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(c) MCTP 8-10A  
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(e) MCO 1553.2C

Encl: (1) Music T&R Manual

1. Purpose. Per reference (a), this Training and Readiness (T&R) Manual, contained in enclosure (1), establishes training standards, regulations, and policies regarding the training of Marines in the music occupational field.

2. Cancellation. NAVMC 3500.28B.

3. Scope

a. Per reference (b), commanders will conduct an internal assessment of the unit's ability to execute its mission and develop long-, mid-, and short-range training plans to sustain proficiency and correct deficiencies. Training plans will incorporate these events to standardize training and provide objective assessment of progress toward attaining combat readiness. Commanders will keep records at the unit and individual levels to record training achievements, identify training gaps and document objective assessments of readiness associated with training Marines. References (c) and (d) provide amplifying information for effective planning and management of training within the unit.

b. Formal school and training detachment commanders will use references (a) and (e) to ensure programs of instruction meet skill training requirements established in this Manual and provides career-progression training in the events designated for initial training in the formal school environment.

4. Information. Commanding General (CG), Training and Education Command (TECOM) will update this T&R Manual as necessary to provide current and relevant training standards to commanders. All questions pertaining to the Marine Corps Ground T&R Program and Unit Training Management should be directed to: CG, TECOM, Marine Air-Ground Task Force Training and Education Standards Division (C 466), 1019 Elliot Road, Quantico, Virginia 22134.

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

5. Command. This Manual is applicable to the Marine Corps Total Force.
6. Certification. Reviewed and approved this date.

  
W. F. MULLEN III  
By direction

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MUSIC T&R MANUAL

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CHAPTER 1

OVERVIEW

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MUSIC T&R MANUAL

CHAPTER 1

OVERVIEW

**1000. INTRODUCTION**

1. The training and readiness (T&R) program is the Corps' primary tool for planning, conducting and evaluating training, and assessing training readiness. Subject matter experts (SME) from the operating forces (OPFOR) developed core capability mission essential task lists (METL) for ground communities derived from the Marine Corps task list. This T&R Manual is built around these METLs and other related Marine Corps tasks (MCT). All events contained in this Manual relate directly to these METLs and MCTs. This comprehensive T&R program will help to ensure the Marine Corps continues to improve its combat readiness by training more efficiently and effectively. Ultimately, this will enhance the Marine Corps' ability to accomplish real-world missions.

2. This T&R Manual contains the collective and individual training requirements to prepare units to accomplish their combat mission. This T&R Manual is not intended to be an encyclopedia that contains every minute detail of how to accomplish training. Instead, it identifies the minimum standards that Marines must be able to perform in combat. This T&R Manual is a fundamental tool for commanders to build and maintain unit combat readiness. Using this tool, leaders can construct and execute an effective training plan that supports the unit's METL. More detailed information on the Marine Corps ground T&R program is found in reference (a).

3. This T&R Manual is designed for use by unit commanders to determine pre-deployment training requirements in preparation for training and for formal schools and training detachments to create programs of instruction. This manual focuses on individual and collective tasks performed by OPFOR units and supervised by personnel in the performance of unit mission essential task(s) (MET).

**1001. UNIT TRAINING**

1. The training of Marines to perform as an integrated unit in combat lies at the heart of the T&R program. Unit and individual readiness are directly related. Individual training and the mastery of individual core skills serve as the building blocks for unit combat readiness. A Marine's ability to perform critical skills required in combat is essential.

2. Commanders will ensure that all training is focused on their combat mission. Unit training should focus on achieving proficiency in the unit METL. This T&R Manual is a tool to help develop the unit's training plan based on the unit METL, as approved by their higher commander and reported in the Defense Readiness Reporting System (DRRS). Training will support the unit METL and be designed to meet T&R standards. Commanders at all levels are responsible for effective combat training. The conduct of standards based training consistent with Marine Corps T&R standards cannot be over emphasized.

## **1002. UNIT TRAINING MANAGEMENT**

1. Effective unit training management (UTM) focuses the overall organization on development of training plans based on the unit METL and standards-based community T&R events. This is accomplished in a manner that maximizes training results and focuses the training priorities of the unit in preparation for the conduct of its mission.

2. Unit training management techniques, described in reference (b), (c), and (d) provide commanders with the requisite tools and techniques to analyze, design, develop, implement, and evaluate the training of their unit. To maintain an efficient and effective training program, leaders at every level must understand and implement UTM.

## **1003. SUSTAINMENT AND EVALUATION OF TRAINING**

1. Marines are expected to maintain proficiency in the training events for their military occupational specialty (MOS) at the appropriate grade or billet to which assigned. Leaders are responsible for recording the training achievements of their Marines. For collective or individual training events not executed and evaluated as part of the daily routine, leaders must ensure proficiency is sustained by requiring retraining of each event at or before expiration of the designated sustainment interval.

2. The evaluation of training is necessary to properly prepare Marines for combat. Evaluations are either formal or informal, and performed by members of the unit (internal evaluation) or from an external command (external evaluation). The purpose of formal and informal evaluation is to provide commanders with a process to determine a unit's/Marine's proficiency in the tasks that must be performed in combat. Informal evaluations are conducted during every training evolution. Formal evaluations are often scenario-based, focused on the unit's METs, based on collective training standards, and usually conducted during higher-level collective events.

3. Evaluation is a continuous process that is integral to training management and is conducted by leaders at every level and during all phases of planning and the conduct of training. To ensure training is efficient and effective, evaluation is an integral part of the training plan. Ultimately, leaders remain responsible for determining if the training was effective.

**1004. ORGANIZATION.** This Music T&R Manual is comprised of ten chapters and two appendices. Chapter 1 is an overview of the ground T&R program. Chapter 2 lists the core MCTs supported by the Music community. Chapter 3 contains collective events. Chapters 4 through 10 contain individual events specific to a particular MOS and/or billet, as noted. Appendix A contains acronyms and Appendix B contains terms and definitions.

## **1005. T&R EVENT CODING**

1. Event Code. The event code is an up to 4-4-4 alphanumeric character set:

a. First up to 4 characters indicate MOS or community (e.g., 0321, 1812 or INTL)

b. Second up to 4 characters indicate functional or duty area (e.g. DEF, FSPT, MVMT, etc.)

c. Third 4 characters indicate the unit size and supported unit, if applicable (1000 through 9000), and sequence. Figure 1-1 shows the relationship of unit size to event code. NOTE: The titles for the various echelons are for example only, and are not exclusive. For example: 4000-level events are appropriate for section-level events as noted, but also for squad-level events.

<b>Collective Training</b> <b>Command Element</b>	<b>Collective Training</b> <b>Regiment/Group</b>	<b>Collective Training</b> <b>Battalion/Squadron</b>
9000-level	8000-level	7000-level
<b>Collective Training</b> <b>Company</b>	<b>Collective Training</b> <b>Platoon</b>	<b>Collective Training</b> <b>Squad</b>
6000-level	5000-level	4000-level
<b>Collective Training</b> <b>Team/Section/Crew</b>	<b>Individual Training</b> <b>Skills Progression</b> <b>MOJT, Advanced Level</b> <b>Schools</b> <b>(Core Plus Skills)</b>	<b>Individual Training</b> <b>Entry-Level</b> <b>Formal School</b> <b>Training</b> <b>(Core Skills)</b>
3000-level	2000-level	1000-level

Figure. 1-1 T&R Event Levels

2. Grouping. Categorizing events with the use of a recognizable code makes the type of skill or capability being referenced fairly obvious. Examples include: PAT for patrolling events, DEF for events in the defense, FSPT for events related to fire support, etc. There is no special significance to the functional areas, but they should be intuitive to make it as easy as possible for the T&R user to find events. When organizing this T&R Manual, functional areas are alphabetized then the associated events are numbered. The events will be numbered based upon the introduction of each new functional area, allowing up to "999" events. For example: if there are seven administrative events 4431 occupational field (OccFld), then the events should start 4431-ADMN-1001 and run through 1007. Next, the bulk fuel events, BUFL should start at 4431-BUFL-1001.

3. Sequencing. A numerical code is assigned to each collective (3000-9000 level) or individual (1000-2000 level) training event. The first number identifies the size of the unit performing the event, as depicted in figure 1-1. Exception: Events that relate to staff planning, to conduct of a command operations center, or to staff level decision making processes will be numbered according to the level of the unit to which the staff belongs. For example: an infantry battalion staff conducting planning for an offensive attack would be labeled as INF-PLAN-7001 even though the entire battalion is not actively involved in the planning of the operation. T&R event sequence numbers that begin with "9" are reserved for Marine air-ground task force (MAGTF) command element events. An example of event coding is displayed in figure 1-2.

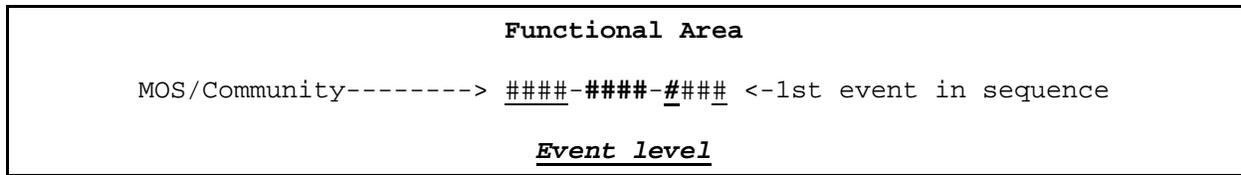


Figure 1-2. T&R Event Coding

**1006. T&R EVENT COMPOSITION**

1. An event contained within a T&R manual is a collective or individual training standard. This section explains each of the components that make up the T&R event. These items will be included in all of the events in each T&R manual. Community-based T&R manuals may have several additional components not found in unit-based T&R manuals. The event condition, event title (behavior) and event standard should be read together as a grammatical sentence.

2. An example of a collective T&R event is provided in figure 1-3 and an example of an individual T&R event is provided in figure 1-4. Events shown in figures are for illustrative purposes only and are not actual T&R events.

<u>XXXX-XXXX-####</u> : Provide interior guard	
<u>SUPPORTED MET(S)</u> : MCT #.#.#	
<u>EVALUATION CODED</u> : YES/NO	<u>SUSTAINMENT INTERVAL</u> : 12 months
<u>DESCRIPTION</u> : Text	
<u>CONDITION</u> : Text	
<u>STANDARD</u> : Text	
<u>EVENT COMPONENTS</u> :	
1. Event component.	
2. Event component.	
3. Event component.	
<u>REFERENCES</u> :	
1. Reference	
2. Reference	
3. Reference	
<u>PREREQUISITE EVENTS</u> :	
XXXX-XXXX-####	XXXX-XXXX-####
<u>INTERNAL SUPPORTED</u> :	
XXXX-XXXX-####	XXXX-XXXX-####
<u>INTERNAL SUPPORTING</u> :	
XXXX-XXXX-####	XXXX-XXXX-####
<u>SUPPORT REQUIREMENTS</u> :	



3. Evaluation-Coded (E-Coded). Collective events categorize the capabilities that a given unit may be expected to perform. There are some collective events that the Marine Corps has determined that a unit MUST be able to perform, if that unit is to be considered fully ready for operations. These E-Coded events represent the irreducible minimum or the floor of readiness for a unit. These E-Coded events are derived from the training measures of effectiveness (MOE) for the METs for units that must report readiness in DRRS. It would seem intuitive that most E-Coded events would be for battalion sized units and higher since those are the units that report in DRRS. However, if the Marine Corps has determined that the readiness of a subordinate, supporting unit to accomplish a particular collective event is vital to the accomplishment of the supported unit's MET, then that lower echelon collective event is E-Coded.
4. Supported MET(s). List all METs that are supported by the training event in the judgment of the OccFld drafting the T&R manual, even if those events are not listed as MOE in a MET.
5. Sustainment Interval. It is critical to understand the intent of the sustainment interval so training time is not wasted with duplicated training. Sustainment interval is expressed in number of months. Most individual T&R events and many lower level collective events are never out of sustainment because they are either part of a Marine's daily routine, or are frequently executed within the sustainment interval. Sustainment interval is relevant when an individual or collective event is not observed and evaluated within the sustainment period, has atrophied, and therefore retraining and evaluation is required.
6. Billet/MOS. Each individual training event will contain a billet code and/or MOS that designates who is responsible for performing that event and any corresponding formal course required for that billet. Each commander has the flexibility to shift responsibilities based on the organization of his command. These codes are based on recommendations from the collective subject matter expertise that developed this manual and are listed for each event.
7. Grade. The grade field indicates the rank at which Marines are required to complete the event.
8. Description. This field allows T&R developers to include an explanation of event purpose, objectives, goals, and requirements. It is a general description of an action requiring learned skills and knowledge, i.e., engage fixed target with crew-served weapons. This is an optional field for individual events but is required for collective events. This field can be of great value guiding a formal school or OPFOR unit trying to discern the intent behind an event that might not be readily apparent.
9. Condition. Condition refers to the constraints that may affect event performance in a real-world environment. It indicates what is provided (equipment, tools, materials, manuals, aids, etc.), environmental constraints or conditions under which the task is to be performed, and any specific cues or indicators to which the performer must respond. Commanders can modify the conditions of the event to best prepare their Marines to accomplish the assigned mission (e.g. in a desert environment; in a mountain environment; etc.). When resources or safety requirements limit the conditions, this should be stated. The content of the condition should be included in the event on a "by exception" basis. If there exists an assumption regarding the

conditions under which all or most of the events in the manual will be performed, then only those additional or exceptional items required should be listed in the condition. The common conditions under which all the events in a chapter will be executed will be listed as a separate paragraph at the beginning of the chapter.

10. Standard. The performance standard indicates the basis for judging the effectiveness of the performance. It consists of a carefully worded statement that identifies the proficiency level expected when the task is performed. The standard provides the minimum acceptable performance parameters and must be strictly adhered to. The standard for collective events will likely be general, describing the desired end-state or purpose of the event. The standard for individual events will be objective, quantifiable, and readily observable. Standards will more specifically describe to what proficiency level, specified in terms of accuracy, completeness, time required, and sequencing the event is to be accomplished. These guidelines can be summarized in the acronym "ACTS" (Accuracy Completeness Time Sequence). In no cases will "per the reference" or "per/in accordance with commander's intent" be used as a stand-alone standard.

11. Event Components/Performance Steps. Description of the actions that the event is composed of, or a list of subordinate, included T&R event and event descriptions. The event components help the user determine what must be accomplished and the proper sequence of execution of subordinate events. Event components are used for collective events; performance steps are used for individual events.

a. The event components and performance steps will be consciously written so that they may be employed as performance evaluation check lists by the OPFORs. They must be sequenced to demonstrate the building block approach to training.

b. Event components may be events one individual in the unit performs, events that small groups in the unit perform, or events involving the entire unit.

12. Chained Events. Enables unit leaders to effectively identify prerequisite, supporting, and supported events that ultimately support MCTs/METs. Supported events are chained to supporting events to enable the accomplishment of the supported event to standard and therefore are considered "chained". The completion of identified supported events can be utilized to update sustainment interval credit for supporting events, based on the assessment of the commander.

13. Prerequisite Events. Prerequisites are academic training or other T&R events that must be completed prior to attempting the task. They are lower-level events or tasks that give the individual/unit the skills required to accomplish the event. They can also be planning steps, administrative requirements, or specific parameters that build toward mission accomplishment.

14. Supported Event. An event whose performance is inherently supported by the performance of one or more supporting events. A supported event will be classified as internal supported if it has been developed specifically for the community. A supported event that has been chained to an event from an external community T&R will be classified as external supported.

15. Supporting Event. An event whose performance inherently supports the performance of a supported event. A supporting event will be classified as internal supporting if it has been developed specifically for the community. A supporting event that has been chained to a community event from an external community T&R will be classified as external supporting.

16. Initial Training Setting. All individual events will designate the setting at which the skill is first taught, either formally, Marine on the Job Training (MOJT) within the OPFOR, or via a distance learning product (DL).

17. References. The training references shall be utilized to determine task performance steps. They assist the trainee in satisfying the performance standards, or the trainer in evaluating the effectiveness of task completion. T&R manuals are designed to be a training outline, not to replicate or replace doctrinal publications, reference publications or technical manuals. References are key to developing detailed lesson plans, determining grading criteria, and ensuring standardization of training. For individual events only one authoritative reference is required.

18. Distance Learning Products. Distance learning products include: Individual multimedia instruction, computer-based training, MarineNet, etc. This notation is included when, in the opinion of the T&R manual group charter in consultation with the Marine Air-Ground Task Force T&R Standards Division representative, the event can be taught via one of these media vice attending a formal course of instruction or receiving MOJT.

19. Support Requirements. This is a list of the external and internal support the unit and Marines will need to complete the event. This is a key section in the overall T&R effort, as resources will eventually be tied directly to the training towards METS. Future efforts to attain and allocate resources will be based on the requirements outlined in the T&R manual. The list includes, but is not limited to:

- Range(s)/Training Area
- Ordnance
- Equipment
- Materials
- Other Units/Personnel

The ordnance requirements for one year of training for the events in the T&R will be aggregated into a table contained in an appendix to the T&R. The task analyst and the OccFld representatives will be careful not to "double count" ammunition that might be employed in the performance of collective and individual events that are chained.

20. Suitability of Simulation/Simulators/DL products. The following "Suitability and Sequence" codes listed in figure 1-5 have been developed to communicate characteristics for employing simulations during training. Units of measure have been assigned based on the amount of time it takes a Marine or unit to train to task utilizing a particular simulator. Suitability and sequence codes are captured in the event title in a parenthetical remark, as well as within the simulation field of the T&R event. The simulation field also identifies the type of simulation, units of measure, and any other pertinent information.

Code	Requirement
L	The event can only be trained to standard in a Live environment. Any event assessed as "NO" for Simulatable was coded "L."
P	The event must be performed to standard in simulator as a PREREQUISITE to live fire qualification as per current doctrine, policy, or T&R manual.
S/L	Event must be trained to standard in simulation then live unless simulation capacity is not available, then live only training is appropriate.
L/S	Event must be trained to standard in a live environment then simulation unless simulation capacity is not available, then live only training is appropriate.
S	Event can ONLY be conducted to standard and qualification in simulator.

Figure 1-5. Suitability and sequence codes

a. Training simulation capabilities offer an opportunity to build and sustain proficiency while achieving and/or maintaining certain economies. Commanders should take into consideration simulation tools as a matter of course when designing training.

b. Simulation Terms:

(1) Simulation: A model of a system animated discretely or continuously over a period of time. A simulation may be closed-loop (i.e., it executes based in initial inputs without human intervention), or it may be open-loop (i.e., human input to alter the variables in the system during execution is allowed). A simulation is an approximation of how the modeled system will behave over time. Simulations are constructed based on verified and validated mathematical models of actual systems. Simulations can be very simple or complex depending on the degree of fidelity and resolution needed to understand the behavior of a system.

(2) Simulator: A simulator is the physical apparatus employed as the interface for humans to interact with a model or observe its output. A simulator has input controls and outputs in the form of human sensory stimuli (visual, auditory, olfactory, tactile/haptic, and taste). For instance, some of the features of the vehicle cab (the seat, steering wheel, turn signals, accelerator pedal, brakes, and windshield) and projection screen. Both the vehicle cab and projection screen are the interface by which a human being interacts with the simulated environment of a driving a vehicle and observe the outputs of the mathematical models of vehicle dynamics.

(3) Model: A mathematical representation of the behavior (i.e., shows the behavior of projectiles, combat simulations, etc.) of a system at a distinct point in time.

(4) Live: Real people operates real systems to include both live people operating real platforms or systems on a training range and battle staffs from joint, component or service tactical headquarters using real world command and control systems.

(5) Virtual: Real people operating simulated systems. Virtual simulations inject humans-in-the-loop in a central role by exercising motor

control skills (e.g., flying an air platform simulator, engaging targets in indoor simulated marksmanship trainer), decision skills, and/or communication skills.

(6) Constructive: Models and simulations that involve simulated people operating simulated systems (i.e., MAGTF Tactical Warfare Simulation). Real people make inputs to such simulations, but are not involved in determining the outcomes.

(7) Live, Virtual and Constructive (LVC) Training Environment: Defined by combining any of the three training domains LVC to create a common operational environment, by which units can interact across LVC domains as though they are physically located in the same operational environment.

(8) Distance Learning: Any instruction and evaluation provided through a variety of DL delivery systems (i.e., MarineNet) where the students and instructors are separated by time and/or location.

c. Figure 1-6 depicts an event title with simulation code and simulation and/or simulators that can be used, as displayed within a T&R event.

<b><u>XXXX-XXX-XXXX</u></b> : Call for indirect fire using the grid method (L/S)					
<b><u>SUPPORT REQUIREMENTS</u></b> :					
<b><u>SIMULATION EVALUATION</u></b> :					
<b><u>SIMULATED</u></b>	<b><u>SUITABILITY</u></b>	<b><u>SIMULATOR</u></b>	<b><u>UNIT OF MEASURE</u></b>	<b><u>HOURS</u></b>	<b><u>PM</u></b>
Yes	L/S	ODS	Marine Hours	12	Y

Figure 1-6. Example of simulation/simulators displayed within a T&R event

21. Miscellaneous

a. This field provides space for any additional information that will assist in the planning and execution of the event. Units and formal learning centers are cautioned not to disregard this information or to consider the information of lesser importance than what is contained in other parts of the T&R event. Miscellaneous fields provide an opportunity for the drafters of the T&R event to communicate vital information that might not fit neatly into any other available field. The list may include, but is not limited to:

- Admin Instructions
- Special Personnel Certifications
- Equipment Operating Hours
- Road Miles

1007. **COMBAT READINESS PERCENTAGE (CRP)**

1. The Marine Corps ground T&R program includes processes to assess readiness of units and individual Marines. Every unit in the Marine Corps maintains a basic level of readiness based on the training and experience of the Marines in the unit. Even units that never trained together are capable of accomplishing some portion of their missions. Combat readiness assessment does not associate a quantitative value for this baseline of readiness, but

uses a "Combat Readiness Percentage" as a method to provide a concise descriptor of the recent training accomplishments of units and Marines.

2. Combat readiness percentage is the percentage of required training events that a unit or Marine accomplishes within specified sustainment intervals.

3. Unit combat readiness is assessed as a percentage of the successfully completed and current (within sustainment interval) key training events called E-Coded Events. E-Coded events and unit CRP calculation are described in follow-on paragraphs. The CRP achieved through the completion of E-Coded Events is directly relevant to readiness assessment in DRRS.

#### 1008. CRP CALCULATION

1. Collective training begins at the 3000-level (team, crew, or equivalent). Unit training plans are designed to accomplish the events that support the unit METL while simultaneously sustaining proficiency in individual core skills. E-Coded collective events are the only events that contribute to unit CRP. This is done to assist commanders in prioritizing the training toward the METL, taking into account resource, time, and personnel constraints.

2. Unit CRP increases after the completion of E-Coded events. The number of E-Coded events for the MET determines the value of each E-Coded event. For example, if there are 4 E-Coded events for a MET, each is worth 25% of MET CRP. The MET CRP is calculated by adding the percentage of each completed and current (within sustainment interval) E-Coded training event. The percentage for each MET is calculated the same way and all are added together and divided by the number of METS to determine unit CRP. For ease of calculation, we will say that each MET has four E-Coded events, each contributing 25% towards the completion of the MET. If the unit has completed and is current on three of the four E-Coded events for a given MET, then they have completed 75% of the MET. The CRP for each MET is added together and divided by the number of METS to get unit CRP; unit CRP is the average of MET CRP.

For Example:

MET 1: 75% complete (3 of 4 E-Coded events trained)  
MET 2: 100% complete (6 of 6 E-Coded events trained)  
MET 3: 25% complete (1 of 4 E-Coded events trained)  
MET 4: 50% complete (2 of 4 E-Coded events trained)  
MET 5: 75% complete (3 of 4 E-Coded events trained)

To get unit CRP, simply add the CRP for each MET and divide by the number of METS:

MET CRP: 75 + 100 + 25 + 50 + 75 = 325

Unit CRP: 325 (total MET CRP)/5 (total number of METS) = 65%

3. Combat readiness percentage is a valuable tool to assist commanders in readiness reporting by providing objective data to support and inform their subjective assessment.

#### **1009. CHEMICAL BIOLOGICAL RADIOLOGICAL NUCLEAR TRAINING**

1. All personnel assigned to the OPFOR must be trained in chemical, biological, radiological, and nuclear (CBRN) defense in order to survive and continue their mission in this environment. Individual proficiency standards are defined as survival and basic operating standards. Survival standards are those that the individual must master in order to survive CBRN attacks. Basic operating standards are those that the individual, and collectively the unit, must perform to continue operations in a CBRN environment.

2. In order to develop and maintain the ability to operate in a CBRN environment, CBRN training is an integral part of the training plan and events in this T&R Manual. Units should train under CBRN conditions whenever possible. Per reference (c), all units must be capable of accomplishing their assigned mission in a contaminated environment.

#### **1010. NIGHT TRAINING**

1. While it is understood that all personnel and units of the OPFOR are capable of performing their assigned mission in "every clime and place," current doctrine emphasizes the requirement to perform assigned missions at night and during periods of limited visibility. Basic skills are significantly more difficult when visibility is limited.

2. To ensure units are capable of accomplishing their mission they must train under the conditions of limited visibility. Units should strive to conduct all events in this T&R Manual during both day and night/limited visibility conditions. When there is limited training time available, night training should take precedence over daylight training, contingent on the availability of equipment and personnel.

#### **1011. RISK MANAGEMENT (RM)**

1. Risk management is a process that enables commanders to plan for and minimize risk while still accomplishing the mission. It is a tool to aid decision making used by Marines at all levels to increase effectiveness by anticipating hazards and reducing the potential for loss, thereby increasing the probability of success. Risk management minimizes risks to acceptable levels, commensurate with mission accomplishment.

2. All leaders and Marines will integrate RM in the planning process and implement hazard controls to reduce risk to acceptable levels. Applying the RM process will reduce mishaps, injuries, and damage they cause, thereby increasing both individual performance and unit readiness. Risk management assists the commander in avoiding unnecessary risk, determining the balance between training realism and unnecessary risks in training, making an informed decision to implement a course of action, identifying feasible and effective control measures, adjusting training plans to fit the level of proficiency and experience of Marines/Sailors, and providing reasonable alternatives for mission accomplishment.

3. Specifically, commanders are required to implement and document deliberate RM in the planning and execution of all training evolutions and activities. Furthermore, the authority to approve or accept risk assessment

code (RAC) 1 or 2 hazards will not be delegated below lieutenant colonel (O5). Further guidance for RM is found in Marine Corps Order 3500.27\_.

**1012. IMPROVISED EXPLOSIVE TRAINING**

1. Improvised explosive device (IED) threat impacts all elements of the MAGTF and all Marines regardless of MOS, location, or operational environment. The ability to effectively operate and survive in environments with an IED threat is critical to force protection, maintaining combat effectiveness, and mission accomplishment.

2. Per Marine Corps policy on organizing, training, and equipping for operations in an IED environment (MCO 3502.9), Marines must be capable of not only accomplishing their assigned mission, but also accomplishing their mission in environments with an IED threat. Counter-improvised explosive device (C-IED) training must be integrated into the unit training plan in order-to ensure personnel assigned to the OPFOR train and maintain proficiency in C-IED tactics, techniques, and procedures.

MUSIC T&R MANUAL

CHAPTER 2

MARINE CORPS TASKS

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MUSIC T&R MANUAL

CHAPTER 2

MARINE CORPS TASKS

**2000. MARINE CORPS TASKS (MCT).** The Music T&R manual does not contain Defense Readiness Reporting System (DRRS) reportable METs. Although the events (individual and/or collective) contained in this manual are not directly linked to reportable Mission Essential Tasks, they directly support the Marine Corps' ability to meet capabilities identified in the Marine Corps Task List (MCO 3500.26\_). The MCT table lists the MCTL task supported by the Music community.

**2001. MUSIC CORE MCTS.** MOS 55XX supports the following MCT:

MCT 4.6.2.6	Provide Band
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MUSIC T&R MANUAL

CHAPTER 3

COLLECTIVE EVENTS

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MUSIC T&R MANUAL

CHAPTER 3

COLLECTIVE EVENTS

**3000. PURPOSE.** Chapter 3 contains collective training events for the Music Community.

**3001. EVENT CODING.** Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

a. Field one. This field represents the community. This chapter contains the following community codes:

<u>Code</u>	<u>Description</u>
MUSC	Music

b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

<u>Code</u>	<u>Description</u>
PERF	Performance
SUPT	Support

c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

<u>Code</u>	<u>Description</u>
5000	Concert and Ceremonial Bands
4000	Jazz Ensemble, Popular Music Group, Small Ensembles, and Jazz Combo
3000	Training Support; Administrative Support; Music Library Support; Public Affairs Support; Sound Reinforcement and Audio/Visual Recording Support; Supply Support; and Loading and Transportation Support

**3002. INDEX OF COLLECTIVE EVENTS**

Event Code	E-Coded	Event
<b>5000 Level Events</b>		
MUSC-PERF-5001	NO	Perform field drill
MUSC-PERF-5002	NO	Perform ceremonial Band music
MUSC-PERF-5003	NO	Perform concert Band music
<b>4000 Level Events</b>		
MUSC-PERF-4001	NO	Perform small ensemble music
<b>3000 Level Events</b>		
MUSC-SUPT-3001	NO	Provide Administrative Support
MUSC-SUPT-3002	NO	Provide Music Library Support
MUSC-SUPT-3003	NO	Provide Unit Information Officer Support

MUSC-SUPT-3004	NO	Provide Sound Reinforcement and Audio/Visual Recording Support
MUSC-SUPT-3005	NO	Provide Supply Support
MUSC-SUPT-3006	NO	Provide Loading and Transportation Support
MUSC-SUPT-3007	NO	Provide Training Support

**3003. 5000-LEVEL EVENTS DESCRIPTION**

1. Concert Band. The concert band performs all types of traditional band music and transcriptions. This group uses all the musicians assigned to the unit and may include members of the band's command element. Music amplification and "recording" equipment is normally used during concert band rehearsals and performances to enhance sound, compensate for poor acoustics, to record performances, as well as provide for announcements, introductions and narrations.

2. Ceremonial Band. The ceremonial band performs official ceremonial music, marches, patriotic music, and is the primary ceremonial unit. This unit normally has 44 members. Typically, musicians who perform Oboe, Bassoon, Electric Bass, Piano and Electric Guitar are not assigned to this ensemble. If manning shortfalls are critical, these musicians can perform a secondary instrument in the band (MCO P1200.7).

**3004. 4000-LEVEL EVENT DESCRIPTION**

1. Jazz Ensemble. The jazz ensemble performs jazz, which includes swing, Latin, and all contemporary styles. This unit has 15 to 20 members. Standard instrumentation calls for saxophone, trumpet, trombone, percussion, electric bass, piano, guitar, and vocals. Music amplification must be considered as an integral part of the instrumentation of this ensemble to enhance the sound, compensate for poor acoustics, provide for announcements, and amplify solos.

2. Popular Music Group. The popular music group performs rock, pop, and other contemporary music styles. This unit has two to 15 members. Standard instrumentation calls for Keyboard, Guitar, Electric Bass, Percussion, and Vocals. A horn section including Saxophone, Trumpet, and Trombone may be added as appropriate for the music being performed. Music amplification must be considered as an integral part of the instrumentation of this ensemble to enhance the sound, compensate for poor acoustics, provide for announcements, and to amplify solos.

3. Small Ensembles. Small ensembles (brass band, quintets, quartets, trios, piano soloists, etc.) provide music for official military and civilian missions. These ensembles provide an alternative to the larger musical units within the band in those cases where limited space, funds or transportation are a factor or when particular musical considerations would render a smaller ensemble more appropriate or effective and provide for training opportunities.

4. Jazz Combo. This ensemble is normally comprised of two to eight musicians, and requires the use of amplification to achieve the characteristic sound expected by audiences. Soloists, when available, require amplification to be heard and blend with the ensemble.

**3005. 3000-LEVEL EVENTS DESCRIPTION**

1. Administrative Support. The Band's Administration Section is responsible for creating and maintaining all records and correspondence pertaining to organizational and operational requirements. All administrative requirements are fulfilled according to current directives. Personnel assigned to the Band Administration Section must be knowledgeable in all administrative requirements pertaining to the organization and operation of the Band.

2. Music Library Support. A well-balanced music library is vital to accomplishing the Band's primary mission. The careful selection and diligent safeguard of music publications is particularly important to Marine Corps Bands because of the increasing cost of music. Further, many early band arrangements stored in Marine Corps Band libraries are no longer in print. All library materials are maintained with the same care and attention as official records and publications.

3. Unit Information Officer. The Band's Unit Information Officer is responsible for supporting the specific goals, as directed by the Commanding General, to meet the unique requirements of the command as it relates to the surrounding community and the command's geographic area of responsibility. Additionally, the Unit Information Officer is tasked to create and increase public awareness and understanding of the Marine Corps and its missions; as well as cultivating an appreciation of our heritage, traditions, standards and historic contributions to the preservation of freedom. It communicates closely with Communication Strategy and Operations office (formerly Public Affairs).

4. Sound Reinforcement and Audio/Visual Recording Support

a. This section is responsible for providing sound reinforcement and audio/visual recording of performances for the Band as directed. When used within the Concert Band, sound reinforcement is used to enhance sound, compensate for poor acoustics as well as provide for announcements, introductions and narrations. When used within smaller ensembles, sound reinforcement must be considered as an integral part of the instrumentation; greatly enhancing sound projection, compensating for poor acoustics, providing for announcements, and amplifying instruments that are typical of popular music. Vocalists, when available, require amplification to be heard and blend within most ensembles.

b. When a Marine Corps Band is unable to provide live musical support, recorded music is an alternative. Requests are typically limited to music required for military ceremonies, functions, or rehearsals for such events.

c. All audio/visual recordings must comply with applicable copyright regulations.

5. Supply Support. The Band's Supply Section provides logistical support to accomplish the unit's mission and training as directed by DoD regulations and local commander's guidance. This is accomplished through research, procurement, receipt of, and control of all instruments, supplies, and equipment.

6. Loading and Transportation Support. The Band's Loading and Transportation Section is responsible for securing appropriate vehicle support for Band operations. As the direct liaison with the local Motor

Transportation Office, they are responsible for adherence to all applicable policies, guidance, and regulations while ensuring mission requirements are met. The Loading and Transportation Section is responsible for the creation and implementation of transportation manifests and travel plans to meet mission requirements while ensuring safety and accountability of all equipment and gear during official movements.

7. Training Support. Marksmanship, physical fitness, Marine Corps Common Skills Training and professional development in leadership are required for all Marine Corps musicians to maintain both technical and tactical proficiency. The Band's Training Section is responsible for the execution and reporting of all training requirements. Bands must receive adequate time for military training and professional development. Commanding Generals or their designated representatives must ensure that the Band plans Unit Sustainment Training (UST) as an operational commitment. Because Marine Corps Bands are minimally staffed to execute their musical functions, Commanding Generals or their designated representatives must allow the Band to maintain unit integrity when participating in training requirements.

**3006. 5000-LEVEL EVENTS**

**MUSC-PERF-5001**: Perform field drill

**SUPPORTED MET(S)**: MCT 4.6.2.6

**EVALUATION-CODED**: NO                      **SUSTAINMENT INTERVAL**: 1 month

**CONDITION**: Given assigned personnel, in appropriately designed performance space with required musical equipment, designated sequence, and designated music.

**STANDARD**: To ensure a musical program appropriate for the venue, audience, and occasion, and per industry standards.

**EVENT COMPONENTS**:

1. Provide internal support for Band operations.
2. Rehearse field drill.
3. Conduct on-site preparation for performance.
4. Execute performance plan.

**REFERENCES**:

1. MCO 5000.18\_ Marine Corps Band Manual
2. MCO 5060.20 w/Ch1 Marine Corps Drill and Ceremonies Manual
3. U. S. NAVY REGULATIONS W/CH 1 Chapter 12 - Flags, Pennants, Honors, Ceremonies, and Customs

**CHAINED EVENTS**:

**INTERNAL SUPPORTING EVENTS**:

5502-PERF-2001	5517-PLAN-2002	5517-PLAN-2004
5517-PLAN-2005	5519-PERF-2001	5521-PERF-2001
5522-PERF-2002	5522-PERF-2003	5524-AUDN-2001
5524-PERF-1001	5524-PERF-1002	5524-PERF-1003
5524-PERF-1004	5524-PERF-2002	5524-PERF-2005
5524-PERF-2006	5524-PERF-2007	5524-PERF-2008

5524-REHL-2001  
MUSC-SUPT-3001  
MUSC-SUPT-3004

55XX-ASMT-2001  
MUSC-SUPT-3002  
MUSC-SUPT-3005

55XX-TRNG-2001  
MUSC-SUPT-3003  
MUSC-SUPT-3006

**SUPPORT REQUIREMENTS:**

**RANGE/TRAINING AREA:**

Facility Code 17960 Parade And Drill Field

**AIRCRAFT:** Provide appropriate aircraft to transport all personnel and equipment from home station to performance location.

**ROOMS/BUILDINGS:** An appropriate rehearsal facility or area.

**EQUIPMENT:** Appropriate musical instruments, musical equipment, and video recording equipment as required.

**MATERIAL:** Appropriate sheet music and logistical supplies.

**UNITS/PERSONNEL:** All Band personnel, as needed

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:** Ground Transportation - Vehicles to transport required personnel and equipment to and from home station and performance location.

---

**MUSC-PERF-5002:** Perform ceremonial Band music

**SUPPORTED MET(S):** MCT 4.6.2.6

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 1 month

**CONDITION:** Given assigned personnel in appropriately designed performance space with required musical equipment, designated sequence, and designated music.

**STANDARD:** To ensure a musical program appropriate for the venue, audience, and occasion is performed per industry standards.

**EVENT COMPONENTS:**

1. Provide internal support for Band operations.
2. Rehearse ceremonial music.
3. Conduct on-site preparation for performance.
4. Execute performance plan.

**REFERENCES:**

1. MCO 5000.18\_ Marine Corps Band Manual
2. MCO 5060.20 w/Ch1 Marine Corps Drill and Ceremonies Manual
3. U. S. NAVY REGULATIONS W/CH 1 Chapter 12 - Flags, Pennants, Honors, Ceremonies, and Customs

**CHAINED EVENTS:**

**INTERNAL SUPPORTING EVENTS:**

5502-PERF-2001	5517-PLAN-2002	5517-PLAN-2004
5517-PLAN-2005	5519-PERF-2001	5522-PERF-2002
5522-PERF-2003	5524-PERF-1001	5524-PERF-1002
5524-PERF-1003	5524-PERF-2002	5524-PERF-2005
5524-PERF-2006	5524-PERF-2007	5524-PERF-2008
5524-REHL-2001	55XX-ASMT-2001	55XX-TRNG-2001
MUSC-SUPT-3001	MUSC-SUPT-3002	MUSC-SUPT-3003
MUSC-SUPT-3004	MUSC-SUPT-3005	MUSC-SUPT-3006

**SUPPORT REQUIREMENTS:**

**RANGE/TRAINING AREA:**

Facility Code 17960 Parade And Drill Field

**ADDITIONAL RANGE/TRAINING AREA:** N/A

**AIRCRAFT:** Provide appropriate aircraft to transport all personnel and equipment from home station to performance location.

**ROOMS/BUILDINGS:** An appropriate performance facility or area.

**EQUIPMENT:** Appropriate musical instruments, musical equipment, and video recording equipment as required.

**MATERIAL:** Appropriate sheet music and logistical supplies.

**UNITS/PERSONNEL:** All Band personnel, as needed

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:** Ground Transportation - Vehicles to transport required personnel and equipment to and from home station and performance location.

---

**MUSC-PERF-5003:** Perform concert Band music

**SUPPORTED MET(S):** MCT 4.6.2.6

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 1 month

**CONDITION:** Given assigned personnel, in appropriately designed performance space with required musical equipment, designated sequence, and designated music.

**STANDARD:** To ensure a musical program appropriate for the venue, audience, and occasion, and per industry standards.

**EVENT COMPONENTS:**

1. Provide internal support for Band operations.

2. Rehearse Concert Band.
3. Conduct on-site preparation for performance.
4. Execute performance plan.

**REFERENCES:** MCO 5000.18\_ Marine Corps Band Manual

**CHAINED EVENTS:**

**INTERNAL SUPPORTING EVENTS:**

5502-PERF-2001	5517-PLAN-2002	5517-PLAN-2004
5517-PLAN-2005	5522-PERF-2002	5522-PERF-2003
5524-AUDN-2001	5524-PERF-1001	5524-PERF-1002
5524-PERF-2002	5524-PERF-2005	5524-PERF-2006
5524-PERF-2007	5524-PERF-2008	5524-REHL-2001
55XX-ASMT-2001	55XX-TRNG-2001	MUSC-SUPT-3001
MUSC-SUPT-3002	MUSC-SUPT-3003	MUSC-SUPT-3004
MUSC-SUPT-3005	MUSC-SUPT-3006	

**SUPPORT REQUIREMENTS:**

**RANGE/TRAINING AREA:**

Facility Code 17960 Parade And Drill Field

**AIRCRAFT:** Provide appropriate aircraft to transport all personnel and equipment from home station to performance location.

**ROOMS/BUILDINGS:** An appropriate performance facility or area.

**EQUIPMENT:** Appropriate musical instruments, musical equipment, and video recording equipment as required.

**MATERIAL:** Appropriate sheet music and logistical supplies.

**UNITS/PERSONNEL:** All Band personnel, as needed

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:** Ground Transportation - Vehicles to transport required personnel and equipment to and from home station and performance location.

**3007. 4000-LEVEL EVENTS**

**MUSC-PERF-4001:** Perform small ensemble music

**SUPPORTED MET(S):** MCT 4.6.2.6

**EVALUATION-CODED:** NO                      **SUSTAINMENT INTERVAL:** 1 month

**DESCRIPTION:** Required small ensembles are defined in MCO 5000.18\_ Marine Corps Band Manual.

**CONDITION:** Given an approved commitment request, an equipped small ensemble, designated music, and appropriate performance venue.

**STANDARD:** To ensure a musical program appropriate for the venue, audience, and occasion per industry standards.

**EVENT COMPONENTS:**

1. Provide internal support for Band operations.
2. Rehearse small ensemble music.
3. Conduct onsite preparation for performance.
4. Execute performance plan.

**REFERENCES:**

1. MCO 5000.18\_ Marine Corps Band Manual
2. MCO 5060.20 w/Ch1 Marine Corps Drill and Ceremonies Manual

**CHAINED EVENTS:**

**INTERNAL SUPPORTING EVENTS:**

5502-PERF-2001	5517-PLAN-2002	5517-PLAN-2004
5517-PLAN-2005	5522-PERF-2001	5522-PERF-2002
5522-PERF-2003	5524-PERF-1001	5524-PERF-1002
5524-PERF-2002	5524-PERF-2003	5524-PERF-2005
5524-PERF-2006	5524-PERF-2007	5524-PERF-2008
5524-REHL-2001	55XX-ASMT-2001	55XX-TRNG-2001
MUSC-SUPT-3001	MUSC-SUPT-3002	MUSC-SUPT-3003
MUSC-SUPT-3004	MUSC-SUPT-3005	MUSC-SUPT-3006

**SUPPORT REQUIREMENTS:**

**RANGE/TRAINING AREA:**

Facility Code 17960 Parade And Drill Field

**AIRCRAFT:** Appropriate aircraft able to carry all required personnel and band equipment to approved performance location.

**ROOMS/BUILDINGS:** An appropriate performance facility/venue

**EQUIPMENT:** Appropriate musical instruments, musical equipment, and sound reinforcement and recording equipment.

**MATERIAL:** Appropriate sheet music and musical supplies.

**UNITS/PERSONNEL:** Support personnel, as required.

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:** Ground Transportation - Vehicles to transport required personnel and equipment to and from home station and performance location.

3008. 3000-LEVEL EVENTS

**MUSC-SUPT-3001:** Provide Administrative Support

**SUPPORTED MET(S):** MCT 4.6.2.6

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 6 months

**CONDITION:** Given assigned band personnel, operations plan, commitment and training schedule.

**STANDARD:** To ensure all organizational, operational and administrative requirements are fulfilled in accordance with MCO 5000.18\_.

**EVENT COMPONENTS:**

1. Process naval correspondence.
2. Process naval messages.
3. Manage correspondence files.
4. Manage Directives Control Point.
5. Review command issued directives.

**REFERENCES:**

1. MCO 5000.18\_ Marine Corps Band Manual
2. SECNAV M-5216.5 Department of the Navy Correspondence Manual
3. SECNAVINST M-5210.2\_ Department of the Navy (DON) Standard Subject Identification Codes (SSIC) Manual
4. UFC 4-171-05 w/Ch 3 Unified Facilities Criteria (UFC) Army Reserve Facilities

**CHAINED EVENTS:**

**INTERNAL SUPPORTED EVENTS:**

MUSC-PERF-5001                   MUSC-PERF-5002                   MUSC-PERF-5003

**INTERNAL SUPPORTING EVENTS:**

5502-ADMN-2002	5502-PLAN-2002	5502-PLAN-2003
5502-SUPT-2002	5517-PLAN-2001	5517-PLAN-2002
5517-PLAN-2004	5517-PLAN-2005	5517-PLAN-2006
5517-SUPT-2001	5519-PLAN-2001	5519-SUPT-2001
5521-PLAN-2001	5521-SUPT-2001	5521-SUPT-2002
5522-PLAN-2001	5522-SUPT-2002	5524-SUPT-2003
55XX-SUPT-2001		

**SUPPORT REQUIREMENTS:**

**ORDNANCE NOTES:** N/A

**ROOMS/BUILDINGS:** An appropriate meeting and records storage facility.

**EQUIPMENT:** Appropriate computer and support equipment.

**MATERIAL:** Appropriate logistical and administrative supplies.

**UNITS/PERSONNEL:** Assigned section of Band personnel.

**MUSC-SUPT-3002:** Provide Music Library Support

**SUPPORTED MET(S):** MCT 4.6.2.6

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**CONDITION:** Given assigned Band personnel, required library materials, access to social media, access to an automated system, sheet music, music texts, reference materials, and music publications.

**STANDARD:** To ensure all required music materials are on hand, current, accounted for, and maintained in an organized and legal manner.

**EVENT COMPONENTS:**

1. Issue music publications to Band personnel, as necessary.
2. Request new publication purchases from Supply Section.
3. Maintain updated inventory of all required musical publications.
4. Maintain performance log.
5. Maintain compliance with copyright laws.

**REFERENCES:**

1. MCO 5000.18\_ Marine Corps Band Manual
2. PUBLIC LAW 94-553 Federal Copyright Act, Title 17 of U. S. Code
3. UFC 4-171-05 w/Ch 3 Unified Facilities Criteria (UFC) Army Reserve Facilities

**CHAINED EVENTS:**

**INTERNAL SUPPORTED EVENTS:**

MUSC-PERF-5001	MUSC-PERF-5002	MUSC-PERF-5003
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**INTERNAL SUPPORTING EVENTS:**

5502-ADMN-2001	5502-PLAN-2002	5517-PLAN-2001
5517-PLAN-2001	5517-PLAN-2002	5517-PLAN-2004
5517-PLAN-2005	5517-SUPT-2001	5519-PLAN-2001
5519-SUPT-2002	5521-PLAN-2001	5522-PLAN-2001
5523-FISC-2001	5523-FISC-2002	5523-SUPT-2001
5523-SUPT-2002	5524-SUPT-2001	

**SUPPORT REQUIREMENTS:**

**ROOMS/BUILDINGS:** An appropriate meeting and storage facility.

**EQUIPMENT:** Finale Music and/or current industry licensed software, appropriate computer equipment, computer support, and storage equipment.

**MATERIAL:** Appropriate logistical and administrative supplies.

**UNITS/PERSONNEL:** Assigned section of Band personnel.

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**MUSC-SUPT-3003:** Provide Unit Information Officer Support



**UNITS/PERSONNEL:** Assigned section of Band personnel.

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**MUSC-SUPT-3004:** Provide Sound Reinforcement and Audio/Visual Recording Support

**SUPPORTED MET(S):** MCT 4.6.2.6

**EVALUATION-CODED:** NO                      **SUSTAINMENT INTERVAL:** 6 months

**DESCRIPTION:** This Section maintains both sound reinforcement and audio/visual recording capabilities in both live performances and rehearsals.

**CONDITION:** Given sound reinforcement and audio/visual recording requirements, high performance computer, access to automated systems, access to social media, designated ensemble, proper equipment, sound crew, and performance venue.

**STANDARD:** To ensure industry standard quality sound reinforcement. and audio/visual recordings.

**EVENT COMPONENTS:**

1. Operate audio/visual equipment as required.
2. Provide recorded music to sponsor upon non-availability of live musical support, as necessary.

**REFERENCES:**

1. Audio Ear Training CD, Golden Ears, Volume 1: Frequencies
2. Audio Mixing Bootcamp, Bobby Owsinski
3. The Art of Mixing, David Gibson
4. Yamaha Sound Reinforcement Handbook, Gary Davis and Ralph Jones
5. Basic Live Sound Reinforcement - a Practical Guide for Starting Live Audio, Raven Biederman and Penny Pattison
6. MCO 5000.18\_ Marine Corps Band Manual
7. UFC 4-171-05 w/Ch 3 Unified Facilities Criteria (UFC) Army Reserve Facilities

**CHAINED EVENTS:**

**INTERNAL SUPPORTED EVENTS:**

MUSC-PERF-5001	MUSC-PERF-5002	MUSC-PERF-5003
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**INTERNAL SUPPORTING EVENTS:**

5502-ADMN-2001	5502-PLAN-2002	5517-PLAN-2001
5517-PLAN-2002	5517-PLAN-2002	5517-PLAN-2004
5517-PLAN-2005	5517-SUPT-2001	5519-PLAN-2001
5521-PLAN-2001	5522-PLAN-2001	5522-SUPT-2002
5523-FISC-2001	5523-FISC-2002	5523-SUPT-2001
5523-SUPT-2002	5523-SUPT-2003	5523-SUPT-2005
5524-SUPT-2003		

**SUPPORT REQUIREMENTS:**

**ROOMS/BUILDINGS:** An acoustically designed recording studio and appropriate performance venue.

**EQUIPMENT:** Industry standard computer equipment, peripherals, Pro Tools, Studio One, Capture, or industry standard recording software, industry standard sound reinforcement equipment, external digital storage device, and audio/visual recording equipment capable of producing high quality digital audio/visual recordings.

**MATERIAL:** Appropriate pre-recorded and blank media, administrative, and logistical supplies.

**UNITS/PERSONNEL:** Assigned section of Band personnel.

**MUSC-SUPT-3005:** Provide Supply Support

**SUPPORTED MET(S):** MCT 4.6.2.6

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 6 months

**CONDITION:** Given an annual budget, access to automated systems, music materials/publications sources, supply personnel, and inventory record.

**STANDARD:** To ensure all required instruments, band equipment, music, publications, and support equipment are on hand, current, and properly procured and controlled.

**EVENT COMPONENTS:**

1. Issue musical instruments/Band equipment.
2. Maintain appropriate inventory for mission capabilities.
3. Procure musical materials/publications.
4. Procure musical instruments/Band equipment.
5. Procure organizational clothing/equipment.
6. Procure support equipment, as needed.
7. Procure maintenance/repair equipment.
8. Maintain regular accountability of equipment listed on the unit's inventory.

**REFERENCES:**

1. MCO 4400.150\_ Consumer Level Supply Policy
2. MCO 5000.18\_ Marine Corps Band Manual
3. UFC 4-171-05 w/Ch 3 Unified Facilities Criteria (UFC) Army Reserve Facilities

**CHAINED EVENTS:**

**INTERNAL SUPPORTED EVENTS:**

MUSC-PERF-5001                   MUSC-PERF-5002                   MUSC-PERF-5003

**INTERNAL SUPPORTING EVENTS:**

5502-ADMN-2001                   5502-PLAN-2002                   5502-SUPT-2001  
5502-SUPT-2003                   5502-SUPT-2004                   5502-SUPT-2005  
5517-PLAN-2001                   5517-PLAN-2001                   5517-PLAN-2002

5517-PLAN-2004	5517-PLAN-2005	5517-SUPT-2001
5519-PLAN-2001	5519-SUPT-2002	5521-PLAN-2001
5522-PLAN-2001	5523-ADMN-2001	5523-FISC-2001
5523-FISC-2002	5523-MANT-2001	5523-MANT-2002
5523-MANT-2003	5523-MANT-2004	5523-SUPT-2001
5523-SUPT-2002	5523-SUPT-2003	5523-SUPT-2004
5523-SUPT-2005	5524-MANT-1001	5524-MANT-1002
5524-MANT-1003	5524-MANT-1004	5524-SUPT-2002

**SUPPORT REQUIREMENTS:**

**ROOMS/BUILDINGS:** A climate-controlled secure storage environment.

**EQUIPMENT:** Professional musical instruments, professional musical equipment, and administrative supplies and equipment.

**MATERIAL:** Musical supplies, Band instrument catalogs, supply catalogs, instrument repairs catalogs, music publication catalogs, and administrative and logistical supplies.

**UNITS/PERSONNEL:** Assigned section of Band personnel.

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**MUSC-SUPT-3006:** Provide Loading and Transportation Support

**SUPPORTED MET(S):** MCT 4.6.2.6

**EVALUATION-CODED:** NO                      **SUSTAINMENT INTERVAL:** 6 months

**CONDITION:** Given a mode of transportation, access to an automated system, equipment, and loading crew.

**STANDARD:** To ensure all required equipment is efficiently loaded in a safe manner with 100% accuracy.

**EVENT COMPONENTS:**

1. Liaise with unit leader.
2. Create manifest.
3. Load/unload equipment.

**REFERENCES:**

1. MCO 3500.27\_ Risk Management
2. MCO 5000.18\_ Marine Corps Band Manual
3. MCO 5100.8\_ Marine Corps Occupational Safety and Health (OSH) Policy Order

**CHAINED EVENTS:**

**INTERNAL SUPPORTED EVENTS:**

MUSC-PERF-5001	MUSC-PERF-5002	MUSC-PERF-5003
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**INTERNAL SUPPORTING EVENTS:**

5502-ADMN-2001	5502-PLAN-2002	5517-PLAN-2001
5517-PLAN-2002	5517-SUPT-2001	5519-PLAN-2001

5521-PLAN-2001  
5522-PLAN-2001

5521-SUPT-2003  
5524-SUPT-2005

5521-SUPT-2004

**SUPPORT REQUIREMENTS:**

**AIRCRAFT:** Appropriate aircraft able to carry all required personnel and band equipment to approved performance location.

**ROOMS/BUILDINGS:** Securable storage area.

**EQUIPMENT:** Appropriate Personal Protective Equipment and necessary equipment securing devices.

**UNITS/PERSONNEL:** Assigned section of Band personnel.

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:** Ground Transportation - Vehicles to transport required personnel and equipment to and from home station and performance location.

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**MUSC-SUPT-3007:** Provide Training Support

**SUPPORTED MET(S):** MCT 4.6.2.6

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 6 months

**CONDITION:** Given a unit sustainment training plan and access to an automated system.

**STANDARD:** To ensure all required functions are completed in an efficient and timely manner.

**EVENT COMPONENTS:**

1. Develop training schedules.
2. Execute training.
3. Evaluate results.
4. Submit reports as required.

**REFERENCES:**

1. MCO 1553.3\_ Unit Training Management (UTM) Program
2. MCO 5000.18\_ Marine Corps Band Manual
3. MCTP 8-10B How to Conduct Training

**CHAINED EVENTS:**

**INTERNAL SUPPORTED EVENTS:**

MUSC-PERF-5002                   MUSC-PERF-5003

**INTERNAL SUPPORTING EVENTS:**

5502-ADMN-2001	5502-PLAN-2001	5502-PLAN-2002
5517-PLAN-2001	5517-PLAN-2001	5517-PLAN-2002
5517-PLAN-2003	5517-PLAN-2004	5517-PLAN-2005

5517-SUPT-2001

5524-SUPT-2005

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Appropriate Personal Protective Equipment.

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CHAPTER 4

MOS 5502 INDIVIDUAL EVENTS

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2000-LEVEL EVENTS . . . . .	4003	4-3

MUSIC T&R MANUAL

CHAPTER 4

MOS 5502 INDIVIDUAL EVENTS

**4000. PURPOSE.** This chapter details the individual events that specifically only pertain to the Band Officer. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

**4001. EVENT CODING.** Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

a. Field one. This field represents the occupational field or military occupational specialty (MOS). This chapter contains the following MOS code:

<u>Code</u>	<u>Description</u>
5502	Band Officer

b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

<u>Code</u>	<u>Description</u>
ADMN	Administration
PERF	Performance
PLAN	Planning
SUPT	Support

c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

<u>Code</u>	<u>Description</u>
2000	Core Plus Skills

d. The individual task condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources need to perform the task and the assistance, location, etc. that relates to performance of the task. In a garrison or field environment and with the aid of references are common conditions for all Occupational Field 55 tasks unless otherwise noted.

**4002. INDEX OF INDIVIDUAL EVENTS.** NOTE: Any gaps in event numerical sequencing is not an administrative error.

Event Code	Event	Page
<b>2000 Level Events</b>		
5502-ADMN-2001	Direct Band leadership	4-3
5502-ADMN-2002	Brief Commanding General on Band Operations	4-3

5502-PERF-2001	Lead Band in performance	4-4
5502-PLAN-2001	Approve annual operational plan	4-4
5502-PLAN-2002	Approve Band schedule	4-5
5502-PLAN-2003	Assign commitment request disposition	4-5
5502-SUPT-2001	Approve purchase requests	4-6
5502-SUPT-2003	Approve submission of annual budget	4-7
5502-SUPT-2004	Reconcile inventory	4-7
5502-SUPT-2005	Approve Periodic Replacement Plan (PRP)	4-8

**4003. 2000-LEVEL EVENTS**

**5502-ADMN-2001:** Direct Band leadership

**EVALUATION-CODED:** NO                    **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Manage and administer internal operations and employment of a Marine Corps band.

**MOS PERFORMING:** 5502

**BILLETS:** Band Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given Band personnel.

**STANDARD:** To ensure 100% mission capable.

**PERFORMANCE STEPS:**

1. Communicate commander's intent to Band leadership.
2. Evaluate execution of commander's intent.
3. Mentor assigned personnel.

**REFERENCES:** MCO 5000.18\_ Marine Corps Band Manual

---

**5502-ADMN-2002:** Brief Commanding General on Band Operations

**EVALUATION-CODED:** NO                    **SUSTAINMENT INTERVAL:** 3 months

**DESCRIPTION:** The Band Officer functions as a special staff officer of the Commanding General by providing information and recommendations on use, current capabilities, and standing procedures and policies that govern the operations of a Band.

**MOS PERFORMING:** 5502

**BILLETS:** Band Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given the operations plan and a venue.

**STANDARD:** To ensure the Commanding General receives direct, accurate, and complete information regarding Band operations.

**PERFORMANCE STEPS:**

1. Approve operations plan.
2. Attend special staff meeting.
3. Brief Commanding General.

**REFERENCES:** MCO 5000.18\_ Marine Corps Band Manual

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**5502-PERF-2001:** Lead Band in performance

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Serve as the Band's principal conductor.

**MOS PERFORMING:** 5502

**BILLETS:** Band Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a baton, a fully equipped Band, and a performance venue.

**STANDARD:** To direct appropriate ensemble to industry standards.

**PERFORMANCE STEPS:**

1. Program appropriate music.
2. Brief the sequence of events to ensemble.
3. Direct ensemble using appropriate techniques.
4. Correct music in rehearsal as appropriate.
5. Execute sequence of events.

**REFERENCES:**

1. MCO 5000.18\_ Marine Corps Band Manual
  2. MCO 5060.20 w/Ch1 Marine Corps Drill and Ceremonies Manual
  3. U. S. NAVY REGULATIONS W/CH 1 Chapter 12 - Flags, Pennants, Honors, Ceremonies, and Customs
-

**5502-PLAN-2001:** Approve annual operational plan

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Develop annual operation plans for Marine Corps Bands.

**MOS PERFORMING:** 5502

**BILLETS:** Band Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given a draft annual operational plan.

**STANDARD:** To ensure 100% of operational requirements are met without scheduling conflicts.

**PERFORMANCE STEPS:**

1. Review draft for accuracy.
2. Reconcile conflicts.
3. Sign for publication.

**REFERENCES:**

1. MCO 5000.18\_ Marine Corps Band Manual
  2. StratCom Strategic Communication Plan, PCN 50100654400, dated July 2007
- 

**5502-PLAN-2002:** Approve Band schedule

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Manage the employment of a Marine Corps Band.

**MOS PERFORMING:** 5502

**BILLETS:** Band Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given a draft band schedule.

**STANDARD:** To ensure 100% of operational requirements are met without scheduling conflicts.

**PERFORMANCE STEPS:**

1. Review draft for accuracy.
2. Reconcile conflicts.
3. Sign for publication.

**REFERENCES:** MCO 5000.18\_ Marine Corps Band Manual

---

**5502-PLAN-2003:** Assign commitment request disposition

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Manage and administer musical performances of a Marine Corps Band.

**MOS PERFORMING:** 5502

**BILLETS:** Band Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given a commitment request, annual operation plan, Band schedule, and funding requirements.

**STANDARD:** To accurately determine feasibility of support.

**PERFORMANCE STEPS:**

1. Review Bandmaster's recommendation.
2. Review the Band schedule.
3. Approve or disapprove event request.

**REFERENCES:**

1. MCO 5000.18\_ Marine Corps Band Manual
  2. SECNAVINST 5720.44\_ Department of the Navy Public Affairs Policy and Regulations
- 

**5502-SUPT-2001:** Approve purchase requests

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** The Band Officer receives purchase requests forwarded by the Instrument Repair Technician or Band Supply Section for approval. Determination is made based upon the TO&E, Periodic Replacement Plan, and annual budget.

**MOS PERFORMING:** 5502

**BILLETS:** Band Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given a draft purchase request.

**STANDARD:** To ensure requested materials meet all TO&E requirements.

**PERFORMANCE STEPS:**

1. Review draft purchase request.

2. Authorize purchase request.

**REFERENCES:** MCO 5000.18\_ Marine Corps Band Manual

---

**5502-SUPT-2003:** Approve submission of annual budget

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** The Band Officer develops unit budgets for Marine Corps Bands. The Band Officer receives the budget submission recommendation from the Instrument Repair Technician for consideration. The approved budget is submitted to higher headquarters enabling the local command to plan their budget accordingly.

**MOS PERFORMING:** 5502

**BILLETS:** Band Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given a draft budget submission.

**STANDARD:** To ensure all funding requirements and deficiencies are identified.

**PERFORMANCE STEPS:**

1. Review annual budget draft.
2. Make any necessary adjustments.
3. Submit budget to higher headquarters.

**REFERENCES:**

1. MCO 4400.163 DoD Supply Management Reference Book (Jan 85)
  2. MCO 5000.18\_ Marine Corps Band Manual
  3. MCO 7300.21\_ Marine Corps Financial Management Standard Operating Procedure Manual
- 

**5502-SUPT-2004:** Reconcile inventory

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** The Band Officer ensures that all instruments, accessories and equipment are inventoried and accounted for as directed by the command, typically quarterly. All items listed on the band's inventory are physically inspected and the results are recorded and reported to the command.

**MOS PERFORMING:** 5502

**BILLETS:** Band Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given a current inventory.

**STANDARD:** To ensure 100% accountability for Band equipment.

**PERFORMANCE STEPS:**

1. Inventory all accountable items.
2. Identify discrepancies.
3. Draft letter of discrepancy.
4. Sign reconciled inventory with Supply Officer, if required.

**REFERENCES:**

1. MCO 4400.150\_ Consumer Level Supply Policy
  2. MCO 5000.18\_ Marine Corps Band Manual
- 

**5502-SUPT-2005:** Approve Periodic Replacement Plan (PRP)

**EVALUATION-CODED:** NO                    **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** The Band Officer receives the Periodic Replacement Plan from the Instrument Repair Technician for approval. The Periodic Replacement Plan is used for long-term planning of budget submissions and purchases.

**MOS PERFORMING:** 5502

**BILLETS:** Band Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given a Table of Organization and Equipment (TO&E) and a current inventory.

**STANDARD:** To ensure all TO&E requirements and deficiencies are properly identified to include cost estimates by year.

**PERFORMANCE STEPS:**

1. Receive proposed PRP from Instrument Repair Technician.
2. Make necessary adjustments to proposed PRP.
3. Route through appropriate channels.

**REFERENCES:** MCO 5000.18\_ Marine Corps Band Manual

MUSIC T&R MANUAL

CHAPTER 5

MOS 5517 INDIVIDUAL EVENTS

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MUSIC T&R MANUAL

CHAPTER 5

MOS 5517 INDIVIDUAL EVENTS

**5000. PURPOSE.** This chapter details the individual events that specifically only pertain to the Bandmaster. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

**5001. EVENT CODING.** Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

a. Field one. This field represents the occupational field or military occupational specialty (MOS). This chapter contains the following MOS code:

<u>Code</u>	<u>Description</u>
5517	Bandmaster

b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

<u>Code</u>	<u>Description</u>
FISC	Fiscal
PLAN	Planning
SUPT	Support

c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

<u>Code</u>	<u>Description</u>
2000	Core Plus Skills

d. The individual task condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources need to perform the task and the assistance, location, etc. that relates to performance of the task. In a garrison or field environment and with the aid of references are common conditions for all Occupational Field 55 tasks unless otherwise noted.

**5002. INDEX OF INDIVIDUAL EVENTS**

<b>Event Code</b>	<b>Event</b>	<b>Page</b>
<b>2000 Level Events</b>		
5517-FISC-2001	Write Musical Unit Resources Exhibit (MURE)	5-3
5517-PLAN-2001	Develop annual operational plan	5-3
5517-PLAN-2002	Develop band rehearsal schedule	5-4

5517-PLAN-2003	Develop annual Unit Sustainment Training (UST) Plan	5-4
5517-PLAN-2004	Maintain band schedule	5-5
5517-PLAN-2005	Develop Plan of the Day (POD)	5-6
5517-PLAN-2006	Evaluate commitment requests	5-6
5517-SUPT-2001	Supervise Band Intermediate Leadership	5-7

**5003. 2000-LEVEL EVENTS**

**5517-FISC-2001:** Write Musical Unit Resources Exhibit (MURE)

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 5517

**BILLETS:** Bandmaster

**GRADES:** MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given a blank MURE, current fiscal year records, current end strength reports, access to an automated system, and current commitment records.

**STANDARD:** Providing complete and accurate information IAW MCO 5000.18\_.

**PERFORMANCE STEPS:**

1. Incorporate last quarter'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 budget and operational requirements into the exhibit.
4. Incorporate last quarter's gifts in kind into the exhibit.

**REFERENCES:** MCO 5000.18\_ Marine Corps Band Manual

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**5517-PLAN-2001:** Develop annual operational plan

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 5517

**BILLETS:** Bandmaster

**GRADES:** MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given previous year's command chronology, projected military requirements, recruiting command support, community relations events, access to an automated system, and unit sustainment training requirements.

**STANDARD:** Including all national and local support requirements and periods of non-availability.

**PERFORMANCE STEPS:**

1. Prioritize requirements.
2. Determine operational tempo.
3. Identify projected periods of non-availability for training evolutions.
4. Identify projected periods for supporting national community relations events.
5. Identify projected periods of non-availability for leave.
6. Reconcile conflicts.
7. Submit plan for approval.

**REFERENCES:** MCO 5000.18\_ Marine Corps Band Manual

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**5517-PLAN-2002:** Develop band rehearsal schedule

**EVALUATION-CODED:** NO                      **SUSTAINMENT INTERVAL:** 12 months

**GRADES:** MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given an operational plan, commitment schedule, musical requirements for upcoming commitments, skill level of ensembles, access to an automated system, and list of available personnel.

**STANDARD:** Providing appropriate time for music and drill rehearsal.

**PERFORMANCE STEPS:**

1. Obtain unit leaders' rehearsal requirements.
2. Prioritize requirements.
3. Review band commitment schedule
4. Review band operation plan.
5. Resolve identified conflicts.
6. Determine required rehearsal time.
7. Forward to Band Officer for approval.
8. Publish rehearsal schedule.

**REFERENCES:** MCO 5000.18\_ Marine Corps Band Manual

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**5517-PLAN-2003:** Develop annual Unit Sustainment Training (UST) Plan

**EVALUATION-CODED:** NO                      **SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 5517

**BILLETS:** Bandmaster

**GRADES:** MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given a projected operational plan, available command training quotas and dates, access to automated systems, and MOS/non-MOS training opportunities.

**STANDARD:** With no adverse affects on operational tempo.

**PERFORMANCE STEPS:**

1. Review projected operational plan.
2. Identify additional training opportunities.
3. Finalize coordinated external training events.
4. Finalize coordinated internal training events.
5. Submit UST plan for approval.
6. Disseminate plan, as necessary.

**REFERENCES:**

1. MCO 1500.51\_ Marine Corps Common Skills (MCCS) Program
  2. MCO 1500.52\_ Marine Corps Water Survival Training Program (MCWSTP)
  3. MCO 1500.59 Marine Corps Martial Arts Program
  4. MCO 3400.3\_ Chemical, Biological, Radiological, and Nuclear Defense Training Requirements
  5. MCO 5000.18\_ Marine Corps Band Manual
  6. MCO 6100.13\_ Marine Corps Physical Fitness Program and Combat Fitness Tests
- 

**5517-PLAN-2004:** Maintain band schedule

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 5517

**BILLETS:** Bandmaster

**GRADES:** MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given an annual operational plan, Unit Sustainment Training (UST) plan, access to automated systems, and commitment requests.

**STANDARD:** Which is 100% accurate and reflects the current operational tempo.

**PERFORMANCE STEPS:**

1. Incorporate Unit Sustainment Training (UST) plan.
2. Incorporate annual operational plan.
3. Record pending commitment requests.

4. Record approved commitment requests.
5. Publish updated schedules, as required.

**REFERENCES:** MCO 5000.18\_ Marine Corps Band Manual

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**5517-PLAN-2005:** Develop Plan of the Day (POD)

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 5517

**BILLETS:** Bandmaster

**GRADES:** MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given commitment schedule, rehearsal schedule, training schedule, transportation requirements, duty roster(s), access to automated systems, and individual appointments.

**STANDARD:** Verifying all operational, training, and personnel requirements are met.

**PERFORMANCE STEPS:**

1. Identify day's requirements.
2. List day's requirements in chronological order.
3. Resolve identified conflicts.
4. Submit draft to Band Officer.
5. Incorporate changes, as required.
6. Forward to administrative office for preparation and signature.
7. Publish POD.

**REFERENCES:**

1. MCO 5000.18\_ Marine Corps Band Manual
  2. SECNAV M-5216.5 Department of the Navy Correspondence Manual
- 

**5517-PLAN-2006:** Evaluate commitment requests

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 5517

**BILLETS:** Bandmaster

**GRADES:** MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given a commitment request, current commitment schedule, rehearsal schedule, operational plan, Unit Sustainment Training (UST) plan, funding requirements, access to automated systems, and personnel/instrumentation availability.

**STANDARD:** To determine supportability based on resources, schedule, and legalities.

**PERFORMANCE STEPS:**

1. Review the band schedule.
2. Contact sponsor for additional information.
3. Evaluate legality of commitment.
4. Determine musical support requirements.
5. Determine logistical support requirements.
6. Verify availability of appropriate ensemble for request.
7. Recommend approval or disapproval.
8. Forward to Band Officer.

**REFERENCES:**

1. MCO 5000.18\_ Marine Corps Band Manual
2. SECNAVINST 5720.44\_ Department of the Navy Public Affairs Policy and Regulations

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**5517-SUPT-2001:** Supervise Band Intermediate Leadership

**EVALUATION-CODED:** NO                      **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Band Intermediate Leadership includes Instrument Repair Technician, Drum Major, Enlisted Conductor, and Small Ensemble Leader.

**MOS PERFORMING:** 5517

**BILLETS:** Bandmaster

**GRADES:** MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given Band personnel, annual operational plan, and Band schedule.

**STANDARD:** To ensure all assigned areas remain 100% mission capable.

**PERFORMANCE STEPS:**

1. Determine commander's intent.
2. Oversee daily operations.
3. Provide guidance as needed.
4. Provide situational reports to Band Officer.

**REFERENCES:** MCO 5000.18\_ Marine Corps Band Manual

MUSIC T&R MANUAL

CHAPTER 6

MOS 5519 INDIVIDUAL EVENTS

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MUSIC T&R MANUAL

CHAPTER 6

MOS 5519 INDIVIDUAL EVENTS

**6000. PURPOSE.** This chapter details the individual events that specifically only pertain to the Enlisted Conductor. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

**6001. EVENT CODING.** Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

a. Field one. This field represents the occupational field or military occupational specialty (MOS). This chapter contains the following MOS code:

<u>Code</u>	<u>Description</u>
5519	Enlisted Conductor

b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

<u>Code</u>	<u>Description</u>
PERF	Performance
SUPT	Support

c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

<u>Code</u>	<u>Description</u>
2000	Core Plus Skills

d. The individual task condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources need to perform the task and the assistance, location, etc. that relates to performance of the task. In a garrison or field environment and with the aid of references are common conditions for all Occupational Field 55 tasks unless otherwise noted.

**6002. INDEX OF INDIVIDUAL EVENTS.** NOTE: Any gaps in event numerical sequencing is not an administrative error.

<b>Event Code</b>	<b>Event</b>	<b>Page</b>
<b>2000 Level Events</b>		
5519-PERF-2001	Lead Ceremonial Band	6-3
5519-SUPT-2002	Manage Music Library Section	6-3
5519-SUPT-2003	Manage Unit Information Officer Section	6-4

**6003. 2000-LEVEL EVENTS**

**5519-PERF-2001:** Lead Ceremonial Band

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 1 month

**DESCRIPTION:** Lead, train and manage the musical performance of the ceremonial band.

**MOS PERFORMING:** 5519

**BILLETS:** Enlisted Conductor

**GRADES:** SSGT, GYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a baton, a fully equipped band, and a performance venue.

**STANDARD:** To direct and rehearse the Ceremonial Band at a 3.0 proficiency level for a staff sergeant and 3.0+ proficiency level for a gunnery sergeant.

**PERFORMANCE STEPS:**

1. Program appropriate music.
2. Brief the sequence of events to ensemble.
3. Direct ensemble using proper techniques.
4. Correct music in rehearsal as appropriate.
5. Execute sequence of events.
6. Submit After Action Report, as necessary.

**REFERENCES:**

1. MCO 5000.18\_ Marine Corps Band Manual
  2. MCO 5060.20 w/Ch1 Marine Corps Drill and Ceremonies Manual
  3. NAVMC 1200.1\_ Military Occupational Specialties Manual
  4. U. S. NAVY REGULATIONS W/CH 1 Chapter 12 - Flags, Pennants, Honors, Ceremonies, and Customs
- 

**5519-SUPT-2002:** Manage Music Library Section

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Each band maintains a library of sheet music, reference materials, and music texts and publications.

**MOS PERFORMING:** 5519

**BILLETS:** Enlisted Conductor

**GRADES:** SSGT, GYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given assigned band personnel, access to an automated system, required library material, sheet music, music texts, reference materials, and music publications.

**STANDARD:** To ensure that all required music materials are on hand, current, properly accounted for and maintained in an organized and legal manner.

**PERFORMANCE STEPS:**

1. Train assigned personnel to execute all required library functions.
2. Verify that all stored library materials/equipment are well maintained.
3. Verify that library inventory is complete and accurate.
4. Request purchase of required library materials/equipment, as needed.
5. Verify accuracy of performance log.
6. Verify compliance with copyright laws.

**REFERENCES:**

1. The Music Performance Library, Russ Girsberger; Publisher: Meredith Music Publications
2. MCO 5000.18\_ Marine Corps Band Manual
3. PUBLIC LAW 94-553 Federal Copyright Act, Title 17 of U. S. Code
4. U. S. NAVY REGULATIONS W/CH 1 Chapter 12 - Flags, Pennants, Honors, Ceremonies, and Customs

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Finale Music and/or current industry licensed software.

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**5519-SUPT-2003:** Manage Unit Information Officer Section

**EVALUATION-CODED:** NO                      **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Each band has a Unit Information Officer Section to maintain a historical archive of the band, create promotional material, liaise with local COMMSTRAT office, and provide community outreach through the band's website, social media, and local media outlets.

**MOS PERFORMING:** 5519

**BILLETS:** Enlisted Conductor

**GRADES:** SSGT, GYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given assigned band personnel, access to an automated system, access to social media, photo/video editing software, high-performance computer, an operational plan, the command's concept of operations for surrounding communities, and approved commitments.

**STANDARD:** To ensure accurate and timely dissemination of band's operations to maximize attendance at public performances.

**PERFORMANCE STEPS:**

1. Train assigned personnel to execute all required communication strategy functions.
2. Verify maintenance of band historical records.
3. Verify coordination of publicity for performances.
4. Review design of printed programs.
5. Verify development of band press package.
6. Monitor band website.
7. Monitor social media platforms.
8. Review concert narration.

**REFERENCES:**

1. MCO 5000.18\_ Marine Corps Band Manual
2. MCO 5750.1\_ Manual for the Marine Corps Historical Program
3. SECNAVINST 5720.44\_ Department of the Navy Public Affairs Policy and Regulations
4. UFC 4-171-05 w/Ch 3 Unified Facilities Criteria (UFC) Army Reserve Facilities

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Adobe Creative Cloud and/or current industry licensed software and external digital storage device.

MUSIC T&R MANUAL

CHAPTER 7

MOS 5521 INDIVIDUAL EVENTS

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MUSIC T&R MANUAL

CHAPTER 7

MOS 5521 INDIVIDUAL EVENTS

**7000. PURPOSE.** This chapter details the individual events that specifically only pertain to the Drum Major. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

**7001. EVENT CODING.** Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

a. Field one. This field represents the occupational field or military occupational specialty (MOS). This chapter contains the following MOS code:

<u>Code</u>	<u>Description</u>
5521	Drum Major

b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

<u>Code</u>	<u>Description</u>
PERF	Performance
SUPT	Support

c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

<u>Code</u>	<u>Description</u>
2000	Core Plus Skills

d. The individual task condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources need to perform the task and the assistance, location, etc. that relates to performance of the task. In a garrison or field environment and with the aid of references are common conditions for all Occupational Field 55 tasks unless otherwise noted.

**7002. INDEX OF INDIVIDUAL EVENTS.** NOTE: Any gaps in event numerical sequencing is not an administrative error.

<b>Event Code</b>	<b>Event</b>	<b>Page</b>
<b>2000 Level Events</b>		
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5521-SUPT-2002	Manage Band Administration Section	7-3
5521-SUPT-2003	Manage Loading Section	7-4
5521-SUPT-2004	Manage Transportation Section	7-5

**7003. 2000-LEVEL**

**5521-PERF-2001:** Lead Marching Band

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 6 months

**DESCRIPTION:** Lead, train and manage the band on the march.

**MOS PERFORMING:** 5521

**BILLETS:** Drum Major

**GRADES:** SSGT, GYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a mace, a fully equipped band, and marching area.

**STANDARD:** To direct and rehearse the Marching Band at a 3.0 proficiency level for a staff sergeant and a 3.0+ proficiency level for a gunnery sergeant.

**PERFORMANCE STEPS:**

1. Program appropriate music.
2. Brief the sequence of events to the Band.
3. Dictate maneuver using verbal commands or mace signals, as appropriate.
4. Correct music as appropriate.
5. Correct drill as appropriate.
6. Execute sequence of events.
7. Submit After Action Report, as necessary.

**REFERENCES:**

1. MCO 5000.18\_ Marine Corps Band Manual
  2. MCO 5060.20 w/Ch1 Marine Corps Drill and Ceremonies Manual
  3. NAVMC 1200.1\_ Military Occupational Specialties Manual
  4. U. S. NAVY REGULATIONS W/CH 1 Chapter 12 - Flags, Pennants, Honors, Ceremonies, and Customs
- 

**5521-SUPT-2002:** Manage Band Administration Section

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** The Drum Major is responsible for establishing and maintaining an effective administrative section.

**MOS PERFORMING:** 5521

**BILLETS:** Drum Major

**GRADES:** SSGT, GYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given an Administrative Section, access to an automated system, unit personnel database, and an appropriate office space.

**STANDARD:** To ensure all administrative functions are completed in an efficient and timely manner with 100% accuracy.

**PERFORMANCE STEPS:**

1. Train assigned personnel to execute all required administrative functions.
2. Draft command chronology.
3. Verify correspondence production.
4. Verify correspondence filing.
5. Ensure timely roster updates.
6. Process performance requests.
7. Verify maintenance of personnel records.
8. Verify publication of planning documents.

**REFERENCES:**

1. MCO 5000.18\_ Marine Corps Band Manual
2. MCO 5210.11\_ Marine Corps Records Management Program
3. SECNAV M-5210.1 Department of the Navy Records Management Manual
4. SECNAV M-5210.2\_ Department of the Navy Standard Subject Identification Code (SSIC) Manual
5. SECNAV M-5216.5\_ w/Ch1 Navy Correspondence Manual
6. SECNAVINST 5212.5\_ Navy and Marine Corps Records Disposition Manual

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Administrative supplies and equipment.

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**5521-SUPT-2003:** Manage Loading Section

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** The Drum Major is responsible for the band's loading section.

**MOS PERFORMING:** 5521

**BILLETS:** Drum Major

**GRADES:** SSGT, GYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given a mode of transportation, equipment, personal protective equipment, access to an automated system, and loading crew.

**STANDARD:** To ensure all required equipment is efficiently loaded in a safe manner with 100% accountability.

**PERFORMANCE STEPS:**

1. Train assigned personnel to execute all required loading functions.
2. Liaise with unit leader.
3. Verity manifest.
4. Verify loading/unloading of equipment.

**REFERENCES:**

1. MCO 3500.27\_ Risk Management
  2. MCO 5000.18\_ Marine Corps Band Manual
  3. MCO 5100.8\_ Marine Corps Occupational Safety and Health (OSH) Policy Order
- 

**5521-SUPT-2004:** Manage Transportation Section

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** The Drum Major is responsible for the band's transportation section.

**MOS PERFORMING:** 5521

**BILLETS:** Drum Major

**GRADES:** SSGT, GYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given a transportation requirement, Transportation Section, access to an automated system, a commitment calendar, and appropriate office space.

**STANDARD:** To meet transportation requirements to 100% accuracy without incident.

**PERFORMANCE STEPS:**

1. Train assigned personnel to execute all required transportation functions.
2. Verify timely submissions of all transportation requests.
3. Verify unit has adequate number of trained drivers, as required.
4. Develop a transportation plan.
5. Verify performance of vehicle maintenance, as required.

**REFERENCES:**

1. MCO 11240.106\_ Garrison Mobile Equipment
2. MCO 5000.18\_ Marine Corps Band Manual

**SUPPORT REQUIREMENTS:**

**AIRCRAFT:** Provide appropriate aircraft to transport all personnel and equipment from home station to performance location.

**EQUIPMENT:** Administrative supplies and equipment.

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:** Ground Transportation - Vehicles to transport required personnel and equipment to and from home station and performance location.

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CHAPTER 8

MOS 5522 INDIVIDUAL EVENTS

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MUSIC T&R MANUAL

CHAPTER 8

MOS 5522 INDIVIDUAL EVENTS

**8000. PURPOSE.** This chapter details the individual events that specifically only pertain to the Small Ensemble Leader. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

**8001. EVENT CODING.** Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

a. Field one. This field represents the occupational field or military occupational specialty (MOS). This chapter contains the following MOS code:

<u>Code</u>	<u>Description</u>
5522	Small Ensemble Leader

b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

<u>Code</u>	<u>Description</u>
PERF	Performance
SUPT	Support

c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

<u>Code</u>	<u>Description</u>
2000	Core Plus Skills

d. The individual task condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources need to perform the task and the assistance, location, etc. that relates to performance of the task. In a garrison or field environment and with the aid of references are common conditions for all Occupational Field 55 tasks unless otherwise noted.

**8002. INDEX OF INDIVIDUAL EVENTS.** NOTE: Any gaps in event numerical sequencing is not an administrative error.

<b>Event Code</b>	<b>Event</b>	<b>Page</b>
<b>2000 Level Events</b>		
5522-PERF-2001	Lead small ensembles	8-3
5522-PERF-2002	Perform music in a small ensemble	8-3
5522-SUPT-2002	Manage Sound Reinforcement Section	8-4

**8003. 2000-LEVEL EVENTS**

**5522-PERF-2001:** Lead small ensembles

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 1 month

**DESCRIPTION:** Lead, train and manage the band's small ensembles.

**MOS PERFORMING:** 5522

**BILLETS:** Small Ensemble Leader

**GRADES:** SSGT, GYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a fully equipped ensemble and a performance venue.

**STANDARD:** To direct and rehearse all small ensembles at a 3.0 proficiency level for a staff sergeant and 3.0+ proficiency level for a gunnery sergeant.

**PERFORMANCE STEPS:**

1. Program appropriate music.
2. Brief the sequence of events to ensemble.
3. Direct ensemble using proper techniques.
4. Correct music in rehearsal as appropriate.
5. Execute sequence of events.
6. Submit After Action Report, as necessary.

**REFERENCES:**

1. MCO 5000.18\_ Marine Corps Band Manual
  2. MCO 5060.20 w/Ch1 Marine Corps Drill and Ceremonies Manual
  3. NAVMC 1200.1\_ Military Occupational Specialties Manual
  4. U. S. NAVY REGULATIONS W/CH 1 Chapter 12 - Flags, Pennants, Honors, Ceremonies, and Customs
- 

**5522-PERF-2002:** Perform music in a small ensemble

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 1 month

**DESCRIPTION:** Small Ensemble Leaders are leaders/performers of one or more small ensembles.

**MOS PERFORMING:** 5522

**BILLETS:** Small Ensemble Leader

**GRADES:** SSGT, GYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** As an instrumentalist or a vocalist of a performing small ensemble and given appropriate music.

**STANDARD:** At a 24 proficiency level for a Staff Sergeant and a 24+ proficiency level for a Gunnery Sergeant.

**PERFORMANCE STEPS:**

1. Properly tune instrument to a given pitch, when applicable.
2. Perform the music.
3. Make individual adjustments, as necessary, to provide proper balance within the ensemble.

**REFERENCES:**

1. MCO 5000.18\_ Marine Corps Band Manual
  2. NAVSOMINST 1300.1\_ Instrumental/Vocal Assessments
- 

**5522-SUPT-2002:** Manage Sound Reinforcement Section

**EVALUATION-CODED:** NO                      **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Employ the use of sound reinforcement equipment to project performances to large audiences, and to enhance production.

**MOS PERFORMING:** 5522

**BILLETS:** Small Ensemble Leader

**GRADES:** SSGT, GYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given required sound reinforcement equipment, designated ensemble, sound crew, performance venue, and performance event.

**STANDARD:** To ensure industry standard quality sound reinforcement.

**PERFORMANCE STEPS:**

1. Train personnel to set up sound reinforcement equipment.
2. Train personnel to operate sound reinforcement equipment.
3. Verify proper set up of sound reinforcement equipment.
4. Verify proper operation of sound reinforcement equipment.
5. Establish sound reinforcement performance plan.
6. Distribute performance plan to assigned personnel.
7. Manage execution of performance plan.

**REFERENCES:**

1. Audio Ear Training CD, Golden Ears, Volume 1: Frequencies
2. Audio Mixing Bootcamp, Bobby Owsinski
3. The Art of Mixing, David Gibson
4. Yamaha Sound Reinforcement Handbook, Gary Davis and Ralph Jones
5. Basic Live Sound Reinforcement - a Practical Guide for Starting Live Audio, Raven Biederman and Penny Pattison

6. MCO 5000.18\_ Marine Corps Band Manual
7. UFC 4-171-05 w/Ch 3 Unified Facilities Criteria (UFC) Army Reserve Facilities

**SUPPORT REQUIREMENTS:**

**ROOMS/BUILDINGS:** An appropriate performance venue.

**EQUIPMENT:** Industry standard sound equipment, high-performance computer equipment, peripherals, and software.

**UNITS/PERSONNEL:** Assigned section of Band personnel.

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CHAPTER 9

MOS 5523 INDIVIDUAL EVENTS

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MUSIC T&R MANUAL

CHAPTER 9

MOS 5523 INDIVIDUAL EVENTS

**9000. PURPOSE.** This chapter details the individual events that pertain to the Instrument Repair Technician. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

**9001. EVENT CODING.** Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

a. Field one. This field represents the occupational field or military occupational specialty (MOS). This chapter contains the following MOS code:

<u>Code</u>	<u>Description</u>
5523	Instrument Repair Technician

b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

<u>Code</u>	<u>Description</u>
ADMN	Administration
FISC	Fiscal
HZMG	Hazardous Material Management
MANT	Maintenance
SAFE	Safety
SUPT	Support

c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

<u>Code</u>	<u>Description</u>
2000	Core Plus Skills

d. The individual task condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources need to perform the task and the assistance, location, etc. that relates to performance of the task. In a garrison or field environment and with the aid of references are common conditions for all Occupational Field 55 tasks unless otherwise noted.

**9002. INDEX OF INDIVIDUAL EVENTS**

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5523-SUPT-2005	Manage disposal of unserviceable band instruments/equipment	9-12

**9003. 2000-LEVEL EVENTS**

**5523-ADMN-2001:** Maintain instrument history logbook

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Maintains chronological history and maintenance records of each instrument in the inventory to include purchase date, date of repair, type of repair, estimated cost of repair, and inspection results. The data provided from accurate records are used to assist in developing the annual budget and Periodic Replacement Plan. The information is critical when providing documentation to justify procurement of new equipment and replacement of unserviceable equipment.

**MOS PERFORMING:** 5523

**BILLETS:** Instrument Repair Technician

**GRADES:** SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given repair personnel, instrument requisitions, and repair records.

**STANDARD:** To ensure 100% accuracy and currency of instrument history.

**PERFORMANCE STEPS:**

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

**REFERENCES:** MCO 5000.18\_ Marine Corps Band Manual

**5523-FISC-2001:** Develop annual budget

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Estimate and brief the Band Officer on funding required for mission accomplishment. Consideration is given to historical spending, long-term planning for replacement, longevity of instruments on hand, and overall condition of the band's equipment. Submissions enable the local command to plan their budget accordingly.

**MOS PERFORMING:** 5523

**BILLETS:** Instrument Repair Technician

**GRADES:** SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

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

**STANDARD:** To ensure all funding requirements and deficiencies are identified with 100% accuracy.

**PERFORMANCE STEPS:**

1. Review historical budget records.
2. Determining annual budget requirements.
3. Submit draft budget to Band Officer.
4. Execute annual budget plan.

**REFERENCES:**

1. MCO 4400.150\_ Consumer Level Supply Policy
  2. MCO 5000.18\_ Marine Corps Band Manual
  3. MCO 7300.21\_ Marine Corps Financial Management Standard Operating Procedure Manual
- 

**5523-FISC-2002:** Develop Periodic Replacement Plan (PRP)

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Develops the Periodic Replacement Plan annually based on current Table of Equipment (T/E) requirements and instrument history records. The Periodic Replacement Plan is used for long-term planning of budget submissions and purchases.

**MOS PERFORMING:** 5523

**BILLETS:** Instrument Repair Technician

**GRADES:** SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given the Table of Organization and Equipment (TO&E) and current inventory.

**STANDARD:** To ensure all TO&E requirements are properly identified and adjusted to meet budget constraints.

**PERFORMANCE STEPS:**

1. Review current inventory for equipment accountability.
2. Determine history and age of each piece of equipment.
3. Determine proper replacement year for each musical instrument within the PRP, using a 7-year replacement cycle.
4. Determine proper replacement year for each piece of electronic gear, within the PRP, using the 3-year replacement cycle.

**REFERENCES:** MCO 5000.18\_ Marine Corps Band Manual

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**5523-HZMG-2001:** Manage hazardous material (HAZMAT) program

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** The Instrument Repair Technician is responsible for all areas pertaining to hazardous materials procurement, storage and disposal. Ensures the unit is in compliance with all local directives and acts as a liaison with the command hazardous material program.

**MOS PERFORMING:** 5523

**BILLETS:** Instrument Repair Technician

**GRADES:** SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given facilities, hazardous material, the command HAZMAT program, administrative supplies, and a computer with software.

**STANDARD:** To ensure establishment of required HAZMAT procedures.

**PERFORMANCE STEPS:**

1. Review command HAZMAT program.
2. Publish unit HAZMAT program.
3. Identify personnel for HAZMAT training
4. Submit appropriate documents for authorization and procurement.
5. Inventory all hazardous material.
6. Maintain Safety Data Sheet (SDS) book for materials on hand.
7. Maintain spill containment kit.
8. Schedule removal of HAZMAT.

**REFERENCES:**

1. MCO 5100.8\_ Marine Corps Occupational Safety and Health (OSH) Policy Order

2. MCO P5090.2\_ Environmental Compliance and Protection Manual
3. UFC 4-171-05 w/Ch 3 Unified Facilities Criteria (UFC) Army Reserve Facilities

**SUPPORT REQUIREMENTS:**

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**5523-MANT-2001:** Maintain instrument repair tools/equipment

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** The instrument repair facility is required to maintain certain tools and equipment to properly repair and maintain the operational readiness of band equipment. The delicateness of musical instruments requires those tools to function properly. The Instrument Repair Technician is responsible to inventory and maintain the tools and equipment.

**MOS PERFORMING:** 5523

**BILLETS:** Instrument Repair Technician

**GRADES:** SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given repair personnel, repair tools/equipment, and cleaning and maintenance supplies.

**STANDARD:** To ensure 100% serviceability.

**PERFORMANCE STEPS:**

1. Inventory tools/equipment.
2. Inspect tools/equipment for serviceability.
3. Restore to serviceable condition.
4. Apply a light coat of rust inhibitor on tools/equipment.
5. Update records.

**REFERENCES:**

1. Beckwith, Gene E.; Huth, John Band Instrument Repair Manual; Minnesota SE Technical College (2001)
  2. MCO 5000.18\_ Marine Corps Band Manual
- 

**5523-MANT-2002:** Inspect all Band instruments

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** All musical unit instruments and equipment are inspected quarterly for serviceability and cleanliness. The Instrument Repair Technician supervises the inspection process and ensures the required information is recorded upon completion.

**MOS PERFORMING:** 5523

**BILLETS:** Instrument Repair Technician

**GRADES:** SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given repair personnel, instruments, cleaning supplies and equipment, adequate facilities, and the current inventory.

**STANDARD:** To ensure 100% serviceability and maintenance of all instruments.

**PERFORMANCE STEPS:**

1. Inspect all instruments and equipment for serviceability/proper maintenance.
2. Identify condition of all instruments and equipment.
3. Update inspection log.
4. Identify necessary repairs.
5. Take necessary corrective action, if required.

**REFERENCES:**

1. Beckwith, Gene E.; Huth, John Band Instrument Repair Manual; Minnesota SE Technical College (2001)
2. MCO 5000.18\_ Marine Corps Band Manual

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**5523-MANT-2003:** Perform maintenance on instruments

**EVALUATION-CODED:** NO                      **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Instrument Repair Technicians are required to perform echelon 2 through 4 maintenance as defined in MCO P5000.18\_. Repair log entries will be made upon completion of required work to maintain instrument history.

**MOS PERFORMING:** 5523

**BILLETS:** Instrument Repair Technician

**GRADES:** SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given repair personnel, malfunctioning instrument, repair tools and equipment, supplies and materials, and adequate facilities.

**STANDARD:** To return instrument to manufacturer standards.

**PERFORMANCE STEPS:**

1. Determine work required.
2. Perform required work.
3. Play test instrument.
4. Make necessary adjustments.
5. Update maintenance records.
6. Return to proper disposition.

**REFERENCES:**

1. Beckwith, Gene E.; Huth, John Band Instrument Repair Manual; Minnesota SE Technical College (2001)
  2. MCO 5000.18\_ Marine Corps Band Manual
- 

**5523-MANT-2004:** Process instruments for 5th echelon maintenance

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Fifth echelon repair cannot be accomplished at local commands. Instrument Repair Technicians identify this equipment and it is shipped to commercial sources for required repairs.

**MOS PERFORMING:** 5523

**BILLETS:** Instrument Repair Technician

**GRADES:** SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given repair personnel, malfunctioning instrument/equipment, diagnostic equipment, and adequate facilities.

**STANDARD:** To return instrument to manufacturer standards.

**PERFORMANCE STEPS:**

1. Diagnose malfunction.
2. Determine the level of work to be performed.
3. Identify qualified vendor to outsource repair.
4. Generate work requisition.
5. Deliver instrument/equipment for repair.
6. Update location records.
7. Receive instrument/equipment from vendor.
8. Inspect for serviceability.
9. Update maintenance and location records.
10. Return to proper disposition.

**REFERENCES:**

1. Beckwith, Gene E.; Huth, John Band Instrument Repair Manual; Minnesota SE Technical College (2001)
  2. MCO 5000.18\_ Marine Corps Band Manual
- 

**5523-SAFE-2001:** Manage Band safety program

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** The Instrument Repair Technician is responsible for all areas pertaining to safety. The IRT ensures the unit is in compliance with all local directives and acts as a liaison with the command safety program. The Instrument Repair Technician also designs the instrument repair facility in accordance with the Occupational Safety and Health Administration (OSHA) standards, the Environmental Protective Agency (EPA), and local base safety regulations.

**MOS PERFORMING:** 5523

**BILLETS:** Instrument Repair Technician

**GRADES:** SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given administrative supplies and the references.

**STANDARD:** To ensure establishment of required safety procedures.

**PERFORMANCE STEPS:**

1. Review command safety program.
2. Deliver unit safety program.
3. Conduct safety inspections.
4. Ensure all hazardous noise areas, work sites, and equipment are properly labeled.
5. Maintain appropriate safety program records.
6. Publish unit safety program.

**REFERENCES:**

1. 29 CFR 1910.95 Occupational Safety and Health Standards - Occupational noise exposure
2. MCO 5100.29\_ Marine Corps Safety Program
3. MCO 5102.1 Marine Corps Ground Mishap Reporting
4. MCO 6260.3\_ Marine Corps Hearing Conservation Program

**SUPPORT REQUIREMENTS:**

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**5523-SUPT-2001:** Manage Supply Section

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** The Instrument Repair Technician is responsible to the Band Officer for the band's supply section. The band's supply section provides logistical support to accomplish the unit's mission and training. This is accomplished through inventory control of all instruments, supplies, and equipment.

**MOS PERFORMING:** 5523

**BILLETS:** Instrument Repair Technician

**GRADES:** SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given equipment and logistical requirements, assigned personnel, and records.

**STANDARD:** To ensure the unit is 100% mission capable.

**PERFORMANCE STEPS:**

1. Train personnel to execute all required supply functions.
2. Verify accuracy of musical instrument inventory.
3. Verify accuracy of musical equipment inventory.
4. Verify accuracy of support equipment inventory.
5. Ensure musical instruments/equipment are properly maintained.

**REFERENCES:**

1. MCO 4400.150\_ Consumer Level Supply Policy
2. MCO 5000.18\_ Marine Corps Band Manual
3. MCO 7300.21\_ Marine Corps Financial Management Standard Operating Procedure Manual

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**5523-SUPT-2002:** Manage procurement of musical instruments, supplies, and equipment

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Musical instruments, accessories, supplies and equipment are procured with local command funds. The Instrument Repair Technician recommends purchases to the Band Officer with the assistance of the Periodic Replacement Plan (PRP), annual budget, and individual section input. Local command and Marine Corps purchasing regulations determine procedures for procurement.

**MOS PERFORMING:** 5523

**BILLETS:** Instrument Repair Technician

**GRADES:** SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

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

**STANDARD:** To meet all unit Table of Organization and Equipment (TO&E) requirements.

**PERFORMANCE STEPS:**

1. Identify instruments, supplies and equipment for purchase.
2. Research supply sources for cost and availability.
3. Forward purchase requests to Band Officer for approval.
4. Submit requisitions to appropriate authority.

5. Receive/inspect instruments, supplies, and equipment.
6. Document receipt of new instrument, supplies and equipment.
7. Update PRP, instrument history log, and inventory.

**REFERENCES:**

1. MCO 4400.150\_ Consumer Level Supply Policy
  2. MCO 5000.18\_ Marine Corps Band Manual
  3. MCO 7300.21\_ Marine Corps Financial Management Standard Operating Procedure Manual
- 

**5523-SUPT-2003:** Inventory serialized Band equipment

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Assists the Band Officer in ensuring that all instruments, accessories and equipment are inventoried and accounted for as directed by the command, typically quarterly. All items listed on the band's inventory are physically inspected and the results are recorded and reported to the command.

**MOS PERFORMING:** 5523

**GRADES:** SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given supply personnel and current inventory.

**STANDARD:** To reconcile on-hand items with the inventory notating any discrepancies.

**PERFORMANCE STEPS:**

1. Conduct inventory.
2. Generate reports.
3. Submit draft reconciliation to Band Officer.
4. Update records.

**REFERENCES:** MCO 5000.18\_ Marine Corps Band Manual

---

**5523-SUPT-2004:** Inventory consumable instrument repair supplies

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** The Instrument Repair Technician is responsible for maintaining expendable items that are essential to the band's musical performance. These items, or accessories, are not serialized or listed on the band's official inventory. They are considered to be expendable, but require periodic inventory to be replaced on a regular basis.

**MOS PERFORMING:** 5523

**BILLETS:** Instrument Repair Technician

**GRADES:** SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given repair supplies, a repair supplies inventory list, and reorder points.

**STANDARD:** To reconcile on-hand items with the repair supplies inventory list.

**PERFORMANCE STEPS:**

1. Inventory repair supplies.
2. Reorder, as necessary.
3. Update inventory records.

**REFERENCES:** MCO 5000.18\_ Marine Corps Band Manual

---

**5523-SUPT-2005:** Manage disposal of unserviceable band instruments/equipment

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Determines the serviceability of band assets and makes recommendations to the Band Officer. Established procedures and local command guidance are followed for proper disposal when an item is declared unserviceable.

**MOS PERFORMING:** 5523

**BILLETS:** Instrument Repair Technician

**GRADES:** SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given applicable form(s) and transportation.

**STANDARD:** To ensure proper disposal of all unserviceable Band instruments and equipment.

**PERFORMANCE STEPS:**

1. Identify unserviceable band instruments and equipment.
2. Complete applicable form(s).
3. Upon approval, submit completed form(s).
4. Deliver instruments and equipment to appropriate facility.
5. Update records.

**REFERENCES:**

1. MCO 4400.150\_ Consumer Level Supply Policy
2. MCO 5000.18\_ Marine Corps Band Manual

MUSIC T&R MANUAL

CHAPTER 10

MOS 5524 INDIVIDUAL EVENTS

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MUSIC T&R MANUAL

CHAPTER 10

MOS 5524 INDIVIDUAL EVENTS

**10000. PURPOSE.** This chapter details the individual events that pertain to a Marine Musician. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

**10001. EVENT CODING.** Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

a. Field one. This field represents the occupational field or military occupational specialty (MOS). This chapter contains the following MOS code:

<u>Code</u>	<u>Description</u>
5524	Musician

b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

<u>Code</u>	<u>Description</u>
ADMN	Administration
AUDN	Audition
MANT	Maintenance
PERF	Performance
REHL	Rehearsal
SUPT	Support

c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

<u>Code</u>	<u>Description</u>
1000	Core Skills
2000	Core Plus Skills

d. The individual task condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources need to perform the task and the assistance, location, etc. that relates to performance of the task. In a garrison or field environment and with the aid of references are common conditions for all Occupational Field 55 tasks unless otherwise noted.

**10002. INDEX OF 1000-LEVEL EVENTS**

<b>Event Code</b>	<b>Event</b>	<b>Page</b>
<b>1000 Level Events</b>		

5524-MANT-1001	Perform 1st echelon maintenance on assigned woodwind instrument	10-3
5524-MANT-1002	Perform 1st echelon maintenance on assigned brass instrument	10-4
5524-MANT-1003	Perform 1st echelon maintenance on assigned percussion instrument	10-4
5524-MANT-1004	Produce double reeds	10-5
5524-PERF-1001	Perform assigned instrument to grade (18 level)	10-5
5524-PERF-1002	Perform music in an ensemble	10-6
5524-PERF-1003	Execute manual of the instrument	10-7
5524-PERF-1004	Follow mace signals	10-7
5524-PERF-1005	Perform vocal music to grade (18 level)	10-8

**10003. 1000-LEVEL EVENTS**

**5524-MANT-1001:** Perform 1st echelon maintenance on assigned woodwind instrument

**EVALUATION-CODED:** NO                      **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Individual Marines are responsible for the general cleaning and maintenance of their assigned woodwind instrument by following the established preventive maintenance program provided by the Instrument Repair Technician.

**MOS PERFORMING:** 5524

**BILLETS:** Musician

**GRADES:** PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a woodwind instrument, instrument case, and cleaning equipment.

**STANDARD:** On a weekly basis, to ensure cleanliness, proper lubrication, and serviceability.

**PERFORMANCE STEPS:**

1. Disassemble the instrument.
2. Swab moisture from the inside of the bore.
3. Clean tone holes and keys.
4. Clean pads with a soft cloth.
5. Lubricate keys.
6. Clean instrument case.
7. Report any discrepancies to Instrument Repair Technician.

**REFERENCES:** MCO 5000.18\_ Marine Corps Band Manual

**5524-MANT-1002:** Perform 1st echelon maintenance on assigned brass instrument

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Individual Marines are responsible for the general cleaning and maintenance of their assigned brass instrument by following the established preventive maintenance program provided by the Instrument Repair Technician.

**MOS PERFORMING:** 5524

**BILLETS:** Musician

**GRADES:** PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a brass instrument, instrument case, and cleaning equipment.

**STANDARD:** On a weekly basis, to ensure cleanliness, proper lubrication, and serviceability.

**PERFORMANCE STEPS:**

1. Disassemble the instrument.
2. Submerge instrument and mouthpiece in lukewarm soapy water.
3. Scrub inside of brass instrument with snake or tubing brush.
4. Thoroughly dry instrument.
5. Lubricate valves and slides.
6. Polish the instrument.
7. Clean instrument case.
8. Report any discrepancies to Instrument Repair Technician.

**REFERENCES:** MCO 5000.18\_ Marine Corps Band Manual

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**5524-MANT-1003:** Perform 1st echelon maintenance on assigned percussion instrument

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Individual Marines are responsible for the general cleaning and maintenance of their assigned percussion instrument by following the established preventive maintenance program provided by the Instrument Repair Technician.

**MOS PERFORMING:** 5524

**BILLETS:** Musician

**GRADES:** PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a percussion instrument, instrument case, and cleaning equipment.

**STANDARD:** On a weekly basis, to ensure cleanliness and serviceability.

**PERFORMANCE STEPS:**

1. Tune drum heads, as appropriate.
2. Wipe down instrument with soft cloth.
3. Clean instrument case.
4. Report any discrepancies to Instrument Repair Technician.

**REFERENCES:** MCO 5000.18\_ Marine Corps Band Manual

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**5524-MANT-1004:** Produce double reeds

**EVALUATION-CODED:** NO                      **SUSTAINMENT INTERVAL:** 6 months

**DESCRIPTION:** Individual Marines are responsible for producing reeds for their assigned double reed instrument. The appropriate materials and tools will be provided by the band supply section.

**MOS PERFORMING:** 5524

**BILLETS:** Musician Oboe and Bassoon

**GRADES:** PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given reed making materials and tools.

**STANDARD:** To produce reeds to industry standards.

**PERFORMANCE STEPS:**

1. Gather materials.
2. Assemble reeds.

**REFERENCES:**

1. Bassoon Reed Making: An Illustrated Method, Christopher Weait, 2008
  2. The Oboe Reed Book, J. Light, 1993
  3. Bassoon Reed Making, 4th edition, Mark Popkin and Loren Glickman, 2013
- 

**5524-PERF-1001:** Perform assigned instrument to grade (18 level)

**EVALUATION-CODED:** NO                      **SUSTAINMENT INTERVAL:** 6 months

**DESCRIPTION:** Musicians perform musical instruments in a Marine Corps Band.

**MOS PERFORMING:** 5524

**BILLETS:** Musician

**GRADES:** PVT, PFC, LCPL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given an assembled instrument, an evaluator, designated location, and prepared music.

**STANDARD:** At a 18 level.

**PERFORMANCE STEPS:**

1. Perform prepared material.
2. Perform quickly prepared material.
3. Perform sight reading.
4. Perform scales and/or rudiments.

**REFERENCES:**

1. MCO 5000.18\_ Marine Corps Band Manual
  2. NAVSOMINST 1300.1\_ Instrumental/Vocal Assessments
- 

**5524-PERF-1002:** Perform music in an ensemble

**EVALUATION-CODED:** NO                    **SUSTAINMENT INTERVAL:** 6 months

**DESCRIPTION:** Ensembles include but are not limited to Concert Band, Ceremonial Band, Field Drill, Jazz Ensemble, Popular Music Group, Jazz Combo, Brass Band, Brass Quintet, and Woodwind Quintet.

**MOS PERFORMING:** 5524

**BILLETS:** Musician

**GRADES:** PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** As a member of a performing ensemble, given an instrument if appropriate, appropriate music, and a conductor or ensemble leader.

**STANDARD:** In accordance with the conductor's direction, ensuring notes, rhythm, and musicality are accurately produced to the appropriate level for grade.

**PERFORMANCE STEPS:**

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

**REFERENCES:** MCO 5000.18\_ Marine Corps Band Manual

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:** The Band Officer may assign a musician to perform on various instruments within the instrument group or family.

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**5524-PERF-1003:** Execute manual of the instrument

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 6 months

**DESCRIPTION:** Oboe, bassoon, guitar, electric bass, and piano musicians will receive familiarity training in basic percussion and field drill techniques.

**MOS PERFORMING:** 5524

**BILLETS:** Musician

**GRADES:** PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given an instrument and appropriate command and signal.

**STANDARD:** Demonstrating accurate placement of the instrument and body positions on the appropriate count.

**PERFORMANCE STEPS:**

1. Assume position in formation.
2. Execute movements on the appropriate count.

**REFERENCES:** MCO 5000.18\_ Marine Corps Band Manual

---

**5524-PERF-1004:** Follow mace signals

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 6 months

**DESCRIPTION:** Oboe, bassoon, guitar, electric bass and piano musicians will receive familiarity training in basic percussion and field drill techniques.

**MOS PERFORMING:** 5524

**BILLETS:** Musician

**GRADES:** PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given an instrument and a Drum Major with mace.

**STANDARD:** Demonstrating proper instrument and body carriage in accordance with the Drum Major's commands.

**PERFORMANCE STEPS:**

1. Assume position in formation.
2. Observe Drum Major's commands.
3. Execute movement/maneuver associated with the command.

**REFERENCES:** MCO 5000.18\_ Marine Corps Band Manual

---

**5524-PERF-1005:** Perform vocal music to grade (18 level)

**EVALUATION-CODED:** NO                      **SUSTAINMENT INTERVAL:** 6 months

**DESCRIPTION:** Musicians sing in a Marine Corps Band.

**MOS PERFORMING:** 5524

**BILLETS:** Musician

**GRADES:** PVT, PFC, LCPL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given an evaluator, designated location, required equipment, and prepared solos, and lead or lyric sheets with backing tracks of various styles.

**STANDARD:** At an 18 proficiency level.

**PERFORMANCE STEPS:**

1. Perform prepared material.
2. Perform quickly prepared material.
3. Perform sight reading.
4. Perform scales.

**REFERENCES:**

1. MCO 5000.18\_ Marine Corps Band Manual
2. NAVSOMINST 1300.1\_ Instrumental/Vocal Assessments

**10004. INDEX OF 2000-LEVEL EVENTS**

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5524-AUDN-2001	Screen prospective applicant	10-9
5524-PERF-2001	Narrate concert	10-10
5524-PERF-2002	Improvise from lead sheet/chord changes	10-11
5524-PERF-2003	Lead small ensemble performance	10-11
5524-PERF-2005	Operate sound reinforcement equipment	10-12
5524-PERF-2006	Perform assigned instrument to grade (20 level)	10-13

5524-PERF-2007	Perform assigned instrument to grade (22 level)	10-13
5524-PERF-2008	Perform assigned instrument to grade (24 level)	10-14
5524-PERF-2010	Perform vocal music to grade (20 level)	10-15
5524-PERF-2011	Perform vocal music to grade (22 level)	10-15
5524-PERF-2012	Perform vocal music to grade (24 level)	10-16
5524-PERF-2013	Perform assigned instrument to grade (24+ level)	10-16
5524-PERF-2014	Perform vocal music to grade (24+ level)	10-17
5524-REHL-2001	Lead section rehearsal	10-17
5524-SUPT-2001	Maintain Music Library Section	10-18
5524-SUPT-2002	Maintain Supply Section	10-19
5524-SUPT-2003	Maintain Administrative Section	10-20
5524-SUPT-2004	Maintain Training Section	10-20
5524-SUPT-2005	Maintain Transportation Section	10-21

**10005. 2000-LEVEL EVENTS**

**5524-ADMN-2001:** Maintain Band historical records

**EVALUATION-CODED:** NO                      **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Create and maintain all records pertaining to its organizational and operational administration.

**MOS PERFORMING:** 5524

**BILLETS:** Musician

**GRADES:** PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** When assigned to Band public affairs section, given photographs, articles, programs, other files pertaining to the Band, access to an automated system, access to social media, photo/video editing software, high-performance computer, and an external digital storage device.

**STANDARD:** To ensure the chronological records are 100% accurate and complete.

**PERFORMANCE STEPS:**

1. Collect all applicable materials.
2. Consolidate materials into a chronological record.
3. Utilize appropriate storage for all historical materials.

**REFERENCES:**

1. MCO 5000.18\_ Marine Corps Band Manual
2. MCO 5750.1\_ Manual for the Marine Corps Historical Program

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Adobe Creative Cloud and/or current industry licensed software.

**5524-AUDN-2001:** Screen prospective applicant

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 6 months

**DESCRIPTION:** Musician Technical Assistants serve as musician-specific recruiters and will hold AMOS of 8411, Recruiter.

**MOS PERFORMING:** 5524

**BILLETS:** Musician Technical Assistant

**GRADES:** SSGT, GYSGT, MSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a prospective Marine musician applicant, support materials, a MEOP screening form, and designated location.

**STANDARD:** To ascertain technical proficiency ensuring 100% accuracy and consistency with NAVSOMINST 1300.1\_, Instrumental/Vocal Assessments Instruction.

**PERFORMANCE STEPS:**

1. Establish rapport with applicant.
2. Screen applicant for musical background.
3. Record results on screening form.
4. Determine applicant's assessment eligibility.
5. Counsel applicant on eligibility determination.
6. If ineligible, counsel applicant on other options.
7. Schedule assessment for eligible applicant.
8. Explain assessment process to applicant.
9. Prepare applicant for assessment.

**REFERENCES:**

1. Marine Corps Recruiting Command Volume III Guidebook for Recruiting Station Operations
2. MCO 5000.18\_ Marine Corps Band Manual
3. MCOP MARINE CORPS OPPORTUNITY BOOK
4. NAVMC 1200.1\_ Military Occupational Specialties Manual
5. NAVSOMINST 1300.1\_ Instrumental/Vocal Assessments

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**5524-PERF-2001:** Narrate concert

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Musicians may be designated as a narrator to facilitate transitions between musical selections during a concert.

**MOS PERFORMING:** 5524

**BILLETS:** Musician

**GRADES:** PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** When assigned, given prepared concert notes, and preparation time with the Band.

**STANDARD:** To facilitate transition 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 required.
6. Conclude narration.

**REFERENCES:** MCO 5000.18\_ Marine Corps Band Manual

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**5524-PERF-2002:** Improvise from lead sheet/chord changes

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 6 months

**DESCRIPTION:** To create a stylistically appropriate musical solo within proper chord structure.

**MOS PERFORMING:** 5524

**BILLETS:** Musician

**GRADES:** PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** When required, given appropriate equipment, a lead sheet, and/or chord changes.

**STANDARD:** To meet the minimum proficiency level.

**PERFORMANCE STEPS:**

1. Study lead sheet with chord changes.
2. Perform a melody consistent with the style of the composition.

**REFERENCES:**

1. AEBERSOLD, JAMEY. ALBUMS AND TEXT; Publisher: Charles Colin Music Publications
  2. MCO 5000.18\_ Marine Corps Band Manual
  3. NAVSOMINST 1300.1\_ Instrumental/Vocal Assessments
-

**5524-PERF-2003:** Lead small ensemble performance

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 6 months

**DESCRIPTION:** Small Ensembles include but are not limited to Jazz Ensemble, Popular Music Group, Jazz Combo, Brass Band, Brass Quintet, and Woodwind Quintet.

**MOS PERFORMING:** 5524

**BILLETS:** Musician

**GRADES:** CPL, SGT, SSGT, GYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given an equipped ensemble and proper music.

**STANDARD:** Ensuring notes, rhythm, and style are produced with 100% accuracy.

**PERFORMANCE STEPS:**

1. Program appropriate music.
2. Brief the sequence of events to the ensemble.
3. Direct ensemble using proper techniques.
4. Correct music in rehearsal as appropriate.
5. Execute sequence of events.

**REFERENCES:** MCO 5000.18\_ Marine Corps Band Manual

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**5524-PERF-2005:** Operate sound reinforcement equipment

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Employ the use of sound reinforcement equipment to project performances to large audiences, and to enhance production.

**MOS PERFORMING:** 5524

**BILLETS:** Musician

**GRADES:** PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given required equipment and software, a performing ensemble, and a venue.

**STANDARD:** To ensure sound reinforcement per industry standard.

**PERFORMANCE STEPS:**

1. Receive performance plan.
2. Position equipment.
3. Connect equipment.

4. Test equipment operability.
5. Conduct sound check.
6. Adjust equipment to proper settings throughout performance.

**REFERENCES:**

1. Audio Ear Training CD, Golden Ears, Volume 1: Frequencies
2. Audio Mixing Bootcamp, Bobby Owsinski
3. Basic Live Sound Reinforcement ; a Practical Guide for Starting Live Audio, Raven Biederman and Penny Pattison
4. The Art of Mixing, David Gibson
5. Yamaha Sound Reinforcement Handbook, Gary Davis and Ralph Jones
6. MCO 5000.18\_ Marine Corps Band Manual
7. UFC 4-171-05 w/Ch 3 Unified Facilities Criteria (UFC) Army Reserve Facilities

**SUPPORT REQUIREMENTS:**

**ROOMS/BUILDINGS:** An appropriate performance venue.

**EQUIPMENT:** Industry standard high-performance computer equipment, peripherals, Pro Tools, Studio One, Capture, or industry standard recording software, and recording equipment capable of producing high quality digital audio/visual recordings.

---

**5524-PERF-2006:** Perform assigned instrument to grade (20 level)

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 6 months

**DESCRIPTION:** Musicians perform musical instruments in a Marine Corps Band.

**MOS PERFORMING:** 5524

**BILLETS:** Musician

**GRADES:** CPL

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given an instrument, an evaluator, designated location, and prepared music.

**STANDARD:** At a 20 level.

**PERFORMANCE STEPS:**

1. Perform prepared material.
2. Perform quickly prepared material.
3. Perform sight reading.
4. Perform scales and/or rudiments.

**REFERENCES:**

1. MCO 5000.18\_ Marine Corps Band Manual
  2. NAVSOMINST 1300.1\_ Instrumental/Vocal Assessments
-

**5524-PERF-2007:** Perform assigned instrument to grade (22 level)

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 6 months

**DESCRIPTION:** Musicians perform musical instruments in a Marine Corps Band.

**MOS PERFORMING:** 5524

**BILLETS:** Musician

**GRADES:** SGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given an instrument, an evaluator, designated location, and prepared music.

**STANDARD:** At a 22 level.

**PERFORMANCE STEPS:**

1. Perform prepared material.
2. Perform quickly prepared material.
3. Perform sight reading.
4. Perform scales and/or rudiments.

**REFERENCES:**

1. MCO 5000.18\_ Marine Corps Band Manual
  2. NAVSOMINST 1300.1\_ Instrumental/Vocal Assessments
- 

**5524-PERF-2008:** Perform assigned instrument to grade (24 level)

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 6 months

**MOS PERFORMING:** 5524

**BILLETS:** Musician

**GRADES:** SSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given an instrument, an evaluator, designated location, and prepared music.

**STANDARD:** At a 24 level.

**PERFORMANCE STEPS:**

1. Perform prepared material.
2. Perform quickly prepared material.
3. Perform sight reading.
4. Perform scales and/or rudiments.

**REFERENCES:**

1. MCO 5000.18\_ Marine Corps Band Manual
  2. NAVSOMINST 1300.1\_ Instrumental/Vocal Assessments
- 

**5524-PERF-2010:** Perform vocal music to grade (20 level)

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 6 months

**DESCRIPTION:** Musicians sing in a Marine Corps Band.

**MOS PERFORMING:** 5524

**BILLETS:** Musician

**GRADES:** CPL

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given an evaluator, designated location, required equipment, prepared solos, and lead or lyric sheets with backing tracks of various styles.

**STANDARD:** At a 20 proficiency level.

**PERFORMANCE STEPS:**

1. Perform prepared material.
2. Perform quickly prepared material.
3. Perform sight reading.
4. Perform scales.

**REFERENCES:**

1. MCO 5000.18\_ Marine Corps Band Manual
  2. NAVSOMINST 1300.1\_ Instrumental/Vocal Assessments
- 

**5524-PERF-2011:** Perform vocal music to grade (22 level)

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 6 months

**DESCRIPTION:** Musicians sing in a Marine Corps Band.

**MOS PERFORMING:** 5524

**BILLETS:** Musician

**GRADES:** SGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given an evaluator, designated location, required equipment, prepared solos, and lead or lyric sheets with backing tracks of various styles.

**STANDARD:** At a 22 proficiency level.

**PERFORMANCE STEPS:**

1. Perform prepared material.
2. Perform quickly prepared material.
3. Perform sight reading.
4. Perform scales.

**REFERENCES:**

1. MCO 5000.18\_ Marine Corps Band Manual
  2. NAVSOMINST 1300.1\_ Instrumental/Vocal Assessments
- 

**5524-PERF-2012:** Perform vocal music to grade (24 level)

**EVALUATION-CODED:** NO                      **SUSTAINMENT INTERVAL:** 6 months

**DESCRIPTION:** Musicians sing in a Marine Corps Band.

**MOS PERFORMING:** 5524

**BILLETS:** Musician

**GRADES:** SSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given an evaluator, designated location, required equipment, prepared solos, and lead or lyric sheets with backing tracks of various styles.

**STANDARD:** At a 24 proficiency level.

**PERFORMANCE STEPS:**

1. Perform prepared material.
2. Perform quickly prepared material.
3. Perform sight reading.
4. Perform scales.

**REFERENCES:**

1. MCO 5000.18\_ Marine Corps Band Manual
  2. NAVSOMINST 1300.1\_ Instrumental/Vocal Assessments
- 

**5524-PERF-2013:** Perform assigned instrument to grade (24+ level)

**EVALUATION-CODED:** NO                      **SUSTAINMENT INTERVAL:** 6 months

**DESCRIPTION:** Musicians perform musical instruments in a Marine Corps Band.

**BILLETS:** Musician

**GRADES:** GYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given an assembled instrument, an evaluator, designated location, and prepared music.

**STANDARD:** At a 24+ level.

**PERFORMANCE STEPS:**

1. Perform prepared Material.
2. Perform quickly prepared material.
3. Perform sight reading.
4. Perform scales and/or rudiments.

**REFERENCES:**

1. MCO 5000.18\_ Marine Corps Band Manual
  2. NAVSOMINST 1300.1\_ Instrumental/Vocal Assessments
- 

**5524-PERF-2014:** Perform vocal music to grade (24+ level)

**EVALUATION-CODED:** NO                      **SUSTAINMENT INTERVAL:** 6 months

**DESCRIPTION:** Musicians sing in a Marine Corps Band.

**MOS PERFORMING:** 5524

**BILLETS:** Musician

**GRADES:** GYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given an evaluator, designated location, required equipment, prepared solos, and lead or lyric sheets with backing tracks of various styles.

**STANDARD:** At a 24+ proficiency level.

**PERFORMANCE STEPS:**

1. Perform prepared material.
2. Perform quickly prepared material.
3. Perform sight reading.
4. Perform scales.

**REFERENCES:**

1. MCO 5000.18\_ Marine Corps Band Manual
  2. NAVSOMINST 1300.1\_ Instrumental/Vocal Assessments
-

**5524-REHL-2001:** Lead section rehearsal

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 6 months

**DESCRIPTION:** Unit level musical training programs emphasize individual fundamentals and promote teamwork.

**MOS PERFORMING:** 5524

**BILLETS:** Musician

**GRADES:** CPL, SGT, SSGT, GYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given rehearsal objectives, a group of equipped instrumentalists, appropriate rehearsal space, music, and auxiliary equipment.

**STANDARD:** To detect and correct errors and provide performance guidance through gestures and verbal instruction, within the scheduled rehearsal time to the occupational field standard.

**PERFORMANCE STEPS:**

1. Study scores for designated music.
2. Develop rehearsal plan.
3. Convey rehearsal objectives.
4. Provide guidance for any identified errors.
5. Provide verbal feedback for next rehearsal.

**REFERENCES:** MCO 5000.18\_ Marine Corps Band Manual

---

**5524-SUPT-2001:** Maintain Music Library Section

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Band personnel assigned to this section maintain sheet music, reference materials, and music texts and publications.

**MOS PERFORMING:** 5524

**BILLETS:** Musician

**GRADES:** PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given access to an automated system, required library material, sheet music, music texts, reference materials, and music publications.

**STANDARD:** To ensure that all required music materials are on hand, current, and properly accounted for in an organized and legal manner.

**PERFORMANCE STEPS:**

1. Receive materials for storage.
2. Categorize materials.
3. Catalog materials accordingly.
4. Distribute materials as required.
5. Complete performance log.

**REFERENCES:**

1. The Music Performance Library, Russ Girsberger; Publisher: Meredith Music Publications
2. MCO 5000.18\_ Marine Corps Band Manual
3. PUBLIC LAW 94-553 Federal Copyright Act, Title 17 of U. S. Code
4. U. S. NAVY REGULATIONS W/CH 1 Chapter 12 - Flags, Pennants, Honors, Ceremonies, and Customs

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Finale Music and/or current industry licensed software.

---

**5524-SUPT-2002:** Maintain Supply Section

**EVALUATION-CODED:** NO                      **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Band Personnel assigned to the supply section assist with the administration and operations of procuring, issuing and accounting for unit assets.

**MOS PERFORMING:** 5524

**BILLETS:** Musician

**GRADES:** PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given appropriate catalogs, forms, access to an automated system, unit supply database, climate controlled secure storage facility, and procurement requirements.

**STANDARD:** To procure, issue, and account for Band equipment and instruments with 100% accuracy.

**PERFORMANCE STEPS:**

1. Record unit purchases.
2. Issue equipment.
3. Check in equipment.
4. Update custody cards.
5. Update inventory records.

**REFERENCES:**

1. MCO 4400.150\_ Consumer Level Supply Policy
2. MCO 5000.18\_ Marine Corps Band Manual

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Administrative supplies.

---

**5524-SUPT-2003:** Maintain Administrative Section

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Band personnel assigned to this section assist with administration and operations.

**MOS PERFORMING:** 5524

**BILLETS:** Musician

**GRADES:** PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given forms, access to an automated system, appropriate IT peripherals, unit personnel database, and an appropriate office space.

**STANDARD:** Complete all administrative tasks in an efficient and timely manner with 100% accuracy.

**PERFORMANCE STEPS:**

1. Draft correspondence.
2. File correspondence.
3. Produce rosters.
4. Process performance requests.
5. Update personnel records.
6. Update planning documents.

**REFERENCES:**

1. MCO 5000.18\_ Marine Corps Band Manual
2. MCO 5210.11\_ Marine Corps Records Management Program
3. SECNAV M-5210.1 Department of the Navy Records Management Manual
4. SECNAV M-5210.2\_ Department of the Navy Standard Subject Identification Code (SSIC) Manual
5. SECNAV M-5216.5\_ w/Ch1 Navy Correspondence Manual
6. SECNAVINST 5212.5\_ Navy and Marine Corps Records Disposition Manual

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Administrative supplies.

---

**5524-SUPT-2004:** Maintain Training Section

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Band personnel assigned to this section assist with the training of the unit.

**MOS PERFORMING:** 5524

**BILLETS:** Musician

**GRADES:** PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given annual training program, forms, an automated system, appropriate IT peripherals, unit personnel database, and an appropriate office space.

**STANDARD:** To ensure all training functions are completed in an efficient and timely manner with 100% accuracy and safety.

**PERFORMANCE STEPS:**

1. Coordinate with S-3 for training events.
2. Schedule unit training as directed.
3. Produce training rosters.
4. Update training records.
5. Submit training records to the S-3 as necessary.

**REFERENCES:**

1. MCO 1500.59 Marine Corps Martial Arts Program
2. MCO 1553.3\_ Unit Training Management (UTM) Program
3. MCO 1553.4\_ Professional Military Education (PME)
4. MCO 5000.18\_ Marine Corps Band Manual
5. MCO 6100.13 w/Ch1 Marine Corps Physical Fitness Program
6. MCO 6110.3\_ Marine Corps Body Composition and Military Appearance Program

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Administrative supplies and equipment.

---

**5524-SUPT-2005:** Maintain Transportation Section

**EVALUATION-CODED:** NO                      **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Band personnel assigned to this section assist with the transportation requirements of the unit.

**MOS PERFORMING:** 5524

**BILLETS:** Musician

**GRADES:** PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given a transportation requirement, forms, access to an automated system, a commitment calendar, and an appropriate office space.

**STANDARD:** To meet 100% of transportation requirements.

**PERFORMANCE STEPS:**

1. Submit transportation requests.
2. Confirm transportation plan.
3. Perform vehicle maintenance, as required.
4. Perform dispatch duties, as required.

**REFERENCES:**

1. MCO 11240.106\_ Garrison Mobile Equipment
2. MCO 5000.18\_ Marine Corps Band Manual

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Administrative supplies and equipment.

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CHAPTER 11

COMMON 55XX INDIVIDUAL EVENTS

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MUSIC T&R MANUAL

CHAPTER 11

COMMON 55XX INDIVIDUAL EVENTS

**11000. PURPOSE.** This chapter details individual events that pertain to more than one MOS or billet holder within the Music Community. Each individual event provides an event title and the MOSs and billets who perform the event in addition to the condition the event will be performed under and the standard to which the event must be performed to be successful.

**11001. EVENT CODING.** Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

a. Field one. This field represents the community and contains the following community code:

<u>Code</u>	<u>Description</u>
55XX	Common event performed by more than one MOS or billet holder within the Music Community.

b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

<u>Code</u>	<u>Description</u>
ASMT	Assessment
CREL	Community Relations
PLAN	Planning
SUPT	Support
TRNG	Training

c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

<u>Code</u>	<u>Description</u>
2000	Core Plus Skills

e. The individual task condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources need to perform the task and the assistance, location, etc. that relates to performance of the task. In a garrison or field environment and with the aid of references are common conditions for all occupational field 55 tasks unless otherwise noted.

**11002. INDEX OF COMMON 55XX EVENTS**

Event Code	E-Coded	Event	Page
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55XX-ASMT-2001	NO	Assess individual instrumental/vocal performance	11-3
55XX-ASMT-2002	NO	Assess prospective applicant	11-4
55XX-CREL-2001	NO	Deliver Marine Corps Band marketing presentation	11-4
55XX-PLAN-2001	NO	Coordinate support for commitments	11-5
55XX-SUPT-2001	NO	Review commitment After Action Report	11-6
55XX-TRNG-2001	NO	Manage musician development	11-7

**11003. COMMON 55XX EVENTS**

**55XX-ASMT-2001:** Assess individual instrumental/vocal performance

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 6 months

**DESCRIPTION:** Semi-annual assessments are required to ensure individual instrumental/vocal proficiency.

**MOS PERFORMING:** 5502, 5517, 5519, 5521, 5522, 5524

**BILLETS:** Band Officer, Bandmaster, Drum Major, Enlisted Conductor, Musician Technical Assistant, Small Ensemble Leader

**GRADES:** SSGT, GYSGT, MSGT, MGYSGT, WO-1, CWO-2, CWO-3, CWO-4, CWO-5

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given an instrumentalist with instrument or a vocalist, music stand, audition book, administrative materials, prepared music, metronome, and designated location.

**STANDARD:** To ascertain technical proficiency and ensuring 100% accuracy and consistency with NAVSOMINST 1300.1\_, the Instrumental/Vocal Assessments Instruction.

**PERFORMANCE STEPS:**

1. Assess prepared Material.
2. Assess quickly prepared material.
3. Assess sight reading.
4. Assess scales and/or rudiments.
5. Compute final score.
6. Take administrative action, as necessary.

**REFERENCES:**

1. MCO 5000.18\_ Marine Corps Band Manual
2. NAVSOMINST 1300.1\_ Instrumental/Vocal Assessments

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:** Semi-annual scores are only official if they are assessed by graduates of the Audition Training Course (CID: N0355N2).

**55XX-ASMT-2002:** Assess prospective applicant

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 6 months

**DESCRIPTION:** Assessments are required to determine individual instrumental/vocal proficiency to maintain quality control for the Musician Enlistment Option Program (MEOP).

**MOS PERFORMING:** 5502, 5517, 5524

**BILLETS:** Band Officer, Bandmaster, Musician Technical Assistant

**GRADES:** SSGT, GYSGT, MSGT, MGYSGT, WO-1, CWO-2, CWO-3, CWO-4, CWO-5

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a prospective Marine musician applicant, support materials, a MEOP screening form, appropriate Statement of Understanding (SOU), and designated location.

**STANDARD:** To ascertain technical proficiency ensuring 100% accuracy and consistency with NAVSOMINST 1300.1\_, Instrumental/Vocal Assessments Instruction.

**PERFORMANCE STEPS:**

1. Review assessment process with applicant.
2. Evaluate applicant's instrumental/vocal proficiency
3. Record numerical score for each criterion.
4. Compute final score.
5. Counsel applicant on final results.
6. File copy of assessment form.
7. Forward results, as appropriate.
8. Draft appropriate SOU.
9. Forward SOU to HQMC Field Music, as necessary.

**REFERENCES:**

1. Marine Corps Recruiting Command Volume III Guidebook for Recruiting Station Operations
2. MCO 5000.18\_ Marine Corps Band Manual
3. MCOP MARINE CORPS OPPORTUNITY BOOK
4. NAVMC 1200.1\_ Military Occupational Specialties Manual
5. NAVSOMINST 1300.1\_ Instrumental/Vocal Assessments

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:** The SOU will be forwarded to HQMC Field Music when the applicant attains a score of 24 or above.

---

**55XX-CREL-2001:** Deliver Marine Corps Band marketing presentation

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Marine Corps Band ComRel activities are targeted to meet the following objectives: support the unique requirements of the command, create and increase public awareness and understanding, and encourage young men and women to enlist.

**MOS PERFORMING:** 5502, 5517, 5519, 5521, 5522

**BILLETS:** Band Officer, Bandmaster, Drum Major, Enlisted Conductor, Small Ensemble Leader

**GRADES:** SSGT, GYSGT, MSGT, MGYSGT, WO-1, CWO-2, CWO-3, CWO-4, CWO-5

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given a targeted audience and current Band information.

**STANDARD:** To clearly and concisely address current leadership and performance opportunities within Marine Corps Bands by presenting in accordance with Marine Corps Recruiting Station Volume III, Guidebook for Recruiting Station Operations.

**PERFORMANCE STEPS:**

1. Schedule presentation.
2. Gather demographic information on civilian musical unit.
3. Prepare presentation outline.
4. Rehearse presentation outline.
5. Deliver presentation.
6. Answer questions.
7. Provide feedback to Marine Corps Recruiting Command.

**REFERENCES:**

1. Marine Corps Recruiting Station Volume III Guidebook for Recruiting Station Operations
  2. MCO 1130.53\_ w/Ch 1 Enlistment Incentive Programs (EIP)
  3. MCO 5000.18\_ Marine Corps Band Manual
- 

**55XX-PLAN-2001:** Coordinate support for commitments

**EVALUATION-CODED:** NO                    **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Plan all aspects of support for accepted commitments to ensure appropriate logistical and musical support.

**MOS PERFORMING:** 5519, 5521, 5522

**BILLETS:** Drum Major, Enlisted Conductor, Small Ensemble Leader

**GRADES:** SSGT, GYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given an approved commitment for ceremonial musical support, letter of acceptance, access to an automated system, and commitment worksheet.

**STANDARD:** To ensure all logistical and musical requirements are accomplished to 100% accuracy.

**PERFORMANCE STEPS:**

1. Review previous commitment after action reports when available.
2. Review commitment folder.
3. Determine appropriate support.
4. Execute appropriate support.

**REFERENCES:**

1. MCO 5000.18\_ Marine Corps Band Manual
2. MCO 5060.20 w/Ch1 Marine Corps Drill and Ceremonies Manual
3. NAVMC 1200.1\_ Military Occupational Specialties Manual
4. NAVSO P-6034 Volumes 1 and 2 Joint Travel Regulations (JTR), Volume 1 - Uniformed Service Members and Volume 2 - Department of Defense Civilian Personnel

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Administrative supplies.

---

**55XX-SUPT-2001:** Review commitment After Action Report

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 5502, 5517

**BILLETS:** Band Officer, Bandmaster

**GRADES:** MSGT, MGYSGT, WO-1, CWO-2, CWO-3, CWO-4, CWO-5

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given a completed After Action Report form and commitment folder pertaining to a completed commitment.

**STANDARD:** Within seven days, ensuring the report is 100% accurate and complete.

**PERFORMANCE STEPS:**

1. Review notes pertaining to commitment.
2. File completed report with commitment folder.

**REFERENCES:**

1. MCO 5000.18\_ Marine Corps Band Manual
  2. SECNAVINST 5720.44\_ Department of the Navy Public Affairs Policy and Regulations
-

**55XX-TRNG-2001:** Manage musician development

**EVALUATION-CODED:** NO                   **SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Musicians must meet the minimum instrumental and vocal proficiency level per the reference.

**MOS PERFORMING:** 5519, 5521, 5522

**BILLETS:** Drum Major, Enlisted Conductor, Small Ensemble Leader

**GRADES:** SSGT, GYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given Band personnel and access to an automated system.

**STANDARD:** To create a systematic approach for development to meet instrumental and vocal requirements.

**PERFORMANCE STEPS:**

1. Observe musicians performing in ensemble.
2. Evaluate personnel as required.
3. Provide feedback on evaluations.
4. Identify goals for development of musical proficiency.
5. Create lesson plan.
6. Schedule future counseling.
7. Supervise execution of lesson plan tasks.

**REFERENCES:**

1. MCO 5000.18\_ Marine Corps Band Manual
2. NAVMC 1200.1\_ Military Occupational Specialties Manual
3. NAVSOMINST 1300.1\_ Instrumental/Vocal Assessments

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APPENDIX A

ACRONYMS

AAV - amphibious assault vehicle  
ACP - automated commissioning package  
ACT - accuracy completeness time sequence  
ACTS - Assignment, Classification, and Travel Systems  
AIRS - Automated Inspection Reporting System  
AO - area of operations  
APTS - advanced presentation and training skills  
AR - Active Reserve  
ASTB-E - Aviation Selection Test Battery Series-E  
AT4C - advanced tool for coaching  
BIC - billet information code  
CAPT - Captain  
CAR - commander's attainment report  
CBRN - chemical, biological, radiological, and nuclear  
CBT - computer-based training  
CG - commanding general  
CMC - Commandant of the Marine Corps  
CMR - consolidated memorandum receipt  
CO - commanding officer  
COA - course of action  
CONPLAN - contingency plan  
CONUS - continental United States  
COT - consecutive overseas tours  
CPL - Corporal  
CRP - combat readiness percentage; command recruiting program  
CSR - consolidated strength report  
CWO - chief warrant officer  
DEP - delayed entry program  
DL - distance learning  
DOD - Department of Defense  
DoDFMR - Department of Defense Financial Management Regulation  
DON - Department of the Navy  
DRRS - Defense Readiness Reporting System  
EAD - extended active duty  
ECFC - enlisted career force controls  
ECS - effective communication skills  
EFMP - Exceptional Family Member Program  
ENLPROM - enlisted promotions  
EPM - enlistment processing manual  
1STLT - First Lieutenant  
FAI - functional area inspection  
FLC - formal learning center  
FMF - fleet Marine force  
FY - fiscal year  
GOV - government owned vehicle  
GSA - Government Services Administration  
GYSGT - Gunnery Sergeant  
HOTAS - hands-on throttle and stick  
HQMC - Headquarters, Marine Corps  
IAW - in accordance with

IGMC - Inspector General of the Marine Corps  
IIADT - incremental initial active duty training  
IMI - individual multimedia instruction  
IPOCT - in place consecutive overseas tours  
IRAM - Individual Records Administration Manual  
IRR - Individual Ready Reserve  
IRT - Itinerant Recruiting Trip  
JPIC - Joint Package Inspection Checklist  
LATMOV - lateral move  
LCPL - Lance Corporal  
LDO - limited duty officer; line of duty  
LOI - letter of instruction  
LSL - lump sum leave  
MAJ - Major  
MARADMIN - Marine Administrative Message  
MARCORPROMMAN - Marine Corps Promotion Manual  
MARCORSEPMAN - Marine Corps Separation and Retirement Manual  
MARFORRES - Marine Corps Forces Reserve  
MASP - military academic skills program  
MC2 - Marine Corps Communication and Consulting  
MC3 - Marine Corps Communication, Coaching, and Counseling  
MC4 - Marine Corps Communication, Consulting, Coaching, and Counseling  
MCC - monitored command code  
MCEOB - Marine Corps Enlisted Opportunities Book  
MCI - Marine Corps Institute  
MCMEDS - Marine Corps Medical Entitlements Data System  
MCMP - Marine Corps mentoring program  
MCO - Marine Corps order  
MCOOB - Marine Corps Officer Opportunity Book  
MCP3 - Marine Corps Performance, Programming and Philosophy  
MCPS - Marine Corps Presentation Skills  
MCRAMM - Marine Corps Reserve Administrative Management Manual  
MCRC - Marine Corps Recruiting Command  
MCRD - Marine Corps Recruit Depot  
MCRISS - Marine Corps Recruiting Information Support System  
MCRISS-OSS - Marine Corps Recruiting Information Support System-Officer  
Selection Station  
MCRISS-PSRS - Marine Corps Recruiting Information Support System-Prior  
Service Recruiting Station  
MCRISS-PSRSS - Marine Corps Recruiting Information Support System-Prior  
Service Recruiting Substation  
MCRISS-RS - Marine Corps Recruiting Information Support System-Recruiting  
Station  
MCROB - Marine Corps Reserve Opportunity Book  
MCT - Marine Corps Task  
MCTFSPRIM - Marine Corps Total Force Reporting Instructions Manual  
MCTIMS - Marine Corps Training Information Management System  
MCTL - Marine Corps Task List  
MECEP - Marine Corps Enlisted Commissioning Education Program  
MEPCOM - Military Entrance Processing Command  
MEPS - Military Entrance Processing Station  
MET - mission essential task  
METL - mission essential task list  
MGIB-R - Montgomery GI Bill-Reserve  
MGYSGT - Master Gunnery Sergeant  
MIRS - USMEPCOM Integrated Resource System  
MISSO - Manpower Information Systems Support Officer

MOJT - Marine on-the-job training  
MOL - Marine online  
MOS - military occupational specialty  
MSC - major subordinate command  
MSGT - Master Sergeant  
MUD - Merkel Unit Designator  
NAMI - Naval Aerial Medical Institute  
NAVMC - Navy Marine Corps  
NIDT - Non-Instrumented Drug Test  
NMCI - Navy Marine Corps Communication Information  
NWA - new working applicant  
OCHF - Operations Chief  
OCM - Officer Commissioning Manual  
OCONUS - outside the continental United States  
OIC - officer in charge  
OPFOR - operating forces; opposing force; opposition force  
OPLAN - operational plan  
OPNAV - Office of the Chief of Naval Operations  
OPNAVINST Chief of Naval Operations instruction  
OPS - operations  
OPSO - operations officer  
ORM - operational risk management  
OSO - officer selection officer  
OSS - officer selection station  
OST - officer selection team  
PAC - prospect applicant card  
PADD - projected active duty date  
PAR - Performance and Review  
PFC - Private First Class  
PSEP - prior service enlistment program  
PSF - public speaking forum  
PSR - prior service recruiter  
PSRS - prior service recruiting station  
PSRSS - prior service recruiting substation  
PTAD - permissive temporary additional duty  
PVT - Private  
QC - quality control  
QCIS - quality control SITREP  
QSN - quota serial number  
RAV - Retention Assist Visit  
RECLP - Reserve Enlisted Commissioning Program  
RELM - Reenlistment Extension Lateral Move  
RI - Recruiter Instructor  
ROEP - Reserve Option Enlistment Program  
RS - Recruiting Station  
RSCE - Recruiting Station Command Element  
RSS - Recruiting Substation  
RTF - recruiter training file  
RUC - reporting unit code  
S&R - Schedule and Results  
SAT - Systems Approach to Training  
SAV - staff assist visit  
SDA - special duty assignment  
SECNAVINST - Secretary of the Navy instruction  
SGT - Sergeant  
SGTMAJ - Sergeant Major  
SITREP situation report

SMB - SNCOIC Management Book  
SMCR - select Marine Corps reserve  
SME - subject matter expert  
SMOS - supplementary MOS  
SNCO - staff noncommissioned officer  
SNCOIC - staff noncommissioned officer in charge  
SOP - standing operating procedure  
SOS - statement of service  
SOU - statement of understanding  
SRB - selective reenlistment bonus  
SRI - Systematic Recruiting Inspection  
SRIP - Selected Reserve Incentive Program  
SSGT - Staff Sergeant  
T&R - training and readiness  
T/O - table of organization  
TECOM - Training and Education Command  
TIP - training input plan  
TMS - Training Management System  
UMIS - Unit Manpower Information Sheet  
UTM - unit training management  
WO - Warrant Officer  
XO - executive officer

MUSIC T&R MANUAL

APPENDIX B

TERMS AND DEFINITIONS

Terms in this glossary are subject to change as applicable orders and directives are revised. Terms established by Marine Corps orders or directives take precedence after definitions found in Joint Publication 1-02, DOD Dictionary of Military and Associated Terms.

A

**After Action Review.** A professional discussion of training events conducted after all training to promote learning among training participants. The formality and scope increase with the command level and size of the training evolution. For longer exercises, they should be planned for at predetermined times during an exercise. The results of the AAR shall be recorded on an after action report and forwarded to higher headquarters. The commander and higher headquarters use the results of an AAR to reallocate resources, reprioritize their training plan, and plan for future training.

**Assessment.** An informal judgment of the unit's proficiency and resources made by a commander or trainer to gain insight into the unit's overall condition. It serves as the basis for the midrange plan. Commanders make frequent use of these determinations during the course of the combat readiness cycle in order to adjust, prioritize or modify training events and plans.

C

**Chaining.** A process that enables unit leaders to effectively identify subordinate collective events and individual events that support a specific collective event. For example, collective training events at the 4000-Level are directly supported by collective events at the 3000-Level. When a higher level event by its nature requires the completion of lower level events, they are "chained"; Sustainment credit is given for all lower level events chained to a higher event.

**Collective Event.** A clearly defined, discrete, and measurable activity, action, or event (i.e., task) that requires organized team or unit performance and leads to accomplishment of a mission or function. A collective task is derived from unit missions or higher-level collective tasks. Task accomplishment requires performance of procedures composed of supporting collective or individual tasks. A collective task describes the exact performance a group must perform in the field under actual operational conditions. The term "collective" does not necessarily infer that a unit accomplishes the event. A unit, such as a squad or platoon conducting an attack; may accomplish a collective event or, it may be accomplished by an individual to accomplish a unit mission, such as a battalion supply officer completing a reconciliation of the battalion's CMR. Thus, many collective events will have titles that are the same as individual events; however, the standard and condition will be different because the scope of the collective event is broader.

**Collective Training Standards (CTS).** Criteria that specify mission and functional area unit proficiency standards for combat, combat support, and combat service support units. They include tasks, conditions, standards, evaluator instruction, and key indicators. CTS are found within collective training events in T&R Manuals.

**Combat Readiness Cycle.** The combat readiness cycle depicts the relationships within the building block approach to training. The combat readiness cycle progresses from T&R Manual individual core skills training, to the accomplishment of collective training events, and finally, to a unit's participation in a contingency or actual combat. The combat readiness cycle demonstrates the relationship of core capabilities to unit combat readiness. Individual core skills training and the training of collective events lead to unit proficiency and the ability to accomplish the unit's stated mission.

**Combat Readiness Percentage (CRP).** The CRP is a quantitative numerical value used in calculating collective training readiness based on the E-Coded events that support the unit METL. CRP is a concise measure of unit training accomplishments. This numerical value is only a snapshot of training readiness at a specific time. As training is conducted, unit CRP will continuously change.

**Condition.** The condition describes the training situation or environment under which the training event or task will take place. Expands on the information in the title by identifying when, where and why the event or task will occur and what materials, personnel, equipment, environmental provisions, and safety constraints must be present to perform the event or task in a real-world environment. Commanders can modify the conditions of the event to best prepare their Marines to accomplish the assigned mission (e.g. in a desert environment; in a mountain environment; etc.).

**Core Competency.** Core competency is the comprehensive measure of a unit's ability to accomplish its assigned MET. It serves as the foundation of the T&R Program. Core competencies are those unit core capabilities and individual core skills that support the commander's METL and T/O mission statement. Individual competency is exhibited through demonstration of proficiency in specified core tasks and core plus tasks. Unit proficiency is measured through collective tasks.

**Core Capabilities.** Core capabilities are the essential functions a unit must be capable of performing during extended contingency/combat operations. Core unit capabilities are based upon mission essential tasks derived from operational plans; doctrine and established tactics; techniques and procedures.

**Core Plus Capabilities.** Core plus capabilities are advanced capabilities that are environment, mission, or theater specific. Core plus capabilities may entail high-risk, high-cost training for missions that are less likely to be assigned in combat.

**Core Plus Skills.** Core plus skills are those advanced skills that are environment, mission, rank, or billet specific. 2000-Level training is designed to make Marines proficient in core skills in a specific billet or at a specified rank at the Combat Ready level. 3000-8000-Level training produces combat leaders and fully qualified section members at the Combat Qualified level. Marines trained at the Combat Qualified level are those the

commanding officer feels are capable of accomplishing unit-level missions and of directing the actions of subordinates. Many core plus tasks are learned via MOJT, while others form the base for curriculum in career level MOS courses taught by the formal school.

#### D

**Defense Readiness Reporting System (DRRS).** A comprehensive readiness reporting system that evaluates readiness on the basis of the actual missions and capabilities assigned to the forces. It is a capabilities-based, adaptive, near real-time reporting system for the entire Department of Defense.

**Deferred Event.** A T&R event that a commanding officer may postpone when in his or her judgment, a lack of logistic support, ammo, ranges, or other training assets requires a temporary exemption. CRP cannot be accrued for deferred "E-Coded" events.

**Delinquent Event.** An event becomes delinquent when a unit exceeds the sustainment interval for that particular event. The individual or unit must update the delinquent event by first performing all prerequisite events. When the unit commander deems that performing all prerequisite is unattainable, then the delinquent event will be re-demonstrated under the supervision of the appropriate evaluation authority.

#### E

**E-Coded Event.** An "E-Coded" event is a collective T&R event that is a noted indicator of capability or, a noted collective skill that contributes to the unit's ability to perform the supported MET. As such, only "E-Coded" events are assigned a CRP value and used to calculate a unit's CRP.

**Evaluation.** Evaluation is a continuous process that occurs at all echelons, during every phase of training and can be both formal and informal. Evaluations ensure that Marines and units are capable of conducting their combat mission. Evaluation results are used to reallocate resources, reprioritize the training plan, and plan for future training.

**Event (Training).** 1) An event is a significant training occurrence that is identified, expanded and used as a building block and potential milestone for a unit's training. An event may include formal evaluations. 2) An event within the T&R Program can be an individual training evolution, a collective training evolution or both. Through T&R events, the unit commander ensures that individual Marines and the unit progress from a combat capable status to a Fully Combat Qualified (FCQ) status.

**Event Component.** The major procedures (i.e., actions) that must occur to perform a Collective Event to standard.

**Exercise Commander (EC).** The Commanding General, Marine Expeditionary Force or his appointee will fill this role, unless authority is delegated to the respective commander of the Division, Wing, or FSSG. Responsibilities and functions of the EC include: 1) designate unit(s) to be evaluated, 2) may designate an exercise director, 3) prescribe exercise objectives and T&R events to be evaluated, 4) coordinate with commands or agencies external to the Marine Corps and adjacent Marine Corps commands, when required.

**Exercise Director (ED).** Designated by the EC to prepare, conduct, and report all evaluation results. Responsibilities and functions of the ED include: 1) Publish a letter of instruction (LOI) that: delineates the T&R events to be evaluated, establishes timeframe of the exercise, lists responsibilities of various elements participating in the exercise, establishes safety requirements/guidelines, and lists coordinating instructions. 2) Designate the TEC and TECG to operate as the central control agency for the exercise. 3) Assign evaluators, to include the senior evaluator, and ensure that those evaluators are properly trained. 4) Develop the general exercise scenario taking into account any objectives/events prescribed by the EC. 5) Arrange for all resources to include: training areas, airspace, aggressor forces, and other required support.

**M**

**Marine Corps Ground Training and Readiness (T&R) Program.** The T&R Program is the Marine Corps' primary tool for planning and conducting training, for planning and conducting training evaluation, and for assessing training readiness. The program will provide the commander with standardized programs of instruction for units within the ground combat, combat support, and combat service support communities. It consolidates the ITS, CTS, METL and other individual and unit training management tools. T&R is a program of standards that systematizes commonly accepted skills, is open to innovative change, and above all, tailors the training effort to the unit's mission. Further, T&R serves as a training guide and provides commanders an immediate assessment of unit combat readiness by assigning a CRP to key training events. In short, the T&R Program is a building block approach to training that maximizes flexibility and produces the best-trained Marines possible.

**Mission Essential Task(s) MET(s).** A MET is a collective task in which an organization must be proficient in order to accomplish an appropriate portion of its wartime mission(s). MET listings are the foundation for the T&R Manual; all events in the T&R Manual support a MET.

**Mission Essential Task List (METL).** Descriptive training document that provides units a clear, war fighting focused description of collective actions necessary to achieve wartime mission proficiency. The service-level METL, that which is used as the foundation of the T&R Manual, is developed using Marine Corps doctrine, operational plans, T/Os, UJTTL, UNTL, and MCTL. For community based T&R Manuals, an occupational field METL is developed to focus the community's collective training standards. Commanders develop their unit METL from the service-level METL, operational plans, contingency plans, and SOPs.

**O**

**Operational Readiness (DOD, NATO).** OR is the capability of a unit/formation, ship, weapon system, or equipment to perform the missions or functions for which it is organized or designed. May be used in a general sense or to express a level or degree of readiness.

**P**

**Prerequisite Event.** Prerequisites are the academic training and/or T&R events that must be completed prior to attempting the event.

**R**

**Readiness (DOD).** Readiness is the ability of U.S. military forces to fight and meet the demands of the national military strategy. Readiness is the synthesis of two distinct but interrelated levels: a) Unit readiness--The ability to provide capabilities required by combatant commanders to execute assigned missions. This is derived from the ability of each unit to deliver the outputs for which it was designed. b) Joint readiness--The combatant commander's ability to integrate and synchronize ready combat and support forces to execute assigned missions.

**S**

**Section Skill Tasks.** Section skills are those competencies directly related to unit functioning. They are group rather than individual in nature, and require participation by a section (S-1, S-2, S-3, etc).

**Simulation Training.** Simulators provide the additional capability to develop and hone core and core plus skills. Accordingly, the development of simulator training events for appropriate T&R syllabi can help maintain valuable combat resources while reducing training time and cost. Therefore, in cases where simulator fidelity and capabilities are such that simulator training closely matches that of actual training events, T&R Manual developers may include the option of using simulators to accomplish the training. CRP credit will be earned for E-Coded simulator events based on assessment of relative training event performance.

**Standard.** A standard is a statement that establishes criteria for how well a task or learning objective must be performed. The standard specifies how well, completely, or accurately a process must be performed or product produced. For higher-level collective events, it describes why the event is being done and the desired end-state of the event. Standards become more specific for lower-level events and outline the accuracy, time limits, sequencing, quality, product, process, restrictions, etc., that indicate the minimum acceptable level of performance required of the event. At a minimum, both collective and individual training standards consist of a task, the condition under which the task is to be performed, and the evaluation criteria that will be used to verify that the task has been performed to a satisfactory level.

**Sustainment Training.** Periodic retraining or demonstration of an event required maintaining the minimum acceptable level of proficiency or capability required to accomplish a training objective. Sustainment training goes beyond the entry-level and is designed to maintain or further develop proficiency in a given set of skills.

**Systems Approach to Training (SAT).** An orderly process for analyzing, designing, developing, implementing, and evaluating a unit's training program to ensure the unit, and the Marines of that unit acquire the knowledge and skills essential for the successful conduct of the unit's wartime missions.

**T**

**Training Task.** This describes a direct training activity that pertains to an individual Marine. A task is composed of 3 major components: a description of what is to be done, a condition, and a standard.

**Technical Exercise Controller (TEC).** The TEC is appointed by the ED, and usually comes from his staff or a subordinate command. The TEC is the senior evaluator within the TECG and should be of equal or higher grade than the commander(s) of the unit(s) being evaluated. The TEC is responsible for ensuring that the evaluation is conducted following the instructions contained in this order and MCO 1553.3A. Specific T&R Manuals are used as the source for evaluation criteria.

**Tactical Exercise Control Group (TECG).** A TECG is formed to provide subject matter experts in the functional areas being evaluated. The benefit of establishing a permanent TECG is to have resident, dedicated evaluation authority experience, and knowledgeable in evaluation technique. The responsibilities and functions of the TECG include: 1) developing a detailed exercise scenario to include the objectives and events prescribed by the EC/ED in the exercise LOI; 2) conducting detailed evaluator training prior to the exercise; 3) coordinating and controlling role players and aggressors; 4) compiling the evaluation data submitted by the evaluators and submitting required results to the ED; 5) preparing and conducting a detailed exercise debrief for the evaluated unit(s).

**Training Plan.** Training document that outlines the general plan for the conduct of individual and collective training in an organization for specified periods of time.

## U

**Unit CRP.** Unit CRP is a percentage of the E-Coded collective events that support the unit METL accomplished by the unit. Unit CRP is the average of all MET CRP.

**Unit Evaluation.** All units in the Marine Corps must be evaluated, either formally or informally, to ensure they are capable of conducting their combat mission. Informal evaluations should take place during all training events. The timing of formal evaluations is critical and should, when appropriate, be directly related to the units' operational deployment cycle. Formal evaluations should take place after the unit has been staffed with the majority of its personnel, has had sufficient time to train to individual and collective standards, and early enough in the training cycle so there is sufficient time to correctly identified weaknesses prior to deployment. All combat units and units' task organized for combat require formal evaluations prior to operational deployments.

**Unit Training Management (UTM).** Unit training management is the use of the SAT and Marine Corps training principles in a manner that maximizes training results and focuses the training priorities of the unit on its wartime mission. UTM governs the major peacetime training activity of the Marine Corps and applies to all echelons of the Total Force.

## W

**Waived Event.** An event that is waived by a commanding officer when in his or her judgment, previous experience or related performance satisfies the requirement of a particular event.