



## DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND

2601A PAUL JONES STREET

GREAT LAKES, ILLINOIS 60088-2845

NSTCSTAFFINST 5140.1

N00

20 Sep 2021

### NSTC STAFF INSTRUCTION 5140.1

From: Commander, Naval Service Training Command

Subj: MISSION AND UTILIZATION OF NAVY BAND GREAT LAKES

Ref: (a) OPNAVINST 5450.346A  
(b) NAVBANDINST 5400.3A  
(c) SECNAVINST 5720.44C  
(d) DoD Directive 5410.18 of 20 Nov 2001  
(e) Joint Travel Regulations

Encl: (1) Area of Responsibility  
(2) Scheduling Priority List  
(3) Military Request Form

1. Purpose. To define the mission and outline procedures for the utilization of Navy Band Great Lakes (NBGL) in accordance with (IAW) references (a) through (e). To further detail the command relationship between NBGL and Commander, Naval Service Training Command (CNSTC).

2. Scope and Applicability. The provisions outlined in this instruction are applicable to all military members assigned to NBGL, and NSTC personnel who are delineated within this instruction as supporting offices for command resources.

3. Mission. To provide musical support for official functions, military ceremonies, Navy Recruiting initiatives, community outreach, and public performances that inspire patriotism, elevate esprit de corps, enhance pride in the naval service, increase awareness for the U.S. Navy, help preserve our nation's musical heritage, and projects a positive Navy image.

4. Status and Command Relationships. NBGL is a field activity of the U.S. Navy Band Washington, D.C. (USNB). The Director of NBGL reports to the Commanding Officer (CO), USNB for duty and is assigned to CNSTC in an additional duty status.

#### 5. Functions and Tasks

a. IAW reference (a), assigned local control, CNSTC exercises Uniform Code of Military Justice (UCMJ) authority over members of NBGL.

- b. The CO, USNB serves as the regular reporting senior for NBGL concurrent fitness reports.
- c. The Director of NBGL will execute as the Officer in Charge (OIC) and serve as the reporting senior for NBGL E-9 and below personnel evaluations.
- d. For matters requiring CO authority, the NSTC Chief of Staff (CoS) will be utilized in that capacity. All Navy awards will be signed by the CoS with the exception of Sailor of the Year (SOY) awards. SOY awards will be signed by CNSTC for NBGL E-6 and below personnel.
- e. Operational control is exercised by CNSTC through the CoS. Additionally, the CoS will provide scheduling priorities to NBGL in the event of a conflict.
- f. Basic operating expenses are provided by USNB via Director, Fleet Band Activities (FBA).
- g. The Navy supports the collocation of Navy members married to another service member (mil-to-mil). The unique nature of the Navy Musician (MU) rating and band size/composition virtually guarantees some level of dual assignment of a married couple to one organization. In the event of a mil-to-mil couple being assigned to NBGL, the NBGL Director will place qualified individuals in positions of leadership when addressing potential conflicts regarding Personnel Tempo (PERSTEMPO), fraternization, and family care policies which are unique to the MU community.

## 6. Responsibilities

- a. CNSTC will provide basic command support to NBGL to assist as needed for the following command programs:
  - (1) Sexual Assault Prevention and Response (SAPR) Program;
  - (2) Drug and Alcohol Program Advisor (DAPA);
  - (3) Command Managed Equal Opportunity (CMEO);
  - (4) Command Career Counselor (CCC);
  - (5) Legal;
  - (6) Command Ombudsman;
  - (7) Security Manager; and
  - (8) Awards Program.

b. Director, NBGL is responsible for:

- (1) Maintaining a professional military organization which includes various musical ensembles IAW reference (a).
- (2) Overall compliance of command programs listed in paragraph 6.a, as applicable.
- (3) Providing music and technical services as directed by proper authority IAW the provisions of references (a) through (d).
- (4) Scheduling of all band performances.
- (5) Welfare and training of assigned personnel.
- (6) Custody of assigned spaces, funds, musical instruments, and other equipment; and
- (7) Sailor of the Year (SOY) and Sailor of the Quarter (SOQ) programs.

7. Action

a. The CoS will ensure performance of the functions detailed within this instruction.

b. Director, NBGL will:

- (1) Provide qualified liaisons for duties listed as provided to ensure all training requirements and policies are appropriately adhered to and documented.
- (2) Designate in writing qualified individuals within NBGL to the following primary and collateral duties:
  - (a) Operations Coordinator;
  - (b) Leading Chief Petty Officer (LCPO);
  - (c) Leading Petty Officer (LPO);
  - (d) Command Pay and Personnel Assistants;
  - (e) CCC Assistants;
  - (f) Command Fitness Leader (CFL); and
  - (g) Various other duties or collaterals unique to NBGL.
- (3) Recommend changes or modifications be submitted to the CoS with the following criteria:

- (a) Justification for proposed modification(s).
- (b) Description of projected administrative/operational improvements.
- (c) Impact of proposal on personnel, equipment, material, facilities, and funding.

8. Policy. NBGL will schedule its musical units IAW the following guidelines and references (a) through (e):

a. The Director is the point of contact for scheduling the units of NBGL. The band's operations chief coordinates scheduling activities for the Director.

b. All scheduled engagements are subject to preemption by the CoS.

c. NBGL will not normally be available during the following stand down periods:

(1) A 2-week period during the summer months, usually following the Independence Day (4<sup>th</sup> of July) holiday as recommended by the Director and approved by the CoS.

(2) A 2-week period encompassing the winter Holiday stand down.

d. NBGL's assigned Area of Responsibility (AOR) is outlined in enclosure (1):

(1) Engagements accepted outside of the assigned AOR will be approved by CoS with the concurrence of FBA and the Bandmaster assigned to the AOR.

e. NBGL will utilize a scheduling priority list as outlined in enclosure (2). This list will allow NBGL to prioritize requests to normalize the operational schedule.

f. Official requests for NBGL services will be made by using the Military Request Form, enclosure (3), and may be submitted by mail or email. All commitments will be verified in writing by emailing ops.nbgl@navy.mil or will be addressed to:

Director, Navy Band Great Lakes  
2815 Barry Place  
Bldg 150  
Great Lakes, IL 60088

g. NBGL availability for requested support will ideally be confirmed 90 days prior for military events and 60 days prior for civilian events.

h. Requests for band services cannot be guaranteed when requested less than fifteen days prior to the event.

i. When NBGL is performing in support of military ceremonies that include either the playing or singing of the Star Spangled Banner, it will be performed by NBGL. If the command or sponsoring organization chooses not to have NBGL perform the Star Spangled Banner, the priority of the request will be downgraded. If NBGL is requested to perform at the event, the expectation is NBGL will also perform the Star Spangled Banner.

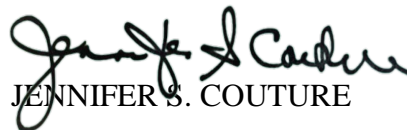
j. NBGL is not permitted to accept travel funds from Non Federal Entities (NFEs). When required, government sponsors must provide funds for transportation, food, and lodging in accordance with reference (e). Funds will be provided by line of accounting using the Defense Travel System.

k. NBGL will not participate in or attend ceremony rehearsals except for priority one ceremonies which will be attended by the unit leader or a band representative.

l. NBGL will not perform outdoor engagements when conditions are hazardous to the safety of personnel or detrimental to musical or electronic equipment. The Director or Assistant Director will be the authority for determining the feasibility of performance.

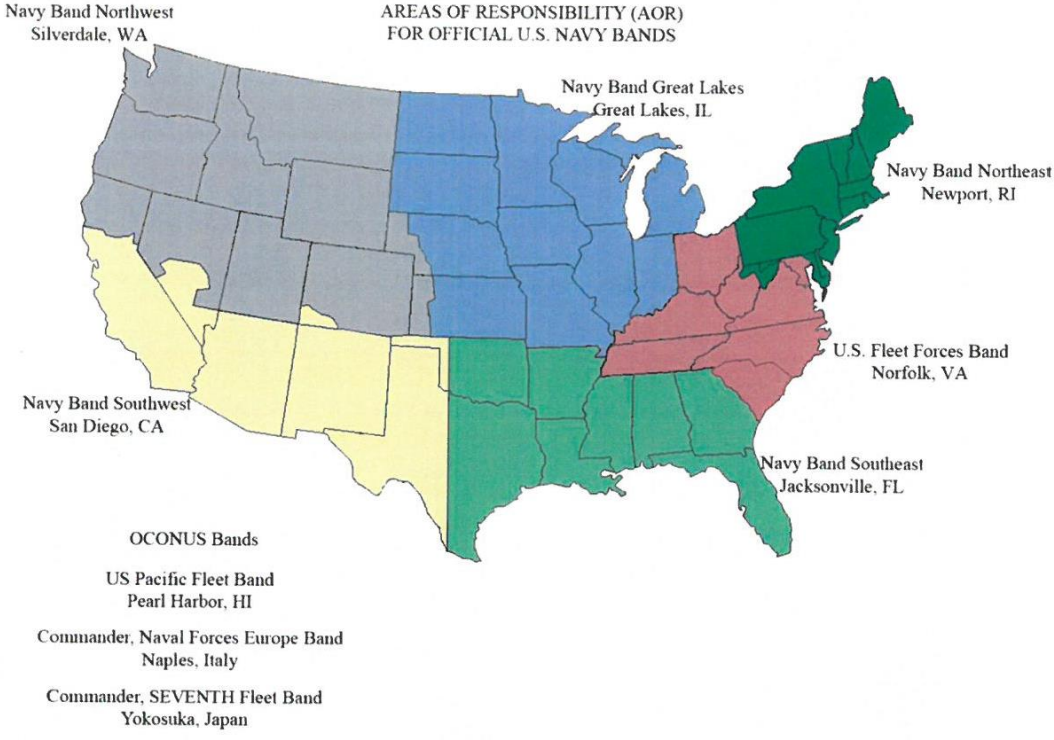
9. Records Management. Records created as a result of this instruction, regardless of media and format must be managed per Secretary of the Navy Manual 5210.1 of September 2019.

10. Review and Effective Date. Per OPNAVINST 5215.17A, N00 will review this instruction annually on the anniversary of its 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 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

  
JENNIFER S. COUTURE

**Releasability and distribution:**

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/NSTC-Directive/>



Navy Band Great Lakes Scheduling Priority List

**Priority 1:**

Presidential arrival ceremonies, Presidential funeral honors, DoD/DoN Secretary level ceremonies, Flag Officer Change of Commands, U.S. ship commissionings, Active Duty funerals, support directed by CNSTC, Recruit Training Command graduation ceremonies, support directed by U.S. Navy Chief of Information (CHINFO), and/or Navy Office of Community Outreach (NAVCO), support directed by U.S. Navy Band Washington, D.C., and DV/VIP receptions as directed by CNSTC.

**Priority 2:**

Change of Commands with Flag Officer as officiating officer, U.S. ship decommissioning, U.S. Navy Birthday Balls, Military retirement ceremonies for commissioned officers O5 and above, Military retirement ceremonies for Command Senior Enlisted (Fleet; Force; CMDCM; or other service equivalent), Navy Recruiting Command "Music for Recruiting" performances/tours, Fund drives for recognized Armed Forces relief agencies and/or consolidated programs recognized by the Federal Services Fund Raising program, and Broadcasts and telecasts.

**Priority 3:**

Changes of Command with O6 and below as officiating officer, Military retirement ceremonies for commissioned officers O4 and below, Military retirement ceremonies for Enlisted members E-9 and below, Military colors ceremonies, Military memorial ceremonies, Morale, Welfare, and Recreation (MWR) events for the Navy Family, DoD Birthday Balls (Army, USMC, SEABEE, Supply Corps, etc.), Command Holiday events, and retired Active Duty funerals.

**Priority 4:**

Community Relation (COMREL) events to include public concerts, parades, recitals, and public/private school performances, Veteran funerals, and "Patriotic Opener" performances for Non-Federal Entities.



## NAVY BAND GREAT LAKES REQUEST FOR MUSICAL SUPPORT

e-mail requests to:  
[OPS.NBGL@NAVY.MIL](mailto:OPS.NBGL@NAVY.MIL)  
 2815 Barry Place Bldg 150  
 Great Lakes, IL 60088-2816  
 847-688-4760 opt. 1  
 DSN: 792-6779



### 1. Type of Event – Please check the box that describes your event.

Change of Command Ceremony	Military Ball
Retirement Ceremony IHO	Memorial Service/Funeral
Other (Please specify)	Official Post Event Reception

2. Date of Event    3. Start Time    4. Location    Indoors    Outdoors    5. Participant Uniform

### 6. Point of Contact(s)

Names & Ranks	Phone	E-mail
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1.

2.

7. Do you require Navy Band Great Lakes to perform the National Anthem?    Yes    No\*

\*If no, your request will receive a lower priority

8. Senior Ceremony Participant/Reviewing Officer

9. Additional Information/Comments (ex. NAVSAT Change of Command Ceremony)

10. Official Command Name and Mailing Address

CO/XO/OIC Signature

Title and Name

E-mail

Please call Navy Band Great Lakes Operations Coordinator at 847-688-4760 opt. 1 with any questions.