



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-0000

BUPERSINST 5400.59
PERS-4014
23 Apr 07

BUPERS INSTRUCTION 5400.59

From: Chief of Naval Personnel

Subj: OPERATING PROCEDURES FOR NAVY MUSIC PROGRAM ACTIVITIES

Ref: (a) BUPERSINST 5450.37A
(b) DOD Directive 5410.18 of 20 Nov 01
(c) DOD Instruction 5410.19 of 13 Nov 01
(d) SECNAVINST 5720.44B
(e) MILPERSMAN 1300-050
(f) NAVPERS 15875F, Allowance List of Musical Instruments and Accessories for Official Navy Bands
(g) NAVPGSCOLINST 1520.1E (NOTAL)
(h) BUPERSINST 4205.3

Encl: (1) Standard Operating Procedures for Navy Music Program Activities

1. Purpose. To promulgate operational procedures for official Navy Bands, and to publish information and guidance for the efficient and proper operation of Navy Music Program activities.

2. Cancellation. NAVPERSCOMINST 5400.2A.

3. Applicability. This instruction applies to all official Navy bands and support activities.

4. Action. All policies established by directors of Navy bands and Commanding Officer, U.S. Navy Band will be per this directive, and the policies and regulations of the local operational commander or higher authority. In carrying out their assigned mission, Bandmasters will implement policies and perform their duties as set forth in enclosure (1). References (a) through (h) provide additional guidance regarding the performance, use, and operation of Navy bands.

A handwritten signature in black ink, appearing to read "D. A. Gove", is positioned above the typed name.

D. A. GOVE
Rear Admiral, U.S. Navy
Deputy Chief of Naval Personnel

Distribution:
Electronic only, via BUPERS Web site
<http://www.buperscd.technology.navy.mil>

BUPERSINST 5400.59
23 Apr 07

**STANDARD OPERATING PROCEDURES
FOR NAVY MUSIC PROGRAM ACTIVITIES**

TABLE OF CONTENTS

	PAGE
SECTION 1 - PROGRAM MANAGEMENT AND MISSION CAPABILITIES	
Article 101 - Program Management	1-1
Article 102 - Mission Capabilities	1-1
SECTION 2 - SCHEDULING PRIORITIES AND PREEMPTION	
Article 201 - General	2-1
Article 202 - Areas of Responsibility	2-1
Article 203 - Priorities	2-1
Figure 2-1 - Map of Areas of Responsibility	2-2
SECTION 3 - PERFORMANCE GUIDELINES FOR U.S. NAVY BANDS	
Article 301 - General	3-1
Article 302 - Scope	3-1
Article 303 - Guidelines for Presentation and Required Instrumentation	3-1
Article 304 - Parade/Marching Bands	3-2
Article 305 - Performance of DOD Honors & Ceremonies Music	3-2
Article 306 - Uniforms	3-3
SECTION 4 - SELECTION OF THE COMMANDING OFFICER/LEADER, U.S. NAVY BAND, WASHINGTON, DC	
Article 401 - General	4-1
Article 402 - Scope	4-1
Article 403 - Tour Length	4-1
Article 404 - Eligibility Requirements	4-1
Article 405 - Application Procedures	4-1
Article 406 - Selection Procedures	4-2
SECTION 5 - APPLICATION FOR NAVY BANDMASTER POST-GRADUATE EDUCATION PROGRAM	
Article 501 - General	5-1
Article 502 - Scope	5-1
Article 503 - Eligibility Requirements	5-1
Article 504 - Application Procedures	5-1
Article 505 - Selection Procedures	5-2

SECTION 6 - CONCURRENT BANDMASTER FITNESS REPORTS

Article 601 - General	6-1
Article 602 - Procedures	6-1
Article 603 - Processing	6-1
Article 604 - Concurrent Billet Assignments	6-1

APPENDIX

Appendix A - Small Fleet Band Manning Diagram	
Appendix B - Large Fleet Band Manning Diagram	
Appendix C - Major Command Band Manning Diagram	
Appendix D - United States Navy Band Manning Diagram	
Appendix E - United States Naval Academy Band Manning Diagram	
Appendix F - Sample Letter Application for Commanding Officer/Leader, U.S. Navy Band, Washington, DC	
Appendix G - Sample Letter Application for Navy Bandmaster Post-Graduate Education Program	

SECTION 1 - PROGRAM MANAGEMENT AND MISSION CAPABILITES

101. Program Management. All Navy bands and support activities are centrally managed as part of the Navy Music Program. Navy Personnel Command (NAVPERSCOM) (PERS-4014) provides personnel detailing, equipage, oversight, and technical assistance for the Navy Music Program. Funding (other than required from commands and organizations requesting services) is also provided by NAVPERSCOM (PERS-4014) with the sole exception of the U.S. Naval Academy Band which receives funding from the Superintendent, U.S. Naval Academy, and the U.S. Navy Band which receives funding from the Chief of Naval Personnel.

102. Mission Capabilities

a. Small Fleet bands, appendix A (35 members), will maintain a ceremonial band, show/jazz band, parade band, brass quintet, VIP combo, contemporary entertainment ensemble, and duty bugler.

b. Large Fleet bands, appendix B (45 members), will maintain an all-hands concert band/wind-ensemble, a woodwind quintet, in addition to maintaining the performance capabilities required of small Fleet bands.

c. Major Command bands, appendix C (60 members), will maintain an all-hands symphonic wind-ensemble, a second ceremonial band, in addition to maintaining the performance capabilities required of large Fleet bands.

d. Navy's premier-duty bands, U.S. Navy Band, appendix D (4 officers and 172 enlisted), and U.S. Naval Academy Band, appendix E (2 officers and 66 enlisted), will maintain the performance capabilities of all Fleet bands and will also maintain the following additional autonomous capabilities:

- (1) Contemporary entertainment ensemble.
- (2) Country/bluegrass ensemble (U.S. Navy Band only).
- (3) Big-band jazz ensemble (U.S. Navy Band only).
- (4) Mixed-chorus (U.S. Navy Band only).

SECTION 2 - SCHEDULING PRIORITIES AND PREEMPTION

201. General. The Bandmaster is the point of contact for scheduling units of Navy bands. The band's operations chief coordinates scheduling activities for the Bandmaster.

Note: All scheduled engagements are subject to preemption by the band's operational commander.

202. Areas of Responsibility (AOR)

a. Each band is assigned an AOR. For the U.S. Navy Band, Naval Academy Band, Commander, U.S. Naval Forces Europe Band, Pacific Fleet Band, and Seventh Fleet Band, the respective operational commanders define the AOR. For continental United States (CONUS) Fleet bands, figure 2-1 defines the AORs for each band.

b. CONUS based bands are authorized to perform outside of their AOR under the following conditions:

(1) The performance is authorized under references (d) and (e).

(2) No other performances will be cancelled as a result of performing outside the AOR (see article 203).

(3) The band in the AOR cannot meet the requested performance.

(4) The respective operational commander approves the out-of-area performance.

(5) Head, Navy Music Program (PERS-4014) approves the out-of-area performance.

203. Priorities. Support is provided in the following priority on a first-come-first-serve basis:

a. Operational commander.

b. Navy Recruiting.

c. Other local commands/activities.

d. Other commands/activities within operational commander's area of coordination.

SECTION 3 - PERFORMANCE GUIDELINES FOR U.S. NAVY BANDS

301. General. This information and guidance pertains to community relations, ceremonial, and honors presentations by official Navy bands.

302. Scope. This guidance applies to all activities and commands designated official Navy bands.

303. Guidelines for Presentation and Required Instrumentation

a. Ceremonial Presentation. Ceremonial units will perform in appropriate formation and utilize the three-count manual-of-instruments and standard military commands issued by the conductor or drum major to form-up, prepare-to-play, and to assume positions of parade-rest, at-ease, and attention. Ceremonial bands (full) may begin and remain in parade formation or step-off into open-rank concert formations. Units with fewer members will stand-in-place in two or more ranks. Conductors will be centered, six paces forward of the front rank.

(1) While at parade-rest, conductors will retain batons in right hands with left over right clasped hands centered approximately two inches below the belt buckle.

(2) The wearing of white uniform gloves is required for conductors while performing in full-dress, regardless of rank.

b. Ceremonial Band Units. A full ceremonial band (23-piece or larger) is to be used at every opportunity; however, where circumstances prevent their use, a unit of at least 15 or more members consisting of the following minimum instrumentation (plus conductor) will be used:

(1) Three percussionists and 11 other instrumentalists consisting of woodwinds, trumpets and lower brass, of which one will be a tuba or sousaphone.

(2) Recommended instrumentation for minimum-sized ceremonial units: four woodwinds, three trumpets, two trombones, one euphonium (an additional trombone may be substituted), one sousaphone or tuba, one snare drummer, one bass drummer, one cymbal player (one bass drummer with mounted cymbal may be substituted for an additional woodwind or brass instrumentalist), and the conductor.

c. Use of Brass Quintets. Brass quintets, on occasion, may be used effectively to support limited types of ceremonies. They **are not** authorized to render honors. Minimum-instrumentation or larger ceremonial units **only** will render honors. Brass quintets will not be used as an "additional" ceremonial band. The following restrictions apply:

(1) Used for indoor ceremonial events only where the site is too small to accommodate a ceremonial band.

(2) Outdoor brass quintet performances will be limited to small concert/recital series-type events only. Brass quintets **will not** perform any outdoor ceremonial events.

Note: Combos, rock/jazz units, and similarly small "specialty" ensembles **will not** perform the National Anthem or render honors.

304. Parade/Marching Bands. All-Hands Parade bands will be utilized wherever possible; however, **minimum** size parade bands will consist of the full ceremonial band (23 members) plus a Drum Major. The ceremonial band unit leader (Bandmaster) will march on the band's right flank, except on those occasions when the reviewing stand is located on the band's left flank. While five-column units are preferred, a minimum sized parade band will form in four columns by six ranks (five full ranks, the sixth rank consisting of members in the first and fourth columns only (a total of 22 members)). The Bandmaster and Drum Major account for the 23rd and 24th members respectively.

305. Performance of DOD Honors and Ceremonial Music. Many types of material require specific instrumentation and proper presentation to be performed correctly, both musically and with appropriate dignity and respect. The following lists general guidelines. Refer to U.S. Navy Regulations and Marine Corps Drill & Ceremonies Manual for additional guidance.

a. National Anthem

(1) The official DOD version of the National Anthem will **only** be performed by the following units/soloists. This applies to the U.S. anthem at all times and to foreign anthems when performed on ceremonial occasions or for rendering honors:

- (a) Concert band/Wind ensemble.
- (b) Ceremonial band.

(c) Brass quintet (indoor events only).

(d) Vocal ensemble/chorus with SATB capability;
a capella or with ceremonial band or piano accompaniment.

(e) Solo vocalist; *a cappella* or with ceremonial band or piano accompaniment. Non-MU, or civilian vocalists are authorized to perform the anthem *a capella*, or the DOD version with the ceremonial band at the discretion of the Bandmaster.

(f) Solo piano.

(2) The U.S. anthem will always be played in its entirety and not as part of a "medley."

(3) For on-site ceremony "rehearsals," the band will sound and hold a *chord* in lieu of performing the anthem, unless all in the ceremonial area are prepared to *stop and come to attention* while the anthem is played.

b. Honors. Minimum or larger ceremonial bands will perform honors (ruffles & flourishes with appropriate march).

c. While no similar restrictions apply to honors marches (i.e., *Hail to the Chief*, *Admiral's/General's March*) when not played to render honors (without ruffles & flourishes), as well as Service Songs and the *Navy Hymn*, they too will be performed with appropriate dignity. These pieces may be performed by the unit assigned and they may be abbreviated (for dining-in and dining-out "toasts," etc.).

306. Uniforms. All official U.S. Navy bands perform in appropriate military uniforms prescribed by U.S. Navy Uniform Regulations. Exceptions to this policy, other than those listed below, will not be granted.

(1) Civilian clothes or non-uniform items worn with uniforms (i.e., command shirts, jackets) are not authorized for unit-wear when performing for public events or "other" commands or activities. On occasion, the Bandmaster may authorize civilian clothes/unit apparel for parent command *informal* social-events such as:

(a) Shipboard steel beach picnics.

(b) Command parties where the only attendees are within their command (including spouses/guests).

BUPERSINST 5400.59
23 Apr 07

(c) The wearing of civilian attire is deemed more appropriate by the operational commander and Bandmaster.

Note: The term "parent command" refers to only that command to which the band is attached for operational purposes.

(2) Changes into costumes as a part of an overall concert used to enhance the presentation of "show" material or "skits" are authorized. The presence of costumes should be for a purpose readily apparent to the audience, short in duration, and worn by "spotlighted" performers only. These items are to be worn as costume *changes*; not in lieu of appropriate uniforms. Costume examples include, but not limited to, "period" uniforms to enhance patriotic presentations and props/outfits associated with 1940s/1950s-era presentations.

**SECTION 4 - SELECTION OF THE COMMANDING OFFICER/LEADER,
U.S. NAVY BAND, WASHINGTON, DC**

401. General. The U.S. Navy Band is the Navy's premier musical organization.

402. Scope. This information applies to all component organizations of the Department of the Navy (DON) associated with nominating, screening, selecting, and assigning Bandmasters (designator 6430) to this Presidential-support billet.

403. Tour length. The Commanding Officer/Leader, U.S. Navy Band is assigned a 4-year tour of shore duty with the possibility of two 1-year extensions.

404. Eligibility Requirements. The position of Commanding Officer/Leader, U.S. Navy Band is the Navy's senior Bandmaster billet (O6). The officer who, at the time of vacancy, is the most suitable and most qualified in all respects will be selected to fill this position. Applicants must meet the following requirements:

a. Be a lieutenant commander or above serving on active duty as a Limited Duty Officer Bandmaster (designator 6430).

b. Meet current Navy physical fitness and body fat standards.

c. Have demonstrated the highest levels of technical skill, knowledge, and ability in **musical conducting, instrumental performance** and **academic instruction**, and the highest levels of **leadership** and **management** required to serve in command ashore billets.

d. No known prior or pending actions which would prohibit the applicant from completing background screening requirements and issuance of a Yankee White security clearance (Presidential-support clearance).

405. Application Procedures. Approximately 9 months prior to the anticipated Commanding Officer/Leader vacancy, NAVPERSCOM (PERS-4014), will identify and notify eligible candidates. All eligible candidates will submit an application package, appendix F, to NAVPERSCOM (PERS-4014). Application packages will contain the following:

- a. Current full-length black/white or color service record photo (Service Khaki).
- b. Chronological list of officer billets held.
- c. Educational background information/documentation.
- d. Listing of personal awards with applicable dates.
- e. Program copies from concerts conducted.
- f. Any additional information the candidate believes should be considered.
- g. Operational commander's forwarding endorsement addressing each of the listed eligibility requirements.

406. Selection Procedures

- a. The Commanding Officer/Leader, U.S. Navy Band is determined by nominative process.
- b. Upon receipt of candidates' applications, NAVPERSCOM (PERS-4014) will prepare a standard nomination package. NAVPERSCOM (PERS-4) will identify a recommended nominee and forward the name, along with all other nominations, to CNO via CHINFO for confirmation.
- c. Upon CNO confirmation, NAVPERSCOM (PERS-4) or NAVPERSCOM (PERS-4014) will personally notify all candidates of the results.

**SECTION 5 - APPLICATION FOR NAVY BANDMASTER POST-GRADUATE
EDUCATION PROGRAM**

501. General. To provide information and guidance on applying for the Bandmaster Post-Graduate Education Program.

502. Scope. This guidance does not supersede or override existing post-graduate program instructions and applies only to Navy Bandmasters (designator 6430) and operational commanders responsible for nominating officers to this program. Reference (g) is applicable to the Navy Bandmaster Post-Graduate Program and provides procedures for the administration and management of Navy-funded graduate education programs at civilian institutions. Additionally, reference (g) provides specific reporting guidance and financial information for those officers selected.

503. Eligibility Requirements

a. Be a Navy Bandmaster (designator 6430) in a permanent officer status at the time of application.

b. Meet current Navy physical fitness and body fat standards.

c. Possess a Bachelors Degree or higher.

d. Be recommended by the operational commander.

e. Have completed two or more tours of duty as a Navy Bandmaster upon assignment to post-graduate school.

f. Have at least 60 months retainability from projected date of degree completion.

g. Be eligible for transfer by the class-convening date requested.

504. Application procedures

a. Upon completion of all entrance procedures, forward completed letter applications, appendix G, to NAVPERSCOM (PERS-4014) by 1 September of the year prior to class-convening date (biennial quota) (i.e., applications for the class convening September 2008 are due no later than 1 September 2007).

b. Applicants must apply and be accepted by one or more of the following universities supporting Navy's Masters Degree in Conducting program:

- (1) Florida State University.
- (2) University of Illinois.
- (3) Louisiana State University.
- (4) Indiana University.
- (5) Wichita State University.

c. Applicants must notify NAVPERSCOM (PERS-4014) at least 90 days prior to the application due date to coordinate temporary additional duty (TEMADD) travel for on-site testing.

d. NAVPERSCOM (PERS-4014) will publish convening dates well in advance of their occurrence to allow all potential candidates sufficient time to apply. Letter applications will be prepared as shown in appendix G and must contain the following:

- (1) Letter of acceptance from a participating university.
- (2) Certified copies of college transcripts listing degree(s) held.
- (3) Current full-length black/white or color service record photo (Service Khaki).
- (4) Operational commander's endorsement.

505. Selection Procedures

a. All qualified candidates will be considered, with selection determined by the applicant's potential to serve as conductor of a premier band, overall performance, application package, seniority, time-in-service remaining, and past applications.

SECTION 6 - CONCURRENT BANDMASTER FITNESS REPORTS (FITREP)

601. General. NAVPERSCOM (PERS-4) is designated the regular reporting senior for concurrent FITREP purposes for officers (designator 643X) serving in field activities.

602. Procedures

a. Local operational commander prepares FITREPs. When completed, FITREPs will be signed and dated by Bandmaster and reporting senior in blocks 45, 46, and, when applicable, block 32. Block 18 must be checked and leave block 47 blank (name/title of regular reporting senior). This block will be prepared for the signature of NAVPERSCOM (PERS-4).

b. Forward original FITREPs and summary letters to the following address for processing and concurrent signature preparation:

NAVY PERSONNEL COMMAND (PERS-4014)
NAVY MUSIC PROGRAM MANAGEMENT BRANCH
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-4014

603. Processing. After concurrent signature is obtained, completed packages (FITREP and summary letter) will be delivered to NAVPERSCOM (PERS-311) and a signed dated copy returned to the reporting senior and the individual officer.

604. Concurrent Billet Assignments. The following lists 643X billet assignments requiring concurrent FITREPs:

BANDMASTER (643X) BILLETS REQUIRING CONCURRENT FITREPS

1. Commanding Officer/Leader, U. S. Navy Band
2. Director, U.S. Fleet Forces Band
3. Assistant Director, U.S. Fleet Forces Band
4. Fleet Bandmaster, Pacific Fleet Band
5. Director, U.S. Naval Forces Europe Band
6. Assistant Director, U.S. Naval Forces Europe Band
7. 1st Officer/Leader, Naval Academy Band

BUPERSINST 5400.59
23 Apr 07

8. 2nd Officer/Assistant Leader, Naval Academy Band
9. Fleet Bandmaster, Seventh Fleet Band
10. Director, Navy Band Southeast
11. Director, Navy Band Southwest
12. Director, Navy Band Northwest
13. Director, Navy Band Great Lakes
14. Director, Navy Band Northeast
15. Director, Navy Band New Orleans
16. Director, Navy Band Fleet Support Unit

SMALL FLEET BAND MANNING DIAGRAM		
PARADE BAND (MARCHING BAND) (35)		
<u>STAFF/MISC</u> Bandmaster SEA/AD OPS Chief (3)	CEREMONIAL/SHOW BAND (23)/(18)	"CONTEMPORARY" ENTERTAINMENT ENSEMBLE (Rock/Pop Band) (9)
DESIG/NEC (INSTRUMENT)		35-PIECE
643X (Bandmaster)		1
3851 (Enlisted Bandleader)		1
3851 (Operations Chief)		1
3853 (Unit Leader)		1
3801 (Flute)		1
3802 (Oboe)		0
3803 (Clarinet)		2
3804 (Bassoon)		0
3805 (Saxophone)		4
3806 (Trumpet)		6
3807 (French horn)		1
3808 (Euphonium)		1
3809 (Trombone)		4
3811 (Tuba)		1
3812 (Guitar/Aux Perc)		2
3813 (Percussion/Drums)		2
3814 (Keyboards/Aux Perc)		2
3815 (Elec Bass/Aux Perc)		2
3825 (Vocalist/Entertainer/Aux Perc)		2
3855 (Sound Engineer)		1

LARGE FLEET BAND MANNING DIAGRAM				
CONCERT BAND				
(45)				
LARGE PARADE BAND				
(45)				
STAFF/MISC Bandmaster SEA/AD OPS Chief (3)	CEREMONIAL /SHOW BAND (23)/(18)	"CONTEMPORARY" ENTERTAINMENT ENSEMBLE (Rock/Pop Band) (9)	WOODWIND QUINTET (5)	BRASS QUINTET (5)
DESIG/NEC (INSTRUMENT)				45-PIECE
643X (Bandmaster)				1
3851 (Enlisted Bandleader)				1
3851 (Operations Chief)				1
3853 (Unit Leader)				2
3801 (Flute)				2
3802 (Oboe)				1
3803 (Clarinet)				4
3804 (Bassoon)				1
3805 (Saxophone)				4
3806 (Trumpet)				7
3807 (French horn)				2
3808 (Euphonium)				1
3809 (Trombone)				5
3811 (Tuba)				2
3812 (Guitar/Aux Perc)				2
3813 (Percussion/Drums)				3
3814 (Keyboards/Aux Perc)				2
3815 (Elec Bass/Aux Perc)				2
3825 (Vocalist/Entertainer/Aux Perc)				1
3855 (Sound Engineer)				1

MAJOR COMMAND BAND MANNING DIAGRAM				
SYMPHONIC WIND ENSEMBLE/CONCERT BAND				
(55+)				
LARGE PARADE BAND				
(45+)				
TWO - CEREMONIAL BANDS/SMALL PARADE BANDS				
(25+ ea.)				
STAFF/MISC Bandmaster SEA/AD OPS Chief (3)	SHOW BAND/ JAZZ ENSEMBLE (18)	"CONTEMPORARY" ENTERTAINMENT ENSEMBLE (Rock/Pop Band) (10)	WOODWIND QUINTET (5)	BRASS QUINTET (5)
DESIG/NEC (INSTRUMENT)				60-PIECE
643X (Bandmaster)				2
3851 (Enlisted Bandleader)				1
3851 (Operations Chief)				1
3853 (Unit Leader)				2
3801 (Flute)				2
3802 (Oboe)				1
3803 (Clarinet)				7
3804 (Bassoon)				1
3805 (Saxophone)				5
3806 (Trumpet)				8
3807 (French horn)				4
3808 (Euphonium)				2
3809 (Trombone)				6
3811 (Tuba)				2
3812 (Guitar/Aux Perc)				3
3813 (Percussion/Drums)				3
3814 (Keyboards/Aux Perc)				3
3815 (Elec Bass/Aux Perc)				3
3825 (Vocalist/Entertainer/Aux Perc)				3
3855 (Sound Engineer)				1

<p style="text-align: center;">UNITED STATES NAVY BAND MANNING DIAGRAM (4 OFFICERS - 172 ENLISTED)</p>

	SYMPHONIC WIND ENSEMBLE (55+)	
COMMAND/SUPPORT STAFF (29)	PARADE/CEREMONIAL BAND (26)	"Sea Chanters" MIXED- CHORUS (27)
"Cruisers" CONTEMPORARY ENTERTAINMENT ENSEMBLE (8)	"Commodores" JAZZ ENSEMBLE (19)	"Country Current" COUNTRY/ BLUEGRASS GROUP (7)

**UNITED STATES NAVAL ACADEMY BAND
MANNING DIAGRAM**

SYMPHONIC WIND ENSEMBLE (55+)			ELECTRIC BRIGADE Contemporary Entertainment Ensemble
COMMAND/SUPPORT STAFF	PARADE BAND	SUPERINTENDENT'S COMBO	
- 1 st Officer/Leader - 2 nd Officer/AD - SEA - OPS Chief - Supply Chief - Sound Engineer (2) - Arranger - Drum Major - Librarian - BMS (11)	(45)	(4)	(8)
DESIG/NEC (INSTRUMENT)	AMOUNT	DESIG/NEC	AMOUNT
643X (Bandmaster)	2	3808 (Euphonium)	2
3851 (Enlisted Bandleader)	2	3809 (Trombone)	5
3801 (Flute)	3	3811 (Tuba)	3
3802 (Oboe)	2	3812 (Guitar/Aux Perc)	1
3803 (Clarinet)	10	3813 (Percussion/Drums)	8
3804 (Bassoon)	2	3814 (Keyboards/Aux Perc)	3
3805 (Saxophone)	5	3815 (Electric Bass/Aux Perc)	2
3806 (Trumpet)	9	3825 (Vocalist/Entertainer)	2
3807 (French horn)	5	38xx (Sound Engineer)	2

BUPERSINST 5400.59
23 Apr 07

**SAMPLE LETTER APPLICATION FOR
COMMANDING OFFICER/LEADER, U.S. NAVY BAND
WASHINGTON, DC**

(Date)

From: (Applicant)
To: Commander, Navy Personnel Command (PERS-4014)
Via: (Operational Commander)

Subj: APPLICATION FOR COMMANDING OFFICER/LEADER, U.S. NAVY
BAND, WASHINGTON, DC

Ref: (a) BUPERSINST 5400.59

Encl: (1) Current full-length photo
(2) Chronological list of officer billets held
(3) Educational background information/documentation
(4) Listing of personal awards with applicable dates
(5) Program copies from concerts conducted

1. I am requesting consideration for selection as Commanding Officer/Leader, U.S. Navy Band, Washington, DC. I certify that I currently meet all requirements of reference (a).

2. Per reference (a), enclosures (1) through (5) are provided.

(Signature)

BUPERSINST 5400.59
23 Apr 07

1520
Ser
Date

FIRST ENDORSEMENT on

From: (Operational Commander)

To: Commander, Navy Personnel Command (PERS-4014)

Subj: APPLICATION FOR COMMANDING OFFICER/LEADER, U.S. NAVY BAND,
WASHINGTON, DC

1. Forwarded, recommending approval.
2. (Comment on each of the eligibility requirements listed in reference (a), section 4, article 404.)

(Signature)

BUPERSINST 5400.59
23 Apr 07

**SAMPLE LETTER APPLICATION FOR
NAVY BANDMASTER POST-GRADUATE EDUCATION PROGRAM**

(Date)

From: (Applicant)
To: Commander, Navy Personnel Command (PERS-4014)
Via: (Operational Commander)

Subj: APPLICATION FOR NAVY BANDMASTER POST-GRADUATE EDUCATION
PROGRAM

Ref: (a) BUPERSINST 5400.59

Encl: (1) Current full-length photo
(2) Photocopy of college transcripts/diploma(s)

1. I am requesting consideration for the Navy Bandmaster Post-Graduate Education Program, class convening _____. I certify that I currently meet Navy physical readiness and body fat standards.

2. Per reference (a), enclosures (1) and (2) are provided.

(Signature)

BUPERSINST 5400.59
23 Apr 07

1520
Ser
Date

FIRST ENDORSEMENT on

From: (Operational Commander)

To: Commander, Navy Personnel Command (PERS-4014)

Subj: APPLICATION FOR NAVY BANDMASTER POST-GRADUATE EDUCATION
PROGRAM

1. Forwarded, recommending approval.
2. (Operational commander's comments).

(Signature)