



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
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MCO 1510.79B
C 469
04 Apr 03

MARINE CORPS ORDER 1510.79B

From: Commandant of the Marine Corps
To: Distribution List

Subj: INDIVIDUAL TRAINING STANDARDS (ITS) SYSTEM FOR OCCFLD 55, MUSIC

Ref: (a) MCO 1510.34A
(b) MCO 1553.1B
(c) MCO 1553.2
(d) MCO 1553.3
(e) MCO 3500.27

Encl: (1) Description of an Individual Training Standard
(2) Management of Individual Training Standards
(3) Summary/Index of Individual Training Standards
(4) Common Individual Training Standards
(5) Training Support
(6) Individual Training Standards
(7) Summary/Index of Individual Training Standards
by Specific Category (MOJT, DL, PST)

1. Purpose. To publish revised Individual Training Standards (ITS) at enclosures (1) through (7) for OccFld 55, Music.

2. Cancellation. This order cancels MCO 1510.79A.

3. Background

a. The references establish the system used to publish all training standards, provide policy, and assign training responsibilities, especially as applied to the Systems Approach to Training (SAT).

b. ITSs establish the training requirements for all Marines in the same occupational field (OccFld), MOS, or billet. They provide a foundation upon which unit commanders, functional learning center (FLC) directors, and distance learning (DL) developers build training packages for individual Marines as part of unit training plans or formal courses of instruction.

c. ITSs represent the skills that contribute to the unit mission as expressed in the mission performance standards (MPS). Changes to doctrine or force structure or the introduction of new weapons or equipment may necessitate revision of this Order.

4. Summary of Revision. This Order reflects the restructuring of OccFld 55. The restructuring includes the creation of three new MOSs.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

MOS 5517 is the Bandmaster (MGYSGT-MSGT). MOS 5522 is the Small Ensemble Leader (GYSGT-SSGT). MOS 5524 is Musician (GYSGT-CPL). Additionally, MOSs 5534 through 5566 have been changed from primary MOSs to skill designator MOSs. The duties associated with the various instruments are included in the MOS 5524 tasks of this ITS order. The title of MOS 5519, Enlisted Band Leader, has been changed to Enlisted Conductor.

5. Information

a. ITSs are used by unit commanders, FLC directors, and DL developers to design, develop, conduct, and evaluate the individual training of Marines. Unit commanders are responsible for the sustainment of all individual tasks that have been deemed, through analysis, to support the unit's mission essential task list (METL). Unit commanders can, therefore, use the tasks contained in this Order as the basis of individual training through managed on-the-job training (MOJT), instruction in unit-level schools, or incorporation in their training plans. FLC directors and DL developers will derive terminal learning objectives (TLO) and enabling learning objectives (ELO) from the tasks, conditions, standards, and performance steps of each associated ITS. Task lists reported on course descriptive data (CDD) submissions will consist of tasks contained in this Order that are designated for training at the appropriate level in the FLC. Task lists reported on distance learning descriptive data (DLDD) submissions will consist of tasks contained in this Order that are designated for DL training at the appropriate level.

b. Unit commanders and FLC directors are responsible for reviewing their training programs per reference (e) and making interventions that reduce risk to acceptable levels.

6. Action

a. Commanding General, Training and Education Command (CG, TECOM)

(1) Ensure all FLCs use this Order to train personnel to the standards required by grade and MOS.

(2) Ensure the Marine Corps institute (MCI) and the Combat Visual Information Center (CVIC) provide standardized performance support tools (PST) and other training support requirements to facilitate training in units.

(3) Review, revise, and manage the upkeep of this Order in coordination with Operating Force and Supporting Establishment commanders and MOS Specialists/OccFld Managers.

(4) Ensure the Combat Development System identifies and mitigates the impact on training, by MOS and ITS, of all new equipment.

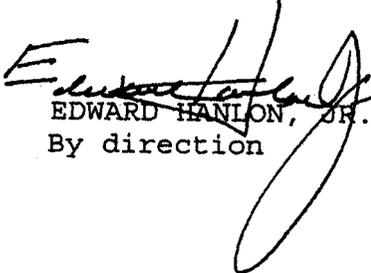
b. Commanding Generals of the Marine Forces and Supporting Establishment Commands and Commanders of Separate Organizations not Commanded by a General Officer

(1) Use this Order as the basis for individual training.

(2) Conduct MOJT programs and/or instruction in unit level schools to satisfy initial, sustainment, and refresher training requirements in so far as the tasks support unit mission requirements.

7. Submission of Recommendations and Requirements. Recommendations concerning the content of this Order are invited. Submit recommendations for additions, deletions, or modifications to CG, Training and Education Command (C 46) via the chain of command.

8. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.


EDWARD HANLON, JR.
By direction

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DESCRIPTION OF AN INDIVIDUAL TRAINING STANDARD

1. ITS Designator. Each ITS has a unique three-part identifier that represents an MOS (or billet), a duty (or functional) area within that MOS, and a specific task included in that duty area. Each part is separated by periods. An example of an ITS Designator is 0311.02.08.

a. The first four positions ("0311" in the example above) represent the MOS or billet. For any ITS associated with an official MOS, the four digits must be identical to those assigned to the MOS in MCO P1200.7 (MOS Manual).

b. The middle two positions ("02" in the example above) represent the duty or functional area. Duty areas within a given MOS are assigned Arabic numerals. Duty areas 1 through 9 are always preceded by a leading zero. In the example above, "02" represents the second duty area under MOS 0311.

c. The last two positions ("08" in the example above) represent a specific task. Tasks within a specific duty or functional area are assigned Arabic numerals. Tasks 1 through 9 are always preceded by a leading zero. In the example above, "08" represents one task within the second duty area under MOS 0311.

2. ITS Components. There are six basic components of an ITS, five of which are mandatory:

a. Task. The task describes a specific and necessary behavior expected of a Marine in a particular MOS or billet. It is a clearly stated, performance-oriented action requiring a learned skill. Skills that "make" a Marine or qualify that Marine for an MOS are designated as "Core." Those advanced skills that are mission, grade, or billet specific are designated as "Core Plus."

b. Condition(s). This portion of the ITS describes the equipment, manuals, assistance/supervision, special physical demands, environmental conditions, and location affecting a Marine's performance of the task under real-world circumstances.

c. Standard(s). This portion of the ITS describes the level of proficiency to which the individual must perform the task.

d. Performance Steps. Collectively, the performance steps represent the logical sequence of actions required of the Marine to perform the task to standard. These actions are typically detailed in the references.

e. Reference(s). References are doctrinal publications, technical manuals, and other publications upon which the ITS and its performance steps are based. They should be readily available and provide detail to the procedures that are only summarized in the performance steps.

f. Administrative Instructions (Optional). Administrative instructions provide the trainer/instructor with special required or recommended circumstances, including safety precautions, relating to the training or execution of the task. These instructions may also clarify the meaning of the task.

3. ITS Training

a. Initial Training Setting. All ITSs are assigned an initial training setting

that includes a specific location for initial instruction [Functional Learning Center (FLC) or Managed On-The-Job Training (MOJT)], a sustainment factor (number of months between evaluation or retraining to maintain the proficiency required by the standard), and a "Required By" grade (the lowest grade at which task proficiency is required).

b. Training Materiel (Optional). Training materiel includes all training devices, simulators, aids, equipment, and materials [except ammunition, distance learning (DL) products, and performance support tools (PST)] required or recommended to properly train the task under the specified conditions and to the specified standard.

c. Ammunition (Optional). This section includes any ammunition, explosives, and/or pyrotechnics required for proper training of the ITS.

d. Distance Learning Product(s) (Optional). This section includes a list of any currently available or planned DL products designed to provide training related to this task.

e. Performance Support Tool(s) (Optional). This section includes a list of any currently available or planned PSTs designed to provide training related to this task.

MANAGEMENT OF INDIVIDUAL TRAINING STANDARDS

1. ITS Use

a. ITSS form the basis for all individual training in Functional Learning Centers (FLC) and units. They are written for all MOSs in order to specify the critical skills required by units of their individual Marines in support of the unit's combat missions as defined in the unit's Mission Essential Task List (METL).

b. FLC directors are responsible for reviewing all ITSS marked for initial training at the FLC. They must conduct courses of instruction on those ITSS appropriate for their student populations in terms of grade or rank. The task portion of each ITS taught in a given course must appear in the Task List (Item 24) of the CDD for that course. In accordance with the Systems Approach to Training (SAT), a Program of Instruction (POI) must also be developed for the course.

c. ITSS provide measures of performance that can be used by unit commanders to diagnose individual deficiencies and design training. Noted deficiencies should be scheduled for remediation on training plans or through Managed On-The-Job Training (MOJT), as appropriate.

d. A Marine should continue to receive instruction on ITSS that support the unit's METL. Individual training cannot cease upon graduation from the FLC because FLCs cannot prepare every Marine to serve in every billet. Individuals should be given opportunities in the unit to gain experience and responsibility as quickly as possible.

2. ITS Maintenance

a. A relationship exists between ITSS and the threat to Marine forces. Changes in the threat often trigger corresponding changes in our weapons, equipment, or doctrine, which then necessitate producing new or updated training standards. Such action requires a team effort on the part of the operating forces, the FLCs, and staff agencies at both Headquarters, U.S. Marine Corps and the Marine Corps Combat Development Command (MCCDC).

b. ITSS are ultimately validated by unit commanders and FLC directors. Records of Proceedings (ROP) resulting from Course Content Review Boards (CCRB) conducted by FLCs are particularly well suited for recommending revisions. The ROP should contain a justification for each proposed addition, deletion, or change and should accompany any request to obtain authority to depart from the currently published ITSS. Unit commanders can recommend changes through participation in a school's CCRB or directly via the chain of command. Unless significant changes warrant earlier action, ITS orders are revised and republished on a 4-year cycle.

c. ITS management is a dynamic process involving user maintenance as the key to refining standards to best serve unit missions. ITS users should evaluate whether ITSS support or fail to support an MOS, and ITS components should be examined for realism and pertinence. Users are encouraged to submit recommended changes to published ITSS through the chain of command.

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SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ	BY	PAGE
<u>DUTY AREA 02 - OPERATIONAL PLANNING</u>										
1)	5502.02.01	DEVELOP ANNUAL OPERATIONAL PLAN						12	WO	6-A-7
2)	5502.02.02	DEVELOP ANNUAL UNIT SUSTAINMENT TRAINING (UST) PLAN						12	WO	6-A-7
3)	5502.02.03	EVALUATE COMMITMENT REQUESTS						12	WO	6-A-8
4)	5502.02.04	COORDINATE MUSICAL SUPPORT FOR A COMMITMENT						12	WO	6-A-9
5)	5502.02.05	DEVELOP BAND REHEARSAL SCHEDULE						12	WO	6-A-10
6)	5502.02.06	APPROVE PLAN OF THE DAY (POD)						12	WO	6-A-10
7)	5502.02.07	WRITE COMMITMENT AFTER ACTION REPORT						12	WO	6-A-11

DUTY AREA 03 - GENERAL DUTIES

1)	5502.03.01	APPROVE PERIODIC REPLACEMENT PLAN (PRP)						12	WO	6-A-12
2)	5502.03.02	DEVELOP ANNUAL BUDGET						12	WO	6-A-12
3)	5502.03.03	PROCURE MUSICAL INSTRUMENTS/BAND EQUIPMENT						12	WO	6-A-13
4)	5502.03.04	PROCURE MUSIC MATERIALS/PUBLICATIONS						12	WO	6-A-14
5)	5502.03.05	RECONCILE CONSOLIDATED MEMORANDUM OF RECEIPT (CMR)						12	WO	6-A-14
6)	5502.03.06	WRITE BAND COMMAND CHRONOLOGY						12	WO	6-A-15
7)	5502.03.07	AUDITION PERSONNEL						12	WO	6-A-16
8)	5502.03.08	WRITE MUSICAL UNIT RESOURCES EXHIBIT (MURE)						12	WO	6-A-17

MOS 5517, BANDMASTER

DUTY AREA 01 - OPERATIONAL PLANNING

1)	5517.01.01	DEVELOP ANNUAL OPERATIONAL PLAN						12	MSgt	6-B-1
2)	5517.01.02	DEVELOP ANNUAL UNIT SUSTAINMENT TRAINING (UST) PLAN						12	MSgt	6-B-1
3)	5517.01.03	EVALUATE COMMITMENT REQUESTS						12	MSgt	6-B-2
4)	5517.01.04	MAINTAIN BAND SCHEDULE						12	MSgt	6-B-3
5)	5517.01.05	DEVELOP BAND REHEARSAL SCHEDULE						12	MSgt	6-B-3
6)	5517.01.06	DEVELOP PLAN OF THE DAY (POD)						12	MSgt	6-B-4
7)	5517.01.07	WRITE COMMITMENT AFTER ACTION REPORT						12	MSgt	6-B-5

DUTY AREA 02 - GENERAL DUTIES

1)	5517.02.01	AUDITION PERSONNEL						6	MSgt	6-B-6
2)	5517.02.02	WRITE BAND COMMAND CHRONOLOGY						12	MSgt	6-B-6
3)	5517.02.03	WRITE MUSICAL UNIT RESOURCES EXHIBIT (MURE)						12	MSgt	6-B-7

MOS 5519, ENLISTED CONDUCTOR

DUTY AREA 01 - REHEARSAL AND PERFORMANCE

1)	5519.01.01	LEAD SECTIONAL REHEARSAL							3	SSgt	6-C-1
2)	5519.01.02	PROGRAM CEREMONIAL BAND MUSIC							3	SSgt	6-C-1
3)	5519.01.03	LEAD REHEARSAL OF CEREMONIAL MUSIC							3	SSgt	6-C-2

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ BY	PAGE
4)	5519.01.04	CONDUCT PERFORMANCE OF CEREMONIAL MUSIC		X			3	SSgt	6-C-3
5)	5519.01.05	AUDITION PERSONNEL		X			6	SSgt	6-C-3

DUTY AREA 02 - OPERATIONAL PLANNING

1)	5519.02.01	COORDINATE LOGISTICAL SUPPORT FOR COMMITMENTS					3	SSgt	6-C-5
2)	5519.02.02	COORDINATE MUSICAL SUPPORT FOR COMMITMENTS					3	SSgt	6-C-5
3)	5519.02.03	DEVELOP BAND REHEARSAL SCHEDULE					6	SSgt	6-C-6
4)	5519.02.04	WRITE COMMITMENT AFTER ACTION REPORT					12	SSgt	6-C-7

DUTY AREA 03 - MARKETING AND PUBLIC AFFAIRS

1)	5519.03.01	COORDINATE PUBLICITY FOR PERFORMANCES		X			12	SSgt	6-C-8
2)	5519.03.02	DESIGN PRINTED PROGRAMS					12	SSgt	6-C-8
3)	5519.03.03	DEVELOP BAND PRESS PACKAGE					12	SSgt	6-C-9
4)	5519.03.04	DELIVER MARINE CORPS BAND MARKETING PRESENTATION					12	SSgt	6-C-9
5)	5519.03.05	UPDATE BAND WEBSITE					3	SSgt	6-C-10
6)	5519.03.06	UPDATE BAND HISTORICAL RECORDS					12	SSgt	6-C-10

MOS 5521, DRUM MAJOR

DUTY AREA 01 - REHEARSAL AND PERFORMANCE

1)	5521.01.01	CONDUCT FIELD DRILL		X			3	SSgt	6-D-1
2)	5521.01.02	MANEUVER BAND WITH MACE SIGNALS		X			3	SSgt	6-D-1
3)	5521.01.03	LEAD REHEARSAL OF CEREMONIAL MUSIC		X			3	SSgt	6-D-2
4)	5521.01.04	CONDUCT PERFORMANCE OF CEREMONIAL MUSIC		X			3	SSgt	6-D-3
5)	5521.01.05	NARRATE CONCERT					12	SSgt	6-D-4
6)	5521.01.06	AUDITION PERSONNEL		X			6	SSgt	6-D-4

DUTY AREA 02 - OPERATIONAL PLANNING

1)	5521.02.01	COORDINATE MUSICAL SUPPORT FOR COMMITMENTS					3	SSgt	6-D-6
2)	5521.02.02	COORDINATE LOGISTICAL SUPPORT FOR COMMITMENTS					3	SSgt	6-D-6
3)	5521.02.03	DEVELOP BAND REHEARSAL SCHEDULE					6	SSgt	6-D-7
4)	5521.02.04	WRITE COMMITMENT AFTER ACTION REPORT					12	SSgt	6-D-8

MOS 5522, SMALL ENSEMBLE LEADER

DUTY AREA 01 - REHEARSAL AND PERFORMANCE

1)	5522.01.01	LEAD REHEARSAL OF BIG BAND/SHOW BAND MUSIC		X			3	SSgt	6-E-1
2)	5522.01.02	LEAD REHEARSAL OF CHAMBER ENSEMBLE MUSIC		X			3	SSgt	6-E-2
3)	5522.01.03	LEAD REHEARSAL OF COMBO MUSIC		X			3	SSgt	6-E-2
4)	5522.01.04	LEAD PERFORMANCE OF BIG BAND/SHOW BAND MUSIC		X			12	SSgt	6-E-3

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SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ BY	PAGE
5)	5522.01.05	LEAD PERFORMANCE OF CHAMBER ENSEMBLE MUSIC		X			12	SSgt	6-E-4
6)	5522.01.06	LEAD PERFORMANCE OF COMBO MUSIC		X			12	SSgt	6-E-5
7)	5522.01.07	AUDITION PERSONNEL		X			6	SSgt	6-E-6
8)	5522.01.08	IMPROVISE FROM LEAD SHEET/CHORD CHANGES		X			3	SSgt	6-E-6

DUTY AREA 02 - ENSEMBLE PERFORMANCE

1)	5522.02.01	PERFORM LEAD PART OF BIG BAND/SHOW BAND MUSIC		X			12	SSgt	6-E-8
2)	5522.02.02	PERFORM BIG BAND/SHOW BAND MUSIC		X			12	SSgt	6-E-8
3)	5522.02.03	PERFORM CHAMBER ENSEMBLE MUSIC		X			12	SSgt	6-E-9
4)	5522.02.04	PERFORM COMBO MUSIC		X			12	SSgt	6-E-9
5)	5522.02.05	ASSEMBLE RECORDING EQUIPMENT		X			12	SSgt	6-E-10
6)	5522.02.06	OPERATE RECORDING EQUIPMENT		X			12	SSgt	6-E-10
7)	5522.02.07	ASSEMBLE SOUND REINFORCEMENT EQUIPMENT		X			12	SSgt	6-E-11
8)	5522.02.08	OPERATE SOUND REINFORCEMENT EQUIPMENT		X			12	SSgt	6-E-12

DUTY AREA 03 - OPERATIONAL PLANNING

1)	5522.03.01	COORDINATE MUSICAL SUPPORT FOR COMMITMENTS					3	SSgt	6-E-13
2)	5522.03.02	COORDINATE LOGISTICAL SUPPORT FOR COMMITMENTS					3	SSgt	6-E-14
3)	5522.03.03	DEVELOP BAND REHEARSAL SCHEDULE					6	SSgt	6-E-14
4)	5522.03.04	WRITE COMMITMENT AFTER ACTION REPORT					12	SSgt	6-E-15

MOS 5523, INSTRUMENT REPAIR TECHNICIAN

DUTY AREA 01 - INSTRUMENT REPAIR

1)	5523.01.01	REPAIR SOUND CABLES					12	SSgt	6-F-1
2)	5523.01.02	PERFORM 2ND ECHELON REPAIR/MAINTENANCE ON ALL WOODWIND INSTRUMENTS	X	X			12	SSgt	6-F-1
3)	5523.01.03	PERFORM 3RD ECHELON REPAIR/MAINTENANCE ON ALL WOODWIND INSTRUMENTS	X	X			12	SSgt	6-F-2
4)	5523.01.04	PERFORM 4TH ECHELON REPAIR/MAINTENANCE ON ALL WOODWIND INSTRUMENTS	X	X			12	SSgt	6-F-3
5)	5523.01.05	PERFORM 2ND ECHELON REPAIR/MAINTENANCE ON ALL BRASS INSTRUMENTS	X	X			12	SSgt	6-F-5
6)	5523.01.06	PERFORM 3RD ECHELON REPAIR/MAINTENANCE ON ALL BRASS INSTRUMENTS	X	X			12	SSgt	6-F-6
7)	5523.01.07	PERFORM 4TH ECHELON REPAIR/MAINTENANCE ON ALL BRASS INSTRUMENTS	X	X			12	SSgt	6-F-6
8)	5523.01.08	PERFORM 2ND ECHELON REPAIR/MAINTENANCE ON ALL PERCUSSION INSTRUMENTS	X	X			12	SSgt	6-F-8
9)	5523.01.09	PERFORM 3RD ECHELON REPAIR/MAINTENANCE ON ALL PERCUSSION INSTRUMENTS	X	X			12	SSgt	6-F-8
10)	5523.01.10	PERFORM 4TH ECHELON REPAIR/MAINTENANCE ON ALL PERCUSSION INSTRUMENTS	X	X			12	SSgt	6-F-9
11)	5523.01.11	INSPECT ALL BAND INSTRUMENTS FOR SERVICEABILITY AND MAINTENANCE	X	X			12	SSgt	6-F-10

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ BY	PAGE
12)	5523.01.12	EVALUATE REQUIREMENT FOR 5TH ECHELON REPAIR/MAINTENANCE ON ALL BAND INSTRUMENTS/EQUIPMENT	X	X			12	SSgt	6-F-11
13)	5523.01.13	MAINTAIN INSTRUMENT REPAIR TOOLS/EQUIPMENT	X	X			6	SSgt	6-F-12
14)	5523.01.14	UPDATE INSTRUMENT HISTORY LOGBOOK					3	SSgt	6-F-12

DUTY AREA 02 - SUPPLY

1)	5523.02.01	DEVELOP PERIODIC REPLACEMENT PLAN (PRP)					12	SSgt	6-F-14
2)	5523.02.02	DEVELOP ANNUAL BUDGET					12	SSgt	6-F-14
3)	5523.02.03	INVENTORY REPAIR FACILITY EQUIPMENT/SUPPLIES					6	SSgt	6-F-15
4)	5523.02.04	INVENTORY SUPPLY FACILITY EQUIPMENT/SUPPLIES					6	SSgt	6-F-16
5)	5523.02.05	PROCURE MUSICAL INSTRUMENTS/BAND EQUIPMENT					12	SSgt	6-F-17
6)	5523.02.06	ISSUE MUSICAL INSTRUMENTS/BAND EQUIPMENT					12	SSgt	6-F-17
7)	5523.02.07	DISPOSE OF UNSERVICEABLE BAND INSTRUMENTS/EQUIPMENT					12	SSgt	6-F-18
8)	5523.02.08	PROCURE MUSIC MATERIALS/PUBLICATIONS					12	SSgt	6-F-19
9)	5523.02.09	DEVELOP UNIT EMBARKATION PLAN					12	SSgt	6-F-19

DUTY AREA 03 - SAFETY/HAZARDOUS MATERIALS

1)	5523.03.01	DEVELOP BAND SAFETY PROGRAM					12	SSgt	6-F-21
2)	5523.03.02	IMPLEMENT HEARING CONSERVATION PROGRAM					12	SSgt	6-F-21
3)	5523.03.03	COORDINATE BAND SAFETY CLASSES					12	SSgt	6-F-22
4)	5523.03.04	CONDUCT FACILITY SAFETY INSPECTIONS					12	SSgt	6-F-22
5)	5523.03.05	UPDATE BUILDING MAINTENANCE LOG					12	SSgt	6-F-23
6)	5523.03.06	DEVELOP HAZARDOUS MATERIAL (HAZMAT) PROGRAM					12	SSgt	6-F-23
7)	5523.03.07	UPDATE BAND MATERIAL SAFETY DATA SHEETS (MSDS)					12	SSgt	6-F-24
8)	5523.03.08	INSPECT FLAMMABLE STORAGE AREA					12	SSgt	6-F-25
9)	5523.03.09	CONDUCT PHYSICAL INVENTORY OF HAZARDOUS MATERIAL (HAZMAT)					12	SSgt	6-F-25
10)	5523.03.10	PROCURE HAZARDOUS MATERIALS (HAZMAT)		X			12	SSgt	6-F-26
11)	5523.03.11	DISPOSE OF HAZARDOUS WASTE		X			12	SSgt	6-F-27
12)	5523.03.12	UPDATE SAFETY TRAINING RECORDS					12	SSgt	6-F-27

MOS 5524, MUSICIAN

DUTY AREA 01 - INDIVIDUAL PERFORMANCE

1)	5524.01.01	PERFORM ASSIGNED INSTRUMENT AT 2.7 LEVEL	X	X			6	Pvt	6-G-1
2)	5524.01.02	EXECUTE MANUAL OF THE INSTRUMENT	X	X			12	Pvt	6-G-1
3)	5524.01.03	FOLLOW MACE SIGNALS	X	X			12	Pvt	6-G-2
4)	5524.01.04	PERFORM 1ST ECHELON MAINTENANCE ON ASSIGNED INSTRUMENT	X	X			12	Pvt	6-G-2

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ	BY	PAGE
<u>DUTY AREA 02 - ENSEMBLE PERFORMANCE</u>										
1)	5524.02.01	PERFORM CEREMONIAL MUSIC	X	X			12	Pvt		6-G-4
2)	5524.02.02	PERFORM PRINCIPAL PART OF CEREMONIAL MUSIC	X	X			12	Pvt		6-G-4
3)	5524.02.03	PERFORM CONCERT BAND MUSIC	X	X			12	Pvt		6-G-5
4)	5524.02.04	PERFORM PRINCIPAL PART OF CONCERT BAND MUSIC	X	X			12	Pvt		6-G-5
5)	5524.02.05	PERFORM CHAMBER ENSEMBLE MUSIC	X	X			12	Pvt		6-G-5
6)	5524.02.06	PERFORM BIG BAND/SHOW BAND MUSIC					12	Cpl		6-G-6
7)	5524.02.07	PERFORM LEAD PART OF BIG BAND/SHOW BAND MUSIC					12	Cpl		6-G-6
8)	5524.02.08	PERFORM COMBO MUSIC					12	Cpl		6-G-7
9)	5524.02.09	ASSEMBLE SOUND REINFORCEMENT EQUIPMENT					12	Pvt		6-G-8
10)	5524.02.10	OPERATE SOUND REINFORCEMENT EQUIPMENT					12	SSgt		6-G-8
11)	5524.02.11	IMPROVISE FROM LEAD SHEET/CHORD CHANGES					12	Cpl		6-G-9
12)	5524.02.12	PERFORM FROM KICK SHEET					12	Cpl		6-G-9
13)	5524.02.13	TRANSPOSE MUSIC WHILE PERFORMING					12	Pvt		6-G-10
14)	5524.02.14	ASSEMBLE RECORDING EQUIPMENT					12	Pvt		6-G-10
15)	5524.02.15	OPERATE RECORDING EQUIPMENT					12	SSgt		6-G-11

DUTY AREA 03 - REHEARSAL AND PERFORMANCE

1)	5524.03.01	CONDUCT FIELD DRILL					12	SSgt		6-G-12
2)	5524.03.02	MANEUVER BAND WITH MACE SIGNALS					12	SSgt		6-G-12
3)	5524.03.03	AUDITION PERSONNEL					12	SSgt		6-G-13
4)	5524.03.04	LEAD REHEARSAL OF CEREMONIAL MUSIC					12	SSgt		6-G-14
5)	5524.03.05	CONDUCT PERFORMANCE OF CEREMONIAL MUSIC					12	SSgt		6-G-15
6)	5524.03.06	LEAD REHEARSAL OF BIG BAND/SHOW BAND MUSIC					12	SSgt		6-G-16
7)	5524.03.07	LEAD REHEARSAL OF COMBO MUSIC					12	SSgt		6-G-17
8)	5524.03.08	LEAD PERFORMANCE OF COMBO MUSIC					12	SSgt		6-G-17
9)	5524.03.09	LEAD SECTIONAL REHEARSAL					12	Sgt		6-G-18
10)	5524.03.10	LEAD GROUP REHEARSAL					12	SSgt		6-G-19
11)	5524.03.11	WRITE COMMITMENT AFTER ACTION REPORT					12	SSgt		6-G-19

DUTY AREA 04 - MARKETING AND PUBLIC AFFAIRS

1)	5524.04.01	UPDATE BAND WEB SITE					12	SSgt		6-G-21
2)	5524.04.02	DEVELOP BAND PRESS PACKAGE					12	SSgt		6-G-21
3)	5524.04.03	DESIGN PRINTED PROGRAM					12	SSgt		6-G-22
4)	5524.04.04	COORDINATE PUBLICITY FOR PERFORMANCES					12	SSgt		6-G-22
5)	5524.04.05	WRITE CONCERT NARRATION					12	SSgt		6-G-23
6)	5524.04.06	UPDATE BAND HISTORICAL RECORDS					12	SSgt		6-G-24

DUTY AREA 05 - SUPPLY

1)	5524.05.01	INVENTORY REPAIR/SUPPLY FACILITY EQUIPMENT AND SUPPLIES					12	Cpl		6-G-25
2)	5524.05.02	PROCURE MUSICAL INSTRUMENTS/BAND EQUIPMENT					12	SSgt		6-G-25
3)	5524.05.03	ISSUE MUSICAL INSTRUMENT/BAND EQUIPMENT					12	Cpl		6-G-26
4)	5524.05.04	INVENTORY BAND EQUIPMENT					12	Cpl		6-G-26

<u>SEQ</u>	<u>TASK</u>	<u>TITLE</u>	<u>CORE</u>	<u>FLC</u>	<u>DL</u>	<u>PST</u>	<u>SUS</u>	<u>REQ</u>	<u>BY</u>	<u>PAGE</u>
<u>DUTY AREA 06 - MUSIC LIBRARY</u>										
1)	5524.06.01	PROCURE MUSICAL MATERIALS/PUBLICATIONS						12	SSgt	6-G-28
2)	5524.06.02	CATALOG MUSICAL MATERIALS/PUBLICATIONS						12	Pvt	6-G-28
3)	5524.06.03	ISSUE MUSICAL MATERIALS/PUBLICATIONS						12	Pvt	6-G-29
4)	5524.06.04	INVENTORY MUSIC LIBRARY MATERIALS						12	Pvt	6-G-29
5)	5524.06.05	UPDATE UNIT PERFORMANCE RECORD LOGBOOK						12	Pvt	6-G-30

COMMON INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure lists the ITS tasks common to more than one MOS within the OccFld. It is designed to assist the trainer in consolidating training for common tasks.

2. Format. The columns are as follows:

a. TASK TITLE. A listing of all tasks common to at least two MOSs.

b. COMMON TASK NUMBERS. A listing of the ITS designators for all ITSs containing the same task title.

<u>TASK TITLE</u>	<u>COMMON TASK NUMBERS</u>		
ASSEMBLE RECORDING EQUIPMENT	5522.02.05	5524.02.14	
ASSEMBLE SOUND REINFORCEMENT EQUIPMENT	5522.02.07	5524.02.09	
AUDITION PERSONNEL	5502.03.07	5517.02.01	5519.01.05
	5521.01.06	5522.01.07	5524.03.03
CONDUCT FIELD DRILL	5521.01.01	5524.03.01	
CONDUCT PERFORMANCE OF CEREMONIAL MUSIC	5502.01.05	5519.01.04	5521.01.04
	5524.03.05		
COORDINATE LOGISTICAL SUPPORT FOR COMMITMENTS	5519.02.01	5521.02.02	5522.03.02
COORDINATE MUSICAL SUPPORT FOR COMMITMENTS	5519.02.02	5521.02.01	5522.03.01
COORDINATE PUBLICITY FOR PERFORMANCES	5519.03.01	5524.04.04	
DEVELOP ANNUAL BUDGET	5502.03.02	5523.02.02	
DEVELOP ANNUAL OPERATIONAL PLAN	5502.02.01	5517.01.01	
DEVELOP ANNUAL UNIT SUSTAINMENT TRAINING (UST) PLAN	5502.02.02	5517.01.02	
DEVELOP BAND PRESS PACKAGE	5519.03.03	5524.04.02	
DEVELOP BAND REHEARSAL SCHEDULE	5502.02.05	5517.01.05	5519.02.03
	5521.02.03	5522.03.03	
EVALUATE COMMITMENT REQUESTS	5502.02.03	5517.01.03	
IMPROVISE FROM LEAD SHEET/CHORD CHANGES	5522.01.08	5524.02.11	
LEAD PERFORMANCE OF COMBO MUSIC	5522.01.06	5524.03.08	
LEAD REHEARSAL OF BIG BAND/SHOW BAND MUSIC	5522.01.01	5524.03.06	
LEAD REHEARSAL OF CEREMONIAL MUSIC	5502.01.04	5519.01.03	5521.01.03
	5524.03.04		

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TASK TITLE	COMMON TASK NUMBERS		
LEAD REHEARSAL OF COMBO MUSIC	5522.01.03	5524.03.07	
LEAD SECTIONAL REHEARSAL	5519.01.01	5524.03.09	
MANEUVER BAND WITH MACE SIGNALS	5521.01.02	5524.03.02	
OPERATE RECORDING EQUIPMENT	5522.02.06	5524.02.15	
OPERATE SOUND REINFORCEMENT EQUIPMENT	5522.02.08	5524.02.10	
PERFORM BIG BAND/SHOW BAND MUSIC	5522.02.02	5524.02.06	
PERFORM CHAMBER ENSEMBLE MUSIC	5522.02.03	5524.02.05	
PERFORM COMBO MUSIC	5522.02.04	5524.02.08	
PERFORM LEAD PART OF BIG BAND/SHOW BAND MUSIC	5522.02.01	5524.02.07	
PROCURE MUSIC MATERIALS/PUBLICATIONS	5502.03.04	5523.02.08	
PROCURE MUSICAL INSTRUMENTS/BAND EQUIPMENT	5502.03.03	5523.02.05	5524.05.02
UPDATE BAND HISTORICAL RECORDS	5519.03.06	5524.04.06	
WRITE BAND COMMAND CHRONOLOGY	5502.03.06	5517.02.02	
WRITE COMMITMENT AFTER ACTION REPORT	5502.02.07	5517.01.07	5519.02.04
	5521.02.04	5522.03.04	5524.03.11
WRITE MUSICAL UNIT RESOURCES EXHIBIT (MURE)	5502.03.08	5517.02.03	

ENCLOSURE (4)

TRAINING SUPPORT

1. This enclosure summarizes five categories of training support by ITS for the entire OccFld:

Appendix A: References

Appendix B: Training Materiel

Appendix C: Ammunition, Explosives, and Pyrotechnics

Appendix D: Distance Learning Products

Appendix E: Performance Support Tools

2. If support identified in any appendix is not applicable to this OccFld, the appendix will include a statement to that effect.

REFERENCES

1. General. References are doctrinal publications, technical manuals, and other publications upon which an ITS and its performance steps are based. They should be readily available and provide the detailed procedures for accomplishing the task. This section includes a list of all reference publications associated with any task in this OccFld.

2. Format. The columns are as follows:

a. REFERENCES. This column summarizes all references associated with at least one ITS task in this OccFld.

b. TASK NUMBERS. A listing of all ITS tasks to which the corresponding reference is associated.

REFERENCES	TASK NUMBERS			
29 CFR 1910.95, Occupational Noise Exposure	5523.03.02			
AEBERSOLD, J., JAZZ VOICINGS FOR THE NON-PIANIST; Publisher: Jamey Aebersold	5522.01.06	5522.01.08		
AEBERSOLD, JAMEY, TURNAROUNDS CYCLES & II/V7s; Publisher: Jamie Aebersold	5522.01.03	5522.01.06	5522.01.08	
AEBERSOLD, JAMEY., ALBUMS AND TEXT; Publisher: Charles Colin Music Publications	5522.01.08	5522.02.01	5522.02.04	5524.02.07
	5524.02.08	5524.02.11	5524.02.12	5524.03.06
	5524.03.07	5524.03.08		
BATTISTI, FRANK, 20TH CENTURY AMERICAN WIND BAND; Publisher: Meredith Music Publications (September 1995)	5519.01.02	5524.04.05		
BATTISTI, FRANK; GAROFALO, ROBERT, GUIDE TO SCORE STUDY FOR THE WIND BAND CONDUCTOR; Publisher: Meredith Music Publications (June 1990)	5502.01.02	5502.01.04	5519.01.02	5521.01.03
	5524.04.05			
BECKWITH, GENE E.; HUTH, JOHN, BAND INSTRUMENT REPAIR MANUAL; Minnesota SE Technical College (2001)	5523.01.02	5523.01.03	5523.01.04	5523.01.05
	5523.01.06	5523.01.07	5523.01.08	5523.01.09
	5523.01.10	5523.01.11	5523.01.12	5523.01.13
BRAND, ERICK D., BAND INSTRUMENT REPAIRING MANUAL; Ferree's Tools Inc. (1993)	5523.01.05	5523.01.06	5523.01.07	5523.01.08
	5523.01.09	5523.01.10		
BYRNE, FRANK, PRACTICAL GUIDE TO THE MUSIC LIBRARY: ITS FUNCTION, ORGANIZATION AND MAINTENANCE; Publisher: Ludwig Music Company (December 1987)	5502.03.04	5522.03.01	5523.02.08	5524.06.02
	5524.06.03	5524.06.04		

REFERENCES	TASK NUMBERS			
COKER, PATTERNS FOR JAZZ; Columbia Pictures Publications (April 1982)	5522.02.01 5524.02.11	5522.02.04 5524.03.06	5524.02.07 5524.03.07	5524.02.08 5524.03.08
COKER, JERRY, IMPROVISING JAZZ; PUBLISHER: Simon and Schuster (1964)	5522.02.01 5524.02.11	5522.02.04 5524.03.06	5524.02.07 5524.03.07	5524.02.08 5524.03.08
DAVIS & JONES, YAMAHA SOUND REINFORCEMENT HANDBOOK	5522.02.05 5524.02.09	5522.02.06 5524.02.10	5522.02.07 5524.02.14	5522.02.08 5524.02.15
ERLEWINE, DAN, GUITAR PLAYER REPAIR GUIDE: HOW TO SET-UP, MAINTAIN, AND REPAIR ELECTRICS AND ACOUSTICS; Publisher: Backbeat Books (January 1994)	5523.01.01	5523.01.12		
FABER, S., RECORDING HANDBOOK	5522.02.05	5522.02.06	5524.02.14	5524.02.15
FERRON, ERNST, THE CLARINET REVEALED; International Music Diffusion (1996)	5523.01.02	5523.01.03	5523.01.04	
FERRON, ERNST., THE SAXOPHONE IS MY VOICE; International Music Diffusion (1997)	5523.01.02	5523.01.03	5523.01.04	
GREEN, ELIZABETH, THE CONDUCTOR'S SCORE; Publisher: Prentice-Hall (January 1985)	5502.01.02	5524.03.04	5524.03.05	
GREEN, ELIZABETH A., THE CONDUCTOR AND HIS SCORE; Publisher: Prentice-Hall (out of print)	5502.01.02	5524.03.04	5524.03.05	
GREEN, ELIZABETH A. H., THE MODERN CONDUCTOR; Nicolai Conductor and His Baton Malko; Publisher: Prentice-Hall College Division (November 27, 1996)	5502.01.02 5519.01.04 5524.03.05	5502.01.03 5521.01.03	5502.01.04 5521.01.04	5502.01.05 5524.03.04
HUNSBERGER, DONALD; ERNST, ROY, THE ART OF CONDUCTING; Publisher: WCB/McGraw-Hill (November 1991)	5502.01.02	5502.01.03	5519.01.04	
KRAR, S. F., MACHINE TOOL OPERATIONS; Publisher: McGraw-Hill Inc. (1983)	5523.01.04	5523.01.07	5523.01.10	5523.01.13
MAIELLO, ANTHONY, CONDUCTING - A HANDS-ON APPROACH; Publisher: Warner Brothers Publications (July 2001)	5502.01.01	5502.01.02	5502.01.03	5519.01.04
MALABE; WEINER; THRESS (EDITOR), AFRO-CUBAN RHYTHMS FOR DRUMSET; Publisher: Warner Brothers Publications (December 12, 1994)	5524.02.12			
MARSALIS, WYNTON, MARSALIS ON MUSIC; (1995)	5522.01.01			

REFERENCES	TASK NUMBERS			
MCBUL 10120, Individual Clothing Allowances for Enlisted Personnel	5523.02.02			
MCBUL 5060 SERIES, National Anthems and Ceremonies	5502.01.01 5524.04.05	5502.03.04	5521.02.01	5524.03.05
MCELHERAN, BROG, CONDUCTING TECHNIQUE FOR BEGINNERS AND PROFESSORS; Publisher: Oxford University Press	5519.01.01	5519.01.03	5519.01.04	
MCO 1130.53, Enlistment Incentive Programs (EIP)	5519.03.04			
MCO 1500.51, Marine Battle Skills Training (MBST) Program	5502.02.02	5517.01.02		
MCO 1500.52, Marine Combat Water Survival Training (MCWST)	5502.02.02	5517.01.02		
MCO 1510.79, Individual Training Standards System for OccFld 55 Music	5502.02.01 5517.01.02	5502.02.02	5502.03.04	5517.01.01
MCO 3400.3, Nuclear, Biological, and Chemical (NBC) Defense Training	5502.02.02	5517.01.02		
MCO 4225.2, Procurement of Musical Instruments and Accessories	5502.03.02 5523.02.05	5502.03.03 5524.05.02	5523.02.01	5523.02.02
MCO 4340.1, Report of Missing, Lost/Stolen, or Recovered (MLSR) Government Property	5502.03.05	5524.05.01		
MCO 4400.163, Department of Defense Supply Management Reference Book	5502.03.02 5524.05.04	5502.03.05	5524.05.01	5524.05.02
MCO 4450.12, Storage and Handling of Hazardous Materials	5523.03.06 5523.03.10	5523.03.07 5523.03.11	5523.03.08	5523.03.09
MCO 4600.40, Government Travel Charge Card Program (GTCCP)	5519.02.01	5521.02.02	5522.03.01	5522.03.02
MCO 4631.11, DoD Policy on the Use of Government Aircraft and Air Travel	5519.02.01	5521.02.02	5522.03.02	
MCO 5100.29, Marine Corps Safety Program	5523.03.01	5523.03.03	5523.03.04	5523.03.12
MCO 5720.76, Standardization of Publicly Accessible Web Pages	5519.03.05	5524.04.01	5524.04.02	
MCO 5726.15, Marine Corps Band Support of Community Relations	5502.02.01 5517.01.01 5519.02.02 5519.03.04 5522.03.02	5502.02.03 5517.01.03 5519.02.04 5521.02.02 5522.03.04	5502.02.04 5517.01.07 5519.03.01 5521.02.04 5524.03.11	5502.02.07 5519.02.01 5519.03.03 5522.03.01 5524.04.03

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REFERENCES	TASK NUMBERS			
	5524.04.04	5524.06.05		
MCO 6260.1, Marine Corps Hearing Conservation Program	5523.03.02			
MCO P1020.34, Marine Corps Uniform Regulations	5519.02.01	5521.02.02	5522.03.01	5522.03.02
MCO P1200.7, MOS Manual	5502.03.07 5522.01.07 5524.02.07	5517.02.01 5522.02.01	5519.01.05 5524.02.02	5521.01.06 5524.02.04
MCO P4200.15, Marine Corps Purchasing Procedures Manual	5502.03.03 5524.06.01	5523.02.05	5523.02.08	5524.05.02
MCO P4400.150, Consumer-Level Supply Policy Manual	5502.03.03 5523.02.08	5523.02.05 5524.05.02	5523.02.06 5524.05.03	5523.02.07 5524.06.01
MCO P5000.18, Marine Corps Band Manual	5502.01.04 5502.02.03 5502.02.07 5502.03.04 5502.03.08 5517.01.04 5517.02.02 5519.01.05 5519.02.04 5519.03.04 5521.01.02 5521.02.01 5522.01.07 5522.03.01 5523.01.02 5523.01.06 5523.01.10 5523.01.14 5523.02.04 5523.02.08 5524.01.02 5524.02.02 5524.02.06 5524.02.10 5524.03.03 5524.03.09 5524.04.03 5524.05.01 5524.06.01 5524.06.05	5502.01.05 5502.02.04 5502.03.01 5502.03.05 5517.01.01 5517.01.05 5517.02.03 5519.02.01 5519.03.01 5519.03.05 5521.01.03 5521.02.02 5522.02.01 5522.03.02 5523.01.03 5523.01.07 5523.01.11 5523.02.01 5523.02.05 5523.02.09 5524.01.03 5524.02.03 5524.02.07 5524.02.11 5524.03.06 5524.03.10 5524.04.04 5524.05.02 5524.06.02	5502.02.01 5502.02.05 5502.03.02 5502.03.06 5517.01.02 5517.01.07 5519.01.01 5519.02.02 5519.03.02 5519.03.06 5521.01.04 5521.02.03 5522.02.02 5522.03.03 5523.01.04 5523.01.08 5523.01.12 5523.02.02 5523.02.06 5523.03.05 5524.01.04 5524.02.04 5524.02.08 5524.03.01 5524.03.07 5524.03.11 5524.04.05 5524.05.03 5524.06.03	5502.02.02 5502.02.06 5502.03.03 5502.03.07 5517.01.03 5517.02.01 5519.01.03 5519.02.03 5519.03.03 5521.01.01 5521.01.06 5521.02.04 5522.02.04 5522.03.04 5523.01.05 5523.01.09 5523.01.13 5523.02.03 5523.02.07 5524.01.01 5524.02.01 5524.02.05 5524.02.09 5524.03.02 5524.03.08 5524.04.02 5524.04.06 5524.05.04 5524.06.04
MCO P5090.2, Environmental Compliance and Protection Manual	5523.03.06 5523.03.10	5523.03.07 5523.03.11	5523.03.08	5523.03.09
MCO P5100.8, Marine Corps Occupational Safety and Health Program	5523.03.03 5523.03.09	5523.03.06 5523.03.10	5523.03.07 5523.03.11	5523.03.08

REFERENCES	TASK NUMBERS			
MCO P5750.1, Manual for the Marine Corps Historical Program	5502.03.06 5524.04.06	5517.02.02	5519.03.06	5524.04.03
MCO P6000.12, Physical Fitness Test and Body Composition	5502.02.02	5517.01.02		
MCO P7100.8, Field Budget Guidance Manual	5502.03.08	5517.02.03		
MCRC, VOLUME 3-Guidebook for Recruiting Station Operations	5519.03.04			
MCRP 3-02, Marine Corps Martial Arts (restricted distribution)	5502.02.02	5517.01.02		
MUSCOLINST 1300.1, Audition Standards Manual	5502.03.07 5521.01.06	5517.02.01 5522.01.07	5519.01.05 5524.01.01	5519.03.04 5524.03.03
NAVEDTRA 10243, Ear Training Manual for Musicians	5519.01.01 5524.03.03	5519.01.03	5522.01.02	5522.01.04
NAVEDTRA 10244, Basic Music	5519.01.01 5524.03.03	5519.01.03 5524.03.09	5522.01.04 5524.03.10	5524.02.13
NAVMC 2691, Marine Corps Drill and Ceremonies Manual	5502.01.01 5519.01.03 5521.01.04	5502.01.04 5519.02.02 5521.02.01	5502.01.05 5521.01.02 5524.03.02	5502.02.04 5521.01.03 5524.03.04
NAVY REGULATIONS, Chapter 12 - Flags, Pennants, Honors, Ceremonies, and Customs	5502.01.01 5521.01.03	5502.01.04 5521.01.04	5502.01.05 5521.02.01	5502.02.04 5524.03.04
OPNAVINST 4631.2, Management of Department of the Navy Airlift Assets	5519.02.01	5521.02.02	5522.03.02	
PHELAN, J. JAMES, THE COMPLETE GUIDE TO THE FLUTE AND THE PICCOLO (2nd ed.); Publisher: Burkart-Phelan Inc. (2000)	5522.01.05 5523.01.04	5522.02.03	5523.01.02	5523.01.03
PUBLIC LAW 94-553, Federal Copyright Act, Title 17 of U. S. Code	5519.03.05			
REED, TED, SYNCOPATION FOR THE MODERN DRUMMER; Publisher: Alfred Publishing Company (August 1997)	5522.01.03	5522.01.06	5524.02.12	
RILEY; THRESS (EDITOR), ART OF BOP DRUMMING; Publisher: Warner Brothers Publications (July 1994)	5522.01.01 5524.02.12	5522.01.03	5522.01.06	5522.01.08
SAWICKI, CARL J., THE OBOE REVEALED; SAWICKI 1988	5523.01.02	5523.01.03	5523.01.04	
SECNAVINST 5216.5, Department of the Navy (DON) Correspondence Manual	5502.02.06	5517.01.06		

REFERENCES	TASK NUMBERS			
SECNAVINST 5720.44, Public Affairs Policy and Regulations	5502.02.03	5502.02.07	5517.01.03	5517.01.07
	5519.02.04	5521.02.04	5522.03.04	5524.03.11
	5524.04.01	5524.04.02	5524.04.04	5524.04.05
	5524.06.05			
STARK, S. H., LIVE SOUND REINFORCEMENT	5519.02.02	5522.02.05	5522.02.07	5522.02.08
	5524.02.09	5524.02.10	5524.02.14	5524.02.15
STEIN, LEON, STRUCTURE AND STYLE: THE STUDY AND ANALYSIS OF MUSICAL FORMS; Publisher: Warner Brothers/Summy-Birchard Publications (December 1979)	5502.01.02	5522.01.02	5522.01.03	
STONE, GEORGE L., STICK CONTROL FOR THE SNARE DRUMMER; Publisher: George B. Stone and Son (July 1998)	5522.01.01	5524.02.12		
STUART, CRISTINA, HOW TO BE AN EFFECTIVE SPEAKER; Publisher: NTC Publishing Group (1989)	5521.01.05			
TC 12-43, Percussion Techniques	5522.01.03	5524.02.12		
TIEDE, CLAYTON H., PRACTICAL BAND INSTRUMENT REPAIR MANUAL; Publisher: W. C. Brown Company (1976)	5523.01.05	5523.01.06	5523.01.07	5523.01.08
	5523.01.09	5523.01.10	5523.01.11	
UM 4400-15, Organic Property Control Procedures User Manual	5502.03.05			
WEINER; THRESS; RILEY (EDITOR), BRAZILIAN RHYTHMS FOR DRUMSET; Publisher: Warner Brothers Publications (November 1, 1993)	5524.02.12			

TRAINING MATERIAL

DOES NOT APPLY TO THIS ORDER.

AMMUNITION, EXPLOSIVES, AND PYROTECHNICS

DOES NOT APPLY TO THIS ORDER.

DISTANCE LEARNING PRODUCTS

DOES NOT APPLY TO THIS ORDER.

PERFORMANCE SUPPORT TOOLS

DOES NOT APPLY TO THIS ORDER.

INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure contains all of the ITSs for this OccFld, grouped by MOS. Each MOS is contained in a separate Appendix to Enclosure (6).

2. Format. For each ITS, the following elements of information are provided:

a. TASK. The task describes a specific and necessary behavior expected of a Marine in a particular MOS or billet. It is a clearly stated, performance-oriented action requiring a learned skill. Skills that "make" a Marine or qualify that Marine for the appropriate MOS are designated as "Core." Those advanced skills that are mission, grade, or billet specific are designated as "Core Plus."

b. CONDITION(S). This portion of the ITS describes the equipment, manuals, assistance/supervision, special physical demands, environmental conditions, and location affecting a Marine's performance of the task under real-world circumstances.

c. STANDARD(S). This portion of the ITS describes the level of proficiency to which the individual must perform the task.

d. PERFORMANCE STEPS. Collectively, the performance steps represent the logical sequence of actions required of the Marine to perform the task to standard. These actions are typically detailed in the references.

e. INITIAL TRAINING SETTING. All ITSs are assigned an initial training setting that includes a specific location for initial instruction [Functional Learning Center (FLC) or Managed On-The-Job Training (MOJT)], a sustainment factor (number of months between evaluation or retraining to maintain the proficiency required by the standard), and a "Required By" grade (the lowest grade at which task proficiency is required).

f. REFERENCE(S). References are doctrinal publications, technical manuals, and other publications upon which the ITS and its performance steps are based. They should be readily available and provide detail to the procedures that are only summarized in the performance steps.

g. TRAINING MATERIEL (Optional). Training materiel includes all training devices, simulators, aids, equipment, and materials [except ammunition, distance learning (DL) products, and performance support tools (PST)] required or recommended to properly train the task under the specified conditions and to the specified standard. Mandatory items are preceded by an asterisk(*).

h. AMMUNITION (Optional). This table, if present, depicts the ammunition, explosives, and/or pyrotechnics required for proper training of the ITS.

i. DISTANCE LEARNING PRODUCT(S) (Optional). This section includes a list of any currently available or planned DL products designed to provide training related to this task.

j. PERFORMANCE SUPPORT TOOL(S) (Optional). This section includes a list of any currently available or planned PSTs designed to provide training related to this task.

k. ADMINISTRATIVE INSTRUCTIONS (Optional). Administrative instructions provide the trainer/instructor with special required or recommended circumstances, including safety precautions, relating to the training or execution of the task. These instructions may also clarify the meaning of the task.

MOS 5502, BAND OFFICER

DUTY AREA 01 - REHEARSAL AND PERFORMANCE

TASK: 5502.01.01 (CORE PLUS) PROGRAM CONCERT/CEREMONIAL BAND MUSIC

CONDITION(S): Given the references, an approved event, type and size of venue, audience demographics, rehearsal/performance time constraints, skill level/instrumentation of band, and special musical considerations/requests.

STANDARD(S): Per the references, ensuring the music is appropriate for the chosen concert/ceremony.

PERFORMANCE STEPS:

1. Collect and review all available information pertaining to the event.
2. Review references, as necessary.
3. Determine availability/appropriateness of music for special requests, as necessary.
4. Program music considering the following factors (not sequential and all factors may not apply):
 - a. Required musical selections.
 - b. Appropriateness of music.
 - c. Availability of music arrangements.
 - d. Available band personnel/instrumentation.
 - e. Available rehearsal time.
 - f. Difficulty of music and skill level of band.
 - g. Opening musical sequence.
 - h. Closing musical sequence.
 - i. Length of performance.
 - j. Requirement for an intermission.
 - k. Musical flow, concert pacing, featured selections, and continuity.
5. Select music for performance.
6. Disseminate selected music to the band.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1.

MAIELLO, ANTHONY, CONDUCTING - A HANDS-ON APPROACH; Publisher: Warner Brothers Publications (July 2001)

2. MCBUL 5060 SERIES, National Anthems and Ceremonies
3. NAVMC 2691, Marine Corps Drill and Ceremonies Manual
4. NAVY REGULATIONS, Chapter 12 - Flags, Pennants, Honors, Ceremonies, and Customs

TASK: 5502.01.02 (CORE PLUS) LEAD REHEARSAL OF CONCERT BAND MUSIC

CONDITION(S): Given the references, an appropriate rehearsal facility, an equipped concert band, and designated music.

STANDARD(S): Per the references, detecting and correcting errors and providing performance guidance through gestures and verbal instruction, within allotted time.

PERFORMANCE STEPS:

1. Identify music required for rehearsal.
2. Review and study the scores for designated music and identify rehearsal objectives.
3. Ensure concert band is assembled with designated music and equipment.
4. Ensure concert band is properly tuned.
5. Rehearse designated music:
 - a. Conduct designated music.
 - b. Identify errors.
 - c. Provide guidance for correction.
 - d. Re-play designated music.
 - e. Provide additional guidance for correction, as necessary.
 - f. Repeat process until rehearsal objectives are achieved.
6. Provide verbal feedback and guidance to concert band for next rehearsal/performance.
7. Conclude rehearsal.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. BATTISTI, FRANK; GAROFALO, ROBERT, GUIDE TO SCORE STUDY FOR THE WIND BAND CONDUCTOR; Publisher: Meredith Music Publications (June 1990)
2. GREEN, ELIZABETH, THE CONDUCTOR'S SCORE; Publisher: Prentice-Hall (January 1985)
3. GREEN, ELIZABETH A., THE CONDUCTOR AND HIS SCORE; Publisher: Prentice-Hall (out of print)
4. GREEN, ELIZABETH A. H., THE MODERN CONDUCTOR; Nicolai Conductor and His Baton Malko; Publisher: Prentice-Hall College Division (November 27, 1996)
5. HUNSBERGER, DONALD; ERNST, ROY, THE ART OF CONDUCTING; Publisher: WCB/McGraw-Hill (November 1991)
6. MAIELLO, ANTHONY, CONDUCTING - A HANDS-ON APPROACH; Publisher: Warner Brothers Publications (July 2001)
7. STEIN, LEON, STRUCTURE AND STYLE: THE STUDY AND ANALYSIS OF MUSICAL FORMS; Publisher: Warner Brothers/Summy-Birchard Publications (December 1979)

TASK: 5502.01.03 (CORE PLUS) CONDUCT PERFORMANCE OF CONCERT BAND MUSIC

CONDITION(S): Given the references, an approved event, an appropriate performance venue, an equipped concert band, and designated music.

STANDARD(S): Per the references, providing performance guidance through gestures, maintaining continuity and flow to the industry standard.

PERFORMANCE STEPS:

1. Ensure concert band is assembled at performance venue with designated music and equipment.
2. Ensure all technical support and coordination are complete.
3. Ensure concert band is properly tuned.
4. Conduct programmed music (steps not sequential):
 - a. Give appropriate performance gestures.
 - b. Maintain musical integrity.
 - c. Maintain performance focus of musicians.
 - d. Engage audience.
 - e. Make real-time musical adjustments, as appropriate.
5. Conclude performance.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. GREEN, ELIZABETH A. H., THE MODERN CONDUCTOR; Nicolai Conductor and His Baton Malko; Publisher: Prentice-Hall College Division (November 27, 1996)
 2. HUNSBERGER, DONALD; ERNST, ROY, THE ART OF CONDUCTING; Publisher: WCB/McGraw-Hill (November 1991)
 3. MAIELLO, ANTHONY, CONDUCTING - A HANDS-ON APPROACH; Publisher: Warner Brothers Publications (July 2001)
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TASK: 5502.01.04 (CORE PLUS) LEAD REHEARSAL OF CEREMONIAL MUSIC

CONDITION(S): Given the references, an appropriate rehearsal space, an equipped ceremonial band, and designated music.

STANDARD(S): Per the references, detecting and correcting errors and providing performance guidance through gestures and verbal instruction, within allotted time.

PERFORMANCE STEPS:

1. Identify music required for rehearsal.
2. Review and study scores for designated music and identify rehearsal objectives.
3. Ensure ceremonial band is assembled with designated music and equipment.
4. Ensure ceremonial band is properly tuned.
5. Rehearse designated music:
 - a. Conduct designated music.
 - b. Identify errors.
 - c. Provide guidance for correction.
 - d. Re-play designated music.
 - e. Provide additional guidance for correction, as necessary.
 - f. Repeat process until rehearsal objectives are achieved.
6. Provide verbal feedback and guidance to ceremonial band for next rehearsal/performance.
7. Conclude rehearsal.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. BATTISTI, FRANK; GAROFALO, ROBERT, GUIDE TO SCORE STUDY FOR THE WIND BAND CONDUCTOR; Publisher: Meredith Music Publications (June 1990)
2. GREEN, ELIZABETH A. H., THE MODERN CONDUCTOR; Nicolai Conductor and His Baton Malko; Publisher: Prentice-Hall College Division (November 27, 1996)
3. MCO P5000.18, Marine Corps Band Manual
4. NAVMC 2691, Marine Corps Drill and Ceremonies Manual
5. NAVY REGULATIONS, Chapter 12 - Flags, Pennants, Honors, Ceremonies, and Customs

TASK: 5502.01.05 (CORE PLUS) CONDUCT PERFORMANCE OF CEREMONIAL MUSIC

CONDITION(S): Given the references, an approved ceremony, an appropriate performance venue, an equipped ceremonial band, and designated music.

STANDARD(S): Per the references, providing performance guidance through gestures, maintaining continuity and flow to the industry standard.

PERFORMANCE STEPS:

1. Ensure ceremonial band is assembled at performance venue with designated music and equipment.
2. Ensure all technical support and coordination are complete.
3. Review sequence of events with band.
4. Ensure ceremonial band is properly tuned.
5. Conduct programmed music (steps not sequential):
 - a. Give appropriate performance gestures.
 - b. Maintain musical integrity.
 - c. Maintain performance focus of musicians.
 - d. Engage audience.
 - e. Make real-time musical adjustments, as appropriate.
6. Conclude performance.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

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1. GREEN, ELIZABETH A. H., THE MODERN CONDUCTOR; Nicolai Conductor and His Baton Malko; Publisher: Prentice-Hall College Division (November 27, 1996)
2. MCO P5000.18, Marine Corps Band Manual
3. NAVMC 2691, Marine Corps Drill and Ceremonies Manual
4. NAVY REGULATIONS, Chapter 12 - Flags, Pennants, Honors, Ceremonies, and Customs

DUTY AREA 02 - OPERATIONAL PLANNING

TASK: 5502.02.01 (CORE PLUS) DEVELOP ANNUAL OPERATIONAL PLAN

CONDITION(S): Given the references, previous year's command chronology, projected military requirements, recruiting command support, community relations events, and unit sustainment training requirements.

STANDARD(S): Per the references, ensuring all operational and training requirements are included.

PERFORMANCE STEPS:

1. Prioritize requirements.
2. Determine acceptable operational tempo.
3. Block projected periods of non-availability.
4. Reconcile conflicts.
5. Approve plan.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO 1510.79, Individual Training Standards System for OccFld 55 Music
2. MCO 5726.15, Marine Corps Band Support of Community Relations
3. MCO P5000.18, Marine Corps Band Manual

TASK: 5502.02.02 (CORE PLUS) DEVELOP ANNUAL UNIT SUSTAINMENT TRAINING (UST) PLAN

CONDITION(S): Given the references, a projected operational plan, available command training quotas and dates, and MOS/non-MOS training opportunities.

STANDARD(S): Per the references, balancing training and operational requirements/opportunities with operational tempo.

PERFORMANCE STEPS:

1. Review references to determine requirements.
2. Review projected operational plan.
3. Identify additional training opportunities.
4. Coordinate and finalize external training events.
5. Coordinate and finalize internal training events.

6. Submit UST Plan to higher headquarters for approval, as necessary.
7. Disseminate plan, as necessary.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO 1500.51, Marine Battle Skills Training (MBST) Program
2. MCO 1500.52, Marine Combat Water Survival Training (MCWST)
3. MCO 1510.79, Individual Training Standards System for OccFld 55 Music
4. MCO 3400.3, Nuclear, Biological, and Chemical (NBC) Defense Training
5. MCO P5000.18, Marine Corps Band Manual
6. MCO P6000.12, Physical Fitness Test and Body Composition
7. MCRP 3-02, Marine Corps Martial Arts (restricted distribution)

ADMINISTRATIVE INSTRUCTIONS:

1. External training is any training that is coordinated, funded, administered, or conducted outside of the band proper, i.e., rifle range, gas chamber, schools and conferences, etc.

2. Internal training is any training that is coordinated and controlled within the band proper, i.e., music rehearsal, auditions, unit physical training, etc.

TASK: 5502.02.03 (CORE PLUS) EVALUATE COMMITMENT REQUESTS

CONDITION(S): Given the references, a commitment request, current commitment schedule, rehearsal schedule, operational plan, Unit Sustainment Training (UST) plan, funding requirements, and information regarding personnel/instrumentation availability.

STANDARD(S): Per the references, determining supportability.

PERFORMANCE STEPS:

1. Review all schedules, plans, and rosters pertaining to band operations.
2. Evaluate commitment request based on supportability criteria, i.e., legality/supportability of request, ensemble availability, logistical requirements, operational tempo, etc.
3. Obtain additional information, as required, in order to make final decision.
4. Approve or disapprove the request.
5. Forward, as appropriate, for action.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO 5726.15, Marine Corps Band Support of Community Relations
 2. MCO P5000.18, Marine Corps Band Manual
 3. SECNAVINST 5720.44, Public Affairs Policy and Regulations
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TASK: 5502.02.04 (CORE PLUS) COORDINATE MUSICAL SUPPORT FOR A COMMITMENT

CONDITION(S): Given the references, an approved event, and a point of contact.

STANDARD(S): Per the references, determining the appropriate ensemble and musical selections/program.

PERFORMANCE STEPS:

1. Make initial contact with the sponsor (point of contact).
2. Determine sponsor requirements in regard to length and type of event, size and location of venue, audience demographics, and special musical requirements/requests.
3. Review operational schedule for available personnel and available rehearsal time.
4. Determine appropriate level of support based upon sponsor's requirements, available ensembles/personnel, and operational tempo.
5. Develop musical program.
6. Finalize support with sponsor.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO 5726.15, Marine Corps Band Support of Community Relations
2. MCO P5000.18, Marine Corps Band Manual
3. NAVMC 2691, Marine Corps Drill and Ceremonies Manual
4. NAVY REGULATIONS, Chapter 12 - Flags, Pennants, Honors, Ceremonies, and Customs

ADMINISTRATIVE INSTRUCTIONS: Level of support refers to size and type of ensemble, duration of commitment, and ability to perform special musical requests.

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TASK: 5502.02.05 (CORE PLUS) DEVELOP BAND REHEARSAL SCHEDULE

CONDITION(S): Given the reference, operational plan, commitment schedule, musical requirements for upcoming commitments, skill level of ensembles, and list of available personnel.

STANDARD(S): Per the reference, ensuring adequate time for music/drill to reach desired performance level.

PERFORMANCE STEPS:

1. Review band commitment schedule, operational plan, and specific music/drill requirements for upcoming commitments.
2. Evaluate skill level of each ensemble and individual musicians.
3. Determine required rehearsal time.
4. Schedule rehearsals.
5. Publish rehearsal schedule.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO P5000.18, Marine Corps Band Manual
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TASK: 5502.02.06 (CORE PLUS) APPROVE PLAN OF THE DAY (POD)

CONDITION(S): Given the references, commitment schedule, rehearsal schedule, training schedule, transportation requirements, duty roster(s), individual appointments, and a draft POD.

STANDARD(S): Per the references, ensuring accuracy and addressing all events.

PERFORMANCE STEPS:

1. Review commitment schedule, rehearsal schedule, training schedule, individual appointment calendar, duty roster(s), transportation requirements, and any additional factors/requirements.
2. Proof draft of POD.
3. Incorporate changes and return to Bandmaster, as necessary.
4. Sign POD.
5. Ensure the POD is posted in the appropriate locations.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO P5000.18, Marine Corps Band Manual
 2. SECNAVINST 5216.5, Department of the Navy (DON) Correspondence Manual
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TASK: 5502.02.07 (CORE PLUS) WRITE COMMITMENT AFTER ACTION REPORT

CONDITION(S): Given the references, a blank After Action Report form, and commitment folder pertaining to a completed commitment.

STANDARD(S): Per the references, within seven days, ensuring accuracy and completeness of information.

PERFORMANCE STEPS:

1. Review personal notes pertaining to commitment.
2. Review commitment folder for additional information, as required.
3. Complete appropriate After Action Report form detailing positive and negative aspects of the commitment for future reference/information.
4. File locally and submit to higher Headquarters, as appropriate.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO 5726.15, Marine Corps Band Support of Community Relations
2. MCO P5000.18, Marine Corps Band Manual
3. SECNAVINST 5720.44, Public Affairs Policy and Regulations

ADMINISTRATIVE INSTRUCTIONS:

1. For performances in the civilian community, use NAVMC 5726.
2. For military performances, use locally produced forms.

DUTY AREA 03 - GENERAL DUTIES

TASK: 5502.03.01 (CORE PLUS) APPROVE PERIODIC REPLACEMENT PLAN (PRP)

CONDITION(S): Given the reference, Table of Equipment (T/E) requirements, current Consolidated Memorandum of Receipt (CMR), and input from band command element.

STANDARD(S): Per the reference, ensuring all T/E requirements/deficiencies are properly identified to include cost estimates by year.

PERFORMANCE STEPS:

1. Direct Instrument Repair Technician to complete the following:
 - a. Review CMR inventory for equipment accountability.
 - b. Determine history/age for each piece of equipment.
 - c. Determine proper replacement year for each musical instrument using a 7-year replacement cycle.
 - d. Incorporate the replacement of the T/E for musical instruments into the PRP.
 - e. Determine proper replacement year for each piece of electronic gear using a 3-year replacement cycle.
 - f. Incorporate the 3-year replacement cycle for electronic gear into the PRP.
2. Receive proposed PRP from Instrument Repair Technician.
3. Review PRP.
4. Make any necessary adjustments to proposed PRP.
5. Approve PRP.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO P5000.18, Marine Corps Band Manual

TASK: 5502.03.02 (CORE PLUS) DEVELOP ANNUAL BUDGET

CONDITION(S): Given the references, historical budget records, annual operational plan, Periodic Replacement Plan (PRP), equipment requirements, Temporary Additional Duty (TAD) requirements, consumable goods requirements, and input from band command element.

STANDARD(S): Per the references, ensuring all funding requirements/deficiencies are identified and financially addressed.

PERFORMANCE STEPS:

1. Review current annual budget.
2. Direct Instrument Repair Technician to complete the following:
 - a. Identify instruments/equipment, consumables, and TAD requirements remaining in current FY.
 - b. Identify instruments/equipment, consumables, and TAD requirements for next FY, using available budget documents and annual operational plan.
 - c. Prepare annual budget draft and submit for approval.
3. Receive annual budget draft from Instrument Repair Technician.
4. Review annual budget draft.
5. Make any necessary adjustments.
6. Approve annual budget and submit to higher headquarters.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO 4225.2, Procurement of Musical Instruments and Accessories
2. MCO 4400.163, Department of Defense Supply Management Reference Book
3. MCO P5000.18, Marine Corps Band Manual

TASK: 5502.03.03 (CORE PLUS) PROCURE MUSICAL INSTRUMENTS/BAND EQUIPMENT

CONDITION(S): Given the references, Periodic Replacement Plan (PRP), annual budget, band instrument catalogs, supply catalogs, and purchase list provided by Instrument Repair Technician.

STANDARD(S): Per the references, meeting Table of Equipment (T/E) requirements, ensuring all requested materials are properly received and annotated on the Consolidated Memorandum of Receipt (CMR).

PERFORMANCE STEPS:

1. Identify instruments/equipment to be purchased by reviewing the budget constraints and the purchase list provided by the Instrument Repair Technician.
2. Ensure requests are completed and signed, as necessary.
3. Ensure new instruments/equipment are added to current CMR, as appropriate.
4. Reconcile fiscal account, as necessary.

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INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO 4225.2, Procurement of Musical Instruments and Accessories
 2. MCO P4200.15, Marine Corps Purchasing Procedures Manual
 3. MCO P4400.150, Consumer-Level Supply Policy Manual
 4. MCO P5000.18, Marine Corps Band Manual
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TASK: 5502.03.04 (CORE PLUS) PROCURE MUSIC MATERIALS/PUBLICATIONS

CONDITION(S): Given the references, annual budget, music/publication catalogs, and band command element input.

STANDARD(S): Per the references, meeting all music/publication requirements.

PERFORMANCE STEPS:

1. Identify music/publications to be procured based upon input from the band command element, upcoming musical events, and budget constraints.
2. Provide procurement list to Instrument Repair Technician for processing.
3. Ensure requests are completed and signed, as necessary.
4. Ensure music materials/publications are properly cataloged once they are received.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. BYRNE, FRANK, PRACTICAL GUIDE TO THE MUSIC LIBRARY: ITS FUNCTION, ORGANIZATION AND MAINTENANCE; Publisher: Ludwig Music Company (December 1987)
 2. MCBUL 5060 SERIES, National Anthems and Ceremonies
 3. MCO 1510.79, Individual Training Standards System for OccFld 55 Music
 4. MCO P5000.18, Marine Corps Band Manual
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TASK: 5502.03.05 (CORE PLUS) RECONCILE CONSOLIDATED MEMORANDUM OF RECEIPT (CMR)

CONDITION(S): Given the references and a current CMR.

STANDARD(S): Per the references, reconciling on-hand items with the CMR, and accurately notating any discrepancies.

PERFORMANCE STEPS:

1. With the assistance of the Instrument Repair Technician, physically account for all items on the CMR as follows:
 - a. Inventory items in supply area(s).
 - b. Inventory items in common areas.
 - c. Inventory items in the custody of band members.
 - d. Refer to custody cards to account for items that are not physically present, i.e., items loaned to external agencies/personnel.
2. Complete letter of discrepancy, if required, citing the following:
 - a. Items listed on CMR that are not in the band's current inventory, i.e., lost, stolen, or erroneously listed.
 - b. Items not listed on the CMR that are in the band's current inventory, i.e., new acquisitions, erroneously omitted items, etc.
 - c. Items listed on the CMR that contain administrative errors, i.e., serial number, nomenclature, etc.
3. Reconcile the CMR with Supply Officer and sign completed document.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO 4340.1, Report of Missing, Lost/Stolen, or Recovered (MLSR) Government Property
2. MCO 4400.163, Department of Defense Supply Management Reference Book
3. MCO P5000.18, Marine Corps Band Manual
4. UM 4400-15, Organic Property Control Procedures User Manual

TASK: 5502.03.06 (CORE PLUS) WRITE BAND COMMAND CHRONOLOGY

CONDITION(S): Given the references, commitment calendar, After Action Reports, band personnel rosters, and a computer with word processing software.

STANDARD(S): Per the references, accurately reflecting the band's performances, personnel changes, and history for the designated period.

PERFORMANCE STEPS:

1. Review the references, commitment calendar, After Action Reports, and personnel rosters for the designated period.

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2. Compile information, incorporate data, and prepare narratives.
3. File locally and submit for approval.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO P5000.18, Marine Corps Band Manual
 2. MCO P5750.1, Manual for the Marine Corps Historical Program
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TASK: 5502.03.07 (CORE PLUS) AUDITION PERSONNEL

CONDITION(S): Given the references, an instrumentalist with instrument, music stand, audition book, administrative materials, copy of auditionee's solo, metronome, and designated location.

STANDARD(S): Per the references, ascertaining technical proficiency, completing the audition form, ensuring accuracy and consistency.

PERFORMANCE STEPS:

1. Conduct audition in accordance with the Audition Standards Manual (not sequential):
 - a. Listen to selected scales/rudiments; notate comments and scores on audition form.
 - b. Listen to prepared solo(s); notate comments and scores on audition form.
 - c. Listen to selected sight-reading material; notate comments and scores on audition form.
2. Calculate final score.
3. Counsel auditionee on final results.
4. File copy of audition form and forward, as appropriate.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO P1200.7, MOS Manual
2. MCO P5000.18, Marine Corps Band Manual
3. MUSCOLINST 1300.1, Audition Standards Manual

ADMINISTRATIVE INSTRUCTIONS:

1. If auditioning an applicant for Musician Enlistment Option Program (MEOP), audition form must be forwarded to Marine Corps Recruiting Command (MCRC).
2. If auditioning an applicant for On-the-Job-Training (OJT) MOS change, audition form must be forwarded to Manpower and Reserve Affairs (MPO 20).

TASK: 5502.03.08 (CORE PLUS) WRITE MUSICAL UNIT RESOURCES EXHIBIT (MURE)

CONDITION(S): Given the references, a blank MURE, current fiscal year records, current end strength reports, and current commitment records.

STANDARD(S): Per the references, ensuring complete and accurate information.

PERFORMANCE STEPS:

1. Incorporate last year's fiscal and operational requirements into the exhibit.
2. Incorporate current fiscal year's budget and projected calendar year's operational requirements into exhibit.
3. Incorporate next year's projected (FY+1/CY+1) budget and operational requirements into the exhibit.
4. Submit to higher headquarters, as appropriate.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO P5000.18, Marine Corps Band Manual
2. MCO P7100.8, Field Budget Guidance Manual

ADMINISTRATIVE INSTRUCTIONS:

1. A Formal Concert commitment is defined as a performance that requires full/standard concert band instrumentation.
2. A Ceremonial commitment is defined as a performance that requires ceremonial band assets, i.e., funerals, parades, reviews, and parade rehearsals. Number of personnel/instrumentation required to perform the mission is irrelevant.
3. A State/Official commitment is defined as a performance that is non-ceremonial in nature, i.e., receptions, fairs, etc. Number of personnel/instrumentation required to perform the mission is irrelevant.

MOS 5517, BANDMASTER

DUTY AREA 01 - OPERATIONAL PLANNING

TASK: 5517.01.01 (CORE PLUS) DEVELOP ANNUAL OPERATIONAL PLAN

CONDITION(S): Given the references, previous year's command chronology, projected military requirements, recruiting command support, community relations events, and unit sustainment training requirements.

STANDARD(S): Per the references, ensuring all operational and training requirements are included.

PERFORMANCE STEPS:

1. Prioritize requirements.
2. Determine acceptable operational tempo.
3. Block projected periods of non-availability.
4. Reconcile conflicts.
5. Submit plan for approval.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. MCO 1510.79, Individual Training Standards System for OccFld 55 Music
2. MCO 5726.15, Marine Corps Band Support of Community Relations
3. MCO P5000.18, Marine Corps Band Manual

TASK: 5517.01.02 (CORE PLUS) DEVELOP ANNUAL UNIT SUSTAINMENT TRAINING (UST) PLAN

CONDITION(S): Given the references, a projected operational plan, available command training quotas and dates, and MOS/non-MOS training opportunities.

STANDARD(S): Per the references, balancing training and operational requirements/opportunities with operational tempo.

PERFORMANCE STEPS:

1. Review references to determine requirements.
2. Review projected operational plan.
3. Identify additional training opportunities.
4. Coordinate and finalize external training events.

5. Coordinate and finalize internal training events.
6. Submit UST plan for approval.
7. Disseminate plan, as necessary.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. MCO 1500.51, Marine Battle Skills Training (MBST) Program
2. MCO 1500.52, Marine Combat Water Survival Training (MCWST)
3. MCO 1510.79, Individual Training Standards System for OccFld 55 Music
4. MCO 3400.3, Nuclear, Biological, and Chemical (NBC) Defense Training
5. MCO P5000.18, Marine Corps Band Manual
6. MCO P6000.12, Physical Fitness Test and Body Composition
7. MCRP 3-02, Marine Corps Martial Arts (restricted distribution)

ADMINISTRATIVE INSTRUCTIONS:

1. External training is any training that is coordinated, funded, administered, or conducted outside of the band proper, i.e., rifle range, gas chamber, schools and conferences, etc.

2. Internal training is any training that is coordinated and controlled within the band proper, i.e., music rehearsal, auditions, unit physical training, etc.

TASK: 5517.01.03 (CORE PLUS) EVALUATE COMMITMENT REQUESTS

CONDITION(S): Given the references, a commitment request, current commitment schedule, rehearsal schedule, operational plan, Unit Sustainment Training (UST) plan, funding requirements, and personnel/instrumentation availability.

STANDARD(S): Per the references, determining supportability.

PERFORMANCE STEPS:

1. Review all schedules, plans, and rosters pertaining to band operations.
2. Determine availability of ensemble(s) required to support the request.
3. Determine propriety.
4. Contact sponsor for additional information, if necessary.
5. Explain to the sponsor this contact does not constitute approved support.

6. Recommend approval/disapproval.
7. Forward to Band Officer for decision.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. MCO 5726.15, Marine Corps Band Support of Community Relations
 2. MCO P5000.18, Marine Corps Band Manual
 3. SECNAVINST 5720.44, Public Affairs Policy and Regulations
-

TASK: 5517.01.04 (CORE PLUS) MAINTAIN BAND SCHEDULE

CONDITION(S): Given the reference, an annual operational plan, Unit Sustainment Training (UST) plan, computer with scheduling software, and commitment requests.

STANDARD(S): Per the reference, ensuring accuracy of pending and approved requests.

PERFORMANCE STEPS:

1. Incorporate annual operational plan into the band schedule.
2. Incorporate Unit Sustainment Training (UST) plan into the band schedule.
3. Record pending requests.
4. Record approved requests.
5. Remove denied requests.
6. Print updated schedules, as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. MCO P5000.18, Marine Corps Band Manual
-

TASK: 5517.01.05 (CORE PLUS) DEVELOP BAND REHEARSAL SCHEDULE

CONDITION(S): Given the reference, operational plan, commitment schedule, musical requirements for upcoming commitments, skill level of ensembles, and list of available personnel.

STANDARD(S): Per the reference, ensuring adequate time for music/drill to reach desired performance level.

PERFORMANCE STEPS:

1. Obtain ensemble leaders' rehearsal requirements.
2. Prioritize requirements.
3. Incorporate ensemble leaders' rehearsal requirements with band's schedule.
4. Identify and resolve conflicts.
5. Forward to Band Officer for approval.
6. Publish rehearsal schedule.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. MCO P5000.18, Marine Corps Band Manual
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TASK: 5517.01.06 (CORE PLUS) DEVELOP PLAN OF THE DAY (POD)

CONDITION(S): Given the reference, commitment schedule, rehearsal schedule, training schedule, transportation requirements, duty roster(s), and individual appointments.

STANDARD(S): Per the reference, ensuring accuracy of information and addressing all events.

PERFORMANCE STEPS:

1. Review commitment schedule, rehearsal schedule, training schedule, individual appointment calendar, duty roster(s), transportation requirements, and any additional factors/requirements.
2. List day's requirements in chronological order.
3. Identify and resolve any conflicts.
4. Submit draft to Band Officer.
5. Incorporate changes, as required.
6. Forward to administrative office for preparation and signature.
7. Publish POD.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. SECNAVINST 5216.5, Department of the Navy (DON) Correspondence Manual
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TASK: 5517.01.07 (CORE PLUS) WRITE COMMITMENT AFTER ACTION REPORT

CONDITION(S): Given the references, a blank After Action Report form, and commitment folder pertaining to a completed commitment.

STANDARD(S): Per the references, within seven days, ensuring accuracy and completeness of information.

PERFORMANCE STEPS:

1. Review personal notes pertaining to commitment.
2. Review commitment folder for additional information, as required.
3. Complete appropriate After Action Report form detailing positive and negative aspects of the commitment for future reference/information.
4. Submit completed After Action Report, with commitment folder, to Band Officer.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. MCO 5726.15, Marine Corps Band Support of Community Relations
2. MCO P5000.18, Marine Corps Band Manual
3. SECNAVINST 5720.44, Public Affairs Policy and Regulations

ADMINISTRATIVE INSTRUCTIONS:

1. For performances in the civilian community, use NAVMC 5726.
2. For military performances, use locally produced forms.

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DUTY AREA 02 - GENERAL DUTIES

TASK: 5517.02.01 (CORE PLUS) AUDITION PERSONNEL

CONDITION(S): Given the references, an instrumentalist with instrument, music stand, audition book, administrative materials, copy of auditionee's solo, metronome, and designated location.

STANDARD(S): Per the references, ascertaining technical proficiency, completing the audition form, ensuring accuracy and consistency.

PERFORMANCE STEPS:

1. Conduct audition in accordance with the references (not sequential):
 - a. Listen to selected scales/rudiments; notate comments and scores on audition form.
 - b. Listen to prepared solo(s); notate comments and scores on audition form.
 - c. Listen to selected sight-reading material; notate comments and scores on audition form.
2. Calculate final score.
3. Counsel auditionee on final results.
4. File copy of audition form and forward, as appropriate.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: MSgt

REFERENCE(S):

1. MCO P1200.7, MOS Manual
2. MCO P5000.18, Marine Corps Band Manual
3. MUSCOLINST 1300.1, Audition Standards Manual

ADMINISTRATIVE INSTRUCTIONS:

1. If auditioning an applicant for Musician Enlistment Option Program (MEOP), audition form must be forwarded to Marine Corps Recruiting Command (MCRC).
2. If auditioning an applicant for On-the-Job-Training (OJT) MOS change, audition form must be forwarded to Manpower and Reserve Affairs (MPO 20).

TASK: 5517.02.02 (CORE PLUS) WRITE BAND COMMAND CHRONOLOGY

CONDITION(S): Given the references, commitment calendar, After Action Reports, band personnel rosters, and a computer with word processing software.

STANDARD(S): Per the references, accurately reflecting the band's performances, personnel changes, and history for the designated period.

PERFORMANCE STEPS:

1. Review the references, commitment calendar, After Action Reports, and personnel rosters for the designated period.
2. Compile information, incorporate data, and prepare narratives.
3. Submit for approval.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. MCO P5000.18, Marine Corps Band Manual
2. MCO P5750.1, Manual for the Marine Corps Historical Program

TASK: 5517.02.03 (CORE PLUS) WRITE MUSICAL UNIT RESOURCES EXHIBIT (MURE)

CONDITION(S): Given the references, a blank MURE, current fiscal year records, current end strength reports, and current commitment records.

STANDARD(S): Per the references, ensuring complete and accurate information.

PERFORMANCE STEPS:

1. Incorporate last year's fiscal and operational requirements into the exhibit.
2. Incorporate current fiscal year's budget and projected calendar year's operational requirements into exhibit.
3. Incorporate next year's projected (FY+1/CY+1) budget and operational requirements into the exhibit.
4. Submit for approval.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. MCO P5000.18, Marine Corps Band Manual
2. MCO P7100.8, Field Budget Guidance Manual

ADMINISTRATIVE INSTRUCTIONS:

1. A Formal Concert commitment is defined as a performance that requires full/standard concert band instrumentation.
2. A Ceremonial commitment is defined as a performance that requires ceremonial

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band assets, i.e., funerals, parades, reviews, and parade rehearsals. Number of personnel/instrumentation required to perform the mission is irrelevant.

3. A State/Official commitment is defined as a performance that is non-ceremonial in nature, i.e., receptions, fairs, etc. Number of personnel/instrumentation required to perform the mission is irrelevant.

MOS 5519, ENLISTED CONDUCTOR

DUTY AREA 01 - REHEARSAL AND PERFORMANCE

TASK: 5519.01.01 (CORE PLUS) LEAD SECTIONAL REHEARSAL

CONDITION(S): Given the references, a group of equipped instrumentalists, appropriate rehearsal space, music, and auxiliary equipment.

STANDARD(S): Per the references, detecting and correcting errors, and providing direction through gestures and verbal instructions, within allotted time.

PERFORMANCE STEPS:

1. Select/Assign music.
2. Study scores.
3. State performance objectives for each selection.
4. Rehearse selected music.
5. Detect and correct errors in rhythm, phrasing, articulation, ornamentation, intonation, pitch, balance, and style.
6. Replay music, listening for corrections, concluding rehearsal when satisfied with results.

INITIAL TRAINING SETTING: FLC Sustainment: 3 Req By: SSgt

REFERENCE(S):

1. MCELHERAN, BROCK, CONDUCTING TECHNIQUE FOR BEGINNERS AND PROFESSORS;
Publisher: Oxford University Press
2. MCO P5000.18, Marine Corps Band Manual
3. NAVEDTRA 10243, Ear Training Manual for Musicians
4. NAVEDTRA 10244, Basic Music

TASK: 5519.01.02 (CORE PLUS) PROGRAM CEREMONIAL BAND MUSIC

CONDITION(S): Given the references, audience demographics, type and size of venue, rehearsal and performance time parameters, instrumentation and skill level of band, and special musical considerations.

STANDARD(S): Per the references, ensuring the music is appropriate for chosen ceremony.

PERFORMANCE STEPS:

1. Collect and review all available information pertaining to the event.

2. Review references.
3. Determine availability and appropriateness of music for special requests.
4. Select music for performance.
5. Disseminate selected music to band.

INITIAL TRAINING SETTING: FLC Sustainment: 3 Req By: SSgt

REFERENCE(S):

1. BATTISTI, FRANK, 20TH CENTURY AMERICAN WIND BAND; Publisher: Meredith Music Publications (September 1995)
 2. BATTISTI, FRANK; GAROFALO, ROBERT, GUIDE TO SCORE STUDY FOR THE WIND BAND CONDUCTOR; Publisher: Meredith Music Publications (June 1990)
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TASK: 5519.01.03 (CORE PLUS) LEAD REHEARSAL OF CEREMONIAL MUSIC

CONDITION(S): Given the references, an appropriate rehearsal space, an equipped ceremonial band, and designated music.

STANDARD(S): Per the references, detecting and correcting errors and providing direction through gestures and verbal instruction, within allotted time.

PERFORMANCE STEPS:

1. Study scores for each selection to be rehearsed.
2. Ensure ceremonial band is assembled with selected music and equipment.
3. Ensure ceremonial band is properly tuned.
4. State performance objectives of the rehearsal.
5. Rehearse selected music.
6. Detect and correct errors in rhythm, phrasing, articulation, ornamentation, intonation, pitch, balance, and style.
7. Critique rehearsal.

INITIAL TRAINING SETTING: FLC Sustainment: 3 Req By: SSgt

REFERENCE(S):

1. MCELHERAN, BROCK, CONDUCTING TECHNIQUE FOR BEGINNERS AND PROFESSORS; Publisher: Oxford University Press
2. MCO P5000.18, Marine Corps Band Manual
3. NAVEDTRA 10243, Ear Training Manual for Musicians

4. NAVEDTRA 10244, Basic Music
5. NAVMC 2691, Marine Corps Drill and Ceremonies Manual

TASK: 5519.01.04 (CORE PLUS) CONDUCT PERFORMANCE OF CEREMONIAL MUSIC

CONDITION(S): Given the references, an approved ceremony, an equipped ceremonial band, designated music, and appropriate performance venue.

STANDARD(S): Per the references, providing performance guidance through gestures, maintaining continuity and flow.

PERFORMANCE STEPS:

1. Ensure ceremonial band is properly tuned.
2. Review sequence of events with the band.
3. Conduct programmed music, using appropriate gestures, maintaining musical integrity and focus of musicians, while engaging the audience and making real-time adjustments, as appropriate.
4. Critique performance.

INITIAL TRAINING SETTING: FLC Sustainment: 3 Req By: SSgt

REFERENCE(S):

1. GREEN, ELIZABETH A. H., THE MODERN CONDUCTOR; Nicolai Conductor and His Baton Malko; Publisher: Prentice-Hall College Division (November 27, 1996)
2. HUNSBERGER, DONALD; ERNST, ROY, THE ART OF CONDUCTING; Publisher: WCB/McGraw-Hill (November 1991)
3. MAIELLO, ANTHONY, CONDUCTING - A HANDS-ON APPROACH; Publisher: Warner Brothers Publications (July 2001)
4. MCELHERAN, BRODIE, CONDUCTING TECHNIQUE FOR BEGINNERS AND PROFESSORS; Publisher: Oxford University Press

TASK: 5519.01.05 (CORE PLUS) AUDITION PERSONNEL

CONDITION(S): Given the references, an instrumentalist with instrument, music stand, audition book, administrative materials, copy of auditionee's solo, metronome, and designated location.

STANDARD(S): Per the references, ascertaining technical proficiency, completing the audition form, ensuring accuracy and consistency.

PERFORMANCE STEPS:

1. Conduct audition in accordance with the Audition Standards Manual (not sequential):
 - a. Listen to selected scales/rudiments; notate comments and scores on audition form.
 - b. Listen to prepared solo(s); notate comments and scores on audition form.
 - c. Listen to selected sight-reading material; notate comments and scores on audition form.
2. Calculate final score.
3. Counsel auditionee on final results.
4. File copy of audition form and forward, as appropriate.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: SSgt

REFERENCE(S):

1. MCO P1200.7, MOS Manual
2. MCO P5000.18, Marine Corps Band Manual
3. MUSCOLINST 1300.1, Audition Standards Manual

ADMINISTRATIVE INSTRUCTIONS:

1. If auditioning an applicant for Musician Enlistment Option Program (MEOP), audition form must be forwarded to Marine Corps Recruiting Command (MCRC).
2. If auditioning an applicant for On-the-Job-Training (OJT) MOS change, audition form must be forwarded to Manpower and Reserve Affairs (MPO 20).

DUTY AREA 02 - OPERATIONAL PLANNING

TASK: 5519.02.01 (CORE PLUS) COORDINATE LOGISTICAL SUPPORT FOR COMMITMENTS

CONDITION(S): Given the references, a commitment request for musical support, letter of acceptance, commitment worksheet, and concept of operation.

STANDARD(S): Per the references, ensuring commitment worksheet is complete and accurate, and logistical requirements are met.

PERFORMANCE STEPS:

1. Determine requirements.
2. Contact sponsor to establish rapport and finalize details.
3. Request air transportation and prepare appropriate manifests, as necessary.
4. Request ground transportation from command and/or sponsor, as necessary.
5. Request messing, as necessary.
6. Request billeting and prepare billeting roster, as necessary.
7. Request on site logistical support, i.e., changing area, storage room, chairs, sound requirements, stage dimensions, etc.
8. Determine uniform requirement.
9. Request TAD Orders, as necessary.
10. Record information on commitment worksheet.

INITIAL TRAINING SETTING: MOJT Sustainment: 3 Req By: SSgt

REFERENCE(S):

1. MCO 4600.40, Government Travel Charge Card Program (GTCCP)
2. MCO 4631.11, DoD Policy on the Use of Government Aircraft and Air Travel
3. MCO 5726.15, Marine Corps Band Support of Community Relations
4. MCO P1020.34, Marine Corps Uniform Regulations
5. MCO P5000.18, Marine Corps Band Manual
6. OPNAVINST 4631.2, Management of Department of the Navy Airlift Assets

TASK: 5519.02.02 (CORE PLUS) COORDINATE MUSICAL SUPPORT FOR COMMITMENTS

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CONDITION(S): Given a commitment request for ceremonial musical support, letter of acceptance, and commitment worksheet.

STANDARD(S): Per the references, ensuring pre-commitment process is completed and musical mission is accomplished.

PERFORMANCE STEPS:

1. Determine sequence of events.
2. Coordinate with music library to ensure musicians have parts.
3. Determine set up area.
4. If a sit-down performance, request chairs.
5. Determine stage/riser requirements.
6. Determine power requirements.
7. Determine sound reinforcement requirements.
8. Create program notes.

INITIAL TRAINING SETTING: MOJT Sustainment: 3 Req By: SSgt

REFERENCE(S):

1. MCO 5726.15, Marine Corps Band Support of Community Relations
2. MCO P5000.18, Marine Corps Band Manual
3. NAVMC 2691, Marine Corps Drill and Ceremonies Manual
4. STARK, S. H., LIVE SOUND REINFORCEMENT

TASK: 5519.02.03 (CORE PLUS) DEVELOP BAND REHEARSAL SCHEDULE

CONDITION(S): Given the reference, band schedule, and list of available personnel.

STANDARD(S): Per the reference, ensuring adequate time for music/drill to reach desired performance level.

PERFORMANCE STEPS:

1. Obtain a monthly band schedule from the Bandmaster.
2. Determine ensemble rehearsal time priorities.
3. Schedule proposed rehearsals.
4. Forward rehearsal schedule to Bandmaster.

5. Publish rehearsal schedule when approved.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: SSgt

REFERENCE(S):

1. MCO P5000.18, Marine Corps Band Manual
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TASK: 5519.02.04 (CORE PLUS) WRITE COMMITMENT AFTER ACTION REPORT

CONDITION(S): Given the references, a blank After Action Report form, and commitment folder pertaining to a completed commitment.

STANDARD(S): Per the references, within seven days, ensuring accuracy and completeness of information.

PERFORMANCE STEPS:

1. Review personal notes pertaining to commitment.
2. Review commitment folder for additional information, as required.
3. Complete appropriate After Action Report form detailing positive and negative aspects of the commitment for future reference/information.
4. Submit completed After Action Report, with commitment folder, to Bandmaster.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO 5726.15, Marine Corps Band Support of Community Relations
2. MCO P5000.18, Marine Corps Band Manual
3. SECNAVINST 5720.44, Public Affairs Policy and Regulations

ADMINISTRATIVE INSTRUCTIONS:

1. For performances in the civilian community, use NAVMC 5726.
2. For military performances, use locally produced forms.

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DUTY AREA 03 - MARKETING AND PUBLIC AFFAIRS

TASK: 5519.03.01 (CORE PLUS) COORDINATE PUBLICITY FOR PERFORMANCES

CONDITION(S): Given the references, information on commitments, and access to local media.

STANDARD(S): Per the references, ensuring all applicable media contacts receive complete and accurate information.

PERFORMANCE STEPS:

1. Gather all information, including type of ensemble, commitment date and time, and location of performance.
2. Deliver press package to sponsor.
3. Contact commitment sponsor and local recruiter to obtain local media coverage.
4. Disseminate performance information to all applicable local media.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO 5726.15, Marine Corps Band Support of Community Relations
2. MCO P5000.18, Marine Corps Band Manual

TASK: 5519.03.02 (CORE PLUS) DESIGN PRINTED PROGRAMS

CONDITION(S): Given the reference, a computer with appropriate software, and information related to the performance.

STANDARD(S): Per the reference, without grammatical error, ensuring accuracy of information.

PERFORMANCE STEPS:

1. Obtain commitment folder and review all commitment information.
2. Determine assigned ensemble(s), conductor(s), musicians, and repertoire, to include composers and/or arrangers.
3. Coordinate information gathered into a cohesive program, matching the needs of the particular commitment.
4. Estimate size of audience in order to print a suitable number of programs.
5. Upon approval, print programs.
6. Review printed programs for accuracy and artistic merit.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO P5000.18, Marine Corps Band Manual
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TASK: 5519.03.03 (CORE PLUS) DEVELOP BAND PRESS PACKAGE

CONDITION(S): Given the references, computer with appropriate software, web access, digital camera, color laser printer, photographs, public service announcements, programs, historical and descriptive literature, and biographical information.

STANDARD(S): Per the references, without grammatical error, ensuring information accuracy.

PERFORMANCE STEPS:

1. Compile current photographs, historical and descriptive literature, and biographical information concerning the band.
2. Generate compilation of all media.
3. Distribute compiled package to commitment sponsors.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO 5726.15, Marine Corps Band Support of Community Relations
 2. MCO P5000.18, Marine Corps Band Manual
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TASK: 5519.03.04 (CORE PLUS) DELIVER MARINE CORPS BAND MARKETING PRESENTATION

CONDITION(S): Given the references, an audience, current band information, and computer with presentation software.

STANDARD(S): Per the references, ensuring information is accurate and concise.

PERFORMANCE STEPS:

1. Schedule presentation.
2. Gather demographic information on civilian musical unit.
3. Prepare presentation outline including Marine Corps Band Field information, benefits of being in a Marine Corps Band, and how to become a Marine Musician.
4. Deliver the presentation.
5. Answer questions.

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INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO 1130.53, Enlistment Incentive Programs (EIP)
2. MCO 5726.15, Marine Corps Band Support of Community Relations
3. MCO P5000.18, Marine Corps Band Manual
4. MCRC, VOLUME 3-Guidebook for Recruiting Station Operations
5. MUSCOLINST 1300.1, Audition Standards Manual

TASK: 5519.03.05 (CORE PLUS) UPDATE BAND WEBSITE

CONDITION(S): Given the references, a computer with access to an official DoD server, appropriate software, appropriate permissions, and updated band information.

STANDARD(S): Per the references, ensuring data is updated bi-monthly, properly formatted, and accurate.

PERFORMANCE STEPS:

1. Acquire permission and access to a DoD server.
2. Obtain all pertinent authorized information.
3. Proof, edit, and verify site information and links.
4. Update bi-monthly.

INITIAL TRAINING SETTING: MOJT Sustainment: 3 Req By: SSgt

REFERENCE(S):

1. MCO 5720.76, Standardization of Publicly Accessible Web Pages
2. MCO P5000.18, Marine Corps Band Manual
3. PUBLIC LAW 94-553, Federal Copyright Act, Title 17 of U. S. Code

TASK: 5519.03.06 (CORE PLUS) UPDATE BAND HISTORICAL RECORDS

CONDITION(S): Given the references, photographs, articles, programs, other files pertaining to the band, computer with appropriate software, and administrative supplies.

STANDARD(S): Per the references, ensuring information is accurate and complete.

PERFORMANCE STEPS:

1. Collect all applicable photographs, articles, and other files regarding the band.
2. Consolidate material into a chronological record.
3. Select appropriate storage for materials, including plaques, photographs, accolade correspondence, articles, and command chronology.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO P5000.18, Marine Corps Band Manual
2. MCO P5750.1, Manual for the Marine Corps Historical Program

MOS 5521, DRUM MAJOR

DUTY AREA 01 - REHEARSAL AND PERFORMANCE

TASK: 5521.01.01 (CORE PLUS) CONDUCT FIELD DRILL

CONDITION(S): Given the reference, a properly sized mace, an equipped band, fair weather, marching area, and practice time.

STANDARD(S): Per the reference, maintaining deportment and control, ensuring maneuver is in accordance with the designated plan, at a proper marching tempo.

PERFORMANCE STEPS:

1. Identify goals for field drill session.
2. Develop plan for maneuvering the band.
3. Determine time requirements to train maneuver plan.
4. Determine musical selections.
5. Form the band.
6. Brief the maneuvering plan to the band.
7. Create maneuver using verbal commands or mace signals, as appropriate.
8. Correct music and drill while the band is maneuvering or halted, as appropriate.
9. Provide feedback.
10. Command "Fall Out" at completion of field drill session.

INITIAL TRAINING SETTING: FLC Sustainment: 3 Req By: SSgt

REFERENCE(S):

1. MCO P5000.18, Marine Corps Band Manual

TASK: 5521.01.02 (CORE PLUS) MANEUVER BAND WITH MACE SIGNALS

CONDITION(S): Given the references, properly sized mace, ceremonial sequence, an equipped band, and performance area.

STANDARD(S): Per the references, maintaining deportment and control, ensuring maneuver is in accordance with the ceremonial sequence, at a proper marching tempo, and positioning the band within two paces of correct placement.

PERFORMANCE STEPS:

1. Form the band.

2. State the ceremonial sequence.
3. Perform mace signals and maneuvers while observing musical phrasing, as required.
4. Implement contingencies, as required.
5. Complete the ceremonial sequence.
6. Provide feedback.
7. Command "Fall Out" at completion of ceremony.

INITIAL TRAINING SETTING: FLC Sustainment: 3 Req By: SSgt

REFERENCE(S):

1. MCO P5000.18, Marine Corps Band Manual
2. NAVMC 2691, Marine Corps Drill and Ceremonies Manual

ADMINISTRATIVE INSTRUCTIONS: Support or sequence requested by Parade Commander takes precedence over NAVMC 2691.

TASK: 5521.01.03 (CORE PLUS) LEAD REHEARSAL OF CEREMONIAL MUSIC

CONDITION(S): Given the references, an appropriate rehearsal space, an equipped ceremonial band, and designated music.

STANDARD(S): Per the references, detecting and correcting errors and providing performance guidance through gestures and verbal instruction, within allotted time.

PERFORMANCE STEPS:

1. Identify music required for rehearsal.
2. Review and study scores for designated music and identify rehearsal objectives.
3. Ensure ceremonial band is assembled with designated music and equipment.
4. Ensure ceremonial band is properly tuned.
5. Rehearse designated music:
 - a. Conduct designated music.
 - b. Identify errors.
 - c. Provide guidance for correction.
 - d. Re-play designated music.
 - e. Provide additional guidance for correction, as necessary.

- f. Repeat process until rehearsal objectives are achieved.
- 6. Provide verbal feedback and guidance to ceremonial band for next rehearsal/performance.
- 7. Conclude rehearsal.

INITIAL TRAINING SETTING: FLC Sustainment: 3 Req By: SSgt

REFERENCE(S):

- 1. BATTISTI, FRANK; GAROFALO, ROBERT, GUIDE TO SCORE STUDY FOR THE WIND BAND CONDUCTOR; Publisher: Meredith Music Publications (June 1990)
- 2. GREEN, ELIZABETH A. H., THE MODERN CONDUCTOR; Nicolai Conductor and His Baton Malko; Publisher: Prentice-Hall College Division (November 27, 1996)
- 3. MCO P5000.18, Marine Corps Band Manual
- 4. NAVMC 2691, Marine Corps Drill and Ceremonies Manual
- 5. NAVY REGULATIONS, Chapter 12 - Flags, Pennants, Honors, Ceremonies, and Customs

TASK: 5521.01.04 (CORE PLUS) CONDUCT PERFORMANCE OF CEREMONIAL MUSIC

CONDITION(S): Given the references, an approved ceremony, an appropriate performance venue, an equipped ceremonial band, and designated music.

STANDARD(S): Per the references, providing performance guidance through gestures, maintaining continuity and flow to the industry standard.

PERFORMANCE STEPS:

- 1. Ensure ceremonial band is assembled at performance venue with designated music and equipment.
- 2. Ensure all technical support and coordination are complete.
- 3. Review sequence of events with band.
- 4. Ensure ceremonial band is properly tuned.
- 5. Conduct programmed music (steps not sequential):
 - a. Give appropriate performance gestures.
 - b. Maintain musical integrity.
 - c. Maintain performance focus of musicians.
 - d. Engage audience.

- e. Make real-time musical adjustments, as appropriate.
6. Conclude performance.

INITIAL TRAINING SETTING: FLC Sustainment: 3 Req By: SSgt

REFERENCE(S):

1. GREEN, ELIZABETH A. H., THE MODERN CONDUCTOR; Nicolai Conductor and His Baton Malko; Publisher: Prentice-Hall College Division (November 27, 1996)
2. MCO P5000.18, Marine Corps Band Manual
3. NAVMC 2691, Marine Corps Drill and Ceremonies Manual
4. NAVY REGULATIONS, Chapter 12 - Flags, Pennants, Honors, Ceremonies, and Customs

TASK: 5521.01.05 (CORE PLUS) NARRATE CONCERT

CONDITION(S): Given the reference, prepared concert notes, and preparation time with the band.

STANDARD(S): Per the reference, in accordance with the concert notes, ensuring smooth transitions between musical selections.

PERFORMANCE STEPS:

1. Review concert notes.
2. Coordinate last minute details with conductor.
3. Establish rapport with audience.
4. Employ intermittent eye contact with audience and band.
5. Improvise narration, as appropriate.
6. Conclude narration.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. STUART, CRISTINA, HOW TO BE AN EFFECTIVE SPEAKER; Publisher: NTC Publishing Group (1989)

TASK: 5521.01.06 (CORE PLUS) AUDITION PERSONNEL

CONDITION(S): Given the references, an instrumentalist with instrument, music stand, audition book, administrative materials, copy of auditionee's solo, metronome, and designated location.

STANDARD(S): Per the references, ascertaining technical proficiency, completing the audition form, ensuring accuracy and consistency.

PERFORMANCE STEPS:

1. Conduct audition in accordance with the references (not sequential):
 - a. Listen to selected scales/rudiments; notate comments and scores on audition form.
 - b. Listen to prepared solo(s); notate comments and scores on audition form.
 - c. Listen to selected sight-reading material; notate comments and scores on audition form.
2. Calculate final score.
3. Counsel auditionee on final results.
4. File copy of audition form and forward, as appropriate.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: SSgt

REFERENCE(S):

1. MCO P1200.7, MOS Manual
2. MCO P5000.18, Marine Corps Band Manual
3. MUSCOLINST 1300.1, Audition Standards Manual

ADMINISTRATIVE INSTRUCTIONS:

1. If auditioning an applicant for Musician Enlistment Option Program (MEOP), audition form must be forwarded to Marine Corps Recruiting Command (MCRC).
2. If auditioning an applicant for On-the-Job-Training (OJT) MOS change, audition form must be forwarded to Manpower and Reserve Affairs (MPO 20).

DUTY AREA 02 - OPERATIONAL PLANNING

TASK: 5521.02.01 (CORE PLUS) COORDINATE MUSICAL SUPPORT FOR COMMITMENTS

CONDITION(S): Given the references, a commitment request for ceremonial musical support, letter of acceptance, and commitment worksheet.

STANDARD(S): Per the references, ensuring all checklists are complete and accurate, and musical requirements are met.

PERFORMANCE STEPS:

1. Contact sponsor.
2. Confirm sequence of events.
3. Identify special requests.
4. Identify the ensemble capabilities.
5. Determine preparation time.
6. Record information on commitment worksheet.

INITIAL TRAINING SETTING: MOJT Sustainment: 3 Req By: SSgt

REFERENCE(S):

1. MCBUL 5060 SERIES, National Anthems and Ceremonies
2. MCO P5000.18, Marine Corps Band Manual
3. NAVMC 2691, Marine Corps Drill and Ceremonies Manual
4. NAVY REGULATIONS, Chapter 12 - Flags, Pennants, Honors, Ceremonies, and Customs

TASK: 5521.02.02 (CORE PLUS) COORDINATE LOGISTICAL SUPPORT FOR COMMITMENTS

CONDITION(S): Given the references, a commitment request for musical support, letter of acceptance, commitment worksheet, and concept of operation.

STANDARD(S): Per the references, ensuring commitment worksheet is complete and accurate, and logistical requirements are met.

PERFORMANCE STEPS:

1. Determine requirements.
2. Contact sponsor to establish rapport and finalize details.
3. Request air transportation and prepare appropriate manifests, as necessary.

4. Request ground transportation from command and/or sponsor, as necessary.
5. Request messing, as necessary.
6. Request billeting and prepare billeting roster, as necessary.
7. Request on site logistical support, i.e., changing area, storage room, chairs, sound requirements, stage dimensions, etc.
8. Determine uniform requirement.
9. Request TAD Orders, as necessary.
10. Record information on commitment worksheet.

INITIAL TRAINING SETTING: MOJT Sustainment: 3 Req By: SSgt

REFERENCE(S):

1. MCO 4600.40, Government Travel Charge Card Program (GTCCP)
 2. MCO 4631.11, DoD Policy on the Use of Government Aircraft and Air Travel
 3. MCO 5726.15, Marine Corps Band Support of Community Relations
 4. MCO P1020.34, Marine Corps Uniform Regulations
 5. MCO P5000.18, Marine Corps Band Manual
 6. OPNAVINST 4631.2, Management of Department of the Navy Airlift Assets
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TASK: 5521.02.03 (CORE PLUS) DEVELOP BAND REHEARSAL SCHEDULE

CONDITION(S): Given the reference, band schedule, and list of available personnel.

STANDARD(S): Per the reference, ensuring adequate time for music/drill to reach desired performance level.

PERFORMANCE STEPS:

1. Obtain band schedule from Bandmaster.
2. Determine rehearsal priorities.
3. Determine rehearsal time requirements.
4. Forward requirements to Bandmaster.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: SSgt

REFERENCE(S):

1. MCO P5000.18, Marine Corps Band Manual

TASK: 5521.02.04 (CORE PLUS) WRITE COMMITMENT AFTER ACTION REPORT

CONDITION(S): Given the references, a blank After Action Report form, and commitment folder pertaining to a completed commitment.

STANDARD(S): Per the references, within seven days, ensuring accuracy and completeness of information.

PERFORMANCE STEPS:

1. Review personal notes pertaining to commitment.
2. Review commitment folder for additional information, as required.
3. Complete appropriate After Action Report form detailing positive and negative aspects of the commitment for future reference/information.
4. Submit completed After Action Report, with commitment folder, to Bandmaster.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO 5726.15, Marine Corps Band Support of Community Relations
2. MCO P5000.18, Marine Corps Band Manual
3. SECNAVINST 5720.44, Public Affairs Policy and Regulations

ADMINISTRATIVE INSTRUCTIONS:

1. For performances in the civilian community, use NAVMC 5726.
2. For military performances, use locally produced forms.

MOS 5522, SMALL ENSEMBLE LEADER

DUTY AREA 01 - REHEARSAL AND PERFORMANCE

TASK: 5522.01.01 (CORE PLUS) LEAD REHEARSAL OF BIG BAND/SHOW BAND MUSIC

CONDITION(S): Given the references; an equipped big band/show band; appropriate rehearsal space; sound reinforcement, as required; and musical line-up.

STANDARD(S): Per the references, detecting and correcting errors and providing performance guidance through gestures and verbal instruction.

PERFORMANCE STEPS:

1. Identify music required for rehearsal.
2. Ensure ensemble is assembled with designated music and equipment.
3. Review and study scores for designated music and identify rehearsal objectives.
4. State the performance objective for each selection.
5. Rehearse designated music:
 - a. Conduct designated music.
 - b. Identify errors.
 - c. Provide guidance for correction.
 - d. Re-play designated music.
 - e. Provide additional guidance for correction, as necessary.
 - f. Repeat process until rehearsal objectives are achieved.
6. Schedule additional rehearsals and sectionals, as needed.
7. Dismiss the ensemble.

INITIAL TRAINING SETTING: FLC Sustainment: 3 Req By: SSgt

REFERENCE(S):

1. MARSALIS, WYNTON, MARSALIS ON MUSIC; (1995)
2. RILEY; THRESS (EDITOR), ART OF BOP DRUMMING; Publisher: Warner Brothers Publications (July 1994)
3. STONE, GEORGE L., STICK CONTROL FOR THE SNARE DRUMMER; Publisher: George B. Stone and Son (July 1998)

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TASK: 5522.01.02 (CORE PLUS) LEAD REHEARSAL OF CHAMBER ENSEMBLE MUSIC

CONDITION(S): Given the references, appropriate rehearsal space, an equipped musical unit, and designated music.

STANDARD(S): Per the references, detecting and correcting performance errors.

PERFORMANCE STEPS:

1. Identify music required for rehearsal.
2. Ensure ensemble is assembled with designated music and equipment.
3. Review and study scores for designated music and identify rehearsal objectives.
4. State the performance objectives for each selection.
5. Rehearse designated music:
 - a. Conduct designated music.
 - b. Identify errors.
 - c. Provide guidance for correction.
 - d. Re-play designated music.
 - e. Provide additional guidance for correction, as necessary.
 - f. Repeat process until rehearsal objectives are achieved.
6. Schedule additional rehearsals and sectionals, as needed.
7. Dismiss the ensemble.

INITIAL TRAINING SETTING: FLC Sustainment: 3 Req By: SSgt

REFERENCE(S):

1. NAVEDTRA 10243, Ear Training Manual for Musicians
2. STEIN, LEON, STRUCTURE AND STYLE: THE STUDY AND ANALYSIS OF MUSICAL FORMS;
Publisher: Warner Brothers/Summy-Birchard Publications (December 1979)

TASK: 5522.01.03 (CORE PLUS) LEAD REHEARSAL OF COMBO MUSIC

CONDITION(S): Given the references, appropriate rehearsal space, an equipped combo, and designated music.

STANDARD(S): Per the references, identifying and correcting errors.

PERFORMANCE STEPS:

1. Select music.
2. State performance objectives before each selection.
3. Correct errors and give constructive criticism.
4. Schedule additional rehearsals and sectionals, as needed.
5. Conclude the rehearsal.

INITIAL TRAINING SETTING: FLC Sustainment: 3 Req By: SSgt

REFERENCE(S):

1. AEBERSOLD, JAMEY, TURNAROUNDS CYCLES & II/V7s; Publisher: Jamie Aebersold
2. REED, TED, SYNCOPATION FOR THE MODERN DRUMMER; Publisher: Alfred Publishing Company (August 1997)
3. RILEY; THRESS (EDITOR), ART OF BOP DRUMMING; Publisher: Warner Brothers Publications (July 1994)
4. STEIN, LEON, STRUCTURE AND STYLE: THE STUDY AND ANALYSIS OF MUSICAL FORMS; Publisher: Warner Brothers/Summy-Birchard Publications (December 1979)
5. TC 12-43, Percussion Techniques

TASK: 5522.01.04 (CORE PLUS) LEAD PERFORMANCE OF BIG BAND/SHOW BAND MUSIC

CONDITION(S): Given the references, an equipped ensemble, and music.

STANDARD(S): Per the references, ensuring notes, rhythm, and style are accurately produced.

PERFORMANCE STEPS:

1. Ensure ensemble is assembled at performance venue with designated music and equipment.
2. Ensure all technical support and coordination are complete.
3. Ensure ensemble is properly tuned.
4. Choose instrument.
5. Perform music.
6. Lead programmed music.
 - a. Maintain music integrity.

- b. Maintain performance focus of musicians.
 - c. Engage audience.
 - d. Make real-time musical adjustments, as appropriate.
7. End performance.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

- 1. NAVEDTRA 10243, Ear Training Manual for Musicians
- 2. NAVEDTRA 10244, Basic Music

ADMINISTRATIVE INSTRUCTIONS: As a member of a big band/show band, the leader leads the performance while performing on his/her instrument.

TASK: 5522.01.05 (CORE PLUS) LEAD PERFORMANCE OF CHAMBER ENSEMBLE MUSIC

CONDITION(S): Given the reference, an equipped ensemble, and music.

STANDARD(S): Per the reference, ensuring notes, rhythm, and style are accurately produced.

PERFORMANCE STEPS:

- 1. Ensure ensemble is assembled at performance venue with designated music and equipment.
- 2. Ensure all technical support and coordination are complete.
- 3. Ensure ensemble is properly tuned.
- 4. Perform music.
- 5. Lead programmed music.
 - a. Maintain music integrity.
 - b. Maintain performance focus of musicians.
 - c. Engage audience.
 - d. Make real-time musical adjustments, as appropriate.
- 6. End performance.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. PHELAN, J. JAMES, THE COMPLETE GUIDE TO THE FLUTE AND THE PICCOLO (2nd ed.); Publisher: Burkart-Phelan Inc. (2000)

ADMINISTRATIVE INSTRUCTIONS: As a member of a chamber ensemble, the leader generally leads the performance while performing on his/her instrument.

TASK: 5522.01.06 (CORE PLUS) LEAD PERFORMANCE OF COMBO MUSIC

CONDITION(S): Given the references, an equipped ensemble, and proper music.

STANDARD(S): Per the references, ensuring notes, rhythm, and style are accurately produced.

PERFORMANCE STEPS:

1. Ensure ensemble is assembled at performance venue with designated music and equipment.
2. Ensure all technical support and coordination are complete.
3. Ensure ensemble is properly tuned.
4. Perform music.
5. Lead programmed music.
 - a. Maintain music integrity.
 - b. Maintain performance focus of musicians.
 - c. Engage audience.
 - d. Make real-time musical adjustments, as appropriate.
6. End performance.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. AEBERSOLD, J., JAZZ VOICINGS FOR THE NON-PIANIST; Publisher: Jamey Aebersold
2. AEBERSOLD, JAMEY, TURNAROUNDS CYCLES & II/V7s; Publisher: Jamie Aebersold
3. REED, TED, SYNCOPATION FOR THE MODERN DRUMMER; Publisher: Alfred Publishing Company (August 1997)
4. RILEY; THRESS (EDITOR), ART OF BOP DRUMMING; Publisher: Warner Brothers Publications (July 1994)

ADMINISTRATIVE INSTRUCTIONS: As a member of a combo, the leader generally leads the performance while performing on his/her instrument.

TASK: 5522.01.07 (CORE PLUS) AUDITION PERSONNEL

CONDITION(S): Given the references, an instrumentalist with instrument, music stand, audition book, administrative materials, copy of auditionee's solo, metronome, and designated location.

STANDARD(S): Per the references, ascertaining technical proficiency, completing the audition form, ensuring accuracy and consistency.

PERFORMANCE STEPS:

1. Conduct audition in accordance with the Audition Standards Manual:
 - a. Listen to selected scales/rudiments; notate comments and scores on audition form.
 - b. Listen to prepared solo(s); notate comments and scores on audition form.
 - c. Listen to selected sight-reading material; notate comments and scores on audition form.
2. Calculate final score.
3. Counsel auditionee on final results.
4. File copy of audition form and forward, as appropriate.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: SSgt

REFERENCE(S):

1. MCO P1200.7, MOS Manual
2. MCO P5000.18, Marine Corps Band Manual
3. MUSCOLINST 1300.1, Audition Standards Manual

ADMINISTRATIVE INSTRUCTIONS:

1. If auditioning an applicant for Musician Enlistment Option Program (MEOP), audition form must be forwarded to Marine Corps Recruiting Command (MCRC).
 2. If auditioning an applicant for On-the-Job-Training (OJT) MOS change, audition form must be forwarded to Manpower and Reserve Affairs (MPO 20).
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TASK: 5522.01.08 (CORE PLUS) IMPROVISE FROM LEAD SHEET/CHORD CHANGES

CONDITION(S): Given the references, musical instrument, appropriate accompaniment, and a musical lead sheet/chord changes.

STANDARD(S): Per the references, creating a stylistically appropriate musical solo within proper chord structure.

PERFORMANCE STEPS:

1. Study lead sheet/chord changes.
2. Create and perform a melody consistent with the style of the composition.

INITIAL TRAINING SETTING: FLC Sustainment: 3 Req By: SSgt

REFERENCE(S):

1. AEBERSOLD, J., JAZZ VOICINGS FOR THE NON-PIANIST; Publisher: Jamey Aebersold
2. AEBERSOLD, JAMEY, TURNAROUNDS CYCLES & II/V7s; Publisher: Jamie Aebersold
3. AEBERSOLD, JAMEY., ALBUMS AND TEXT; Publisher: Charles Colin Music Publications
4. RILEY; THRESS (EDITOR), ART OF BOP DRUMMING; Publisher: Warner Brothers Publications (July 1994)

DUTY AREA 02 - ENSEMBLE PERFORMANCE

TASK: 5522.02.01 (CORE PLUS) PERFORM LEAD PART OF BIG BAND/SHOW BAND MUSIC

CONDITION(S): Given the references, an equipped ensemble, and the appropriate lead part.

STANDARD(S): Per the references, ensuring that notes, rhythm, and style are accurately produced.

PERFORMANCE STEPS:

1. Tune instrument to given pitch.
2. Perform the music, following the ensemble leader's direction of the written music.
3. Make individual adjustments, as required, to provide proper balance within the ensemble.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. AEBERSOLD, JAMEY., ALBUMS AND TEXT; Publisher: Charles Colin Music Publications
2. COKER, PATTERNS FOR JAZZ; Columbia Pictures Publications (April 1982)
3. COKER, JERRY, IMPROVISING JAZZ; PUBLISHER: Simon and Schuster (1964)
4. MCO P1200.7, MOS Manual
5. MCO P5000.18, Marine Corps Band Manual

TASK: 5522.02.02 (CORE PLUS) PERFORM BIG BAND/SHOW BAND MUSIC

CONDITION(S): As a member of a big band/show band, given the reference, an ensemble, an ensemble leader, and music.

STANDARD(S): Per the reference, ensuring notes, rhythm, and style are accurately produced in accordance with the ensemble leader's direction.

PERFORMANCE STEPS:

1. Tune instrument to given pitch.
2. Perform the music, following the ensemble leader's direction of the written music.
3. Make individual adjustments, as required, to provide proper balance within the ensemble.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO P5000.18, Marine Corps Band Manual
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TASK: 5522.02.03 (CORE PLUS) PERFORM CHAMBER ENSEMBLE MUSIC

CONDITION(S): As a member of an ensemble, given the reference, an ensemble leader, and music.

STANDARD(S): Per the reference, ensuring notes, rhythm, and style are accurately produced in accordance with the ensemble leader's direction.

PERFORMANCE STEPS:

1. Choose instrument.
2. Tune the instrument to the given pitch.
3. Perform the music, following the ensemble leader's direction of the written music.
4. Make individual adjustments, as required, to provide proper balance within the ensemble.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. PHELAN, J. JAMES, THE COMPLETE GUIDE TO THE FLUTE AND THE PICCOLO (2nd ed.); Publisher: Burkart-Phelan Inc. (2000)
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TASK: 5522.02.04 (CORE PLUS) PERFORM COMBO MUSIC

CONDITION(S): As a member of a combo, given the references, music, and a combo leader.

STANDARD(S): Per the references, ensuring notes, rhythm, and style are accurately produced in accordance with the ensemble leader's direction.

PERFORMANCE STEPS:

1. Tune the instrument to the given pitch.
2. Perform the music, following the unit leader's direction of the written music.
3. Make individual adjustments, as required, to provide proper balance within the ensemble.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. AEBERSOLD, JAMEY., ALBUMS AND TEXT; Publisher: Charles Colin Music Publications
 2. COKER, PATTERNS FOR JAZZ; Columbia Pictures Publications (April 1982)
 3. COKER, JERRY, IMPROVISING JAZZ; PUBLISHER: Simon and Schuster (1964)
 4. MCO P5000.18, Marine Corps Band Manual
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TASK: 5522.02.05 (CORE PLUS) ASSEMBLE RECORDING EQUIPMENT

CONDITION(S): Given the references, proper equipment, and sound crew.

STANDARD(S): Per the references, ensuring proper placement and operability of equipment.

PERFORMANCE STEPS:

1. Analyze venue for proper placement of equipment.
2. Draft a ryder (rough draft of set-up) considering:
 - a. Set-up of ensemble.
 - b. Placement of microphones and headphones, if applicable.
 - c. Assignment of channels.
3. Disseminate ryder to crew.
4. Execute set-up according to ryder.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. DAVIS & JONES, YAMAHA SOUND REINFORCEMENT HANDBOOK
 2. FABER, S., RECORDING HANDBOOK
 3. STARK, S. H., LIVE SOUND REINFORCEMENT
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TASK: 5522.02.06 (CORE PLUS) OPERATE RECORDING EQUIPMENT

CONDITION(S): Given the references, operable recording equipment, performing ensemble, sound crew, and venue.

STANDARD(S): Per the references, ensuring accurate recording.

PERFORMANCE STEPS:

1. Set volume levels.
2. Set equalizer mix.
3. Select recording medium, i.e., cassette, ADAT, DAT, and CD.
4. Record ensemble, maintaining appropriate levels throughout the performance.
5. Review and edit recording.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. DAVIS & JONES, YAMAHA SOUND REINFORCEMENT HANDBOOK
 2. FABER, S., RECORDING HANDBOOK
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TASK: 5522.02.07 (CORE PLUS) ASSEMBLE SOUND REINFORCEMENT EQUIPMENT

CONDITION(S): Given the references, sound reinforcement equipment, and a venue.

STANDARD(S): Per the references, ensuring proper placement and operability of equipment.

PERFORMANCE STEPS:

1. Analyze the venue for proper placement of equipment.
2. Draft a ryder (rough draft of set-up) considering:
 - a. Set-up of ensemble.
 - b. Placement of microphones.
 - c. Placement of monitors (stage).
 - d. Placement of loud speakers (house).
 - e. Placement of main sound board.
 - f. Assignment of channels.
3. Disseminate ryder to crew.
4. Execute set-up.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

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1. DAVIS & JONES, YAMAHA SOUND REINFORCEMENT HANDBOOK
2. STARK, S. H., LIVE SOUND REINFORCEMENT

TASK: 5522.02.08 (CORE PLUS) OPERATE SOUND REINFORCEMENT EQUIPMENT

CONDITION(S): Given the references, ensemble, proper equipment, sound crew, and venue.

STANDARD(S): Per the references, ensuring accurate sound reproduction.

PERFORMANCE STEPS:

1. Set volume levels.
2. Set equalizer mix.
3. Maintain accurate sound level during performance.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. DAVIS & JONES, YAMAHA SOUND REINFORCEMENT HANDBOOK
2. STARK, S. H., LIVE SOUND REINFORCEMENT

DUTY AREA 03 - OPERATIONAL PLANNING

TASK: 5522.03.01 (CORE PLUS) COORDINATE MUSICAL SUPPORT FOR COMMITMENTS

CONDITION(S): Given the references, a commitment request for musical support, letter of acceptance, and commitment worksheet.

STANDARD(S): Per the references, ensuring all checklists are complete and accurate, and musical requirements are met.

PERFORMANCE STEPS:

1. Determine sponsor requirements:
 - a. Sequence of events.
 - b. Length and type of event.
 - c. Size and location of venue.
 - d. Audience demographics.
 - e. Special musical requirements/requests.
2. Coordinate with music library to ensure all musicians have all parts.
3. Determine set up area.
4. Inquire if chairs are provided.
5. Determine power requirements, if applicable.
6. Determine if stage/risers are required.
7. Determine sound requirements.
8. Create program notes, if applicable.

INITIAL TRAINING SETTING: MOJT Sustainment: 3 Req By: SSgt

REFERENCE(S):

1. BYRNE, FRANK, PRACTICAL GUIDE TO THE MUSIC LIBRARY: ITS FUNCTION, ORGANIZATION AND MAINTENANCE; Publisher: Ludwig Music Company (December 1987)
 2. MCO 4600.40, Government Travel Charge Card Program (GTCCP)
 3. MCO 5726.15, Marine Corps Band Support of Community Relations
 4. MCO P1020.34, Marine Corps Uniform Regulations
 5. MCO P5000.18, Marine Corps Band Manual
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MCO 1510.79B
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TASK: 5522.03.02 (CORE PLUS) COORDINATE LOGISTICAL SUPPORT FOR COMMITMENTS

CONDITION(S): Given the references, a commitment request for musical support, letter of acceptance, commitment worksheet, and concept of operation.

STANDARD(S): Per the references, ensuring commitment worksheet is complete and accurate, and logistical requirements are met.

PERFORMANCE STEPS:

1. Determine requirements.
2. Contact sponsor to establish rapport and finalize details.
3. Request air transportation and prepare appropriate manifests, as necessary.
4. Request ground transportation from command and/or sponsor, as necessary.
5. Request messing, as necessary.
6. Request billeting and prepare billeting roster, as necessary.
7. Request on site logistical support (i.e., changing area, storage room, chairs, sound requirements, stage dimensions, etc.).
8. Determine uniform requirement.
9. Request TAD Orders, as necessary.
10. Record information on commitment worksheet.

INITIAL TRAINING SETTING: MOJT Sustainment: 3 Req By: SSgt

REFERENCE(S):

1. MCO 4600.40, Government Travel Charge Card Program (GTCCP)
2. MCO 4631.11, DoD Policy on the Use of Government Aircraft and Air Travel
3. MCO 5726.15, Marine Corps Band Support of Community Relations
4. MCO P1020.34, Marine Corps Uniform Regulations
5. MCO P5000.18, Marine Corps Band Manual
6. OPNAVINST 4631.2, Management of Department of the Navy Airlift Assets

TASK: 5522.03.03 (CORE PLUS) DEVELOP BAND REHEARSAL SCHEDULE

CONDITION(S): Given the reference, band schedule, band operational plan, skill level of ensembles, and a list of the small ensembles.

STANDARD(S): Per the reference, ensuring adequate time for music to reach desired performance level.

PERFORMANCE STEPS:

1. Obtain a monthly band schedule.
2. Determine ensemble rehearsal priority.
3. Determine required rehearsal time.
4. Forward schedule to Bandmaster.
5. Publish rehearsal calendar when approved.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: SSgt

REFERENCE(S):

1. MCO P5000.18, Marine Corps Band Manual

TASK: 5522.03.04 (CORE PLUS) WRITE COMMITMENT AFTER ACTION REPORT

CONDITION(S): Given the references, a blank After Action Report form, and commitment folder pertaining to a completed commitment.

STANDARD(S): Per the references, within seven days, ensuring accuracy and completeness of information.

PERFORMANCE STEPS:

1. Review personal notes pertaining to commitment.
2. Review commitment folder for additional information, as required.
3. Complete appropriate After Action Report form detailing positive and negative aspects of the commitment for future reference/information.
4. Submit completed After Action Report, with commitment folder, to Bandmaster.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO 5726.15, Marine Corps Band Support of Community Relations
2. MCO P5000.18, Marine Corps Band Manual
3. SECNAVINST 5720.44, Public Affairs Policy and Regulations

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ADMINISTRATIVE INSTRUCTIONS:

1. For performances in the civilian community, use NAVMC 5726.
2. For military performances, use locally produced forms.

MOS 5523, INSTRUMENT REPAIR TECHNICIAN

DUTY AREA 01 - INSTRUMENT REPAIR

TASK: 5523.01.01 (CORE PLUS) REPAIR SOUND CABLES

CONDITION(S): Given the reference, repair personnel, defective cables, repair tools and equipment, supplies and materials, and adequate facilities.

STANDARD(S): Per the reference, returning cables to a functional condition.

PERFORMANCE STEPS:

1. Diagnose malfunction and determine work to be performed.
2. Order replacement parts or supplies.
3. Repair or replace malfunctioning parts.
4. Test cable for proper function.
5. Update maintenance records.
6. Return to proper disposition.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. ERLEWINE, DAN, GUITAR PLAYER REPAIR GUIDE: HOW TO SET-UP, MAINTAIN, AND REPAIR ELECTRICS AND ACOUSTICS; Publisher: Backbeat Books (January 1994)

TASK: 5523.01.02 (CORE) PERFORM 2ND ECHELON REPAIR/MAINTENANCE ON ALL WOODWIND INSTRUMENTS

CONDITION(S): Given the references, repair personnel, malfunctioning instrument, repair tools and equipment, supplies and materials, and adequate facilities.

STANDARD(S): Per the references, returning instrument to manufacturer mechanical operating standards.

PERFORMANCE STEPS:

1. Diagnose malfunction and determine work to be performed.
2. Order replacement parts and supplies.
3. Disassemble instrument, as required.
4. Straighten misaligned key mechanisms.
5. Remove worn or damaged pads, corks, and springs.

6. Clean disassembled parts.
7. Install new pads, corks, and springs, as required.
8. Reassemble instrument, leveling pad(s), regulating, and adjusting spring tension.
9. Lubricate parts.
10. Play test/adjust.
11. Update maintenance records.
12. Return to proper disposition.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. BECKWITH, GENE E.; HUTH, JOHN, BAND INSTRUMENT REPAIR MANUAL; Minnesota SE Technical College (2001)
2. FERRON, ERNST, THE CLARINET REVEALED; International Music Diffusion (1996)
3. FERRON, ERNST., THE SAXOPHONE IS MY VOICE; International Music Diffusion (1997)
4. MCO P5000.18, Marine Corps Band Manual
5. PHELAN, J. JAMES, THE COMPLETE GUIDE TO THE FLUTE AND THE PICCOLO (2nd ed.); Publisher: Burkart-Phelan Inc. (2000)
6. SAWICKI, CARL J., THE OBOE REVEALED; SAWICKI 1988

TASK: 5523.01.03 (CORE) PERFORM 3RD ECHELON REPAIR/MAINTENANCE ON ALL WOODWIND INSTRUMENTS

CONDITION(S): Given the references, repair personnel, malfunctioning instrument, repair tools and equipment, supplies and materials, and adequate facilities.

STANDARD(S): Per the references, returning the instrument to a like new manufacturer mechanical condition.

PERFORMANCE STEPS:

1. Diagnose malfunction and determine work to be performed.
2. Order replacement parts and supplies.
3. Disassemble instrument.
4. Straighten misaligned key mechanisms and perform key fitting, as required.

5. Chemically clean body and keys.
6. Recondition wood bodies, as required.
7. Remove all pads, damaged corks, felts, and springs.
8. Replace all pads, required corks, felts, and springs.
9. Reassemble instrument, level pads, regulate, and adjust spring tension.
10. Lubricate parts.
11. Play test/adjust.
12. Update maintenance records.
13. Return to proper disposition.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. BECKWITH, GENE E.; HUTH, JOHN, BAND INSTRUMENT REPAIR MANUAL; Minnesota SE Technical College (2001)
2. FERRON, ERNST, THE CLARINET REVEALED; International Music Diffusion (1996)
3. FERRON, ERNST., THE SAXOPHONE IS MY VOICE; International Music Diffusion (1997)
4. MCO P5000.18, Marine Corps Band Manual
5. PHELAN, J. JAMES, THE COMPLETE GUIDE TO THE FLUTE AND THE PICCOLO (2nd ed.); Publisher: Burkart-Phelan Inc. (2000)
6. SAWICKI, CARL J., THE OBOE REVEALED; SAWICKI 1988

TASK: 5523.01.04 (CORE) PERFORM 4TH ECHELON REPAIR/MAINTENANCE ON ALL WOODWIND INSTRUMENTS

CONDITION(S): Given the references, repair personnel, malfunctioning instrument, repair tools and equipment, supplies and equipment, and adequate facilities.

STANDARD(S): Per the references, restoring the instrument, mechanically and cosmetically, to a like new manufacturing condition.

PERFORMANCE STEPS:

1. Diagnose malfunctions and determine work to be performed.
2. Order replacement parts and supplies.
3. Straighten misaligned key mechanisms.

4. Completely disassemble instrument and perform all key fitting, as required.
5. Replace any broken or excessively worn keys or screws.
6. Fabricate or fit replacement parts.
7. Remove all corks, felts, pads, and springs.
8. Chemically clean body and keys.
9. Repair all cracks in wooden bodies.
10. Resurface or replace damaged tone holes, as required.
11. Repair or replace damaged tenons and sockets.
12. Remove all dents.
13. Strip old lacquer.
14. Polish keys and body.
15. Degrease and clean body and keys.
16. Relacquer or replate.
17. Recondition wood bodies.
18. Replace all corks, felts, pads, and springs.
19. Reassemble instrument, level pads, regulate, and adjusting spring tension.
20. Lubricate instrument.
21. Play test/adjust.
22. Update maintenance records.
23. Return to proper disposition.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. BECKWITH, GENE E.; HUTH, JOHN, BAND INSTRUMENT REPAIR MANUAL; Minnesota SE Technical College (2001)
2. FERRON, ERNST, THE CLARINET REVEALED; International Music Diffusion (1996)
3. FERRON, ERNST., THE SAXOPHONE IS MY VOICE; International Music Diffusion (1997)
4. KRAR, S. F., MACHINE TOOL OPERATIONS; Publisher: McGraw-Hill Inc. (1983)
5. MCO P5000.18, Marine Corps Band Manual

6. PHELAN, J. JAMES, THE COMPLETE GUIDE TO THE FLUTE AND THE PICCOLO (2nd ed.);
Publisher: Burkart-Phelan Inc. (2000)

7. SAWICKI, CARL J., THE OBOE REVEALED; SAWICKI 1988

TASK: 5523.01.05 (CORE) PERFORM 2ND ECHELON REPAIR/MAINTENANCE ON ALL BRASS INSTRUMENTS

CONDITION(S): Given the references, repair personnel, malfunctioning instrument, repair tools and equipment, supplies and materials, and adequate facilities.

STANDARD(S): Per the references, returning instrument to manufacturer mechanical operating standards.

PERFORMANCE STEPS:

1. Diagnose malfunction and determine the work to be performed.
2. Order replacement parts and supplies.
3. Remove stuck or damaged parts.
4. Repair or replace damaged parts.
5. Chemically clean parts, if required.
6. Replace felts, corks, springs, and adjust.
7. Lubricate parts and reassemble.
8. Play test/adjust.
9. Update maintenance records.
10. Return to proper disposition.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. BECKWITH, GENE E.; HUTH, JOHN, BAND INSTRUMENT REPAIR MANUAL; Minnesota SE Technical College (2001)
 2. BRAND, ERICK D., BAND INSTRUMENT REPAIRING MANUAL; Ferree's Tools Inc. (1993)
 3. MCO P5000.18, Marine Corps Band Manual
 4. TIEDE, CLAYTON H., PRACTICAL BAND INSTRUMENT REPAIR MANUAL; Publisher: W. C. Brown Company (1976)
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TASK: 5523.01.06 (CORE) PERFORM 3RD ECHELON REPAIR/MAINTENANCE ON ALL BRASS INSTRUMENTS

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CONDITION(S): Given the references, repair personnel, malfunctioning instrument, repair tools and equipment, supplies and materials, and adequate facilities.

STANDARD(S): Per the references, returning the instrument to a like new manufacturer mechanical condition.

PERFORMANCE STEPS:

1. Diagnose malfunction and determine work to be performed.
2. Order replacement parts and supplies.
3. Remove stuck or damaged parts.
4. Repair or replace damaged or worn parts.
5. Disassemble instrument.
6. Resolder broken joints.
7. Chemically clean instrument.
8. Perform required dent work.
9. Lubricate parts and reassemble.
10. Play test/adjust.
11. Update maintenance records.
12. Return to proper disposition.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. BECKWITH, GENE E.; HUTH, JOHN, BAND INSTRUMENT REPAIR MANUAL; Minnesota SE Technical College (2001)
2. BRAND, ERICK D., BAND INSTRUMENT REPAIRING MANUAL; Ferree's Tools Inc. (1993)
3. MCO P5000.18, Marine Corps Band Manual
4. TIEDE, CLAYTON H., PRACTICAL BAND INSTRUMENT REPAIR MANUAL; Publisher: W. C. Brown Company (1976)

TASK: 5523.01.07 (CORE) PERFORM 4TH ECHELON REPAIR/MAINTENANCE ON ALL BRASS INSTRUMENTS

CONDITION(S): Given the references, repair personnel, malfunctioning instrument, repair tools and equipment, supplies and materials, and adequate facilities.

STANDARD(S): Per the references, restoring the instrument, mechanically and cosmetically, to a like new manufacturer condition.

PERFORMANCE STEPS:

1. Diagnose malfunction and determine work to be performed.
2. Order replacement parts and supplies.
3. Disassemble instrument.
4. Resolder all broken joints.
5. Chemically clean instrument.
6. Repair or replace damaged or worn parts.
7. Fabricate or fit replacement parts.
8. Perform all dent work.
9. Replate and hone valves, if required.
10. Remove old lacquer.
11. Buff instrument.
12. Degrease and clean.
13. Relacquer or replate.
14. Lubricate and reassemble.
15. Play test/adjust.
16. Update maintenance records.
17. Return to proper disposition.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. BECKWITH, GENE E.; HUTH, JOHN, BAND INSTRUMENT REPAIR MANUAL; Minnesota SE Technical College (2001)
2. BRAND, ERICK D., BAND INSTRUMENT REPAIRING MANUAL; Ferree's Tools Inc. (1993)
3. KRAR, S. F., MACHINE TOOL OPERATIONS; Publisher: McGraw-Hill Inc. (1983)
4. MCO P5000.18, Marine Corps Band Manual

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5. TIEDE, CLAYTON H., PRACTICAL BAND INSTRUMENT REPAIR MANUAL; Publisher: W. C. Brown Company (1976)

TASK: 5523.01.08 (CORE) PERFORM 2ND ECHELON REPAIR/MAINTENANCE ON ALL PERCUSSION INSTRUMENTS

CONDITION(S): Given the references, repair personnel, malfunctioning instrument, repair tools and equipment, supplies and materials, and adequate facilities.

STANDARD(S): Per the references, returning instrument to manufacturer mechanical operating standards.

PERFORMANCE STEPS:

1. Diagnose malfunction and determine work to be completed.
2. Order replacement parts or materials.
3. Disassemble instrument.
4. Clean hardware and shell.
5. Replace worn or damaged heads.
6. Lubricate parts and bearing surfaces and reassemble.
7. Play test/adjust.
8. Update maintenance records.
9. Return to proper disposition.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. BECKWITH, GENE E.; HUTH, JOHN, BAND INSTRUMENT REPAIR MANUAL; Minnesota SE Technical College (2001)
 2. BRAND, ERICK D., BAND INSTRUMENT REPAIRING MANUAL; Ferree's Tools Inc. (1993)
 3. MCO P5000.18, Marine Corps Band Manual
 4. TIEDE, CLAYTON H., PRACTICAL BAND INSTRUMENT REPAIR MANUAL; Publisher: W. C. Brown Company (1976)
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TASK: 5523.01.09 (CORE) PERFORM 3RD ECHELON REPAIR/MAINTENANCE ON ALL PERCUSSION INSTRUMENTS

CONDITION(S): Given the references, repair personnel, malfunctioning instrument, repair tools and equipment, supplies and materials, and adequate facilities.

STANDARD(S): Per the references, returning the instrument to a like new manufacturer mechanical condition.

PERFORMANCE STEPS:

1. Disassemble instrument and determine work to be completed.
2. Order replacement parts or supplies.
3. Disassemble instrument.
4. Clean hardware and shell.
5. Repair or replace worn or damaged hardware and heads.
6. Lubricate parts and bearing surfaces and reassemble.
7. Play test/adjust.
8. Update maintenance records.
9. Return to proper disposition.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. BECKWITH, GENE E.; HUTH, JOHN, BAND INSTRUMENT REPAIR MANUAL; Minnesota SE Technical College (2001)
2. BRAND, ERICK D., BAND INSTRUMENT REPAIRING MANUAL; Ferree's Tools Inc. (1993)
3. MCO P5000.18, Marine Corps Band Manual
4. TIEDE, CLAYTON H., PRACTICAL BAND INSTRUMENT REPAIR MANUAL; Publisher: W. C. Brown Company (1976)

TASK: 5523.01.10 (CORE) PERFORM 4TH ECHELON REPAIR/MAINTENANCE ON ALL PERCUSSION INSTRUMENTS

CONDITION(S): Given the references, repair personnel, malfunctioning instrument, repair tools and equipment, supplies and equipment, and adequate facilities.

STANDARD(S): Per the references, restoring the instrument, mechanically and cosmetically, to a like new manufacturing condition.

PERFORMANCE STEPS:

1. Disassemble instrument and determine work to be performed.

2. Order replacement parts or supplies.
3. Disassemble instrument.
4. Replace worn or damaged parts.
5. Fabricate and fit replacement part.
6. Remove old finish, if required.
7. Polish hardware, shell, keys, tubes, or kettles.
8. Clean and degrease, hardware, shells, keys, tubes, or kettles.
9. Refinish or resurface.
10. Lubricate hardware, bearing surfaces and reassemble.
11. Play test/adjust.
12. Update maintenance records.
13. Return to proper disposition.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. BECKWITH, GENE E.; HUTH, JOHN, BAND INSTRUMENT REPAIR MANUAL; Minnesota SE Technical College (2001)
2. BRAND, ERICK D., BAND INSTRUMENT REPAIRING MANUAL; Ferree's Tools Inc. (1993)
3. KRAR, S. F., MACHINE TOOL OPERATIONS; Publisher: McGraw-Hill Inc. (1983)
4. MCO P5000.18, Marine Corps Band Manual
5. TIEDE, CLAYTON H., PRACTICAL BAND INSTRUMENT REPAIR MANUAL; Publisher: W. C. Brown Company (1976)

TASK: 5523.01.11 (CORE) INSPECT ALL BAND INSTRUMENTS FOR SERVICEABILITY AND MAINTENANCE

CONDITION(S): Given the references, repair personnel, instruments, cleaning supplies and equipment, adequate facilities, and current Consolidated Memorandum of Receipt (CMR).

STANDARD(S): Per the references, ensuring the proper maintenance and serviceability of all instruments.

PERFORMANCE STEPS:

1. Conduct training on proper care and maintenance.

2. Using current CMR, inspect all instruments/equipment for proper maintenance and serviceability.
3. Identify instrument/equipment condition and necessary repairs.
4. Update Inspection Log and determine work to be performed.
5. Take necessary corrective action, if required.
6. Submit report to Band Officer.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. BECKWITH, GENE E.; HUTH, JOHN, BAND INSTRUMENT REPAIR MANUAL; Minnesota SE Technical College (2001)
2. MCO P5000.18, Marine Corps Band Manual
3. TIEDE, CLAYTON H., PRACTICAL BAND INSTRUMENT REPAIR MANUAL; Publisher: W. C. Brown Company (1976)

TASK: 5523.01.12 (CORE) EVALUATE REQUIREMENT FOR 5TH ECHELON REPAIR/MAINTENANCE ON ALL BAND INSTRUMENTS/EQUIPMENT

CONDITION(S): Given the references, repair personnel, malfunctioning instrument/equipment, repair tools and equipment, diagnostic equipment, and adequate facilities.

STANDARD(S): Per the references, identifying all instrument/equipment requiring 5th echelon maintenance.

PERFORMANCE STEPS:

1. Diagnose malfunction and determine the level of work to be performed.
2. Identify qualified vendor to outsource repair and generate work requisition.
3. Deliver instrument/equipment for repair and update location records.
4. Receive instrument/equipment from vendor and inspect for serviceability.
5. Update maintenance and location records.
6. Return to proper disposition.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. BECKWITH, GENE E.; HUTH, JOHN, BAND INSTRUMENT REPAIR MANUAL; Minnesota SE Technical College (2001)

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2. ERLEWINE, DAN, GUITAR PLAYER REPAIR GUIDE: HOW TO SET-UP, MAINTAIN, AND REPAIR ELECTRICS AND ACOUSTICS; Publisher: Backbeat Books (January 1994)
3. MCO P5000.18, Marine Corps Band Manual

TASK: 5523.01.13 (CORE) MAINTAIN INSTRUMENT REPAIR TOOLS/EQUIPMENT

CONDITION(S): Given the references, repair personnel, repair tools/equipment, and cleaning and maintenance supplies.

STANDARD(S): Per the references, ensuring serviceability.

PERFORMANCE STEPS:

1. Remove all dirt and debris from tools/equipment.
2. Remove all necessary scratches and nicks. Polish working surfaces.
3. Apply a light coat of rust inhibitor on tools/equipment.
4. Inspect all electrical cords for serviceability and make any necessary repairs.
5. Inspect all filters for cleanliness and serviceability and replace, if required.
6. Inspect mechanical equipment for serviceability and maintenance, i.e., belts, fluids, set-up, safety guards, and wear.
7. Inspect measuring tools and update any required calibration.
8. Inspect ultrasonic cleaners for maintenance and serviceability, i.e., fluid, heater temperature, filter, tank welds, and drainage system.
9. Inspect all Personal Protective Equipment (PPE) for serviceability and replace, if required.
10. Update tool/equipment maintenance jackets.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: SSgt

REFERENCE(S):

1. BECKWITH, GENE E.; HUTH, JOHN, BAND INSTRUMENT REPAIR MANUAL; Minnesota SE Technical College (2001)
2. KRAR, S. F., MACHINE TOOL OPERATIONS; Publisher: McGraw-Hill Inc. (1983)
3. MCO P5000.18, Marine Corps Band Manual

TASK: 5523.01.14 (CORE PLUS) UPDATE INSTRUMENT HISTORY LOGBOOK

CONDITION(S): Given the reference, repair personnel, instrument requisitions, repair records, and maintenance log.

STANDARD(S): Per the reference, ensuring accuracy and currency.

PERFORMANCE STEPS:

1. Generate an individual maintenance record for each instrument/equipment.
2. Record all instrument/equipment maintenance in individual records.

INITIAL TRAINING SETTING: MOJT Sustainment: 3 Req By: SSgt

REFERENCE(S):

1. MCO P5000.18, Marine Corps Band Manual

DUTY AREA 02 - SUPPLY

TASK: 5523.02.01 (CORE PLUS) DEVELOP PERIODIC REPLACEMENT PLAN (PRP)

CONDITION(S): Given the references, Table of Equipment (T/E), and current Consolidate Memorandum of Receipt (CMR).

STANDARD(S): Per the references, ensuring all T/E requirements/deficiencies are properly identified and financially addressed.

PERFORMANCE STEPS:

1. Review current CMR for equipment accountability.
2. Develop a new proposed PRP by:
 - a. Determining the history/age of each piece of equipment.
 - b. Determining proper replacement year for each musical instrument using a 7-year replacement plan.
 - c. Incorporating the replacement of the T/E for musical instruments into the Periodic Replacement Plan.
 - d. Determining proper replacement year for each piece of electronic gear using a 3-year replacement cycle.
 - e. Incorporating the 3-year replacement cycle into the PRP.
3. Submit proposed PRP to the Band Officer for review.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO 4225.2, Procurement of Musical Instruments and Accessories
2. MCO P5000.18, Marine Corps Band Manual

TASK: 5523.02.02 (CORE PLUS) DEVELOP ANNUAL BUDGET

CONDITION(S): Given the references, command budget guidance, historical budget records, Periodic Replacement Plan (PRP), immediate equipment requirements, and section input.

STANDARD(S): Per the references, ensuring all requirements/deficiencies are financially addressed.

PERFORMANCE STEPS:

1. Review historical budget records.
2. Inventory consumables to determine unit's requirements.

3. Determining annual budget requirements, ensuring the following requirements are considered:

- a. PRP.
- b. Musical supplies.
- c. Repair equipment.
- d. Repair supplies.
- e. Electronic repairs.
- f. Electronic supplies.
- g. Music, method books, and publications.
- h. Organizational clothing.
- i. Audio/Visual supplies and equipment.
- j. Administrative equipment.
- k. Administrative supplies.
- l. Temporary Additional Duty (TAD)/Training.
- m. Facility/Support Equipment.
- n. Facility supplies.
- o. Transportation expenses.

4. Prepare draft budget and submit to Band Officer for review.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCBUL 10120, Individual Clothing Allowances for Enlisted Personnel
2. MCO 4225.2, Procurement of Musical Instruments and Accessories
3. MCO P5000.18, Marine Corps Band Manual

TASK: 5523.02.03 (CORE PLUS) INVENTORY REPAIR FACILITY EQUIPMENT/SUPPLIES

CONDITION(S): Given the reference, repair personnel, repair facility, equipment, supplies, master inventory list, and reorder points.

STANDARD(S): Per the reference, ensuring accuracy and currency.

PERFORMANCE STEPS:

1. Perform equipment inventory.
 - a. Conduct a floor-to-book, book-to-floor inspection of all repair equipment.
 - b. Identify unserviceable repair equipment.
 - c. Submit discrepancy report.
 - d. Repair or reorder, as necessary.
 - e. Update inventory records.
2. Perform supply inventory.
 - a. Inventory consumable supplies.
 - b. Develop reorder points for all consumable supplies.
 - c. Reorder, as necessary.
 - d. Update inventory records.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: SSgt

REFERENCE(S):

1. MCO P5000.18, Marine Corps Band Manual
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TASK: 5523.02.04 (CORE PLUS) INVENTORY SUPPLY FACILITY EQUIPMENT/SUPPLIES

CONDITION(S): Given the reference, supply personnel, supply facility, current Consolidated Memorandum of Receipt (CMR), band equipment, and supplies.

STANDARD(S): Per the reference, ensuring accuracy and currency.

PERFORMANCE STEPS:

1. Conduct equipment inventory.
 - a. Conduct floor-to-book, book-to-floor inventory.
 - b. Submit discrepancy report.
 - c. Reconcile discrepancy report.
 - d. Update records.
2. Conduct supply inventory.
 - a. Inventory consumable supplies.

- b. Develop reorder points for all consumable supplies.
- c. Reorder, as necessary.
- d. Update records.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: SSgt

REFERENCE(S):

1. MCO P5000.18, Marine Corps Band Manual
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TASK: 5523.02.05 (CORE PLUS) PROCURE MUSICAL INSTRUMENTS/BAND EQUIPMENT

CONDITION(S): Given the references, Periodic Replacement Plan (PRP), annual budget, instruments/equipment supply sources, and section input.

STANDARD(S): Per the references, meeting Table of Equipment (T/E) requirements, ensuring all requested materials are properly received and annotated on the Consolidated Memorandum of Receipt (CMR).

PERFORMANCE STEPS:

1. Identify instruments/equipment for purchase.
2. Research supply sources for cost and availability.
3. Submit requisitions to appropriate authority.
4. Receive instruments/equipment and inspect for accuracy, playability, and serviceability.
5. Ensure new instrument/equipment serial numbers have been added to Consolidated Memorandum of Receipt (CMR), as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO 4225.2, Procurement of Musical Instruments and Accessories
 2. MCO P4200.15, Marine Corps Purchasing Procedures Manual
 3. MCO P4400.150, Consumer-Level Supply Policy Manual
 4. MCO P5000.18, Marine Corps Band Manual
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TASK: 5523.02.06 (CORE PLUS) ISSUE MUSICAL INSTRUMENTS/BAND EQUIPMENT

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CONDITION(S): Given the references, supply personnel, supply facility, band instruments/equipment, supplies, custody program, custody cards, and location and history logs.

STANDARD(S): Per the references, ensuring proper accountability of each issued item.

PERFORMANCE STEPS:

1. Issue instrument/equipment to authorized band member.
2. Record transaction of instrument/equipment in custody program.
3. Ensure Marine signs custody card.
4. Update the location and history logs.
5. File records.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO P4400.150, Consumer-Level Supply Policy Manual
2. MCO P5000.18, Marine Corps Band Manual

TASK: 5523.02.07 (CORE PLUS) DISPOSE OF UNSERVICEABLE BAND INSTRUMENTS/EQUIPMENT

CONDITION(S): Given the references, supply personnel, unserviceable band instruments/equipment, Defense Reutilization Management Office (DRMO) request form(s), location and history logs, and transportation.

STANDARD(S): Per the references, ensuring proper accountability of each unserviceable instrument/equipment.

PERFORMANCE STEPS:

1. Identify unserviceable band instruments/equipment.
2. Complete DRMO request form.
3. Upon approval, submit completed DRMO request form.
4. Deliver instruments/equipment to DRMO facility.
5. Update location and history logs.
6. File records.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO P4400.150, Consumer-Level Supply Policy Manual
2. MCO P5000.18, Marine Corps Band Manual

TASK: 5523.02.08 (CORE PLUS) PROCURE MUSIC MATERIALS/PUBLICATIONS

CONDITION(S): Given the references, annual budget, music material/publication sources, library's requests, supply personnel, administrative supplies, inventory record, and computer.

STANDARD(S): Per the references, meeting all music material/publication requirements.

PERFORMANCE STEPS:

1. Identify required music/publications for purchase.
2. Research sources for cost and availability.
3. Submit requests.
4. Receive and inspect music/publications for order accuracy and serviceability.
5. Ensure music/publications are added to inventory, as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. BYRNE, FRANK, PRACTICAL GUIDE TO THE MUSIC LIBRARY: ITS FUNCTION, ORGANIZATION AND MAINTENANCE; Publisher: Ludwig Music Company (December 1987)
2. MCO P4200.15, Marine Corps Purchasing Procedures Manual
3. MCO P4400.150, Consumer-Level Supply Policy Manual
4. MCO P5000.18, Marine Corps Band Manual

TASK: 5523.02.09 (CORE PLUS) DEVELOP UNIT EMBARKATION PLAN

CONDITION(S): Given the reference, Command Embarkation Plan, Table of Equipment (T/E) items, Table of Organization (T/O), administrative supplies, computer, and operational order.

STANDARD(S): Per the reference.

PERFORMANCE STEPS:

1. Review command embarkation plan.
2. Develop unit embarkation plan, ensuring the plan includes:

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- a. Personnel.
 - b. Musical equipment/supplies.
 - c. Music.
 - d. Consumables/Supplies.
 - e. Administrative equipment/supplies.
 - f. Repair equipment/supplies.
 - g. General mechanical tools/supplies.
 - h. Marine Corps Community Services (MCCS) supplies.
 - i. Domestic support equipment.
 - j. Combat arms support equipment.
 - k. Primary and secondary mission requirements.
3. Submit draft for review.
 4. Correct deficiencies and publish.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO P5000.18, Marine Corps Band Manual

DUTY AREA 03 - SAFETY/HAZARDOUS MATERIALS

TASK: 5523.03.01 (CORE PLUS) DEVELOP BAND SAFETY PROGRAM

CONDITION(S): Given the reference, administrative supplies, computer processing software, and command safety program.

STANDARD(S): Per the reference.

PERFORMANCE STEPS:

1. Review command safety program.
2. Develop safety program ensuring program includes:
 - a. Identification of personnel for ground safety training and assign program responsibilities.
 - b. Direct access for safety personnel to the Officer In Charge.
 - c. Formal safety and occupational health inspections.
 - d. Reporting management principles, risk/hazard awareness, and mishap reporting.
 - e. Compliance with all mishap investigations and reporting requirements.
 - f. Maintenance of appropriate records.
3. Publish command safety program.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO 5100.29, Marine Corps Safety Program
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TASK: 5523.03.02 (CORE PLUS) IMPLEMENT HEARING CONSERVATION PROGRAM

CONDITION(S): Given the references, band personnel, and appropriate audio testing facilities.

STANDARD(S): Per the references, ensuring all personnel are tested annually.

PERFORMANCE STEPS:

1. Schedule personnel for annual evaluation.
2. Ensure all personnel receive audiogram, HpD fitting, and refresher training during annual medical evaluation.
3. Ensure all hazardous noise areas, work sites, and equipment are labeled.

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4. Ensure all orders and directives are made available to personnel.
5. Maintain records.

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REFERENCE(S):

1. 29 CFR 1910.95, Occupational Noise Exposure
 2. MCO 6260.1, Marine Corps Hearing Conservation Program
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TASK: 5523.03.03 (CORE PLUS) COORDINATE BAND SAFETY CLASSES

CONDITION(S): Given the references, personnel requiring training, training facility, and administrative supplies.

STANDARD(S): Per the references, ensuring all personnel are trained annually.

PERFORMANCE STEPS:

1. Review training records to identify required classes.
2. Schedule and coordinate classes.
3. Maintain safety training records.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO 5100.29, Marine Corps Safety Program
 2. MCO P5100.8, Marine Corps Occupational Safety and Health Program
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TASK: 5523.03.04 (CORE PLUS) CONDUCT FACILITY SAFETY INSPECTIONS

CONDITION(S): Given the reference, facility to be inspected, safety personnel, administrative supplies, and safety checklist.

STANDARD(S): Per the reference, ensuring compliance with safety checklist.

PERFORMANCE STEPS:

1. Schedule the inspection and review safety checklist.
2. Inspect facility using check list.
3. Identify all safety violations.
4. Correct deficiencies.

5. Reinspect.
6. Update records.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO 5100.29, Marine Corps Safety Program
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TASK: 5523.03.05 (CORE PLUS) UPDATE BUILDING MAINTENANCE LOG

CONDITION(S): Given the reference, maintenance personnel, building maintenance log, and administrative supplies.

STANDARD(S): Per the reference, ensuring accuracy and currency.

PERFORMANCE STEPS:

1. Inspect building for maintenance problems.
2. Identify discrepancies.
3. Complete minor repairs when possible, or authorized.
4. Contact facilities maintenance for all other repairs.
5. Update maintenance log with work order number.
6. Follow up on work order.
7. Update maintenance log when work request is completed.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO P5000.18, Marine Corps Band Manual
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TASK: 5523.03.06 (CORE PLUS) DEVELOP HAZARDOUS MATERIAL (HAZMAT) PROGRAM

CONDITION(S): Given the references, facilities, hazardous material, command HAZMAT program, administrative supplies, and computer with software.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Review command HAZMAT program.
2. Develop HAZMAT program ensuring plan includes:

- a. Identification of personnel for HAZMAT training and assign program responsibilities.
 - b. Scheduling and coordinating classes.
 - c. Updating individual safety training records.
 - d. Identification and inventory of all hazardous materials.
 - e. Development of Material Safety Data Sheet (MSDS) book for materials on hand.
 - f. Display of Occupational Safety and Health Administration (OSHA), RIGHT TO KNOW chart.
 - g. Development of a temporary accumulation site plan for hazardous waste, if required.
 - h. Development of unit spill contingency plan.
 - i. Proper marking of all hazardous waste materials according to Hazardous Material Information Sheet (HMIS).
 - j. Development of a spill containment kit.
 - k. Maintenance of records and reports.
3. Publish unit HAZMAT program.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO 4450.12, Storage and Handling of Hazardous Materials
2. MCO P5090.2, Environmental Compliance and Protection Manual
3. MCO P5100.8, Marine Corps Occupational Safety and Health Program

TASK: 5523.03.07 (CORE PLUS) UPDATE BAND MATERIAL SAFETY DATA SHEETS (MSDS)

CONDITION(S): Given the references, hazardous material (HAZMAT) personnel, administrative supplies, and MSDS.

STANDARD(S): Per the references, ensuring accuracy and annual update of MSDS book.

PERFORMANCE STEPS:

1. Review MSDS book.
2. Inventory HAZMAT annually.

3. Delete MSDS for HAZMAT no longer to be stocked in inventory.
4. Add MSDS for HAZMAT added to inventory.
5. Update table of contents.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO 4450.12, Storage and Handling of Hazardous Materials
2. MCO P5090.2, Environmental Compliance and Protection Manual
3. MCO P5100.8, Marine Corps Occupational Safety and Health Program

TASK: 5523.03.08 (CORE PLUS) INSPECT FLAMMABLE STORAGE AREA

CONDITION(S): Given the references, hazardous material (HAZMAT) personnel, flammable storage locker, inspection log, and HAZMAT.

STANDARD(S): Per the references, on a weekly basis.

PERFORMANCE STEPS:

1. Inspect storage areas and materials for serviceability.
2. Ensure all chemicals in storage area are compatible and can be stored together safely.
3. Update inspection log.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO 4450.12, Storage and Handling of Hazardous Materials
2. MCO P5090.2, Environmental Compliance and Protection Manual
3. MCO P5100.8, Marine Corps Occupational Safety and Health Program

TASK: 5523.03.09 (CORE PLUS) CONDUCT PHYSICAL INVENTORY OF HAZARDOUS MATERIAL (HAZMAT)

CONDITION(S): Given the references, HAZMAT personnel, hazardous materials, HAZMAT inventory records, and administrative supplies.

STANDARD(S): Per the references, ensuring an accurate annual inventory.

PERFORMANCE STEPS:

1. Conduct floor to book, book to floor inventory of all HAZMAT.
2. Inspect HAZMAT for accountability, shelf life, proper labels, serviceability, and storage compatibility.
3. Correct discrepancies.
4. Update HAZMAT inventory records.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO 4450.12, Storage and Handling of Hazardous Materials
 2. MCO P5090.2, Environmental Compliance and Protection Manual
 3. MCO P5100.8, Marine Corps Occupational Safety and Health Program
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TASK: 5523.03.10 (CORE PLUS) PROCURE HAZARDOUS MATERIALS (HAZMAT)

CONDITION(S): Given the references, hazardous materials, HAZMAT personnel, storage facilities, administrative supplies, computer, and HAZMAT inventory records.

STANDARD(S): Per the references, ensuring all required HAZMAT are on hand.

PERFORMANCE STEPS:

1. Identify HAZMAT requirements.
2. Submit appropriate documents for authorization and procurement.
3. Upon receiving HAZMAT, inspect materials, and properly store.
4. Ensure appropriate Hazardous Material Information Sheet (HMIS) markings are placed on container, when re-containerized.
5. Update records.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO 4450.12, Storage and Handling of Hazardous Materials
 2. MCO P5090.2, Environmental Compliance and Protection Manual
 3. MCO P5100.8, Marine Corps Occupational Safety and Health Program
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TASK: 5523.03.11 (CORE PLUS) DISPOSE OF HAZARDOUS WASTE

CONDITION(S): Given the references, hazardous material (HAZMAT) personnel, hazardous waste, supplies, disposal containers and labels, Material Safety Data Sheet (MSDS), and disposal site.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Identify hazardous waste for disposal.
2. Place HAZMAT in appropriate disposal container and label.
3. Submit request for disposal of hazardous waste.
4. Schedule removal of hazardous waste.
5. Update appropriate records.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO 4450.12, Storage and Handling of Hazardous Materials
 2. MCO P5090.2, Environmental Compliance and Protection Manual
 3. MCO P5100.8, Marine Corps Occupational Safety and Health Program
-

TASK: 5523.03.12 (CORE PLUS) UPDATE SAFETY TRAINING RECORDS

CONDITION(S): Given the reference and safety/hazardous material training records.

STANDARD(S): Per the reference, ensuring accuracy and currency of records.

PERFORMANCE STEPS:

1. Upon assignment to the band, conduct initial safety/hazardous material training.
2. Generate a individual safety/hazardous material training record.
3. Annotate all training in the safety/hazardous material training record.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO 5100.29, Marine Corps Safety Program

MOS 5524, MUSICIAN

DUTY AREA 01 - INDIVIDUAL PERFORMANCE

TASK: 5524.01.01 (CORE) PERFORM ASSIGNED INSTRUMENT AT 2.7 LEVEL

CONDITION(S): Given the references, an assembled instrument, an evaluator, designated location, and prepared grade IV solo.

STANDARD(S): Per the references, demonstrating characteristic tone and musical interpretation, as well as accurate rhythm and solid technique.

PERFORMANCE STEPS:

1. Meet evaluator at a designated location.
2. Adequately warm up.
3. Perform prepared piece.
4. Perform scales or rudiments designated by the evaluator.
5. Perform principal parts of unrehearsed music, as provided by the evaluator.
6. Obtain feedback from the evaluator.
7. Disassemble instrument.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Pvt

REFERENCE(S):

1. MCO P5000.18, Marine Corps Band Manual
2. MUSCOLINST 1300.1, Audition Standards Manual

TASK: 5524.01.02 (CORE) EXECUTE MANUAL OF THE INSTRUMENT

CONDITION(S): Given the reference, an assembled instrument, and appropriate command/signal.

STANDARD(S): Per the reference, demonstrating accurate placement of the instrument and body positions on the appropriate beat.

PERFORMANCE STEPS:

1. Review the reference for proper instrument manual.
2. Execute movements on the appropriate beat.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P5000.18, Marine Corps Band Manual
-

TASK: 5524.01.03 (CORE) FOLLOW MACE SIGNALS

CONDITION(S): Given the reference, an assembled instrument, and a Drum Major with mace.

STANDARD(S): Per the reference, demonstrating instrument and body carriage in accordance with the Drum Major's commands.

PERFORMANCE STEPS:

1. Review the reference for appropriate instrument response to mace signals.
2. Assume position in formation.
3. Observe Drum Major's commands.
4. Execute movement/maneuver associated with the command.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P5000.18, Marine Corps Band Manual
-

TASK: 5524.01.04 (CORE) PERFORM 1ST ECHELON MAINTENANCE ON ASSIGNED INSTRUMENT

CONDITION(S): Given the reference, an instrument, case, and cleaning equipment.

STANDARD(S): Per the reference, ensuring cleanliness, proper lubrication, and serviceability on a consistent basis.

PERFORMANCE STEPS:

1. Disassemble the instrument.
2. Brass instruments:
 - a. Submerge instrument and mouthpiece in lukewarm soapy water.
 - b. Scrub inside of brass instrument and mouthpiece with snake or tubing brush.
 - c. Thoroughly dry instrument.
 - d. Lubricate valves and slides.
 - e. Polish the instrument.

3. Woodwind instrument:
 - a. Swab moisture from the inside of the bore.
 - b. Clean tone holes and keys.
 - c. Clean pads with a soft cloth.
 - d. Lubricate keys.
 - e. Oil wooden instruments every four to six months.
4. Percussion instrument:
 - a. Wipe down instrument with soft cloth.
 - b. Tune drum heads, as appropriate.
5. Clean instrument case.
6. Report any discrepancies to Instrument Repair Technician.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P5000.18, Marine Corps Band Manual

DUTY AREA 02 - ENSEMBLE PERFORMANCE

TASK: 5524.02.01 (CORE) PERFORM CEREMONIAL MUSIC

CONDITION(S): As a member of a ceremonial band, given the reference, an assembled instrument, appropriate ceremonial music, and a conductor.

STANDARD(S): Per the reference, ensuring notes, rhythm, and musicality are accurately produced, in accordance with the conductor's direction.

PERFORMANCE STEPS:

1. Properly tune instrument to a given pitch.
2. Perform the music, following the conductor's direction.
3. Make individual adjustments, as necessary, to provide proper balance within the ensemble.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P5000.18, Marine Corps Band Manual
-

TASK: 5524.02.02 (CORE) PERFORM PRINCIPAL PART OF CEREMONIAL MUSIC

CONDITION(S): As a member of a ceremonial band, given the references, an assembled instrument, principal part of ceremonial music, and a conductor.

STANDARD(S): Per the references, ensuring notes, rhythm, and musicality are accurately produced, in accordance with the conductor's direction.

PERFORMANCE STEPS:

1. Properly tune instrument to a given pitch.
2. Perform the appropriate principal part, following the conductor's direction.
3. Make individual adjustments, as necessary, to provide proper balance within the ensemble.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P1200.7, MOS Manual
 2. MCO P5000.18, Marine Corps Band Manual
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TASK: 5524.02.03 (CORE) PERFORM CONCERT BAND MUSIC

CONDITION(S): As a member of a concert band, given the reference, an assembled instrument, concert band music, and a conductor.

STANDARD(S): Per the reference, ensuring notes, rhythm, and musicality are accurately produced, in accordance with the conductor's direction.

PERFORMANCE STEPS:

1. Properly tune instrument to a given pitch.
2. Perform the music, following the conductor's direction.
3. Make individual adjustments, as necessary, to provide proper balance within the ensemble.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P5000.18, Marine Corps Band Manual
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TASK: 5524.02.04 (CORE) PERFORM PRINCIPAL PART OF CONCERT BAND MUSIC

CONDITION(S): As a member of a concert band, given the references, an assembled instrument, principal part of concert band music, and a conductor.

STANDARD(S): Per the references, ensuring notes, rhythm, and musicality are accurately produced, in accordance with the conductor's direction.

PERFORMANCE STEPS:

1. Properly tune instrument to a given pitch.
2. Perform the music, following the conductor's direction.
3. Make individual adjustments, as necessary, to provide proper balance within the ensemble.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P1200.7, MOS Manual
 2. MCO P5000.18, Marine Corps Band Manual
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TASK: 5524.02.05 (CORE) PERFORM CHAMBER ENSEMBLE MUSIC

CONDITION(S): As a member of a chamber ensemble, given the reference, an assembled instrument, ensemble leader, and appropriate music.

MCO 1510.79B
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STANDARD(S): Per the reference, ensuring notes, rhythm, and musicality are accurately produced, in accordance with the ensemble leader's guidance.

PERFORMANCE STEPS:

1. Tune instrument to a given pitch.
2. Following ensemble leader's guidance, perform the written music.
3. Make individual adjustments, as necessary, to provide proper balance within the ensemble.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P5000.18, Marine Corps Band Manual
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TASK: 5524.02.06 (CORE PLUS) PERFORM BIG BAND/SHOW BAND MUSIC

CONDITION(S): As a member of a big band/show band, given the reference, an assembled instrument, an ensemble, an ensemble leader, and music.

STANDARD(S): Per the reference, ensuring notes, rhythm, and style are accurately produced, in accordance with the ensemble leader's direction.

PERFORMANCE STEPS:

1. Tune instrument to given pitch.
2. Perform the music, following the ensemble leader's direction of the written music.
3. Make individual adjustments, as required, to provide proper balance within the ensemble.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. MCO P5000.18, Marine Corps Band Manual
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TASK: 5524.02.07 (CORE PLUS) PERFORM LEAD PART OF BIG BAND/SHOW BAND MUSIC

CONDITION(S): As a member of an ensemble, given the references, an assembled instrument, an ensemble, an ensemble leader, and the appropriate principal part of big band/show band music.

STANDARD(S): Per the references, ensuring notes, rhythm, and style are accurately produced, in accordance with the ensemble leader's direction.

PERFORMANCE STEPS:

1. Tune instrument to given pitch.
2. Perform the music, following the ensemble leader's direction of the written music.
3. Make individual adjustments, as required, to provide proper balance within the ensemble.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. AEBERSOLD, JAMEY., ALBUMS AND TEXT; Publisher: Charles Colin Music Publications
 2. COKER, PATTERNS FOR JAZZ; Columbia Pictures Publications (April 1982)
 3. COKER, JERRY, IMPROVISING JAZZ; PUBLISHER: Simon and Schuster (1964)
 4. MCO P1200.7, MOS Manual
 5. MCO P5000.18, Marine Corps Band Manual
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TASK: 5524.02.08 (CORE PLUS) PERFORM COMBO MUSIC

CONDITION(S): As a member of a combo, given the references, an assembled instrument, music, and a unit leader.

STANDARD(S): Per the references, ensuring notes, rhythm, and style are accurately produced, in accordance with the unit leader's direction.

PERFORMANCE STEPS:

1. Tune the instrument to the given pitch.
2. Perform the music, following the unit leader's direction of the written music.
3. Make individual adjustments, as required, to provide proper balance within the ensemble.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. AEBERSOLD, JAMEY., ALBUMS AND TEXT; Publisher: Charles Colin Music Publications
2. COKER, PATTERNS FOR JAZZ; Columbia Pictures Publications (April 1982)
3. COKER, JERRY, IMPROVISING JAZZ; PUBLISHER: Simon and Schuster (1964)

4. MCO P5000.18, Marine Corps Band Manual

TASK: 5524.02.09 (CORE PLUS) ASSEMBLE SOUND REINFORCEMENT EQUIPMENT

CONDITION(S): When assigned to sound crew, given the references, sound reinforcement equipment, and a venue.

STANDARD(S): Per the references, ensuring operability and proper placement of equipment.

PERFORMANCE STEPS:

1. Receive ryder from sound chief.
2. Properly assemble and place equipment.
3. Connect equipment.
4. Test equipment operabililty.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DAVIS & JONES, YAMAHA SOUND REINFORCEMENT HANDBOOK
 2. MCO P5000.18, Marine Corps Band Manual
 3. STARK, S. H., LIVE SOUND REINFORCEMENT
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TASK: 5524.02.10 (CORE PLUS) OPERATE SOUND REINFORCEMENT EQUIPMENT

CONDITION(S): When assigned as sound SNCO, given the references, operable sound reinforcement equipment, a performing ensemble, a sound crew, and a venue.

STANDARD(S): Per the references, ensuring accurate sound reproduction.

PERFORMANCE STEPS:

1. Set volume levels.
2. Set equalization mix.
3. Maintain accurate sound levels throughout ensemble performance.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. DAVIS & JONES, YAMAHA SOUND REINFORCEMENT HANDBOOK

2. MCO P5000.18, Marine Corps Band Manual
3. STARK, S. H., LIVE SOUND REINFORCEMENT

TASK: 5524.02.11 (CORE PLUS) IMPROVISE FROM LEAD SHEET/CHORD CHANGES

CONDITION(S): When required, given the references, an assembled instrument, and a lead sheet.

STANDARD(S): Per the references, creating a stylistically appropriate musical solo within proper chord structure.

PERFORMANCE STEPS:

1. Analyze chord changes and harmonic rhythm.
2. Incorporating modes and scales, create melody line on instrument within the harmonic structure.
3. Make adjustments, according to style.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. AEBERSOLD, JAMEY., ALBUMS AND TEXT; Publisher: Charles Colin Music Publications
2. COKER, PATTERNS FOR JAZZ; Columbia Pictures Publications (April 1982)
3. COKER, JERRY, IMPROVISING JAZZ; PUBLISHER: Simon and Schuster (1964)
4. MCO P5000.18, Marine Corps Band Manual

TASK: 5524.02.12 (CORE PLUS) PERFORM FROM KICK SHEET

CONDITION(S): When performing as a percussionist, given an assembled drum set, sticks, and a kick sheet.

STANDARD(S): Per the references, accurately maintaining tempo and style while implementing rhythmic cues within the context of the music.

PERFORMANCE STEPS:

1. Analyze kick sheet for rhythmic patterns, styles, and cues.
2. Play time, adding preps and fills, as directed by kick sheet.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. AEBERSOLD, JAMEY., ALBUMS AND TEXT; Publisher: Charles Colin Music Publications
 2. MALABE; WEINER; THRESS (EDITOR), AFRO-CUBAN RHYTHMS FOR DRUMSET; Publisher: Warner Brothers Publications (December 12, 1994)
 3. REED, TED, SYNCOPATION FOR THE MODERN DRUMMER; Publisher: Alfred Publishing Company (August 1997)
 4. RILEY; THRESS (EDITOR), ART OF BOP DRUMMING; Publisher: Warner Brothers Publications (July 1994)
 5. STONE, GEORGE L., STICK CONTROL FOR THE SNARE DRUMMER; Publisher: George B. Stone and Son (July 1998)
 6. TC 12-43, Percussion Techniques
 7. WEINER; THRESS; RILEY (EDITOR), BRAZILIAN RHYTHMS FOR DRUMSET; Publisher: Warner Brothers Publications (November 1, 1993)
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TASK: 5524.02.13 (CORE PLUS) TRANSPOSE MUSIC WHILE PERFORMING

CONDITION(S): As a member of an ensemble, given the reference, an assembled instrument, and appropriate music.

STANDARD(S): Per the reference, demonstrating pitch accuracy in the new key.

PERFORMANCE STEPS:

1. Tune to a given pitch.
2. Analyze music for new key.
3. Perform music in the new key.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. NAVEDTRA 10244, Basic Music
-

TASK: 5524.02.14 (CORE PLUS) ASSEMBLE RECORDING EQUIPMENT

CONDITION(S): When assigned to sound crew, given the references, recording equipment, and a venue.

STANDARD(S): Per the references, ensuring proper placement and operability of equipment.

PERFORMANCE STEPS:

1. Receive ryder from sound crew chief.
2. Properly assemble and place equipment.
3. Connect equipment appropriately.
4. Test equipment operability.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DAVIS & JONES, YAMAHA SOUND REINFORCEMENT HANDBOOK
 2. FABER, S., RECORDING HANDBOOK
 3. STARK, S. H., LIVE SOUND REINFORCEMENT
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TASK: 5524.02.15 (CORE PLUS) OPERATE RECORDING EQUIPMENT

CONDITION(S): When assigned as Sound SNCO, given the references, operable recording equipment, a performing ensemble, sound crew, and a venue.

STANDARD(S): Per the references, ensuring accurate recording.

PERFORMANCE STEPS:

1. Set volume levels.
2. Set equalization in mix.
3. Select recording media, i.e., cassette, CD, DAT, and ADAT.
4. Record music, maintaining appropriate levels throughout the ensemble performance.
5. Review and edit recording.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. DAVIS & JONES, YAMAHA SOUND REINFORCEMENT HANDBOOK
2. FABER, S., RECORDING HANDBOOK
3. STARK, S. H., LIVE SOUND REINFORCEMENT

DUTY AREA 03 - REHEARSAL AND PERFORMANCE

TASK: 5524.03.01 (CORE PLUS) CONDUCT FIELD DRILL

CONDITION(S): Given the reference, a properly sized mace, a fully equipped band, fair weather, marching area, and practice time.

STANDARD(S): Per the reference, maintaining deportment and control, ensuring maneuver is in accordance with the designated plan, at a proper marching tempo.

PERFORMANCE STEPS:

1. Identify goals for field drill session.
2. Develop plan for maneuvering the band.
3. Determine time requirement to train maneuver plan.
4. Determine musical selections.
5. Form the band.
6. Tune the band to a given pitch.
7. Brief the maneuvering plan to the band.
8. Create maneuver using verbal commands or mace signals, as appropriate.
9. Make correction while band is maneuvering or halted.
10. Command "Fall Out" at completion of field drill session.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO P5000.18, Marine Corps Band Manual

TASK: 5524.03.02 (CORE PLUS) MANEUVER BAND WITH MACE SIGNALS

CONDITION(S): Given the references, properly sized mace, ceremonial sequence, an equipped band, and performance area.

STANDARD(S): Per the references, maintaining deportment and control, ensuring maneuver is in accordance with the ceremonial sequence, at a proper marching tempo, and positioning the band within two paces of correct placement.

PERFORMANCE STEPS:

1. Form the band.
2. State the ceremonial sequence.

3. Perform required mace signals and maneuvers while observing musical phrasing.
4. Implement contingencies, as required.
5. Complete ceremonial sequence.
6. Provide feedback.
7. Command "Fall Out" at completion of ceremony.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO P5000.18, Marine Corps Band Manual
2. NAVMC 2691, Marine Corps Drill and Ceremonies Manual

ADMINISTRATIVE INSTRUCTIONS: Support or sequence requested by Parade Commander takes precedence over NAVMC 2691.

TASK: 5524.03.03 (CORE PLUS) AUDITION PERSONNEL

CONDITION(S): Given the references, an instrumentalist with instrument, music stand, audition book, administrative materials, copy of auditionee's solo, metronome, and designated location.

STANDARD(S): Per the references, ascertaining technical proficiency, completing the audition form, ensuring accuracy and consistency.

PERFORMANCE STEPS:

1. Conduct audition in accordance with the Audition Standards Manual (not sequential):
 - a. Listen to selected scales/rudiments; notate comments and scores on audition form.
 - b. Listen to prepared solo(s); notate comments and scores on audition form.
 - c. Listen to selected sight-reading material; notate comments and scores on audition form.
2. Calculate final score.
3. Counsel auditionee on final results.
4. File copy of audition form and forward, as appropriate.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO P5000.18, Marine Corps Band Manual
2. MUSCOLINST 1300.1, Audition Standards Manual
3. NAVEDTRA 10243, Ear Training Manual for Musicians
4. NAVEDTRA 10244, Basic Music

ADMINISTRATIVE INSTRUCTIONS:

1. If auditioning an applicant for Musician Enlistment Option Program (MEOP), audition form must be forwarded to Marine Corps Recruiting Command (MCRC).

2. If auditioning an applicant for On-the-Job-Training (OJT) MOS change, audition form must be forwarded to Manpower and Reserve Affairs (MPO 20).

TASK: 5524.03.04 (CORE PLUS) LEAD REHEARSAL OF CEREMONIAL MUSIC

CONDITION(S): Given the references, an appropriate rehearsal space, an equipped ceremonial band, and designated music.

STANDARD(S): Per the references, detecting and correcting errors, and providing performance guidance through gestures and verbal instruction, within allotted time.

PERFORMANCE STEPS:

1. Identify music required for rehearsal.
2. Review and study scores for designated music and identify rehearsal objectives.
3. Ensure ceremonial band is assembled with designated music and equipment.
4. Ensure ceremonial band is properly tuned.
5. Rehearse designated music:
 - a. Conduct designated music.
 - b. Identify errors.
 - c. Provide guidance for correction.
 - d. Re-play designated music.
 - e. Provide additional guidance for correction, as necessary.
 - f. Repeat process until rehearsal objectives are achieved.
6. Provide verbal feedback and guidance to ceremonial band for next rehearsal/performance.
7. Conclude rehearsal.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. GREEN, ELIZABETH, THE CONDUCTOR'S SCORE; Publisher: Prentice-Hall (January 1985)
2. GREEN, ELIZABETH A., THE CONDUCTOR AND HIS SCORE; Publisher: Prentice-Hall (out of print)
3. GREEN, ELIZABETH A. H., THE MODERN CONDUCTOR; Nicolai Conductor and His Baton Malko; Publisher: Prentice-Hall College Division (November 27, 1996)
4. NAVMC 2691, Marine Corps Drill and Ceremonies Manual
5. NAVY REGULATIONS, Chapter 12 - Flags, Pennants, Honors, Ceremonies, and Customs

TASK: 5524.03.05 (CORE PLUS) CONDUCT PERFORMANCE OF CEREMONIAL MUSIC

CONDITION(S): Given the references, an approved ceremony, an appropriate performance venue, an equipped ceremonial band, and designated music.

STANDARD(S): Per the references, providing performance guidance through gestures, maintaining continuity and flow to the industry standard.

PERFORMANCE STEPS:

1. Ensure ceremonial band is assembled at performance venue with designated music and equipment.
2. Ensure all technical support and coordination are complete.
3. Review sequence of events with band.
4. Ensure ceremonial band is properly tuned.
5. Conduct programmed music (steps not sequential):
 - a. Give appropriate performance gestures.
 - b. Maintain musical integrity.
 - c. Maintain performance focus of musicians.
 - d. Engage audience.
 - e. Make real-time musical adjustments, as appropriate.
6. Conclude performance.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. GREEN, ELIZABETH, THE CONDUCTOR'S SCORE; Publisher: Prentice-Hall (January 1985)
2. GREEN, ELIZABETH A., THE CONDUCTOR AND HIS SCORE; Publisher: Prentice-Hall (out of print)
3. GREEN, ELIZABETH A. H., THE MODERN CONDUCTOR; Nicolai Conductor and His Baton Malko; Publisher: Prentice-Hall College Division (November 27, 1996)
4. MCBUL 5060 SERIES, National Anthems and Ceremonies

TASK: 5524.03.06 (CORE PLUS) LEAD REHEARSAL OF BIG BAND/SHOW BAND MUSIC

CONDITION(S): When assigned as big band/show band leader; given the references; an equipped big band/show band; appropriate rehearsal space; sound reinforcement, as required; and musical line-up.

STANDARD(S): Per the references, detecting and correcting errors, and providing performance guidance through gestures and verbal instruction.

PERFORMANCE STEPS:

1. Identify music required for rehearsal.
2. Review and study scores for designated music and identify rehearsal objectives.
3. Ensure big/show band is assembled with designated music and equipment.
4. Ensure big/show band is properly tuned.
5. Rehearse designated music:
 - a. Conduct designated music.
 - b. Identify errors.
 - c. Provide guidance for correction.
 - d. Re-play designated music.
 - e. Provide additional guidance for correction, as necessary.
 - f. Repeat process until rehearsal objectives are achieved.
6. Provide verbal feedback and guidance to big band for next rehearsal/performance.
7. Conclude rehearsal.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. AEBERSOLD, JAMEY., ALBUMS AND TEXT; Publisher: Charles Colin Music Publications
 2. COKER, PATTERNS FOR JAZZ; Columbia Pictures Publications (April 1982)
 3. COKER, JERRY, IMPROVISING JAZZ; PUBLISHER: Simon and Schuster (1964)
 4. MCO P5000.18, Marine Corps Band Manual
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TASK: 5524.03.07 (CORE PLUS) LEAD REHEARSAL OF COMBO MUSIC

CONDITION(S): When assigned as combo leader, given the references, an appropriate rehearsal space, an equipped combo, and designated music.

STANDARD(S): Per the references, identifying and correcting errors, and providing verbal instruction.

PERFORMANCE STEPS:

1. Select music.
2. State performance objectives before each selection.
3. Correct errors and give constructive criticism.
4. Schedule additional rehearsals and sectionals, as needed.
5. Conclude rehearsal.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. AEBERSOLD, JAMEY., ALBUMS AND TEXT; Publisher: Charles Colin Music Publications
 2. COKER, PATTERNS FOR JAZZ; Columbia Pictures Publications (April 1982)
 3. COKER, JERRY, IMPROVISING JAZZ; PUBLISHER: Simon and Schuster (1964)
 4. MCO P5000.18, Marine Corps Band Manual
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TASK: 5524.03.08 (CORE PLUS) LEAD PERFORMANCE OF COMBO MUSIC

CONDITION(S): When assigned as combo leader, given the references, a performance venue, an equipped combo, and designated music.

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STANDARD(S): Per the references, providing performance guidance, maintaining continuity and flow to the industry standard.

PERFORMANCE STEPS:

1. Ensure combo is assembled at the performance venue with designated music and equipment.
2. Ensure combo is properly tuned.
3. Start programmed music and give direction, as necessary.
4. End programmed music.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. AEBERSOLD, JAMEY., ALBUMS AND TEXT; Publisher: Charles Colin Music Publications
2. COKER, PATTERNS FOR JAZZ; Columbia Pictures Publications (April 1982)
3. COKER, JERRY, IMPROVISING JAZZ; PUBLISHER: Simon and Schuster (1964)
4. MCO P5000.18, Marine Corps Band Manual

TASK: 5524.03.09 (CORE PLUS) LEAD SECTIONAL REHEARSAL

CONDITION(S): Given the references, musicians with like instruments, rehearsal space, music, and auxiliary equipment.

STANDARD(S): Per the references, detecting and correcting errors, and providing direction through gestures and verbal instructions, within allotted time.

PERFORMANCE STEPS:

1. Designate and review music to be rehearsed.
2. Identify potential difficulties.
3. Assemble the section.
4. Rehearse designated music and identify errors.
5. Provide correction and guidance.
6. Re-play the music listening for corrections, concluding the rehearsal when satisfied with the results.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. MCO P5000.18, Marine Corps Band Manual
 2. NAVEDTRA 10244, Basic Music
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TASK: 5524.03.10 (CORE PLUS) LEAD GROUP REHEARSAL

CONDITION(S): Given the references, a group of musicians, rehearsal space, music, and auxiliary equipment.

STANDARD(S): Per the references, detecting and correcting errors, and providing direction through gestures and verbal instructions, within allotted time.

PERFORMANCE STEPS:

1. Designate and review music to be rehearsed.
2. Identify potential difficulties.
3. Assemble the group.
4. Rehearse designated music and identify errors.
5. Provide correction and guidance.
6. Re-play the music listening for corrections, concluding the rehearsal when satisfied with the results.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO P5000.18, Marine Corps Band Manual
2. NAVEDTRA 10244, Basic Music

ADMINISTRATIVE INSTRUCTIONS: A group consists of either woodwind, upper brass (trumpet, horn), lower brass (trombone, euphonium, tuba), or rhythm instruments (percussion, piano, bass, guitar).

TASK: 5524.03.11 (CORE PLUS) WRITE COMMITMENT AFTER ACTION REPORT

CONDITION(S): Given the references, a blank After Action Report form, and commitment folder pertaining to a completed commitment.

STANDARD(S): Per the references, within seven days, ensuring accuracy and completeness of information.

PERFORMANCE STEPS:

1. Review personal notes pertaining to commitment.
2. Review commitment folder for additional information, as required.
3. Complete appropriate After Action Report form detailing positive and negative aspects of the commitment for future reference/information.
4. Submit completed After Action Report, with commitment folder, to Bandmaster.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO 5726.15, Marine Corps Band Support of Community Relations
2. MCO P5000.18, Marine Corps Band Manual
3. SECNAVINST 5720.44, Public Affairs Policy and Regulations

ADMINISTRATIVE INSTRUCTIONS:

1. For performances in the civilian community, use NAVMC 5726.
2. For military performances, use locally produced forms.

DUTY AREA 04 - MARKETING AND PUBLIC AFFAIRS

TASK: 5524.04.01 (CORE PLUS) UPDATE BAND WEB SITE

CONDITION(S): When assigned as the Band Web Master, given the references, a computer with access to an official DoD server, appropriate software, appropriate permissions, and updated band information.

STANDARD(S): Per the references, ensuring data is updated bi-monthly, properly formatted, and accurate.

PERFORMANCE STEPS:

1. Acquire access and permission to a DoD server.
2. Obtain all required publishable information.
3. Proof, edit, and verify site information and links.
4. Update bi-monthly.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO 5720.76, Standardization of Publicly Accessible Web Pages
2. SECNAVINST 5720.44, Public Affairs Policy and Regulations

TASK: 5524.04.02 (CORE PLUS) DEVELOP BAND PRESS PACKAGE

CONDITION(S): When assigned as Band Public Affairs SNCO, given the references, computer with appropriate software, web access, digital camera, color laser printer, photographs, public service announcements, programs, historical and descriptive literature, and biographical information.

STANDARD(S): Per the references, without grammatical error, ensuring accuracy of information.

PERFORMANCE STEPS:

1. Compile current photographs, historical and descriptive literature, and biographical information concerning the band.
2. Organize all materials into a structured format.
3. Distribute compiled package to commitment sponsors.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO 5720.76, Standardization of Publicly Accessible Web Pages

2. MCO P5000.18, Marine Corps Band Manual
3. SECNAVINST 5720.44, Public Affairs Policy and Regulations

TASK: 5524.04.03 (CORE PLUS) DESIGN PRINTED PROGRAM

CONDITION(S): Given the references, computer with appropriate software, and information related to the performance.

STANDARD(S): Per the references, without grammatical error, ensuring accuracy of information.

PERFORMANCE STEPS:

1. Determine the commitment location.
2. Determine ensemble and repertoire to be performed.
3. Estimate the size of the audience.
4. Compile all information into a program format.
5. Proof a printed program for errors and artistic merit.
6. Print programs or send to an appropriate facility for printing.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO 5726.15, Marine Corps Band Support of Community Relations
2. MCO P5000.18, Marine Corps Band Manual
3. MCO P5750.1, Manual for the Marine Corps Historical Program

TASK: 5524.04.04 (CORE PLUS) COORDINATE PUBLICITY FOR PERFORMANCES

CONDITION(S): When assigned as Band Public Affairs SNCO, given the references, information on commitments, and access to local media.

STANDARD(S): Per the references, ensuring all applicable media contacts receive complete and accurate information.

PERFORMANCE STEPS:

1. Gather all information, including ensemble, time, and location of performance.
2. Deliver a press package to commitment sponsor.
3. Contact commitment sponsor and local recruiter to obtain local media coverage.

4. Disseminate performance information to all applicable local media.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO 5726.15, Marine Corps Band Support of Community Relations
2. MCO P5000.18, Marine Corps Band Manual
3. SECNAVINST 5720.44, Public Affairs Policy and Regulations

TASK: 5524.04.05 (CORE PLUS) WRITE CONCERT NARRATION

CONDITION(S): When assigned to band public affairs, and in coordination with the narrator, given the references, and the list of programmed music.

STANDARD(S): Per the references, ensuring correct grammar, accuracy of information, and pertinence to concert venue.

PERFORMANCE STEPS:

1. Obtain concert program.
2. Analyze concert information.
3. Obtain information on music.
4. Draft concert narration.
5. Proofread and edit in coordination with the narrator.
6. Print narration.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. BATTISTI, FRANK, 20TH CENTURY AMERICAN WIND BAND; Publisher: Meredith Music Publications (September 1995)
2. BATTISTI, FRANK; GAROFALO, ROBERT, GUIDE TO SCORE STUDY FOR THE WIND BAND CONDUCTOR; Publisher: Meredith Music Publications (June 1990)
3. MCBUL 5060 SERIES, National Anthems and Ceremonies
4. MCO P5000.18, Marine Corps Band Manual
5. SECNAVINST 5720.44, Public Affairs Policy and Regulations

TASK: 5524.04.06 (CORE PLUS) UPDATE BAND HISTORICAL RECORDS

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CONDITION(S): When assigned to band public affairs, given the references, photographs, articles, programs, other files pertaining to the band, computer with appropriate software, and administrative supplies.

STANDARD(S): Per the references, ensuring information is accurate and complete.

PERFORMANCE STEPS:

1. Collect all applicable photographs, articles, and other files regarding the band.
2. Consolidate material into a chronological record.
3. Select appropriate storage for materials, including plaques, photographs, accolade correspondence, articles, and command chronology.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO P5000.18, Marine Corps Band Manual
2. MCO P5750.1, Manual for the Marine Corps Historical Program

DUTY AREA 05 - SUPPLY

TASK: 5524.05.01 (CORE PLUS) INVENTORY REPAIR/SUPPLY FACILITY EQUIPMENT AND SUPPLIES

CONDITION(S): When assigned to band supply section, given the references, and an inventory checklist of all equipment and supplies.

STANDARD(S): Per the references, accounting for all listed equipment and supplies.

PERFORMANCE STEPS:

1. Compare the inventory list with on-hand supplies and equipment.
2. Notate discrepancies.
3. Report all discrepancies to designated personnel.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. MCO 4340.1, Report of Missing, Lost/Stolen, or Recovered (MLSR) Government Property
2. MCO 4400.163, Department of Defense Supply Management Reference Book
3. MCO P5000.18, Marine Corps Band Manual

TASK: 5524.05.02 (CORE PLUS) PROCURE MUSICAL INSTRUMENTS/BAND EQUIPMENT

CONDITION(S): When assigned as Band Supply SNCO, given the references, appropriate catalogues, forms, and procurement requirements.

STANDARD(S): Per the references, meeting Table of Equipment (T/E) requirements, ensuring all requested materials are properly received and annotated on the Consolidated Memorandum of Receipt (CMR).

PERFORMANCE STEPS:

1. Obtain order requests from Instrument Repair Technician.
2. Review and compare requested orders with on-hand stock.
3. Determine sources for materials requested.
4. Complete appropriate forms.
5. Submit forms for approval to appropriate authority.
6. Receive instruments/equipment and inspect for order accuracy, playability, and serviceability.

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7. Ensure the instrument/equipment serial numbers have been added to the CMR, as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO 4225.2, Procurement of Musical Instruments and Accessories
2. MCO 4400.163, Department of Defense Supply Management Reference Book
3. MCO P4200.15, Marine Corps Purchasing Procedures Manual
4. MCO P4400.150, Consumer-Level Supply Policy Manual
5. MCO P5000.18, Marine Corps Band Manual

TASK: 5524.05.03 (CORE PLUS) ISSUE MUSICAL INSTRUMENT/BAND EQUIPMENT

CONDITION(S): When assigned to band supply section, given the references, inventory list, musical instrument/band equipment, custody cards, and logbooks.

STANDARD(S): Per the references, ensuring all instruments and band equipment are distributed and accurately recorded.

PERFORMANCE STEPS:

1. Identify equipment needs.
2. Retrieve requested equipment from storage.
3. Ensure equipment is functional.
4. Complete custody card to assign equipment to individual.
5. Obtain signature from the individual receiving the equipment.
6. Maintain record/logbook of issued equipment for accountability.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. MCO P4400.150, Consumer-Level Supply Policy Manual
2. MCO P5000.18, Marine Corps Band Manual

TASK: 5524.05.04 (CORE PLUS) INVENTORY BAND EQUIPMENT

CONDITION(S): When assigned to band supply section, given the references, and a current Consolidated Memorandum of Receipt (CMR).

STANDARD(S): Per the references, reconciling on-hand items with the CMR and accurately notating any discrepancies.

PERFORMANCE STEPS:

1. Compare CMR with on-hand equipment to include items in the common area, supply, and issued gear.
2. Notate discrepancies.
3. Report all discrepancies.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. MCO 4400.163, Department of Defense Supply Management Reference Book
2. MCO P5000.18, Marine Corps Band Manual

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DUTY AREA 06 - MUSIC LIBRARY

TASK: 5524.06.01 (CORE PLUS) PROCURE MUSICAL MATERIALS/PUBLICATIONS

CONDITION(S): When assigned as the Band Library SNCO, given the references, music supply resources, and list of required music.

STANDARD(S): Per the references, ensuring accurate acquisition of materials.

PERFORMANCE STEPS:

1. Cross reference desired list with on-hand music.
2. Identify deficiencies.
3. Search resources for sources of music.
4. Complete request form and submit to band supply section.
5. Follow up on request.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO P4200.15, Marine Corps Purchasing Procedures Manual
 2. MCO P4400.150, Consumer-Level Supply Policy Manual
 3. MCO P5000.18, Marine Corps Band Manual
-

TASK: 5524.06.02 (CORE PLUS) CATALOG MUSICAL MATERIALS/PUBLICATIONS

CONDITION(S): When assigned to the band library, given the references, musical materials and publications, storage area, and filing system.

STANDARD(S): Per the references, ensuring accurate filing and classification.

PERFORMANCE STEPS:

1. Determine the classification of each piece of music.
2. Attach an appropriate control number to each piece of music.
3. Make appropriate log entry identifying the piece of music and its location.
4. File music in the proper location.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. BYRNE, FRANK, PRACTICAL GUIDE TO THE MUSIC LIBRARY: ITS FUNCTION, ORGANIZATION AND MAINTENANCE; Publisher: Ludwig Music Company (December 1987)
2. MCO P5000.18, Marine Corps Band Manual

TASK: 5524.06.03 (CORE PLUS) ISSUE MUSICAL MATERIALS/PUBLICATIONS

CONDITION(S): When assigned to the band library, given the references, musical materials, publications, and custody cards/logbook.

STANDARD(S): Per the references, ensuring accurate accountability of all materials.

PERFORMANCE STEPS:

1. Receive requests for materials.
2. Utilizing resources, locate materials in the library.
3. Retrieve the materials from the files.
4. As appropriate, issue the materials to the individual or the folders.
5. Enter new location of materials on custody card or in logbook.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. BYRNE, FRANK, PRACTICAL GUIDE TO THE MUSIC LIBRARY: ITS FUNCTION, ORGANIZATION AND MAINTENANCE; Publisher: Ludwig Music Company (December 1987)
2. MCO P5000.18, Marine Corps Band Manual

TASK: 5524.06.04 (CORE PLUS) INVENTORY MUSIC LIBRARY MATERIALS

CONDITION(S): When assigned to the band library, given the references, a music library, and a list of on-hand music materials.

STANDARD(S): Per the references, ensuring accurate accountability of all materials.

PERFORMANCE STEPS:

1. Compare current list of on-hand materials with actual on-hand materials.
2. Create list of discrepancies.
3. Correct discrepancies by locating the materials, replacing materials through the acquisition process, or revising the current on-hand list.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

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REFERENCE(S):

1. BYRNE, FRANK, PRACTICAL GUIDE TO THE MUSIC LIBRARY: ITS FUNCTION, ORGANIZATION AND MAINTENANCE; Publisher: Ludwig Music Company (December 1987)
2. MCO P5000.18, Marine Corps Band Manual

TASK: 5524.06.05 (CORE PLUS) UPDATE UNIT PERFORMANCE RECORD LOGBOOK

CONDITION(S): When assigned to the band library, given the references, a logbook, and a list of completed performances.

STANDARD(S): Per the references, ensuring information is gramatically correct and accurate.

PERFORMANCE STEPS:

1. Obtain information about the completed performance.
2. Chronologically, enter required performance information into the logbook.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO 5726.15, Marine Corps Band Support of Community Relations
2. MCO P5000.18, Marine Corps Band Manual
3. SECNAVINST 5720.44, Public Affairs Policy and Regulations

SUMMARY/INDEX OF INDIVIDUAL TRAINING STANDARDS BY SPECIFIC CATEGORY (MOJT, DL, PST)

1. This enclosure summarizes the Individual Training Standards (ITS) according to three categories:

Appendix A: ITSS Trained via Managed On-The-Job Training (MOJT)

Appendix B: ITSS Supported by Distance Learning (DL) Products

Appendix C: ITSS Supported by Performance Support Tools (PST)

2. If no information is applicable to a category, the appendix will include a statement to that effect.

3. Format. The columns in each appendix are as follows:

a. SEQ. Sequence Number. This number dictates the order in which tasks for a given duty area are displayed.

b. TASK. ITS Designator. This is the permanent designator assigned to the task when it is created.

c. TITLE. ITS Task Title.

d. CORE. An "X" appears in this column when the task is designated as a "core" task required to "make" a Marine or qualify that Marine for the appropriate MOS. The absence of an "X" indicates that this is an advanced ("core plus") task that is mission, grade, or billet specific.

e. FLC. Functional Learning Center. An "X" appears in this column when the FLC is designated as the initial training setting. The absence of an "X" indicates that the initial training is accomplished through Managed On-The-Job Training (MOJT).

f. DL. Distance Learning (DL) Product. An "X" in this column indicates that at least one DL product is associated with this task. Consult enclosure (6) for details.

g. PST. Performance Support Tool (PST). An "X" in this column indicates that at least one PST is associated with this task. Consult enclosure (6) for details.

h. SUS. Sustainment Training Period. An entry in this column represents the number of months between evaluation or retraining by the unit to maintain the proficiency required by the standard, provided the task supports the unit's METL.

i. REQ BY. Required By. An entry in this column depicts the lowest grade required to demonstrate proficiency in this task.

j. PAGE. Page Number. This column lists the number of the page in enclosure (6) that contains detailed information concerning this task.

INDIVIDUAL TRAINING STANDARDS TRAINED VIA MANAGED ON-THE-JOB TRAINING

This appendix includes a summary listing of all ITS tasks planned for initial Managed On-The-Job Training (MOJT). They are grouped by MOS and Duty Area.

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ	BY	PAGE
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MOS 5502, BAND OFFICER

DUTY AREA 01 - REHEARSAL AND PERFORMANCE

- | | | | | | | | | | | |
|----|------------|-------------------------------------------|----|----|--|--|--|--|--|-------|
| 1) | 5502.01.01 | PROGRAM CONCERT/CEREMONIAL BAND MUSIC | 12 | WO | | | | | | 6-A-1 |
| 2) | 5502.01.02 | LEAD REHEARSAL OF CONCERT BAND MUSIC | 12 | WO | | | | | | 6-A-2 |
| 3) | 5502.01.03 | CONDUCT PERFORMANCE OF CONCERT BAND MUSIC | 12 | WO | | | | | | 6-A-3 |
| 4) | 5502.01.04 | LEAD REHEARSAL OF CEREMONIAL MUSIC | 12 | WO | | | | | | 6-A-4 |
| 5) | 5502.01.05 | CONDUCT PERFORMANCE OF CEREMONIAL MUSIC | 12 | WO | | | | | | 6-A-5 |

DUTY AREA 02 - OPERATIONAL PLANNING

- | | | | | | | | | | | |
|----|------------|-----------------------------------------------------|----|----|--|--|--|--|--|--------|
| 1) | 5502.02.01 | DEVELOP ANNUAL OPERATIONAL PLAN | 12 | WO | | | | | | 6-A-7 |
| 2) | 5502.02.02 | DEVELOP ANNUAL UNIT SUSTAINMENT TRAINING (UST) PLAN | 12 | WO | | | | | | 6-A-7 |
| 3) | 5502.02.03 | EVALUATE COMMITMENT REQUESTS | 12 | WO | | | | | | 6-A-8 |
| 4) | 5502.02.04 | COORDINATE MUSICAL SUPPORT FOR A COMMITMENT | 12 | WO | | | | | | 6-A-9 |
| 5) | 5502.02.05 | DEVELOP BAND REHEARSAL SCHEDULE | 12 | WO | | | | | | 6-A-10 |
| 6) | 5502.02.06 | APPROVE PLAN OF THE DAY (POD) | 12 | WO | | | | | | 6-A-10 |
| 7) | 5502.02.07 | WRITE COMMITMENT AFTER ACTION REPORT | 12 | WO | | | | | | 6-A-11 |

DUTY AREA 03 - GENERAL DUTIES

- | | | | | | | | | | | |
|----|------------|----------------------------------------------------|----|----|--|--|--|--|--|--------|
| 1) | 5502.03.01 | APPROVE PERIODIC REPLACEMENT PLAN (PRP) | 12 | WO | | | | | | 6-A-12 |
| 2) | 5502.03.02 | DEVELOP ANNUAL BUDGET | 12 | WO | | | | | | 6-A-12 |
| 3) | 5502.03.03 | PROCURE MUSICAL INSTRUMENTS/BAND EQUIPMENT | 12 | WO | | | | | | 6-A-13 |
| 4) | 5502.03.04 | PROCURE MUSIC MATERIALS/PUBLICATIONS | 12 | WO | | | | | | 6-A-14 |
| 5) | 5502.03.05 | RECONCILE CONSOLIDATED MEMORANDUM OF RECEIPT (CMR) | 12 | WO | | | | | | 6-A-14 |
| 6) | 5502.03.06 | WRITE BAND COMMAND CHRONOLOGY | 12 | WO | | | | | | 6-A-15 |
| 7) | 5502.03.07 | AUDITION PERSONNEL | 12 | WO | | | | | | 6-A-16 |
| 8) | 5502.03.08 | WRITE MUSICAL UNIT RESOURCES EXHIBIT (MURE) | 12 | WO | | | | | | 6-A-17 |

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SEQ TASK TITLE CORE FLC DL PST SUS REQ BY PAGE
MOS 5517, BANDMASTER

DUTY AREA 01 - OPERATIONAL PLANNING

1)	5517.01.01	DEVELOP ANNUAL OPERATIONAL PLAN				12	MSgt	6-B-1
SEQ TASK	TITLE		CORE FLC DL	PST	SUS	REQ BY	PAGE	
2)	5517.01.02	DEVELOP ANNUAL UNIT SUSTAINMENT TRAINING (UST) PLAN				12	MSgt	6-B-1
3)	5517.01.03	EVALUATE COMMITMENT REQUESTS				12	MSgt	6-B-2
4)	5517.01.04	MAINTAIN BAND SCHEDULE				12	MSgt	6-B-3
5)	5517.01.05	DEVELOP BAND REHEARSAL SCHEDULE				12	MSgt	6-B-3
6)	5517.01.06	DEVELOP PLAN OF THE DAY (POD)				12	MSgt	6-B-4
7)	5517.01.07	WRITE COMMITMENT AFTER ACTION REPORT				12	MSgt	6-B-5

DUTY AREA 02 - GENERAL DUTIES

1)	5517.02.01	AUDITION PERSONNEL				6	MSgt	6-B-6
2)	5517.02.02	WRITE BAND COMMAND CHRONOLOGY				12	MSgt	6-B-6
3)	5517.02.03	WRITE MUSICAL UNIT RESOURCES EXHIBIT (MURE)				12	MSgt	6-B-7

MOS 5519, ENLISTED CONDUCTOR

DUTY AREA 02 - OPERATIONAL PLANNING

1)	5519.02.01	COORDINATE LOGISTICAL SUPPORT FOR COMMITMENTS				3	SSgt	6-C-5
2)	5519.02.02	COORDINATE MUSICAL SUPPORT FOR COMMITMENTS				3	SSgt	6-C-5
3)	5519.02.03	DEVELOP BAND REHEARSAL SCHEDULE				6	SSgt	6-C-6
4)	5519.02.04	WRITE COMMITMENT AFTER ACTION REPORT				12	SSgt	6-C-7

DUTY AREA 03 - MARKETING AND PUBLIC AFFAIRS

2)	5519.03.02	DESIGN PRINTED PROGRAMS				12	SSgt	6-C-8
3)	5519.03.03	DEVELOP BAND PRESS PACKAGE				12	SSgt	6-C-9
4)	5519.03.04	DELIVER MARINE CORPS BAND MARKETING PRESENTATION				12	SSgt	6-C-9
5)	5519.03.05	UPDATE BAND WEBSITE				3	SSgt	6-C-10
6)	5519.03.06	UPDATE BAND HISTORICAL RECORDS				12	SSgt	6-C-10

MOS 5521, DRUM MAJOR

DUTY AREA 01 - REHEARSAL AND PERFORMANCE

5)	5521.01.05	NARRATE CONCERT				12	SSgt	6-D-4
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DUTY AREA 02 - OPERATIONAL PLANNING

1)	5521.02.01	COORDINATE MUSICAL SUPPORT FOR COMMITMENTS				3	SSgt	6-D-6
2)	5521.02.02	COORDINATE LOGISTICAL SUPPORT FOR COMMITMENTS				3	SSgt	6-D-6

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ BY	PAGE
3)	5521.02.03	DEVELOP BAND REHEARSAL SCHEDULE					6	SSgt	6-D-7
4)	5521.02.04	WRITE COMMITMENT AFTER ACTION REPORT					12	SSgt	6-D-8

MOS 5522, SMALL ENSEMBLE LEADER

DUTY AREA 03 - OPERATIONAL PLANNING

1)	5522.03.01	COORDINATE MUSICAL SUPPORT FOR COMMITMENTS					3	SSgt	6-E-13
2)	5522.03.02	COORDINATE LOGISTICAL SUPPORT FOR COMMITMENTS					3	SSgt	6-E-14
3)	5522.03.03	DEVELOP BAND REHEARSAL SCHEDULE					6	SSgt	6-E-14
4)	5522.03.04	WRITE COMMITMENT AFTER ACTION REPORT					12	SSgt	6-E-15

MOS 5523, INSTRUMENT REPAIR TECHNICIAN

DUTY AREA 01 - INSTRUMENT REPAIR

1)	5523.01.01	REPAIR SOUND CABLES					12	SSgt	6-F-1
14)	5523.01.14	UPDATE INSTRUMENT HISTORY LOGBOOK					3	SSgt	6-F-12

DUTY AREA 02 - SUPPLY

1)	5523.02.01	DEVELOP PERIODIC REPLACEMENT PLAN (PRP)					12	SSgt	6-F-14
2)	5523.02.02	DEVELOP ANNUAL BUDGET					12	SSgt	6-F-14
3)	5523.02.03	INVENTORY REPAIR FACILITY EQUIPMENT/SUPPLIES					6	SSgt	6-F-15
4)	5523.02.04	INVENTORY SUPPLY FACILITY EQUIPMENT/SUPPLIES					6	SSgt	6-F-16
5)	5523.02.05	PROCURE MUSICAL INSTRUMENTS/BAND EQUIPMENT					12	SSgt	6-F-17
6)	5523.02.06	ISSUE MUSICAL INSTRUMENTS/BAND EQUIPMENT					12	SSgt	6-F-17
7)	5523.02.07	DISPOSE OF UNSERVICEABLE BAND INSTRUMENTS/EQUIPMENT					12	SSgt	6-F-18
8)	5523.02.08	PROCURE MUSIC MATERIALS/PUBLICATIONS					12	SSgt	6-F-19
9)	5523.02.09	DEVELOP UNIT EMBARKATION PLAN					12	SSgt	6-F-19

DUTY AREA 03 - SAFETY/HAZARDOUS MATERIALS

1)	5523.03.01	DEVELOP BAND SAFETY PROGRAM					12	SSgt	6-F-21
2)	5523.03.02	IMPLEMENT HEARING CONSERVATION PROGRAM					12	SSgt	6-F-21
3)	5523.03.03	COORDINATE BAND SAFETY CLASSES					12	SSgt	6-F-22
4)	5523.03.04	CONDUCT FACILITY SAFETY INSPECTIONS					12	SSgt	6-F-22
5)	5523.03.05	UPDATE BUILDING MAINTENANCE LOG					12	SSgt	6-F-23
6)	5523.03.06	DEVELOP HAZARDOUS MATERIAL (HAZMAT) PROGRAM					12	SSgt	6-F-23
7)	5523.03.07	UPDATE BAND MATERIAL SAFETY DATA SHEETS (MSDS)					12	SSgt	6-F-24
8)	5523.03.08	INSPECT FLAMMABLE STORAGE AREA					12	SSgt	6-F-25
9)	5523.03.09	CONDUCT PHYSICAL INVENTORY OF HAZARDOUS MATERIAL (HAZMAT)					12	SSgt	6-F-25
12)	5523.03.12	UPDATE SAFETY TRAINING RECORDS					12	SSgt	6-F-27

SEQ TASK TITLE CORE FLC DL PST SUS REQ BY PAGE
MOS 5524, MUSICIAN

DUTY AREA 02 - ENSEMBLE PERFORMANCE

6)	5524.02.06	PERFORM BIG BAND/SHOW BAND MUSIC	12	Cpl	6-G-6
7)	5524.02.07	PERFORM LEAD PART OF BIG BAND/SHOW BAND MUSIC	12	Cpl	6-G-6
8)	5524.02.08	PERFORM COMBO MUSIC	12	Cpl	6-G-7
9)	5524.02.09	ASSEMBLE SOUND REINFORCEMENT EQUIPMENT	12	Pvt	6-G-8
10)	5524.02.10	OPERATE SOUND REINFORCEMENT EQUIPMENT	12	SSgt	6-G-8
11)	5524.02.11	IMPROVISE FROM LEAD SHEET/CHORD CHANGES	12	Cpl	6-G-9
12)	5524.02.12	PERFORM FROM KICK SHEET	12	Cpl	6-G-9
13)	5524.02.13	TRANSPOSE MUSIC WHILE PERFORMING	12	Pvt	6-G-10
14)	5524.02.14	ASSEMBLE RECORDING EQUIPMENT	12	Pvt	6-G-10
15)	5524.02.15	OPERATE RECORDING EQUIPMENT	12	SSgt	6-G-11

DUTY AREA 03 - REHEARSAL AND PERFORMANCE

1)	5524.03.01	CONDUCT FIELD DRILL	12	SSgt	6-G-12
2)	5524.03.02	MANEUVER BAND WITH MACE SIGNALS	12	SSgt	6-G-12
3)	5524.03.03	AUDITION PERSONNEL	12	SSgt	6-G-13
4)	5524.03.04	LEAD REHEARSAL OF CEREMONIAL MUSIC	12	SSgt	6-G-14
5)	5524.03.05	CONDUCT PERFORMANCE OF CEREMONIAL MUSIC	12	SSgt	6-G-15
6)	5524.03.06	LEAD REHEARSAL OF BIG BAND/SHOW BAND MUSIC	12	SSgt	6-G-16
7)	5524.03.07	LEAD REHEARSAL OF COMBO MUSIC	12	SSgt	6-G-17
8)	5524.03.08	LEAD PERFORMANCE OF COMBO MUSIC	12	SSgt	6-G-17
9)	5524.03.09	LEAD SECTIONAL REHEARSAL	12	Sgt	6-G-18
10)	5524.03.10	LEAD GROUP REHEARSAL	12	SSgt	6-G-19
11)	5524.03.11	WRITE COMMITMENT AFTER ACTION REPORT	12	SSgt	6-G-19

DUTY AREA 04 - MARKETING AND PUBLIC AFFAIRS

1)	5524.04.01	UPDATE BAND WEB SITE	12	SSgt	6-G-21
2)	5524.04.02	DEVELOP BAND PRESS PACKAGE	12	SSgt	6-G-21
3)	5524.04.03	DESIGN PRINTED PROGRAM	12	SSgt	6-G-22
4)	5524.04.04	COORDINATE PUBLICITY FOR PERFORMANCES	12	SSgt	6-G-22
5)	5524.04.05	WRITE CONCERT NARRATION	12	SSgt	6-G-23
6)	5524.04.06	UPDATE BAND HISTORICAL RECORDS	12	SSgt	6-G-24

DUTY AREA 05 - SUPPLY

1)	5524.05.01	INVENTORY REPAIR/SUPPLY FACILITY EQUIPMENT AND SUPPLIES	12	Cpl	6-G-25
2)	5524.05.02	PROCURE MUSICAL INSTRUMENTS/BAND EQUIPMENT	12	SSgt	6-G-25
3)	5524.05.03	ISSUE MUSICAL INSTRUMENT/BAND EQUIPMENT	12	Cpl	6-G-26
4)	5524.05.04	INVENTORY BAND EQUIPMENT	12	Cpl	6-G-26

DUTY AREA 06 - MUSIC LIBRARY

1)	5524.06.01	PROCURE MUSICAL MATERIALS/PUBLICATIONS	12	SSgt	6-G-28
2)	5524.06.02	CATALOG MUSICAL MATERIALS/PUBLICATIONS	12	Pvt	6-G-28
3)	5524.06.03	ISSUE MUSICAL MATERIALS/PUBLICATIONS	12	Pvt	6-G-29

<u>SEQ</u>	<u>TASK</u>	<u>TITLE</u>	<u>CORE</u>	<u>FLC</u>	<u>DL</u>	<u>PST</u>	<u>SUS</u>	<u>REQ</u>	<u>BY</u>	<u>PAGE</u>
4)	5524.06.04	INVENTORY MUSIC LIBRARY MATERIALS					12	Pvt		6-G-29
5)	5524.06.05	UPDATE UNIT PERFORMANCE RECORD LOGBOOK					12	Pvt		6-G-30

INDIVIDUAL TRAINING STANDARDS SUPPORTED BY DISTANCE LEARNING PRODUCTS

There are no Distance Learning Products assigned to any tasks in this order.

INDIVIDUAL TRAINING STANDARDS SUPPORTED BY PERFORMANCE SUPPORT TOOLS

There are no performance support tools assigned to any tasks in this order.