

Headquarters
United States Army Europe
Wiesbaden, Germany

Army in Europe
Regulation 220-90*

Headquarters
United States Army Installation Management Command
Europe
Sembach, Germany

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Field Organizations

USAREUR Band and Chorus

***This regulation supersedes AE Regulation 220-90, 21 November 2017.**

For the Commander:

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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—

- Clarifies the relationship between the USAREUR Band and Chorus and the Office of Public Affairs, HQ USAREUR.
- Defines the policies and procedures for requesting, scheduling, and tasking band elements.
- Reduces the Letter of Lateness threshold to 45 days.
- Prohibits the use of non-USAREUR Band and Chorus members performing national anthems at events in the USAREUR area of operations (AO) and outlines the exception-to-policy procedure.

- Establishes mission command policies for music performance teams (MPTs).

Applicability. This regulation applies to commanders at brigade 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 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, G3/3 Operations Division, Office of the Deputy Chief of Staff, G3, 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 (AEPUBS) at <https://www.aepubs.eur.army.mil/>.

Suggested Improvements. The proponent of this regulation is the Central Taskings Branch, G3/3 Operations Division, Office of the Deputy Chief of Staff, G3, HQ USAREUR (mil 537-3727). Users may suggest improvements to this regulation by sending DA Form 2028 by email to the Unit Taskings Section, Central Taskings Branch, G3/3 Operations Division, Office of the Deputy Chief of Staff, G3, HQ USAREUR, at usarmy.wiesbaden.usareur.list.unit-taskings-section@mail.mil.

Distribution. This regulation is available only electronically and is posted in AEPUBS at <https://www.aepubs.eur.army.mil/>.

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Glossary

1. PURPOSE

This regulation provides 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 world-class music support to build allied and partner relationships; to build ready and resilient communities; and to effectively communicate with and engage all audiences to promote our national interests throughout the USAREUR area of operations (AO). It is a non-kinetic unit designed to leverage music as a tool to connect with audiences in support of CG, USAREUR, priorities. The following are the types of events in which the USAREUR Band and Chorus can be used:

a. Soldier and Family Support Missions. This includes events such as the following: change-of-command ceremonies for organizations commanded by a colonel or higher; change-of-responsibility ceremonies for organizations commanded by a general officer (GO); brigade or higher-level balls, dining-ins, or other formal events; cultural observances; Soldier and veteran memorial services; Soldiers' Chorus recruitment events on military posts; garrison open houses or open-post days; morale, welfare, and recreation event support; honor cordons and GO-hosted events for foreign dignitaries; outreach to Department of Defense Education Activity (DODEA) schools in the USAREUR AO; State Department ceremonies for organic and U.S. audiences; DOD Service School graduations; joint training with musical units from NATO or partner militaries; and other events classified as directed by the USAREUR G3.

b. Events Which Enhance the Image and Understanding of the United States and the U.S. Military to the General Public. This includes events such as the following: cultural or ceremonial events open to the public and off a U.S. installation; formal concerts; outreach to non-DODEA schools; parades; tattoos and international music shows; foreign military ceremonial support, parades, or joint concerts; State Department ceremonies for public and foreign audiences; and support of American Battle Monuments Commission events.

5. RESPONSIBILITIES

a. The USAREUR G3 exercises overall tasking authority of the USAREUR Band and Chorus.

b. The Chief, G3/3 Operations Division, Office of the Deputy Chief of Staff, G3, HQ USAREUR (CHOPS) will—

(1) Serve as the final authority for resolving USAREUR Band and Chorus scheduling conflicts.

(2) Approve and execute budgetary authority and guidance over the USAREUR Band and Chorus and the G3 Requirements Definition Division (RDD) in conjunction with the Office of the Deputy Chief of Staff, G8, HQ USAREUR.

c. The Chief, Central Taskings Branch (CTB), G3/3 Operations Division, Office of the Deputy Chief of Staff, G3, HQ USAREUR, will—

- (1) Monitor USAREUR Band and Chorus support requests and the USAREUR Band and Chorus' ability to support these requests.
- (2) Task the USAREUR Band and Chorus to provide all approved musical support directed by the CG, USAREUR, or requested by USAREUR major subordinate commands, commands under USAREUR operational control, or other military and civilian organizations.
- (3) Send fragmentary orders to the USAREUR Office of Public Affairs (OPA) for coordination before publishing.
- (4) Facilitate and staff USAREUR Band and Chorus block-leave periods.

d. The RDD, in conjunction with the Office of the Deputy Chief of Staff, G8, HQ USAREUR, will provide annual funding for the USAREUR Band and Chorus.

e. The Commander, Headquarters and Headquarters Battalion (Provisional), USAREUR, will provide personnel and administrative support to the USAREUR Band and Chorus when required.

f. The USAREUR OPA will—

- (1) Determine priorities of all public outreach events including those directed by USAREUR and USEUCOM based on the annual DOD FY# Strategic Public Affairs Outreach Plan (for example, Memorial Day ceremonies, World War II commemorative events).
- (2) Review all band and chorus requests. When required, complete a Staff Action Summary (AE Form 1-10A) within 1 week after receipt. [Paragraph 7](#) describes the request and staffing process.
- (3) Determine and coordinate appropriate PA support to amplify events, other PA stakeholders (for example, Embassy, Consulate, other State and Government entities) when appropriate.
- (4) Coordinate with other PA stakeholders (for example, Embassy, Consulate, other State and Government entities) to identify possible additional outreach engagements for the USAREUR Band and Chorus.
- (5) Provide periodic training to Band Unit Public Affairs Representatives (UPARs) in social-media management and other PA-related tasks.
- (6) Manage the USAREUR Band and Chorus official website and obtain updates from the Band and Chorus as necessary.

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

- (1) Serve as the subject-matter expert and principal advisor to the CG, USAREUR, on Army Band and Chorus matters and diplomacy through music.

(2) Determine USAREUR Band and Chorus support for all event requests and obtain legal reviews from the Office of the Judge Advocate, HQ USAREUR (OJA), when warranted. Support to a non-DOD agency, non-Federal entity, or foreign Government requires a legal review.

(3) Coordinate with other service component bands and USEUCOM when unable to support requests that could be supported by another service component band.

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

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

(6) Ensure procedures are in place to coordinate events in the civilian community with the USAREUR OPA.

(7) Coordinate funding requirements with the ODCS, G8 and RDD.

(8) Appoint UPARs.

(9) Coordinate late tasking requests with the CTB.

6. SCHEDULING

a. When requesting performances by the USAREUR Band and Chorus ([fig 1](#))—

(1) Use DD Form 2536 and AE Form 220-90A to request USAREUR Band or Chorus support. These forms can be found at the USAREUR Band and Chorus website. Requesters may also contact the USAREUR Band Operations by military telephone if additional assistance is required.

(2) Requests from U.S. embassies within the USEUCOM AOR may be sent directly (as per DODI 5410.19, paragraph E8.3.7.2), by email, to the USAREUR PAO at usarmy.wiesbaden.usareur.list.pao-outreach-desk@mail.mil; and to the USAREUR Band at usarmy.badenwur.usareur.list.band-and-chorus-request1@mail.mil.

(3) Requests from U.S. embassies in nations that are not located within the USEUCOM AOR will be submitted through the public affairs office of the applicable combatant command (COCOM) for that AOR (as per DODI 5410.19, paragraph E8.3.7.3). The owning COCOM will then forward the request to the USEUCOM PAO, who will coordinate with the USAREUR PAO and the USAREUR Band for determining the support for the request.

b. Ensure requests are submitted to USAREUR Band Operations at least 90 days before the requested performance date.

(1) Military requests received less than 45 days before the requested performance date must include a request for exception to policy signed by the first colonel (O6), W5, or GS-15, in the requester's chain of command stating the reasons for the late request. The USAREUR G3 is the approval authority for these requests.

Band Mission Request Process

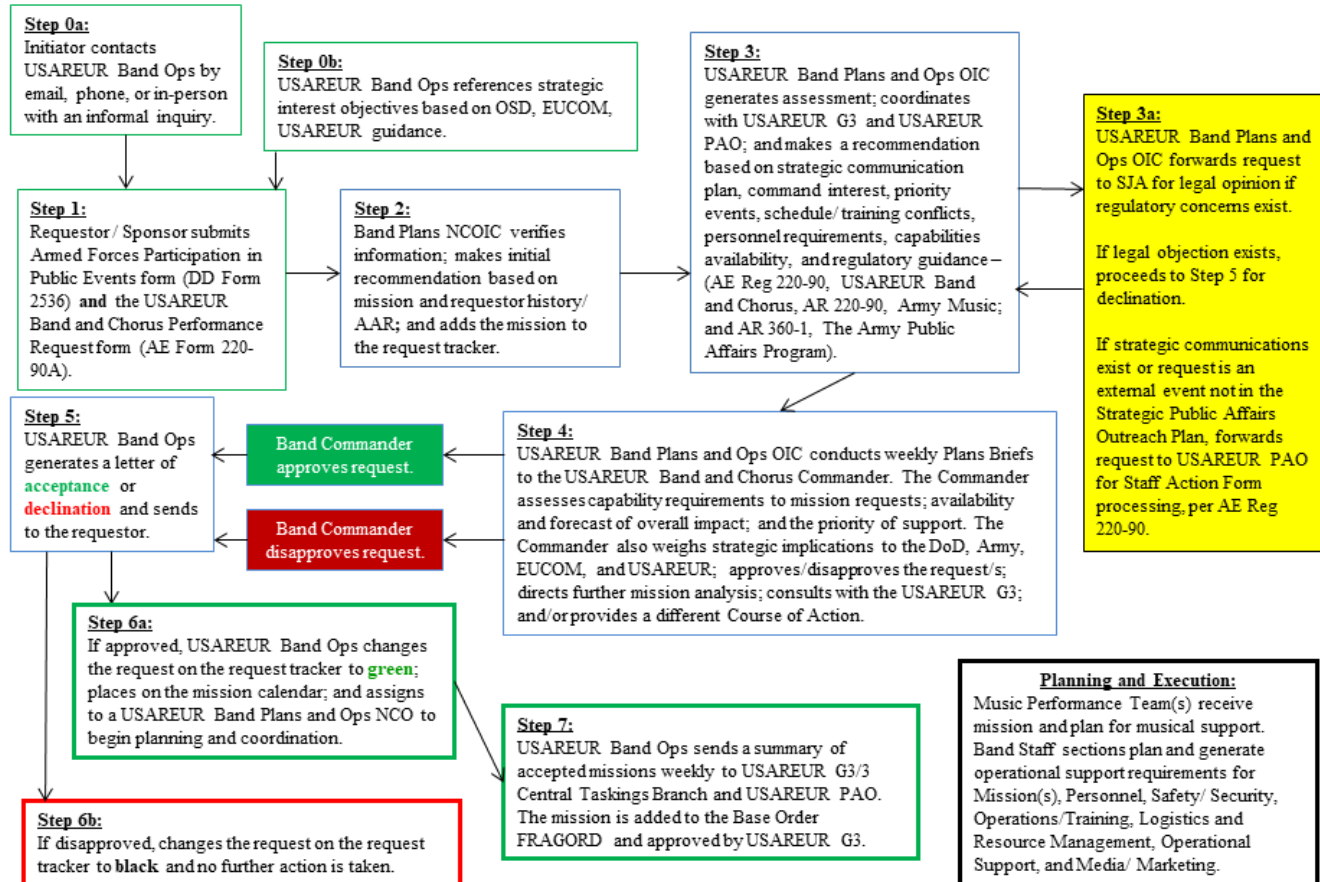


Figure 1. Band Mission Request Process

(2) 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 an Automated Message Handling System order to the USAREUR Band and Chorus.

(3) If the USAREUR Band and Chorus has other missions scheduled, the Commander will determine which event takes priority and whether or not to approve the late request. If the request is for an event of a lower priority than the already scheduled event, the request will be denied. In accordance with DOD Directive 5410.18, DOD Instruction 5410.19, AR 220-90, AR 360-1, availability, and priority, scheduling performances is based on the following priorities:

(a) Performance support directed by the CG, USAREUR, through the CHOPS, in coordination with the USAREUR OPA.

(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.

(4) If the request conflicts with scheduled training or Soldier quality-of-life events, the request will be denied when the Commander, USAREUR Band and Chorus, determines not to accommodate the late request and the CHOPS concurs with the recommendation.

(5) 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 in the priority order listed in [table 1](#) below.

Table 1 Priority List for Changes of Command or Responsibility
USEUCOM, Office of the Secretary of Defense (OSD), or higher
USAREUR
United States Army Africa/Southern European Task Force (USARAF/SETAF)
21st Sustainment Command (21st SC)
7th Army Training Command (7th ATC)
7th Mission Support Command (7th MSC)
United States Army Installation Management Command Europe (IMCOM-Europe)
United States Army Regional Health Command Europe (RHCE)
Support to sister commands in the USAREUR AO
Brigade-level commands
Change-of-responsibility ceremonies for command sergeants major of organizations headed by a GO

c. Requesters are authorized to call USAREUR Band Operations to coordinate the request before submitting it in writing ([para 6a\(1\)](#)). Telephonic or other informal coordination that occurs before submitting a formal request does not constitute approval of the request.

d. Military agencies outside of the USAREUR G3/3 Operations Division may not task the USAREUR Band and Chorus and must request support either through the CTB or by direct coordination with the Band Operations and Training noncommissioned officer in charge. This includes, but is not limited to, tenant-unit taskings, ceremonies, exercise and training support, and other military events.

e. On receipt of a request for performance of the USAREUR Band and Chorus, 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 ODCS, G3, HQ USAREUR, to avoid scheduling conflicts with mission and training events, and with the USAREUR OPA to determine support priorities.

(3) After receiving approval from the Commander, USAREUR Band and Chorus, inform requesters if the requests will be supported. The response must be confirmed in a letter or memorandum to the requester at least 60 days before the event; however, earlier decisions and notifications should be made whenever possible.

f. MPTs of the USAREUR Band and Chorus are 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.

7. REQUESTER RESPONSIBILITIES

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

(1) Provide basic logistic support (including hot meals and lodging) for the members of the USAREUR Band and Chorus. Access to a military dining facility meets the messing requirement.

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

(3) Provide an adequate location for the requested ensemble to perform.

(4) Provide drinking water for the musicians and singers.

(5) 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.

(6) Provide exact directions, including maps, to the performance site.

(7) For outdoor events, establish an inclement-weather plan and select an inclement-weather performance site.

(8) Provide a script and specific music requests (if applicable) at least 1 month before the event. There is no guarantee that requested music will be performed.

(9) 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). Submit any changes as soon as possible and ensure they are approved by the Commander, USAREUR Band and Chorus, and the USAREUR G3. Requests for changes are subject to disapproval.

(10) Provide ample event marketing and advertising to generate appropriately sized audiences.

(11) Coordinate with USAREUR OPA to ensure sufficient media coverage of the event.

8. ADDITIONAL INFORMATION

a. Support of Rehearsals. 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. The Commander, USAREUR Band and Chorus, will determine whether or not the requested MPT may attend a final dress rehearsal on the same day as the supported event, if requested.

(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 nonstatic 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 is not provided for any rehearsal except for those in preparation for major headquarters events when specifically directed by the USAREUR Command Group.

(3) Organizations funding USAREUR Band and Chorus travel to an event are not granted mission command of that MPT. The senior member of the Band and Chorus traveling with the MPT maintains control of maneuver at all times.

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 in which 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 will be submitted at least 15 workdays before the date the music is required.

(3) A wide selection of recorded music to support ceremonies is available online at <https://www.band.eur.army.mil/About-Us/Audio-Downloads/>. Before requesting customized recordings, requesters must confirm that the online resource does not fulfill the requirement. If the request is approved, the requester may be required to provide blank media storage (that is, SD cards and CDs).

c. Bugle Calls. The USAREUR Band and Chorus performs authorized bugle calls only for ceremonies. Authorized bugle calls are listed in TC 1-19.10 and TC 3-21.5.

d. Performance of National Anthems.

(1) The Chief of Staff, HQ USAREUR, is the approval authority for all vocal performances of “The Star-Spangled Banner” and host-nation anthems during USAREUR official and nonofficial events conducted either on or off USAREUR installations.

(2) If the USAREUR Band and Chorus are present at an event, the USAREUR Band and Chorus will perform all applicable anthems. The Band and Chorus will not perform a national anthem with unapproved singers.

(a) This requirement is applicable whether appropriated funds or nonappropriated funds are used.

(b) For an exception to this policy, unit commanders will send all requests to have the national anthem and host-nation anthems performed at USAREUR events to the USAREUR Band and Chorus Commander. The Commander will schedule an audition, live or recorded, of the applicant and submit a recommendation to the Chief of Staff, HQ USAREUR.

9. COMPENSATORY TIME AND THE BLOCK-LEAVE PROGRAM

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

b. 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 OPA and submit them through CTB to the CHOPS, who 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 CTB at least 180 days in advance of the requested block leave and inform the USAREUR OPA about block leave as soon as it is approved.

c. USAREUR Band and Chorus members will normally 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.

d. The USAREUR Band and Chorus will not perform musical support missions during the block-leave period. Limited bugler support may be available for fallen Soldier ceremonies.

e. 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 per normal operations processes. While in the USAREUR AO, Reserve component bands are under the operational control of the USAREUR G3 and will coordinate with the USAREUR OPA.

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 Music

AR 360-1, The Army Public Affairs Program

TC 12-44, Army Band Section Leader

TC 1-19.10, Army Ceremonial Music Performance

TC 3-21.5, Drill and Ceremonies

[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 1-10A](#), Staff Action Summary

[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
AO	area of operations
AOR	area of responsibility
AR	Army regulation
CG, USAREUR	Commanding General, United States Army Europe
CHOPS	Chief of Operations (Chief, G3/3 Operations Division, Office of the Deputy Chief of Staff, G3, Headquarters, United States Army Europe)
CTB	Central Tasking Branch, G3/3 Operations Division, Office of the Deputy Chief of Staff, G3, Headquarters, United States Army Europe
COCOM	combatant command
DA	Department of the Army
DCS	Deputy Chief of Staff
DOD	Department of Defense
DODEA	Department of Defense Education Activity
FM	field manual
HQ USAREUR	Headquarters, United States Army Europe
MPT	music performance team
NCO	noncommissioned officer
OPA	Office of Public Affairs, Headquarters, United States Army Europe
PA	public affairs
RDD	Resource Requirements Division, Office of the Deputy Chief of Staff, G3, Headquarters, United States Army Europe
UPAR	Band Unit Public Affairs Representative
U.S.	United States
USAREUR	United States Army Europe
USAREUR G3	Deputy Chief of Staff, G3, United States Army Europe
USAREUR G8	Deputy Chief of Staff, G8, United States Army Europe
USEUCOM	United States European Command