b) MCO 5726.15  
(c) MCO P5000.18B  
(d) MCO P5060.20

Encl: (1) Sample Band Request Form 5060  
(2) Request for Armed Forces Participation in Public  
Events (DD Form 2536)  
(3) Mess Night/Dining-In Sequence of Events

1. Situation. To publish policies and procedures for requesting and utilizing the 2d MAW Band.
2. Cancellation. WgO 1710.10H.
3. Mission. The 2d MAW Band provides support for such ceremonies, functions, and other occasions as may be directed by proper authority in order to best represent the United States Marine Corps. In addition, references (a) and (b) authorize Marine Musical Units to perform in public domain subject to the restrictions contained therein.
4. Execution. The 2d MAW Band is under the direct operational control of the Commanding General (CG), 2d MAW and administrative control of the Commanding Officer (CO), Marine Wing Headquarters Squadron 2 (MWHS-2). The 2d MAW Band is an integral part of the Marine Corps that increases the morale of the troops and is a vital part of ceremonial tradition. During tactical deployment, the 2d MAW Band will serve as security in addition to providing musical support as directed.

a. Commander's Intent and Concept of Operations

DISTRIBUTION STATEMENT A: Approved for public release;  
distribution is unlimited.

(1) Commander's Intent. In garrison, the 2d MAW Band provides appropriate music, technical services, and performs as a professional musical organization capable of performing in the following musical idioms:

- (a) Ceremonial Band (Martial music)
- (b) Concert Band (Concert/Patriotic/Popular music)
- (c) Large Jazz Ensemble (Swing music)
- (d) Jazz Combo (Jazz music)
- (e) Various Chamber Ensembles (when proper instrumentation is available)
- (f) Bugler (Funeral/Memorial Services)
- (g) Mess Night/Dining-In
- (h) Requests for support will be considered based on compliance with the requirements of references (a) through (c) and the following guidelines:

1. Generally, the 2d MAW Band may be used for entertainment or ceremonial activities on military reservations or Naval vessels, provided that such an event is for the exclusive benefit of armed forces personnel and their guests.

2. The 2d MAW Band may also perform in public, provided the nature of the event does not interfere or appear to interfere with the customary employment of civilian musicians.

3. No admission may be levied on the public solely to see the 2d MAW Band perform.

4. A general admission may be levied only when the armed forces participation is not the sole or primary attraction, but is incidental to the event.

5. When the 2d MAW Band is required to remain overnight while performing off station, adequate billeting and messing shall be provided by the sponsor/requesting unit per references (a) and (c).

(2) Concept of Operations. Official military functions are those commitments requiring musical support which are

performed for active duty personnel aboard military installations.

(a) The 2d MAW Band will provide musical support for Squadron/Battalion level sized units or larger.

(b) All ceremonies will be conducted per reference (d).

(c) The 2d MAW Band will provide a ceremonial detail for Mess Nights/Dining-Ins. Each Squadron/Battalion/Group is authorized musical support for one Mess Night/Dining-In per calendar year, and the ceremony will be conducted per enclosure (3). Live music will be provided up to and including "March on the Beef," after which a CD with the requested music for toasts will be provided. The requesting unit will provide a blank CD and a list of all required music, in sequential order, for inclusion on the CD, no later than 15 working days prior to the event.

(d) The 2d MAW Band will provide musical support for special athletic events that involve more than one branch of the Armed Forces, or are international in scope.

(e) The 2d MAW Band will provide a Jazz Combo for official receptions hosted by the CG, 2d MAW, Assistant Wing Commander, 2d MAW, or Commanding Officer, Marine Corps Air Station (MCAS), Cherry point.

(f) The 2d MAW Band will provide a bugler for funeral and/or memorial service details.

(g) The 2d MAW Band has all music memorized for performances in parades and change of command ceremonies. Should a request for additional music be made for a ceremony, these musical requests will be performed, provided the music is available, in a "pre-ceremonial" concert 15 minutes prior to the ceremony. All such requests should be submitted to the 2d MAW Band no later than 15 working days prior to the event.

(h) When available, the 2d MAW Band will provide a small musical unit for Group/Parade/Change of Command rehearsals. One drummer will be provided for the last rehearsal of the event.

(i) Where the digital camouflage utility uniform is prescribed for parades/ceremonies, the 2d MAW Band will wear the

camouflage utility soft cover.

(j) Outdoor military band performances will be canceled (moved indoors) by this Headquarters when weather conditions such as rain, excessive humidity, and/or winds in excess of 20 knots occur. Furthermore, temperatures below 40 degrees Fahrenheit would be cause for cancellation of outdoor performances due to the physical limitations of the musical instruments in such conditions.

(k) Extended periods of non-availability, due to training requirements or annual leave, will be announced by message via the Chief of Staff, 2d MAW.

(l) Official civic functions are those commitments requiring musical support which are performed for the public domain located off of any federal reservation:

1. The CG, 2d MAW may authorize the participation of the 2d MAW Band in local public events within a 100 mile radius.

2. All Armed Forces participation in public events (i.e., parades, concerts, etc.) is subject to the provisions and restrictions in reference (a) and (b).

3. Military participation is not permitted in commercially oriented programs.

4. Participation must neither directly support nor appear to support a religious, political, or fund raising group, commercial venture, or private group of individuals that restricts its membership and is not open to the public.

5. The sponsor is responsible for providing ground transportation for commitments away from MCAS, Cherry Point. Transportation should include a charter bus capable of transporting 50 musicians and their equipment. Additionally, a covered truck/van for the 2d MAW Band's equipment will be required if the bus does not provide sufficient space.

6. When the 2d MAW Band is required to remain overnight during its participation in public events, the sponsor is responsible for providing adequate billeting and messing.

7. The 2d MAW Band will defer the scheduling of events beyond a 90 day period.

5. Administration and Logistics

a. 2d MAW units and other military organizations within 100 ground miles of this Headquarters will submit requests to the CG, 2d MAW (Attn: Band Officer) per enclosure (1), and the provisions contained within this order.

b. Civilian organizations within 100 ground miles of this Headquarters will submit requests to the CG, 2d MAW (Attn: Band Officer) utilizing enclosure (2).

c. Military or civilian organizations located outside of the 100 mile radius shall submit requests to the Commandant of the Marine Corps, Headquarters Marine Corps Public Affairs Office, Washington, D.C. 20380-0001.

d. Requests from military organizations not within the 2d MAW and from all civilian sources must reach the CG, 2d MAW no later than 90 days prior to the desired date of the event to ensure proper processing and timely consideration.

e. Telephone liaison with the 2d MAW Bandmaster is encouraged to determine the availability of the 2d MAW Band. No action will be taken, however, without the submission of a signed, written request.

f. Navy organizations/units outside the local area of responsibility (100 mile radius) will submit their request for musical support to the closest geographical musical unit per reference (a). If the musical unit is not available, the requestor will appropriately endorse and forward all requests to the Chief of Staff, 2d MAW or the 2d MAW Band Officer as appropriate, for consideration.

6. Command and Signal

a. Command. This Order is effective the date signed.

b. Signal. This Order is applicable to all 2d MAW units and personnel.



P. D. BUCK  
Chief of Staff

DISTRIBUTION: A



UNITED STATES MARINE CORPS

NAME OF ACTIVITY  
ADDRESS  
CITY, STATE ZIP+4

5060  
Code/Serial  
D Mon YY

From: Title of activity head, name of activity  
To: Officer in Charge, 2d Marine Aircraft Wing Band

Subj: REQUEST FOR BAND SUPPORT

1. Musical support is requested for the following event.

- a. Requesting Unit:
- b. Address:
- c. City, State, Zip+4:
- d. Event (Include Name of Retiree):
- e. Rank and Name of Retiree:
- f. Date / Time (Duration):
- g. Location:
- h. Type of support (e.g. Brass Quintet, Bugler, Dixieland Jazz Band, Jazz Combo, Keyboard, Large Jazz Ensemble, Marching Field Unit, Mess Night Detail, Show Band, Static Field Unit, etc.):
- i. Uniform:
- j. Number of expected attendees:
- k. VIP(s) / Guest(s) of Honor:
- l. Inclement weather plan:
- m. Special Music Requested:

2. Points of contact for this event are as follows.

a. Primary point of contact is Rank FirstName LastName. He/She can be reached at (provide address, telephone number (with area code), fax number (with area code), and e-mail address).

b. Secondary point of contact is Rank FirstName LastName. He/She can be reached at (provide address, telephone number (with area code), fax number (with area code), and e-mail address).

NAME OF ACTIVITY HEAD

ENCLOSURE(1)

**REQUEST FOR ARMED FORCES PARTICIPATION IN PUBLIC EVENTS  
(NON-AVIATION)**

OMB No. 0704-0290  
OMB approval expires  
Aug 31, 2013

The public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 1155 Defense Pentagon, Washington, DC 20301-1155 (0704-0290). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE APPROPRIATE ADDRESS ON THE BACK OF THIS FORM.

**ALL DATA WILL BE HANDLED ON A "FOR OFFICIAL USE ONLY" BASIS.**

**PURPOSE:** This form is used to request all Armed Forces **MUSICAL UNIT, TROOP, COLOR/HONOR GUARD,** and/or **EXHIBIT/EQUIPMENT** participation in public events. The information is required to evaluate the event for appropriateness and compliance with DoD policies and for coordination with the units involved. Please complete all sections.

**SECTION I - EVENT DATA**

1. SPECIFIC REQUIREMENT (i.e., Band, Marching Unit, Color Guard, Tank, etc.)		2. DATE OF EVENT (YYYYMMDD)	3. TIME OF EVENT a. FROM: b. TO:	
4. TITLE OF EVENT (Website, if applicable)		5. EXPECTED ATTENDANCE		
6. SITE OF EVENT (i.e., Park, Auditorium, etc.) (NOTE: This site must be accessible to and usable by persons with disabilities.)		7. ADDRESS OF EVENT (Street, City, State, ZIP Code)		
8. PROGRAM (Describe program theme and objective, audience size and civic makeup, and the purpose of Armed Forces participation.)		9. HAVE OTHER ARMED FORCES UNITS BEEN REQUESTED TO SUPPORT THIS EVENT? (If so, specify.)		
10. IS THERE ANY CHARGE? (i.e., admission, parking, etc. If so, specify.)		11. IS THIS EVENT BEING USED TO RAISE FUNDS FOR ANY PURPOSE? (If so, specify how funds will be distributed.)		

12. WILL ADMISSION, SEATING, AND ALL OTHER ACCOMMODATIONS AND FACILITIES CONNECTED WITH THIS EVENT BE AVAILABLE TO ALL PERSONS WITHOUT REGARD TO RACE, CREED, COLOR, SEX OR NATIONAL ORIGIN? (X appropriate box)	YES	NO
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**SECTION II - SPONSORING ORGANIZATION DATA**

13. NAME OF SPONSORING ORGANIZATION			
(X appropriate box for each item.)			
14. IS THE SPONSORING ORGANIZATION A CIVIC ORGANIZATION?		YES	NO
15. DOES THE EVENT HAVE THE OFFICIAL BACKING OF THE LOCAL GOVERNMENT?			
16. DOES THE SPONSORING ORGANIZATION EXCLUDE ANY PERSON FROM ITS MEMBERSHIP OR PRACTICE ANY FORM OF DISCRIMINATION IN ITS FUNCTIONS BASED ON RACE, CREED, COLOR, SEX OR NATIONAL ORIGIN?			
17. SPONSOR'S REPRESENTATIVE (Please PRINT all contact information.)			
a. NAME		b. ADDRESS (Street, City, State, ZIP Code)	
c. PRIMARY TELEPHONE NO. (Include area code)		d. ALTERNATE TELEPHONE NUMBER	
		e. FAX NUMBER (Incl. area code)	
		f. E-MAIL ADDRESS	

**SECTION III - SPONSORING ORGANIZATION SUPPORT DATA**

Event sponsors must agree to fund certain military expenses when the requested military resources are not local to the geographic area of the event. See paragraph 3 of the Instructions on the back of this form. (X appropriate box for each item.)		
	YES	NO
18. Does the sponsor agree to fund the standard Military Services allowance for meals, quarters, and incidental expenses for Armed Forces participants?		
19. Does the sponsor agree to fund transportation, meals, and hotel accommodations for unit representatives to visit the site prior to the event?		
20. Does the sponsor agree to fund transportation costs from home station to the event and return for Armed Forces participants?		
21. Does the sponsor agree to fund transportation costs for Armed Forces participants between the site of the event and the hotel?		
22. Does the sponsor agree to provide telephone facilities for necessary official communications at the site of the event?		

**SECTION IV - CERTIFICATION**

23. I am acting on behalf of the sponsoring organization and certify that the information provided above is complete and accurate to the best of my knowledge. I understand that representatives from the military services will contact me to discuss arrangements and costs involved prior to final commitments, or to inform me of their inability to support this event. I also understand that operational commitments must take priority and can preclude a scheduled appearance at an approved public activity.		
a. SIGNATURE OF SPONSOR'S REPRESENTATIVE	b. DATE SIGNED (YYYYMMDD)	c. PRINT NAME AND TITLE

**ENCLOSURE(2)**

## INSTRUCTIONS

1. This form is used to request Armed Forces musical unit, personnel, color/honor guard and/or exhibit/equipment participation in public events. The requested information is required to evaluate the event. Please complete all sections.
2. Armed Forces musical units are organized for ceremonial and traditional purposes and to support recruiting activities. However, they may be authorized to provide certain specified presentations, such as patriotic ceremonies, for public programs. Armed Forces musical organizations are not permitted to provide entertainment, background, dinner, dance or other social music at public or private events in competition with the customary or regular employment of local civilian musicians. **Limited resources permit only one band and/or choir to perform at an event, and the Military Services reserve the right to cancel support to sponsors who have scheduled more than one such military unit.**
3. Department of Defense policies require that Armed Forces participation in public events will be provided at no additional cost to the Government. The sponsor is required to pay, when necessary, the standard Military Services allowance for quarters and meals for all Armed Forces participants and for other services which have been determined in advance by the Military Services and agreed to by the sponsor. Transportation and meal costs are not usually incurred when support is provided from a local military installation. However, circumstances may dictate that reimbursement for any or all of these costs may be necessary. All costs are binding after a unit, personnel, or exhibit has arrived at an event site, even though weather conditions or other unforeseen circumstances force the event to be cancelled.
4. This form should be submitted to the appropriate Military Service (*listed in right hand column*) not less than 30 nor more than 90 days in advance of a scheduled program. Please realize that all Armed Forces units have specific military missions and training requirements. Participation in public programs will only be authorized when such support is in the best interests of the Department of Defense and the Military Services and does not interfere with mission or training programs. In all cases, operational commitments must take priority and can cause previously scheduled appearances to be cancelled.
5. Additional forms may be obtained on the Internet at <http://www.dtic.mil/whs/directives/infomgt/forms/ddforms2500-2999.htm>. For legibility, event sponsors are highly encouraged to fill out applicable information on-line prior to printing out form. Submit forms through the nearest military installation public affairs office, or from any of the military public affairs offices listed to the right. If you have questions regarding information required on this form, please call the Directorate for Programs and Community Relations between 8:30 a.m. and 5:00 p.m. Eastern Time, Monday through Friday (703) 695-2113.

### MAIL COMPLETED REQUEST FORM TO:

The Commander of the Military Installation closest to the event; OR to the appropriate Military Service listed below:

#### ARMY:

Community Relations Division  
HQDA, Office of the Chief, Public Affairs  
1500 Army Pentagon, Room 1D470  
Washington, DC 20310-1500  
aodcomrel2@hqda.army.mil (e-mail)  
(703) 614-3354 (fax)  
[www.army.mil/comrel](http://www.army.mil/comrel)

#### MARINE CORPS:

Requests for Marine Corps assets must be submitted online at  
[www.usmc.mil/community](http://www.usmc.mil/community)  
(703) 614-1034 (voice)

#### NAVY:

Navy Office of Community Outreach  
5722 Integrity Drive, Bldg 456-3  
Millington, TN 38054  
(901) 874-5804 (Voice)  
(901) 874-5813 (Fax)  
[www.navy.mil/navco](http://www.navy.mil/navco)

#### AIR FORCE:

Office of the Secretary of the Air Force  
Office of Public Affairs (SAF/PA)  
1690 Air Force Pentagon  
Washington, DC 20330  
(703) 695-9664 (Voice)  
(703) 693-9601 (Fax)  
[www.afoutreach.af.mil](http://www.afoutreach.af.mil)  
Submit band requests online at  
[www.outreachrequests.hq.af.mil](http://www.outreachrequests.hq.af.mil)

#### NATIONAL GUARD BUREAU:

Submit requests to the State National Guard Public Affairs office in the state where the event will take place. Contact information for State Public Affairs Offices is available online at  
[www.ng.mil/features/comrel](http://www.ng.mil/features/comrel).

**SPONSOR: PLEASE RETAIN A COPY OF THIS FORM FOR FUTURE REFERENCE.**

**24. REMARKS** (Use this area to continue any items if necessary. Reference by section and item number.)

MESS NIGHT/DINING-IN SEQUENCE OF EVENTS

1. Members of the Mess assemble in an anteroom 30 minutes before dinner for cocktails and to greet the guests. This should be an occasion for all members to speak to each guest and make them feel welcome, and also for each member to pay their respects informally to the senior Marines present.
2. Ten minutes prior to dinner a trumpeter will take position at the entrance of the anteroom and play "First Call." This will be the cue for members of the Mess Night/Dining-In to finish their drinks, extinguish all smoking materials, and make necessary rest stops.
3. At the hour of the dinner, a trumpeter will again take position at the entrance of the anteroom, play "Officers Call" or "First Sergeant's Call" respectively, then rejoin the music detail. The 2d MAW Band will commence playing "Sea Soldiers" and continue until all members of the mess, except the head table, are in their appropriate places at their tables.
4. When the 2d MAW Band concludes "Sea Soldiers" the head table will form, and upon a predetermined signal, will enter the mess when the 2d MAW Band begins to play "Semper Fidelis."
5. Grace is said by the Chaplain, if present, or otherwise by the President. Officers then take their seats and the 2d MAW Band adjourns to a predetermined waiting room.
6. The cook or the cook's representative will alert the 2d MAW Band prior to serving the roast beef. At this time a piccolo player and a drummer will escort the roast beef to the head of the table playing "Roast Beef of Old England."
7. At the conclusion of playing "Roast Beef of Old England," the music detail will depart the area. The remainder of the musical support for the Mess Night/Dining-In will be provided by cassette tape.

ENCLOSURE(3)