

Department of the Army
Headquarters, U.S. Army Garrison
455 McNair Avenue, Suite 100
Fort Sill, Oklahoma, 73503
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***Fort Sill Regulation 210-3**

OPERATIONS
**SCHEDULING THE 77th ARMY BAND, THE FORT SILL ARTILLERY HALF
SECTION, THE POLO FIELD, THE OLD POST QUADRANGLE, and FLAG ROOM
SUPPORT**

Summary. This Regulation prescribes policies and procedures for scheduling the 77th Army Band, the Fort Sill Artillery Half Section, the Polo Field and the Old Post Quadrangle (OPQ) and requesting support from the installation Flag Room.

Applicability. The policy and guidance prescribed in this regulation is applicable to all Fort Sill Organizations.

Supplementation. Supplementation of this regulation is prohibited without prior approval from the Chief of Staff.

Suggested Improvements. The proponent of this regulation is the Directorate of Plans, Training, Mobilization and Security (DPTMS) Ops Branch. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended changes to Publications and Blank Forms) directly to DPTMS.

Distribution. This publication is available in electronic media only and can be accessed from the index of the Fort Sill Publication web site at:
<http://sill-www.army.mil/USAG/publications.html>

*This regulation supersedes Fort Sill Regulation 210-3, 24 September 2013.

Chapter 1 Introduction

1-1. Purpose. To establish policies and procedures for scheduling the 77th Army Band, the Fort Sill Artillery Half Section, Polo Field, Old Post Quadrangle (OPQ) and requesting equipment from the Fort Sill Flag Room.

1-2. References. Required and related publications; and, prescribed and referenced forms, are listed in appendix A.

1-3. Explanation of Abbreviations and Terms. Abbreviations and terms used in this regulation are explained in the glossary.

1-4. 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, The Army Records Information Management System (ARIMS) and DA Pam 25-403, Guide to Recordkeeping in the Army. Record titles and descriptions are available on the Army Records Information Management System website (<https://www.arims.army.mil>).

Chapter 2 Responsibilities

2-1. Directorate of Plans, Training, Mobilization, and Security (DPTMS). DPTMS will schedule-

- a. The 77th Army Band, for all on and off post events.
- b. The Fort Sill Artillery Half Section, for all on and off post events.
- c. Schedule the use of the Old Post Quadrangle and Polo Field.
- d. Upon request, provide Flag Room support to organizations conducting ceremonies.

2-2. 77th Army Band

- a. Upon an approved support request, provide musical support to military ceremonies, social functions, and community relations (COMREL) events.
- b. Upon an approved support request, liaise with the requesting organization to determine appropriate support and specific details pertaining to the event.
- c. Coordinate block leave periods with the Chief of Staff and back-fill band support for summer block leave period in accordance with AR 220-90.

2-3. Fort Sill Artillery Half Section

- a. Upon an approved request, provide ceremonial support to military ceremonies, social functions, and COMREL events.
- b. Provide cost estimates, as required, for support to COMREL events.
- c. Upon an approved support request, liaise with the requesting organization to determine appropriate support and specific details pertaining to the event.
- d. Coordinate block leave periods with DPTMS Operations.

2-4. Public Affairs

a. Coordinate support for COMREL activities and obtain appropriate level of approval (G33 or Chief of Staff).

b. If required, submit a legal review to the Staff Judge Advocate for COMREL request to ensure compliance with appropriate regulations and directives.

2-5. USAFCOEFS G3/5/7 - Serve as the approval authority for COMREL request for the 77th Army Band, Half Section, and Costello's Own that do not require an exception to policy.

Chapter 3 General

3-1. Scheduling Procedures. The 77th Army Band is under the administrative control of Headquarters Detachment, Fires Center of Excellence (FCOE); however, scheduling is controlled by DPTMS-Operations Branch. The Fort Sill Artillery Half Section, OPQ, Polo Field, and the Installation Flag Room are also operated, operationally controlled, and scheduled through DPTMS-Operations Branch. Scheduling procedures are as follows:

a. Military Organizations –

(1) Submit a Training Support Request, Fort Sill Form 104 (FS 104) to DPTMS Operations NLT 45 days prior to the event. The FS 104 is located at <http://sill-www.army.mil/USAG/forms.html>. Support request must be routed through appropriate brigade operations offices. Training Support Requests which provide less than 45 calendar days lead time to DPTMS Operations must include a memorandum of lateness signed by a commander (Lieutenant Colonel or above), director, commandant or chief of special staff or tenant unit. Request are not required for change of command ceremonies as these events are covered by a separate operations order (OPORD).

(2) Support request can be emailed or hand carried to DPTMS Operations Branch, building 455 (McNair Hall), room 212.

b. Non-federal entities and private organizations will submit a Fort Sill Form 1418 to the Fort Sill Public Affairs office. The Fort Sill Form 1418 is located at <http://sill-www.army.mil/USAG/forms.html>. The Public Affairs office will execute the staff action procedures to coordinate support.

3-2. Scheduling Priorities.

a. First priority is all installation level ceremonies (i.e., monthly retirement ceremonies, reveille and retreat ceremonies, and special ceremonies as directed by the Commanding General, FCOE).

*Fort Sill Regulation 210-3,

b. Second priority is Brigade/Battalion level Change of Command ceremonies and all events requiring the participation of a general officer.

c. Third priority is military graduation ceremonies, in the order the requests are received.

d. Fourth priority includes all other on-post events (i.e. Change of Responsibility ceremonies, Commander's Ball, Prayer Breakfast) and rehearsals for GO level ceremonies.

e. Fifth priority is off-post events that are active duty official functions.

f. Sixth priority includes off-post events such as National Guard/Reserve official functions, Army Recruiting, and Community Relations.

g. Seventh priority is off-post retiree official functions and nonmilitary events.

3-3. Scheduling Restrictions.

a. The use of the OPQ is limited to Installation-Level ceremonies and General Officer ceremonies.

b. Request for exception to this policy must be submitted to DPTMS-Operations Branch for the Chief of Staff's approval no later than 45 days prior to the event date.

3-4. 77th Army Band Scheduling Guidelines.

a. When requesting the Band, indicate the type of support needed on Fort Sill Form 104 when type of support is not clear, DPTMS will delay request until unit clarification is received. Use the following musical group names to indicate what support is required.

(1) Concert Band for major events that do not require movement.

(2) Marching Band for military ceremonies and parades.

(3) Popular Music Group or Small music ensemble for official functions, United States Army Recruiting Command support, and community relations.

(4) Indicate which type of Soloist is needed (bugler, pianist, or vocalist).

b. Commander, 77th Army Band, based upon his/her experience and technical expertise, will determine the applicability of any performing group in relation to the target audience.

*Fort Sill Regulation 210-3,

c. Requests for scheduling of individual elements of the band are considered only when requests do not conflict with full-band participation in another event.

d. Performance Standards.

(1) Bands will not perform in any manner or style which has the potential to unnecessarily injure performers or damage equipment, for example, performing on musical instruments while running.

(2) Performing outdoors during electrical storms or in other severe weather or climactic conditions is potentially dangerous to band members, will result in substandard performance, and can render instruments inoperable or in need of extensive and costly repairs. Rain can severely damage woodwind and percussion instruments and presents a serious safety hazard for electronic instruments, sound reinforcement systems, and other electrical equipment.

(3) At or below the freezing point, as determined by temperature or wind chill, there is a great potential for personal injuries. Brass, electronic, and woodwind instruments will cease to function properly, if at all, and serious damage to instruments is inevitable.

e. Participation. Army bands may participate in—

(1) Official military functions, whether on or off the military installation. See AR 360-61. For example—

(a) Military ceremonies, to include those supporting other federal agencies.

(b) Worship Ceremonies. Army bands may support the installation or activity commander's religious programs and perform at officially designated command memorial ceremonies, military funerals, prayer breakfasts, special religious observances, or other official events which may have religious content.

(c) Other events on military installations and sponsored by the military such as physical training and sports events, open houses, Army Birthday celebrations, organization days, dedications of official government facilities, and annual branch specific celebrations.

(d) Free social and entertainment activities sponsored by the military, held on or off military installations, and conducted for the benefit of military personnel and their guests. These may include functions for which a charge is levied to defray expenses for food, beverages, and other incidental expenses.

f. Prohibited Participation. Army bands are specifically prohibited from participating in the following: (Reference AR 220-90, 14 December 2007)

*Fort Sill Regulation 210-3,

(1) Luncheons, dinners, receptions, or dances, held in the public domain and sponsored by other than military or official Government personnel, where Army musicians on official duty are expected to provide background, dinner, or dance music (see AR 360-61).

(2) Political meetings, ceremonies and like events, whether on or off the installation.

(3) Public programs held away from a military installation where the band is expected to perform back-up support for other entertainers, unless the band performs as a featured participant and has received a waiver from the American Federation of Musicians.

(4) Events, other than those authorized above, for which there is an admission or other fee imposed.

(5) Events, other than normal military commitments, for which band participation would selectively benefit or appear to selectively, benefit any person, group, or corporation. This applies to all affiliations (profit, nonprofit, religious or quasi-religious, sectarian, ideological, fraternal, political, or commercial).

(6) Motion picture premieres or regular movie presentations, fashion shows, or similar events sponsored or conducted for the sole benefit of commercial interests.

(7) Parades (such as Christmas parades) sponsored primarily to support the commercial aspects of a holiday or event.

(8) Civilian-sponsored beauty contests or pageants and similar events.

(9) Events that are solely designed to stimulate sales or increase commercial business.

3-5. Fort Sill Artillery Half Section.

a. Fort Sill's Artillery Half Section is an equestrian ceremonial unit that performs in change of command ceremonies, demonstrations, staff rides, and COMREL events.

b. Military organizations requesting the Fort Sill Half Section should forward a completed FS 104 to DPTMS, Operations. Request are not required for change of command ceremonies as these events are covered by a separate operations order (OPORD).

c. Non-federal entities and private organizations will submit a Fort Sill Form 1418 to the Fort Sill Public Affairs office. The Fort Sill Form 1418 is located at <http://sill-www.army.mil/USAG/forms.html>. The Public Affairs office will execute the staff action procedures to coordinate support.

3-6. Fort Sill Flag Room.

a. The Fort Sill Flag Room provides the following ceremonial equipment to organizations for the conduct of official military ceremonies and social events:

(1) Organizational Colors – Army, Marine, Navy, Air Force, Coast Guard, FCOE, Field Artillery Branch and School, Air Defense Artillery Branch and School.

(2) U.S. State and Territorial Flags.

(3) Individual Flags – General Officer, Senior Executive Service, and Civilian Aide to the Secretary of the Army.

(4) Flag stands.

(5) Flag Harnesses and pistol belts.

(6) Officer sabers and Non-commissioned officer swords.

b. Organizations requesting ceremonial equipment should forward a completed FS 104 to DPTMS, Operations. Request are not required for change of command ceremonies which are covered by a separate operations order (OPORD).

c. Requesting organizations are responsible for the pick-up, transport, proper emplacement and display, recovery, and return of all flag room equipment.

d. All equipment will be inspected and issued on DA Form 3161; organizations are responsible for lost or damaged equipment.

e. Flag room equipment will not be issued for personal or individual use.

3-7. Scheduling the Old Post Quadrangle and the Polo Field.

a. Organizations requesting the use of the OPQ or Polo Field should forward a completed FS 104 to DPTMS, Operations. Request are not required for change of command ceremonies which are covered by a separate operations order (OPORD).

b. Tracked or wheeled vehicles are not allowed on the parade fields except when performing a mounted inspection.

c. Organizations are responsible for policing and removing all debris from the area immediately following the event.

d. Organizations are responsible for coordinating portable toilets and hand washing stations when using the OPQ and Polo Field.

Appendix A References

Section I Required Publications

This section contains no entries.

Section II Related Publications

AR 25-400-2
The Army Records Information Management System

AR 220-90
Army Bands

AR 360-61
The Army Public Affairs Program

DA Pam 25-403
Guide to Recordkeeping in the Army

USAFCOEFS Regulation 210-5
Procedures for Ceremonies and Reviews

Section III Prescribed Forms

DA Form 3161
Request for Issue and Turn-In

Fort Sill Form 104
Training Support Request

Fort Sill Form 1418
Request for Armed Services Participation in Public Event

Section IV Referenced Forms

DA Form 2028
Recommended changes to Publications and Blank Forms

Glossary

Section I Abbreviations

AR
Army Regulation

ARIMS
Army Records Information Management System

COMREL
Community Relations

DA
Department of the Army

DA Pam
Department of the Army Pamphlet

DPTMS
Directorate of Plans, Training, Mobilization, and Security

FS Form
Fort Sill Form

GO
General Officer

HMMWV
High Mobility Multi Wheeled Vehicle

NLT
No Later Than

OPQ
Old Post Quadrangle

USAFCEFS
United States Army Fires Center of Excellence and Fort Sill

USAREC
United States Army Recruiting Command

Section II Terms

*Fort Sill Regulation 210-3,

This section contains no entries.

Section III

Special Abbreviations and Terms

This section contains no entries.

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IMSI-PLO



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