USNA INSTRUCTION 1000.1H

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 regarding the U.S. Naval Academy Band.

2. Cancellation. USNAINST 1000.1G. This is a complete revision and should be reviewed in its entirety.

3. Scope and Applicability. All personnel assigned to the U.S. Naval Academy (USNA) shall familiarize themselves with the USNA Band regulations and policies listed in references (a) through (f).

4. Background. Per reference (a), the U.S. Naval Academy Band is a field activity of the U.S. Navy Band (USNB). Operational control 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 Band Director. Per reference (b), the Band Director reports to USNB for duty, and is assigned to the USNA Band in an additional duty status with USNB as regular reporting senior for concurrent fitness report purposes.

5. Discussion. Per reference (b), the USNA Band’s mission is to provide musical support for USNA official functions. When available and on a not-to-interfere basis, the USNA Band may support local military commands, Navy recruiting, and community outreach events.
6. Policy

   a. Using 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, and every effort shall be made to provide the sponsor alternatives for musical support.

   c. To foster enhanced Navy presence and recruit the highest caliber musicians, subject to USNA budget constraints, the USNA Band will strive to attend and perform at national music education conferences and clinics.

   d. Reference (f) authorizes and provides guidance for “special bands,” such as the USNA Band, to produce recordings. Subject to USNA budget constraints, the USNA Band should pursue producing recordings for distribution through compact discs, web streaming, and 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, bandops@usna.edu, or usna.edu/USNABand/. Approved requests will be confirmed in writing. Requests should contain the type of event (ceremonial, dance, concert, etc.); date, time, and location; possible alternate dates and times; point of contact; and contact information. All civilian requests must be submitted on DD Form 2536, Request for Armed Forces Participation in Public Events.

   b. The USNA Band is not funded for per diem, lodging, and, in most cases, transportation for military and community outreach support throughout the National Capitol Region. Military sponsors requesting services must provide funding for per diem and lodging and be prepared to provide transportation.

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

8. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

9. Review and Effective Date. The Professional Development Division 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 5215/40 Review of Instruction. This instruction will automatically expire five years after the effective date unless reissued or otherwise canceled prior to the five-year anniversary date, or an extension has been granted.

10. **Forms.** DD Form 2536 Request for Armed Forced Participation in Public Events can be found on the DoD Forms Management official website at [http://www.dtic.mil/whs/directives/forms/eforms/dd2536.pdf](http://www.dtic.mil/whs/directives/forms/eforms/dd2536.pdf) or the Naval Academy Band website at [https://www.usna.edu/USNABand/request.php](https://www.usna.edu/USNABand/request.php). Forms should be submitted to Director, U.S. Naval Academy Band, 101 Buchanan Road, Annapolis, MD 21402-5080 or via email at bandops@usna.edu

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This instruction is cleared for public release and is available electronically only via USNA's Intranet Web site, [https://www.usna.edu/AdminSupport/Inst/](https://www.usna.edu/AdminSupport/Inst/).