



DEPARTMENT OF THE NAVY
OFFICE OF THE SUPERINTENDENT
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 1000.1J
1/COMDT
18 May 2020

USNA INSTRUCTION 1000.1J

From: Superintendent, U.S. Naval Academy

Subj: THE U.S. NAVAL ACADEMY BAND

Ref: (a) OPNAVINST 5450.346A
(b) NAVBANDINST 5400.3
(c) DoDD 5410.18
(d) SECNAVINST 5720.44C
(e) MILPERSMAN 1306-976
(f) DoDINST 5410.19

1. Purpose. To issue instructions for use in the U.S. Naval Academy (USNA) Band.
2. Cancellation. USNAINST1000.1H
3. Scope and Applicability. All personnel assigned to USNA shall familiarize themselves with the USNA Band regulations and policies listed in references (a) through (f).
4. Background. Per reference (a), the USNA Band is a field activity of the U.S. Navy Band (USNB). Operational control and area of responsibility is exercised through the Superintendent. Fleet Band Activities provide detailing, oversight, and technical assistance. Funding (other than required from commands and organizations requesting services) is provided by the Superintendent. The USNA Band is an organizational responsibility of the Commandant of Midshipmen that reports through the Brigade Operations Officer, and operates under the leadership of the Director, USNA Band. Per reference (b), the Director reports concurrently to the Commanding Officer (CO), USNB, Washington, D.C. The Director, USNA Band is assigned to USNA in an additional duty status with the USNA Commandant of Midshipmen as regular reporting senior for fitness report purposes, and with concurrent signature provided by CO, USNB.
5. Discussion. Per reference (b), the USNA Band's mission is to provide musical support for USNA official functions. When available and when not in conflict with local mission, the USNA Band may support other non-USNA military commands, Navy Recruiting, and community outreach events.

6. Policy

a. Use of the USNA Band will be per the provisions of this instruction and references (a) through (f).

b. Official USNA functions take priority over all external support. Canceling external events that result from this prioritization will be vetted at a minimum through the Commandant of Midshipmen while making every effort to provide the sponsor with alternatives for musical support.

c. The USNA Band will participate and perform at national music education conferences and clinics in order to foster an enhanced Navy presence to recruit and retain the most qualified musicians and highest caliber citizens,

d. The USNA Band will maintain a minimum of six appropriately staffed wind ensemble concerts each year in addition to the USNA primary ceremonial mission requirements in order to meet Navy outreach mission requirements through community relations and educational outreach programs and performances. An appropriately staffed wind ensemble consists of a minimum of 45-50 enlisted personnel in traditional wind ensemble instrumentation and staffing, whereas current USNA Band staffing is 34 enlisted musicians. Augmentation will occur from National Capital Region (NCR) premier military bands when possible and provide contracting opportunities for civilians when required. Examples of annual performances include:

(1) Annual patriotic community local outreach concerts such as those in recognition of the U.S. Navy's Birthday, Veterans Day, and Independence Day.

(2) Annual Holiday by the Bay concert.

(3) Joint concert with the U.S. Coast Guard Band.

(4) Joint concerts with other U.S. military service academy organizations.

e. Per reference (b), the USNB, Washington, D.C. will supplement the USNA Band as needed to fulfill primary ceremonial mission requirements during periods of critical staffing shortfalls.

f. Additional musical units will be established utilizing current Primary Navy Enlisted Classification capabilities, and USNA mission requirements.

g. Reference (f) authorizes and provides guidance for "special bands," such as the USNA Band, to produce recordings. Subject to Naval Academy budget constraints, the USNA Band should pursue the production of recordings for distribution through compact discs, online streaming, or other emerging technologies.

7. Procedures for Requesting Band Services

a. External organizations desiring the services of the USNA Band should submit requests in writing no less than 90 days before the desired date to: Director, U.S. Naval Academy Band, 101 Buchanan Road, Annapolis, MD 21402-5080, or by contacting USNA Band Operations at (410) 293-1264, or via e-mail at bandops@usna.edu or usna.edu/USNABand/. All approved requests will be confirmed in writing. Requests should contain the type of event (ceremonial, educational outreach, concert, etc.), date, time, and location, possible alternate dates/times, point of contact, and contact information. All civilian requests must be submitted on a DD Form 2536 (Request for Armed Forces Participation in Public Events) which can be found at usna.edu/USNABand/.

b. The USNA Band is not funded for per diem, lodging, and transportation (in most cases), for military and community outreach support through the NCR. Military and civilian sponsors requesting services must provide funding for per diem and lodging and be prepared to provide transportation.

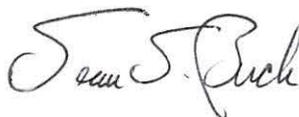
c. Internal USNA musical support requests should be made no later than 30 days before the event by calling USNA Band Operations at (410) 293-1257 or via email to bandops@usna.edu.

8. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the USNA Records Manager or the DON/AA DRMD program office.

9. Review and Effective Date. The Personnel Officer will review this instruction annually on the anniversary of the effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 52 15/40 Review of Instruction.



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Releasability and Distribution:

This instruction is cleared for public release and is available electronically only via USNA's Intranet Web site, <https://www.usna.edu/AdminSpport/Inst/>.