

DETAILED INSPECTION CHECKLIST

170 01 MARINE CORPS BANDS

Functional Area Manager: MPO-20
Point of Contact: CW04 JAMES A. FORD
(DSN) 278-9391 (COML) (703)784-9391
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170 01 INTRODUCTION

170 01 001 Is the band under the operational control of the Commanding General?
Reference
MCO P5000.18B

170 01 002 Does the Band Officer function as a special staff officer of the Commanding General?
Reference
MCO P5000.18B

170 01 003 Is the Band Officer responsible for the unit level control of the band?
Reference
MCO P5000.18B

170 01 004 Does the local command have a published order on policies and operating procedures for the band?
Reference
MCO P5000.18B

170 02 OPERATIONS AND TRAINING

170 02 001 Does the band maintain the ability to perform all required ceremonial music?
Reference
MCO P5000.18B; MCO 5060.20

170 02 002 Are there established procedures within the band and local command for duty buglers to support funerals and memorial services?
Reference
MCO P5000.18B

170 02 003 Does the band, at a minimum, maintain the ability to perform concert band literature in a performance annually?
Reference
MCO P5000.18B

170 02 004 Does the band, at a minimum, maintain the ability to perform jazz ensemble/show band literature in a performance annually?
Reference
MCO P5000.18B

- 170 02 005 Does the band, at a minimum, maintain appropriate small ensembles capable of public performances annually?
Reference
MCO P5000.18B
- 170 02 006 Is background music, dinner music, dance music, combo music, and other social music programs used to support official federal government functions only?
Reference
DoD 5410.18
- 170 02 007 Has the band participated in unauthorized non-Federal entity events such as events with selective benefit, restricted admission, testimonials, or fund-raisers (except as allowed by DoD 5410.18)?
Reference
DoD 5410.18
- 170 02 008 Does the band participate in community relations events in support of the community relations national strategy?
Reference
MCO 5726.15
- 170 02 009 Does the band maintain a copy of the current Training and Readiness Manual for the 5500 Occupation Field?
Reference
NAVMC 3500.28
- 170 02 010 Has the band incorporated individual training for all assigned personnel in accordance with the current edition of the Training and Readiness Manual for the 5500 Occupation Field?
Reference
NAVMC 3500.28
- 170 02 011 Can the band provide recorded music in lieu of live support?
Reference
MCO P5000.18B
- 170 02 012 Does the band ensure compliance with all copyright laws for requests for recorded support?
Reference
MCO P5000.18B
- 170 03 SCHEDULING
- 170 03 001 Does the band have established procedures for prioritizing musical support requests?
Reference
DoD 5410.18
- 170 03 002 Do all requests from civilian entities include a completed DD Form 2536 before they are considered, accepted, and scheduled?
Reference
DoD 5410; MCO 5726.15

- 170 04 ADMINISTRATION
- 170 04 001 Does the band have established desktop/turnover folders for all administrative functions?
Reference
MCO P5000.18B
- 170 04 002 Does the band generate, maintain, and update all records pertaining to its operational functions?
Reference
MCO P5000.18B
- 170 04 003 Does the band submit a command chronology annually?
Reference
MCO P5750.1; MCO P5000.18B
- 170 04 004 Does the band maintain a copy of the current Audition Standards Manual?
Reference
MUCOLINST 1300.1
- 170 04 005 Has the band conducted MOS proficiency auditions in accordance with the current Audition Standards Manual?
Reference
MCO P5000.18B; MUCOLINST 1300.1
- 170 05 PUBLIC AFFAIRS
- 170 05 001 Does the band have established procedures to liaison with the local command Public Affairs Office and Marine Corps Recruiting District Musician Technical Assistants (MTA) when performing within their area of responsibility in order to maximize the band's effectiveness and support their recruiting and marketing strategy?
Reference
MCO P5000.18B
- 170 05 002 Does the band have current command element photographs, biographies, band photos, and other pertinent material that may be used in press releases?
Reference
MCO P5000.18B
- 170 05 003 Does the band have a historical records program?
Reference
MCO P5000.18B; MCO P5750.1G W/CH 1
- 170 05 004 Does the band ensure community awareness by providing accurate and timely information of unit's operations to all applicable media contacts, in order to maximize attendance at public performances?
Reference
SECNAVINST 5720.44B; MCO 5726.15; MCO P5000.18B; STRATEGIC COMMUNICATION PLAN PCN 50100654400, DTD JULY 2007

- 170 05 005 Does the band maintain a website ensuring data is current and 100 percent accurate on both local and Headquarters Marine Corps Websites?
References
SECNAVINST 5720.44B; MCO 5720.76; STRATEGIC COMMUNICATION PLAN
PCN 50100654400, DTD JULY 2007; WWW.MARINES.MIL/COMMUNITY
- 170 06 LIBRARY
- 170 06 001 Does the band own adequate musical arrangements for each ensemble to effectively perform as required?
Reference
MCO P5000.18B
- 170 06 002 Does the band have established desktop/turnover folders for all library functions?
Reference
MCO P5000.18B
- 170 06 003 Does the band have established procedures to accurately and effectively catalogue all musical selections?
Reference
MCO P5000.18B
- 170 06 004 Does the band maintain accurate and complete inventory sheets on all musical selections?
Reference
MCO P5000.18B
- 170 06 005 Does the band issue and perform music in accordance with the provisions established in Public Law 94-553: Copyright Act of 1976 and Title 17, U.S. Code: U.S. Copyright Law?
Reference
MCO P5000.18B
- 170 06 006 Does the band have established procedures to obtain current music for National Anthems that the band may be required to perform?
Reference
MCO P5000.18B
- 170 07 SUPPLY
- 170 07 001 Is the Responsible Officer (RO) assigned in writing by the Commanding Officer?
Reference
MCO P4400.150E
- 170 07 002 Does the band have established desktop/turnover folders for all instrument repair and supply functions?
Reference
MCO P5000.18B
- 170 07 003 Are procedures established for Supply, which include, at a minimum, how to maintain, reconcile, and dispose of equipment?
Reference
MCO 4400.163

- 170 07 004 Does the band have a procedure to track and dispose of all items on their Section Material File Report (SMFR)?
Reference
MCO P5000.18B; MCO4400.150E; MCO 4000.163; UM 4400.15; UM 4400.124
- 170 07 005 Are all the items on the unit's SMFR stored in a secure place?
Reference
UM 4400.15
- 170 07 006 Are expendable instrument accessories and repair items located and tracked in Pre-Expended Bins (PEB)?
Reference
MCO P4400.150E
- 170 07 007 Is each item issued and assigned to an individual recorded on an Equipment Custody Receipt?
Reference
MCO 4400.163; UM 4400.15
- 170 07 008 Are all instruments, repair tools, accessories and other equipment not listed on the SMFR or issued to an individual accounted for on inventory sheets and inventoried quarterly?
Reference
MCO P5000.18B
- 170 07 009 Does the unit provide reinforced cases for all their instruments?
Reference
MCO P5000.18B
- 170 07 010 Does the unit have all equipment listed on its required Table of Equipment (T/E)?
Reference
MCO P5000.18B
- 170 08 SAFETY
- 170 08 001 Are all members of the band enrolled in the Marine Corps Hearing Conservation Program?
Reference
MCO 6260.1E
- 170 08 001 Do all Marines assigned to the band have custom molded musician's earplugs?
Reference
OPNAVINST 5100.23E; MCO P5000.18B; MCO P5100.8F
- 170 09 HAZARDOUS MATERIALS (HAZMAT)
- 170 09 001 Does the band store and dispose of all HAZMAT properly?
Reference
MCO 4450.12A; MCO 4450.14
- 170 09 002 Does the band properly maintain all HAZMAT records?
Reference
MCO 4450.12A

- 170 09 003 Are procedures established to prevent and clean up HAZMAT spills?
Reference
MCO 4450.12A; MCO 4450.14
- 170 10 INSTRUMENT REPAIR
- 170 10 001 Does the band have a system in place to track the repair history of all musical instruments?
Reference
MCO 5000.18B
- 170 10 002 Is a repair logbook maintained for all repairs?
Reference
MCO 5000.18B
- 170 10 003 Are preventive maintenance checks for all instruments performed and recorded?
Reference
MCO 5000.18B
- 170 11 FISCAL
- 170 11 001 Does the band maintain and up-date a purchase plan that addresses full T/E replacement based upon life expectance?
Reference
MCO P5100.18B
- 170 11 002 Does the band maintain its financial records for at least 6 years?
Reference
MCO P7100.8K; MCO P7300.21
- 170 11 003 Does the band have in place a system to track all expenses incurred by the unit?
Reference
MCO P5100.8
- 170 11 004 Does the band have a process to reconcile its budget and expenses with its account manager?
Reference
MCO P7300.21
- 170 11 005 Does the band have a process to submit an estimated budget to the required agency?
Reference
MCO P7100.8K