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SECRETARY OF THE AIR FORCE**

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U.S. AIR FORCE BANDS

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This instruction implements Air Force Policy Directive (AFPD) 35-1, *Public Affairs Management*. It also implements Department of Defense Instruction (DoDI) 5410.19, Volumes 1-4, *Community Outreach Activities*. It identifies and describes Air Force Band resources and functions at all levels. This publication applies to military members of the Regular Air Force, Air National Guard, Air Force Reserve, the United States Space Force and Department of the Air Force civilian employees, regardless of grade or functional area. The United States Space Force (USSF) and the Air Force Reserve (AFR) do not have bands but rather are supported by Regular Air Force bands. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. The authorities to waive wing/unit level requirements are identified with a tier number (“T-0, T-1, T-2, T-3”) following the compliance statement. See DAFMAN 90-161, *Publishing Processes and Procedures*, Attachment 10, for a description of the authorities associated with tier numbers. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority or to Secretary of the Air Force Office of Public Affairs Bands Division (SAF/PAB) for non-tiered compliance items. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*, and route DAF Form 847s from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This instruction has been substantially changed and requires a complete review. Major changes include The United States Air Force Academy Band 3N3XX AFSC designation and reinstatement as a premier band. Change to [Table 3.8](#) Manning for ANG Bands and ANG follow-on training; the addition of NCOIC, Social Media duty title. Detailed instructions regarding recordings and accessions have been moved to DAFMAN 35-106.

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Chapter 1

PURPOSE AND OBJECTIVES

1.1. Purpose. This instruction outlines and explains the capabilities Air Force bands employ to accomplish a wide range of objectives around the world. It provides commanders and Public Affairs professionals the guidance to use the unique ability of music to bridge language and cultural differences to build relationships with a wide variety of audiences and communicate a broader, deeper sense of meaning behind their ideas and messages. Implementing Air Force Policy Directive (AFPD) 35-1, *Public Affairs Management*, this document describes Air Force bands, their functional organization, and their capabilities at all levels. It applies to military members of the Regular Air Force, Air National Guard, Air Force Reserve, the United States Space Force and Department of the Air Force civilian employees, regardless of grade or functional area.

1.2. Application. The guidance in this publication is authoritative. When complying with official policy, guidance, and/or procedures, the unit may request a waiver. Each compliance item is identified by a tier level in parenthesis. See DAFMAN 90-161 for more information on tier levels, waiver authorities, and the waiver process. Individual conduct, official programs, and daily activities within Air Force bands should always be accomplished lawfully and ethically. If conflicts arise between the content of this publication and Department of Defense guidance, higher level guidance takes precedence.

1.3. Air Force Band Mission. Air Force bands provide a wide spectrum of musical support for events that promote national interests at home and abroad, foster public trust and support, enhance the morale, motivation, and esprit de corps of our Airmen and Guardians, and aid recruiting initiatives.

1.4. Air Force Band Core Competencies. The four core competencies of Air Force bands provide a means for senior leaders to use the effects of music to accomplish the Department of the Air Force mission at home, overseas, and in an expeditionary environment. These competencies serve as the foundation of Air Force bands' primary missions. Their strong linkage to the overarching Public Affairs competencies serves as a foundation for the synergistic integration of all Public Affairs capabilities. For more information, refer to DAFI 35-101, *Public Affairs Operations*.

1.4.1. Official Representation. Air Force bands serve as official representatives of the United States and the United States Air Force in the presentation of formal musical honors in government sponsored events and military ceremonies.

1.4.2. Airman and Guardian Morale and Readiness. Airman and Guardian morale and readiness is the foundation of all Air Force core competencies. Bands provide Department of the Air Force leaders an effective and efficient means of building, maintaining, and strengthening morale and readiness.

1.4.3. Public Trust and Support. Public trust and support are fundamental to a highly trained and well-equipped Air Force and Space Force. Bands strengthen the bonds between the Department of the Air Force and the public through a wide range of events designed to engage communities, leaders, and the media.

1.4.4. Global Influence and Deterrence. Bands directly affect international perceptions of the United States and the Department of the Air Force through musical events designed to engage

audiences of strategic value. Bands partner with Headquarters (HQ), Major Command (MAJCOM), and Field Command (FLDCOM) International Affairs (IA) directorates to develop and implement engagements that advance strategic Lines of Effort, such as building partnerships and opening lines of communication with international audiences. Such actions enhance support from allies and partners, and build and strengthen relationships with other potential international partners.

1.5. Air Force Band Core Functions. Air Force band core competencies are supported and enabled by five core functions. These functions enable bands to effectively perform their primary mission and assist Department of the Air Force leaders in creating desired effects intended for key audiences.

1.5.1. Ceremonial: Air Force bands create and convey a profound sense of dignity at state events and official military ceremonies and functions by rendering appropriate and required musical honors to our nation and our Airmen and Guardians. Bands create this dignity through the professionalism and quality of their performance, drill, and Air Force image.

1.5.2. Communication: Air Force bands design and execute musical events which serve as communication platforms and facilitate the effective delivery of key messages to audiences. Band leadership teams expertly combine diverse communication methods to ensure priority messages are delivered in the most effective way.

1.5.3. Engagement: Air Force bands represent the professionalism and commitment of the Department of the Air Force with the exceptional quality of their musical performance, diverse array of musical styles, and extraordinary Air Force image. Performances are designed to capture and hold the attention, interest, and admiration of key audiences.

1.5.4. Building Partnerships: Air Force bands actively design a wide variety of musical events to bridge language and cultural differences to engage, inform, entertain, and uplift audiences. Bands perform the right music for the right event and utilize performing styles and techniques which establish a sense of commonality and community with key audiences.

1.5.5. Organize, Train and Equip: Air Force bands ensure their military readiness and ability to deploy.

1.6. Air Force Band Objectives. The Department of the Air Force conducts comprehensive, active Public Affairs activities at all levels of command to provide audiences with information contributing to awareness and understanding of the Department of the Air Force's mission. As a key capability of Public Affairs, music can be used to enhance the communication process and enable Department of the Air Force leaders to convey a broader, deeper sense of meaning behind their ideas and messages. With this capability in mind, bands design operations to:

1.6.1. Render musical honors on behalf of the United States and the Department of the Air Force to our flag, national leaders, allies, guests, and Airmen and Guardians in official state and military events as required, to include State Funerals, Presidential Inaugurations, White House and Pentagon arrival ceremonies, Changes of Command, and military funerals.

1.6.2. Build, maintain, and strengthen the morale, esprit de corps, and readiness of Airmen and Guardians in the Continental United States (CONUS), outside the Continental United States (OCOUS), and at forward deployed locations.

1.6.3. Synergize band capabilities and the effects of music with the capabilities and effects of the broader communication enterprise to increase the effectiveness of Department of the Air Force strategic communication.

1.6.4. Increase public awareness and understanding of the bravery, sacrifice, and dedication of Airmen and Guardians; the importance of airpower and spacepower; and the mission, policies and heritage of the Department of the Air Force.

1.6.5. Create, maintain, and strengthen relationships with a variety of audiences to enhance the reputation of the Department of the Air Force as a good neighbor and as a respected, professional organization charged with an integral role in maintaining U.S. national security.

1.6.6. Create, maintain, and strengthen relationships with strategic international audiences, using music to bridge cultural, societal, and socio-economic differences.

1.6.7. Aid Air Force and Space Force recruiting by supporting recruiting service events and initiatives.

1.7. The Use of Music in the Communication Process. Band events play a key role in the Department of the Air Force communication process. Each event is an opportunity to engage and interact with a particular audience on behalf of the Department of the Air Force and is planned and structured to maximize the effectiveness and impact of the message being delivered. Air Force bands deliver the right message at the right time to the right audience, even if the message is delivered through music alone. Bands facilitate the use of music in the communication process in the following ways:

1.7.1. Band Leadership. Integrate the work of band operations and band publicity in support of senior leader objectives and serve as a liaison between the band, Public Affairs, military, and civilian leaders throughout the band's geographic area of responsibility (AOR).

1.7.2. Band Operations. Maximize the use of effects-based planning to ensure band events are aligned with Department of the Air Force, MAJCOM/FLDCOM, and wing/delta priorities.

1.7.2.1. Public Affairs Partnerships. Establish and maintain an aggressive, interactive relationship with supported combatant commands, MAJCOM/FLDCOM, and wing/delta Public Affairs staffs in the band's geographic AOR with the goal of synergizing capabilities to reach communication goals more effectively.

1.7.3. Band Publicity. Facilitate the band's participation in the Department of the Air Force communication process. Band Publicity should be actively engaged in the following four areas, and should coordinate these efforts with MAJCOM/FLDCOM and wing/delta Public Affairs staffs in their AOR as appropriate:

1.7.3.1. Graphic Media. In coordination and partnership with host wing Public Affairs, design and create graphic media products such as posters, artwork for recordings, concert programs, and other such products which help support Air Force band performances and audition opportunities.

1.7.3.2. Social Media. Utilize a wide variety of Social Media to enhance engagement and communication goals and optimize resources.

1.7.3.3. Multimedia. In coordination and partnership with The Air Force Public Affairs Agency (AFPAA) and host wing Public Affairs, help integrate the effects of music into the

mission of the broader Public Affairs community and assist in creating multimedia products designed to tell the Department of the Air Force story.

1.7.3.4. Print and Broadcast Media. Engage and seek coverage from print and broadcast media to expand the reach and effectiveness of band operations.

1.7.4. Integration. Ensure all levels of band personnel understand the role of music in the communication process and their role within Public Affairs.

1.7.5. Band Recordings. Produce recordings that serve as force multipliers, produce desired effects, and achieve specific goals and objectives in the communication process.

1.8. Regular Air Force (RegAF) Bands. Bands in the Regular Air Force are classified as premier or regional bands. Premier bands are highly specialized musical units selected by competitive audition that are attached to the highest-profile organizations throughout the DoD. The mission of these bands is to represent the excellence and status of their parent organization in a wide variety of events, to include ceremonies and public appearances. Premier bands differ from regional bands in that they have special promotion authority, a compressed grade structure (TSgt and above) and exemption from rotational PCS.

1.8.1. The United States Air Force Band, Joint Base Anacostia-Bolling, Washington, D.C. Air Force Specialty Code (AFSC: 3N2XX) and The United States Air Force Academy Band, Peterson Space Force Base, Colorado Springs, CO (AFSC: 3N3XX) are the premier bands of the United States Air Force.

1.8.2. All other bands are regional bands (AFSC: 3N1XX). Names and locations of Regular Air Force bands are listed in **Table 1.1**. **Note:** The Air Force Band of the Pacific is a single regional band divided between two geographically separated operating locations assigned by PACAF. The Heritage of America Band is a single regional band divided between two geographically separated operating locations. The Heartland of America Band is designated as a named activity at Offutt AFB, and is assigned to the Heritage of America Band as Operating Location A.

Table 1.1. Regular Air Force Bands.

MAJCOM/DRU Affiliation	Band Name Address
Air Force District of Washington (AFDW) (Premier)	The United States Air Force (USAF) Band 201 McChord Street Joint Base Anacostia-Bolling, DC 20032-0202
USAF Academy (USAF A) (Premier)	The USAF Academy Band 520 Otis Street Peterson SFB, CO 80914-1620
Air Education and Training Command (AETC)	USAF Band of the West 2220 Carswell Avenue Joint Base San Antonio-Lackland, TX 78236-5542
Air Combat Command (ACC)	USAF Heritage of America Band 86 Hickory Street Joint Base Langley-Eustis, VA 23665-2192

ACC	USAF Heartland of America Band (OL-A, USAF Heritage of America Band) 109 Washington Square Suite 111 Offutt AFB, NE 68113-2126
Air Mobility Command (AMC)	USAF Band of Mid-America 900 Chapman Drive Scott AFB, IL 62225-5115
AMC	USAF Band of the Golden West 551 Waldron Street Bldg 240 Travis AFB, CA 94535-5000
Air Force Materiel Command (AFMC)	USAF Band of Flight 3920 Lear Street Building 1420 Wright-Patterson AFB, OH 45433-5721
United States Air Forces in Europe (USAFE)	United States Air Forces in Europe (USAFE) Band Unit 3150 APO AE 09094-3486
Pacific Air Forces (PACAF)	USAF Band of the Pacific (Asia) Unit 5075 APO AP 96328-5000
PACAF	USAF Band of the Pacific, OL-A (Hawaii) 1225 Vickers Avenue Joint Base Pearl Harbor-Hickam, HI 96853-5399
U.S. Air Forces Central Command (AFCENT)	United States Air Forces Central Command Band CAOC/PAB Unit 61224 APO AE 09309-1224

1.9. ANG Bands. ANG Bands are numbered units, commanded by band officers and operate similarly to squadrons. Names and locations of ANG bands are listed in [Table 1.2](#).

Table 1.2. Air National Guard Bands.

Band Name Address
553d Air Force Band (ANG Band of the Northeast) 1505 Adams Street Building 505, Fort Indiantown Gap Annville, PA 17003
566th Air Force Band (ANG Band of the Midwest) 2412 South Falcon Boulevard Peoria, IL 61607-5023
572d Air Force Band

(ANG Band of the South) 404 Briscoe Drive McGhee-Tyson ANGB, TN 37777-6208
531st Air Force Band (ANG Band of the Southwest) 200 Hensley Avenue Fort Worth, TX 76127-1672
562d Air Force Band (ANG Band of the West Coast) 107 Mulcahey Drive Port Hueneme, CA 93041-4013

1.10. Other Units with Band Authorizations.

1.10.1. Supreme Headquarters Allied Powers Europe (SHAPE) International Band. As the official musical representative of the North Atlantic Treaty Organization (NATO), the SHAPE International Band is comprised of approximately 20 multinational military musicians, including four Regular Air Force regional band positions. The address for the SHAPE International Band is listed in [Table 1.3](#).

1.10.2. AFPAA has one 3N1XX SNCO who provides copyright and music licensing support, controls the primary music archive repository, and is a site manager for the unified Air Force Band website (<https://www.music.af.mil>). Additionally, this position is the Manager of the Air and Space Forces Intellectual Property Management Office.

Table 1.3. Other Units with Band Authorizations.

Unit Name Address
SHAPE International Band Unit 21420 APO AE 09705
AFPAA Band Support 1960 1 st Street West Bldg 977 JBSA-Randolph, TX 78150

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Headquarters Air Force (HAF). The Secretary of the Air Force Office of Public Affairs (SAF/PA) is the functional manager of Air Force bands. Secretary of the Air Force Office of Public Affairs Bands Division (SAF/PAB) manages all issues related to the use of Air Force bands and facilitates integration of band capabilities into the Department of the Air Force communication enterprise. The Chief, Air Force Bands Division is the primary point of contact in SAF/PAB regarding these issues. The enlisted Career Field Manager is the primary point of contact in SAF/PAB regarding the organization, training, and equipping (OT&E) of Air Force bands.

2.2. Chief, Air Force Bands Division.

2.2.1. The primary advisor to the SAF/PA Director on Air Force band issues.

2.2.2. Advises Secretary of the Air Force Office of Public Affairs, Requirements and Development Division (SAF/PAR) on band officer accessions, assignments, deployments, training, development, career progression, and sustainment.

2.2.3. Develops and implements a strategic engagement model for Air Force bands to achieve, assess, and communicate desired effects.

2.2.4. Coordinates with the Secretary of the Air Force Office of Public Affairs Strategy and Assessments Division (SAF/PAX) on the integration of Air Force bands into communication plans and in the development of band strategic effect assessment and reporting tools.

2.2.5. Provides operational guidance to Air Force bands.

2.2.6. Coordinates with the AFPAA and the appropriate legal office on the efforts of intellectual property management and general support to the career field.

2.2.7. Oversees total force initiatives in coordination with the Chief of Air National Guard Bands.

2.2.8. Oversees the band officer (35B) accession process to include coordination with Air Force Manpower, Personnel, and Services (AF/A1) and Air Force Recruiting Service. Administers officer auditions.

2.3. Career Field Manager (3N1XX, 3N2XX, and 3N3XX).

2.3.1. The primary advisor to SAF/PA on all band-related OT&E issues.

2.3.2. Oversees enlisted accessions, deployments, training, manpower requirements, and sustainment.

2.3.3. Coordinates band enlisted assignments with Air Force Personnel Center.

2.3.4. Provides SAF/PAR with band-related unit type code (UTC) sourcing and posturing guidance for RegAF and ANG bands.

2.3.5. Organizes and conducts career field conferences, workshops, and communications.

2.3.6. Oversees total force initiatives in coordination with ANG Band Career Field Manager.

2.4. Assistant Career Field Manager (3N1XX, 3N2XX, and 3N3XX).

2.4.1. Manages enlisted accessions.

2.4.1.1. Coordinates band enlisted accessions with Air Force Recruiting Service (AFRS).

2.4.1.2. Coordinates with unit auditions coordinators on all aspects of audition and accession process.

2.4.1.3. Manages the Air Force bands auditions webpage and electronic mailing vacancy notifications.

2.4.2. Manages the Air Force bands Shared Resources SharePoint site.

2.4.3. Functions in place of Career Field Manager during absences.

2.5. Superintendent, Bands Division.

2.5.1. The primary point of contact for policy guidance regarding Air Force bands. Advises and assists with exception to policy requests for band missions.

2.5.2. Program Manager for the Air Force Outreach Request System (AFORS); maintains close contact with software vendor, reports problems, proposes solutions, coordinates upgrades, and maintains compliance.

2.5.3. Manages career field deployments.

2.5.3.1. Sources band deployments for RegAF and ANG bands.

2.5.3.2. Provides pre-deployment guidance to RegAF and ANG bands.

2.5.4. Collects, stores, analyzes, and organizes relevant mission data from CONUS, OCONUS and deployed bands; generates and distributes reports to Air Staff and career field leadership as needed.

2.5.5. Manages and updates Air Force bands website and social media sites. See [paragraph 7.3](#) of this DAFI on the use of social media.

2.5.6. Provides oversight of career field public web programs.

2.6. RegAF Command or Installation Level. The MAJCOM, Direct Reporting Unit (DRU), or wing to which a RegAF band is assigned has overall command and staff responsibility for the band.

2.6.1. The MAJCOM, DRU, or wing provides funding, facilities, transportation, and guidance for the effective use of band capabilities throughout the band's geographic AOR.

2.6.2. The MAJCOM, DRU, or wing authorizes awards and decorations for bands.

2.6.3. MAJCOM Public Affairs Directors promote and provide guidance for the synergistic integration of music with other Public Affairs capabilities at the MAJCOM, wing, and band levels to achieve the goals and priorities of the Department of the Air Force.

2.7. RegAF Unit-Level. With the exception of 15-member bands, RegAF bands are named units commanded by 35B band officers and operate similarly to squadrons. RegAF 15-member bands are named activities of another unit.

2.7.1. Band officers are professionally trained musicians who demonstrate a preexisting ability to conduct at a professional level. They are carefully chosen at a competitive audition by a selection board (see DAFMAN 35-106, *Music, Ceremonies, and Accessions*, Chapter 9, for additional information on the audition process).

2.7.2. While assigned to a band, band officers are authorized to hold the duty title of Commander, Director of Operations, Assistant Director of Operations, Operations Officer, or Flight Commander. Band commanders are appointed to command and exercise command authority in accordance with AFI 51-509, *Appointment to and Assumption of Command*.

2.7.3. Regional band enlisted members are instrumentalists, vocalists, arrangers/composers, or audio engineers who are selected via audition and demonstrate a preexisting ability to perform at a 3-skill level (see DAFMAN 35-106, Chapter 9, for additional information on the audition process).

2.7.3.1. Regional band Senior Enlisted Leaders (SEL) oversee all fiscal, logistical, and operational activities of their unit, including training, equipping, and deploying. In addition, the SEL oversees all manning and personnel matters. Band SELs are exempt from performing in their area of expertise as an instrumentalist, vocalist, or audio engineer. SELs are the highest ranking senior noncommissioned officer of the unit and normally hold the grade of E-9, Chief Master Sergeant.

2.7.3.2. Regional band Superintendents assist in managing the fiscal, logistical, and operational activities of their unit. In addition, the Band Superintendent assists in the management of personnel matters. In units where there is no SEL, the Band Superintendent may assume the responsibilities of the SEL. Band Superintendents may be utilized in their area of expertise as an instrumentalist, vocalist, or audio engineer on a limited basis. The band Superintendent holds the grade of E-8, Senior Master Sergeant.

2.7.4. Premier band enlisted members are instrumentalists, vocalists, arrangers/composers, or audio engineers who are selected via audition and demonstrate a preexisting ability to perform at a 7-skill level (see DAFMAN 35-106, Chapter 9, for additional information on the audition process).

2.7.4.1. Each premier band SEL serves as the top senior noncommissioned officer of the unit, and advises the commander on all mission, personnel, readiness, and management issues. The SEL develops and implements squadron policies and oversees processes, personnel utilization, training, and welfare. The SEL also coordinates all manpower authorizations and is the commander's representative for events requiring senior executive leadership. The SEL of The USAFA Band is utilized in their musical area of expertise as necessary.

2.7.4.2. The USAF Band has five full time Flight Chiefs, normally Chief Master Sergeants, who lead the band's six performing flights.

2.7.4.3. The USAF Band has six full-time administrative positions including the SEL, each held by a Chief Master Sergeant.

2.7.4.3.1. The Chief of Personnel and Readiness serves as the second highest senior noncommissioned officer of the unit and oversees all manning and personnel matters. The Chief of Personnel and Readiness serves as the SEL in his or her absence.

2.7.4.3.2. The Chief of Operations manages all logistics for The USAF Band, manages the travel and operations portions of the unit budget, and ensures proper planning of engagements to meet Department of the Air Force objectives.

2.7.4.3.3. The Chief of Resources and Facilities manages the unit's annual operations and maintenance (O&M) budget and all facility requirements.

2.7.4.3.4. The Chief of Marketing and Outreach develops and deploys The USAF Band's marketing program to meet Department of the Air Force strategic communication objectives.

2.7.4.3.5. The Chief of Production manages the unit's live, broadcast, and digital media production, the music library, and arranging staff.

2.8. Chief, Air National Guard (ANG) Bands. The functional manager for ANG bands and principal advisor to the Director of the Air National Guard, SAF/PA, and Air National Guard Public Affairs (NGB/PA) on matters pertaining to ANG bands. In addition, the Chief of ANG Bands:

2.8.1. Determines the readiness of ANG bands through inspections, staff assistance visits, reports, and written and electronic communication.

2.8.2. Recommends actions for improving ANG bands to the Director of the ANG, SAF/PA, and Air National Guard Public Affairs (NGB/PA).

2.8.3. Develops policy guidance for ANG bands.

2.8.4. Coordinates band policy issues directly with the Chief, Air Force Bands Division, National Guard Bureau, and the states.

2.8.5. Establishes qualifications and procedures for hiring and training new band officers and enlisted members and conducts band officer auditions to fill vacancies using the same musical performance standards as RegAF band officers (see DAFMAN 35-106, Chapter 9, for additional information on the audition process).

2.9. ANG Bands Career Field Manager.

2.9.1. The primary advisor to the Chief, Air National Guard Bands on all band-related OT&E issues.

2.9.2. Provides Air Force Band Superintendent with band-related unit type code (UTC) sourcing and posturing guidance for ANG bands.

2.9.3. Organizes and conducts career field conferences, workshops, and communications.

2.9.4. Conducts program reviews of ANG bands.

2.9.5. Coordinates total force initiatives with Air Force Band Career Field Manager.

2.10. ANG Command and Installation Level Responsibilities. The wing to which an ANG band is assigned has overall command and staff responsibility for the band.

2.10.1. The wing ensures necessary funding, facilities, transportation, and organizational support for the effective use of band capabilities throughout the bands' geographic AOR.

2.11. ANG Band Unit-Level Organization. ANG bands are organized as follows. The ranking senior noncommissioned officer is the Senior Enlisted Manager (E-8) and oversees all band operations and personnel. The Squadron Superintendent (E-8) reports to the Senior Enlisted Manager. The Squadron Superintendent supervises six Master Sergeants (E-7) that hold one of the following duty titles: Section Chief, Resources; Section Chief, Operations; Section Chief, Readiness; Section Chief, Administrative Support; Section Chief, Publicity. One Master Sergeant is assigned as an additional duty First Sergeant and reports directly to the commander.

Chapter 3

BAND MANPOWER, CAPABILITIES, ADMINISTRATION, AND DUTY TITLES

3.1. Band Manning. Core manning is needed to meet State Funeral and deployment taskings, and to ensure adequate personnel for CONUS and OCONUS assignment rotations. Air Force Manpower Standard, AFMS 11D2, 16 Mar 2020, documents RegAF manpower requirements. Tables 3.1 and 3.2 reflect the manning of the premier bands. Tables 3.3, 3.4, 3.5, 3.6 and 3.7 reflect the manning of various sized RegAF regional bands. Table 3.8 reflects the manning of ANG bands.

Table 3.1. Manning for The USAF Band (Premier).

	AFSC Shred	Required
Field Grade Officer	C35B3	1
Field Grade Officer	35B3	1
Company Grade Officer	35B3	2
CMSgt (E-9)	3N200	11
SMSgt (E-8)	3N291	31
MSgt (E-7)	3N271	66
TSgt (E-6)	3N271	66
TOTAL		178
Note:		
1. The USAF Band manning is set at each grade listed in Table 3.1. Variations are not authorized.		
2. The USAF Band enlisted members (3N2XX) do not have alpha suffixes designating a primary instrument attached to their AFSC.		
3. All premier bandsmen are considered one-deep specialists. Instrumentation is determined by the band commander to meet mission requirements.		
4. 3F0X1 administrative positions may be authorized in accordance with Air Force Manpower Determinant 10S100, <i>Commander's Support Staff</i> .		
5. 8F000 First Sergeant positions may be authorized in accordance with Air Force Manpower Determinant 10S200, <i>First Sergeant</i> .		

Table 3.2. Manning for The USAF Academy Band (Premier).

	AFSC Shred	Required
Field Grade Officer	C35B3	1
Company Grade Officer	35B3	1
CMSgt (E-9)	3N300	2
SMSgt (E-8)	3N391	8
MSgt (E-7)	3N371	22
TSgt (E-6)	3N371	25
SSgt (E-5)	2T131	1
SrA (E-4)	2T131	1
A1C (E-3)	2T131	1
TOTAL		62
<p>Note:</p> <ol style="list-style-type: none"> 1. The USAF Academy Band manning is set at each grade listed in Table 3.2. Variations are not authorized. 2. The USAF Academy Band enlisted members (3N3XX) do not have alpha suffixes designating a primary instrument attached to their AFSC. 3. All premier bandsmen are considered one-deep specialists. Instrumentation is determined by the band commander to meet mission requirements. 4. 3F0X1 administrative positions may be authorized in accordance with Air Force Manpower Determinant 10S100, <i>Commander's Support Staff</i>. 5. 8F000 First Sergeant positions may be authorized in accordance with Air Force Manpower Determinant 10S200, <i>First Sergeant</i>. 		

Table 3.3. Manning for RegAF Regional Band – 60 Members.

	AFSC Shred	Minimum	Maximum
Field Grade Officer	C35B3	1	1
Company Grade Officer	35B3	1	1
CMSgt (E-9)	3N100	1	1
SMSgt (E-8)	3N191	1	2
Clarinet	3N1X1A	6	6
Saxophone	3N1X1B	3	5
Bassoon	3N1X1C	2	2
Oboe	3N1X1D	2	2
Flute	3N1X1E	2	2
Horn	3N1X1F	4	4
Trumpet	3N1X1G	6	8
Euphonium	3N1X1H	1	1
Trombone	3N1X1J	3	5
Tuba	3N1X1K	2	2
Percussion	3N1X1L	5	6
Piano	3N1X1M	3	3
Guitar	3N1X1N	3	4
Arranger	3N1X1P	1	1
Vocalist	3N1X1R	3	5
String/Electric Bass	3N1X1S	3	3
Audio Engineer	3N1X1V	3	3
Commander Discretion	Mixed Shreds	4	4
TOTAL		60	

Note:

1. Band commanders may adjust remaining positions to meet their unit's requirements without exceeding the variation allowed numbers for any specific AFSC shred as listed in Table 3.3.
2. 3F0X1 administrative positions may be authorized in accordance with Air Force Manpower Determinant 10S100, *Commander's Support Staff*.
3. 8F000 First Sergeant positions may be authorized in accordance with Air Force Manpower Determinant 10S200, *First Sergeant*.

Table 3.4. Manning for RegAF Regional Band – 47 Members (USAFE Band).

	AFSC Shred	Minimum	Maximum
Field Grade Officer	C35B3	1	1
Company Grade Officer	35B3	1	1
CMSgt (E-9)	3N100	1	1
SMSgt (E-8)	3N191	1	1
Clarinet	3N1X1A	5	6
Saxophone	3N1X1B	3	5
Bassoon	3N1X1C	1	2
Oboe	3N1X1D	1	2
Flute	3N1X1E	1	2
Horn	3N1X1F	1	4
Trumpet	3N1X1G	4	8
Euphonium	3N1X1H	1	1
Trombone	3N1X1J	3	5
Tuba	3N1X1K	1	2
Percussion	3N1X1L	4	6
Piano	3N1X1M	2	3
Guitar	3N1X1N	2	3
Arranger	3N1X1P	1	1
Vocalist	3N1X1R	3	5
String/Electric Bass	3N1X1S	2	3
Audio Engineer	3N1X1V	2	3
Commander Discretion	Mixed Shreds	6	6
TOTAL		47	

Note:

1. Band commanders may adjust remaining positions to meet their unit's requirements without exceeding the variation allowed numbers for any specific AFSC shred as listed in Table 3.4.
2. 3F0X1 administrative positions may be authorized in accordance with Air Force Manpower Determinant 10S100, *Commander's Support Staff*.
3. 8F000 First Sergeant positions may be authorized in accordance with Air Force Manpower Determinant 10S200, *First Sergeant*.

Table 3.5. Manning for RegAF Regional Band – 25 Members (USAF Band of the Pacific–Asia).

	AFSC Shred	Minimum	Maximum
Field Grade Officer	C35B3	1	1
CMSgt (E-9)	3N100	0	0
SMSgt (E-8)	3N191	1	1
Clarinet	3N1X1A	0	0
Saxophone	3N1X1B	3	4
Bassoon	3N1X1C	0	0
Oboe	3N1X1D	0	0
Flute	3N1X1E	0	0
Horn	3N1X1F	0	1
Trumpet	3N1X1G	2	3
Euphonium	3N1X1H	0	0
Trombone	3N1X1J	2	3
Tuba	3N1X1K	0	1
Percussion	3N1X1L	2	2
Piano	3N1X1M	2	2
Guitar	3N1X1N	2	2
Arranger	3N1X1P	1	1
Vocalist	3N1X1R	3	4
String/Electric Bass	3N1X1S	2	2
Audio Engineer	3N1X1V	2	2
Commander Discretion	Mixed Shreds	2	2
TOTAL		25	

Note:

1. Band commanders may adjust remaining positions to meet their unit's requirements without exceeding the variation allowed numbers for any specific AFSC shred as listed in Table 3.5.
2. 3F0X1 administrative positions may be authorized in accordance with Air Force Manpower Determinant 10S100, *Commander's Support Staff*.
3. 8F000 First Sergeant positions may be authorized in accordance with Air Force Manpower Determinant 10S200, *First Sergeant*.

Table 3.6. Manning for RegAF Regional Band – 15 Members (USAF Heartland of America Band and USAF Band of Flight).

	AFSC Shred	Minimum	Maximum
CMSgt (E-9)	3N100	1	1

Clarinet	3N1X1A	0	0
Saxophone	3N1X1B	0	1
Bassoon	3N1X1C	0	0
Oboe	3N1X1D	0	0
Flute	3N1X1E	0	0
Horn	3N1X1F	1	1
Trumpet	3N1X1G	2	2
Euphonium	3N1X1H	0	0
Trombone	3N1X1J	1	1
Tuba	3N1X1K	1	1
Percussion	3N1X1L	2	2
Piano	3N1X1M	1	2
Guitar	3N1X1N	1	2
Arranger	3N1X1P	0	0
Vocalist	3N1X1R	2	3
String/Electric Bass	3N1X1S	1	1
Audio Engineer	3N1X1V	1	2
Commander Discretion	Mixed Shreds	1	1
TOTAL		15	

Note:

1. Band commanders or SELs may adjust remaining positions to meet their unit's requirements without exceeding the variation allowed numbers for any specific AFSC shred as listed in Table 3.6.
2. 3F0X1 administrative positions may be authorized in accordance with Air Force Manpower Determinant 10S100, *Commander's Support Staff*.
3. 8F000 First Sergeant positions may be authorized in accordance with Air Force Manpower Determinant 10S200, *First Sergeant*.

Table 3.7. Manning for RegAF Regional Band – 15 Members (USAF Band of the Pacific-Hawaii).

	AFSC Shred	Minimum	Maximum
CMSgt (E-9)	3N100	1	1
Clarinet	3N1X1A	0	0
Saxophone	3N1X1B	1	1
Bassoon	3N1X1C	0	0
Oboe	3N1X1D	0	0
Flute	3N1X1E	0	0
Horn	3N1X1F	0	0
Trumpet	3N1X1G	1	1
Euphonium	3N1X1H	0	0
Trombone	3N1X1J	1	1
Tuba	3N1X1K	0	0
Percussion	3N1X1L	2	2
Piano	3N1X1M	1	2
Guitar	3N1X1N	1	2
Arranger	3N1X1P	0	0
Vocalist	3N1X1R	2	3
String/Electric Bass	3N1X1S	2	2
Audio Engineer	3N1X1V	1	1
Commander Discretion	Mixed Shreds	2	2
TOTAL		15	

Note:

1. Band commanders or SELs may adjust remaining positions to meet their unit's requirements without exceeding the variation allowed numbers for any specific AFSC shred as listed in Table 3.7.
2. 3F0X1 administrative positions may be authorized in accordance with Air Force Manpower Determinant 10S100, *Commander's Support Staff*.
3. 8F000 First Sergeant positions may be authorized in accordance with Air Force Manpower Determinant 10S200, *First Sergeant*.

Table 3.8. Manning for ANG Bands.

	AFSC Shred	Required
Field Grade Officer	C35B3	1
SMSgt (E-8)	3N191Z	2
MSgt (E-7)	3N171Z	7
TSgt (E-6)	3N171Z	14
SSgt (E-5)	3N151Z	16
TOTAL		40
Note:		
1. ANG Band manning is set at each grade listed in Table 4.7.		
2. All ANG Band enlisted members (3N1X1Z) share the same "Z" shred. Musical instrumentation is determined solely by the ANG band commander to provide maximum flexibility to meet mission requirements.		

3.2. Musical Capabilities.

3.2.1. General Capabilities. Bands may be configured into various ensembles to satisfy local, MAJCOM, and regional needs. The following are examples of ensemble types that can perform in support of a band's mission. This list is not all-inclusive, nor does it in any way limit the capabilities a band may use.

3.2.1.1. Marching or Ceremonial Band.

3.2.1.2. Concert Band.

3.2.1.3. Jazz Band.

3.2.1.4. Popular Music Ensemble.

3.2.1.5. Protocol Combo.

3.2.1.6. Chamber Ensembles (e.g. Brass Quintet, Woodwind Quintet, and Clarinet Quartet).

3.2.1.7. Individual Musicians (solo vocalist, pianist, bugler, etc.).

3.2.2. Unique Capabilities. The following additional capabilities exist solely at The United States Air Force Band, Joint Base Anacostia-Bolling, Washington, D.C.

3.2.2.1. The Singing Sergeants, the official chorus of the United States Air Force.

3.2.2.2. The Air Force Strings, the official string ensemble of the United States Air Force.

3.3. Administration. RegAF band units are organized into five administrative functional areas. Each of these broad areas encompass various administrative duties required to sustain and operate the unit. Individual units are authorized to organize each functional area and align administrative duties as best facilitates their local mission. The following are administrative functional areas required of all RegAF band units:

- 3.3.1. Operations.
- 3.3.2. Readiness.
- 3.3.3. Resources.
- 3.3.4. Administrative Support.
- 3.3.5. Publicity.

3.4. Regional Band Standardized Duty Titles. Standardization of duty titles supports career progression, ensures consistency, and enhances understanding of unit structure. Section Chief may be replaced with NCOIC at the discretion of the commander or Senior Enlisted Leader based on the number of individuals assigned to that area. Regional band personnel will use only the following duty titles: **(T-3)**

- 3.4.1. Senior Enlisted Leader (SEL).
- 3.4.2. Superintendent – for use by SMSgts.
- 3.4.3. Section Chief, Operations.
- 3.4.4. Section Chief, Readiness.
- 3.4.5. Section Chief, Resources.
- 3.4.6. Section Chief, Administrative Support.
- 3.4.7. Section Chief, Publicity.
- 3.4.8. NCOIC, Music Performance Team.
- 3.4.9. NCOIC, Supply.
- 3.4.10. NCOIC, Social Media.
- 3.4.11. NCOIC, Productions – Productions may encompass live performances and recorded products, both audio and video.
- 3.4.12. Regional Band, (Insert specialty e.g. Regional Band, Trombone). Note: This duty title does not include skill level, e.g., Apprentice, Journeyman, or Craftsman.

3.5. Premier Band Duty Titles. The following duty titles may be applied to positions in the Air Force premier bands: Senior Enlisted Leader (SEL); Chief; Superintendent; Section Chief; NCOIC; Premier Band, (Insert Instrument). The duty titles may be applied to personnel holding significant positions in the major musical and administrative functions of the unit as deemed appropriate by the band commander and Senior Enlisted Leader.

3.6. Band Readiness and Deployments. All Air Force bands must be ready to perform their mission in contingency and wartime environments. **(T-1)** Air Force band music performance teams provide the combatant commander with operational assets specialized to enhance Airman morale and readiness and support combatant commander outreach initiatives. The AFCENT Band Officer in Charge and the AFCENT Band Flight Chief manage all aspects of the band's operational and administrative functions.

Chapter 4

AREAS OF RESPONSIBILITY

4.1. Areas of Responsibility (AOR). CONUS Air Force bands operate in geographic AORs as assigned by SAF/PA and the ANG. OCONUS Air Force bands operate in geographic AORs as assigned by PACAF and USAFE-AFAFRICA. **Figure 4.1** shows the AORs for RegAF bands and **Figure 4.2** shows the AORs for ANG bands. Coverage of any OCONUS location not assigned to a band should be provided for in accordance with **paragraph 5.6** and sub-paragraphs, or via a Request For Forces (RFF). For events in Canada, Mexico, Puerto Rico, the U.S. Virgin Islands, and the Bahamas, Military Department Headquarters will determine support eligibility and forward to United States Northern Command (USNORTHCOM) to determine if the event will be favorably considered.

4.2. Support to MAJCOMs. Subject to the guidance in **chapter 5** of this DAFI, bands may support official or unofficial military events outside their AOR which are directly sponsored by their MAJCOM. The event should be sufficiently important to the MAJCOM to warrant support from a non-local band asset and bands should ensure the support is provided with fiscal prudence. Limited support to public events in conjunction is permissible to ensure that the itinerary includes a full schedule of performances, and to increase overall cost-effectiveness.

4.3. The Office of the Assistant to the Secretary of Defense for Public Affairs (OATSD(PA)) identifies the specific CONUS area five-year schedule for use by the National Capital Region (NCR) based military bands to include The USAF Band. The USAF Band will follow the guidance provided in DoDI 5410.19 as well as any applicable guidance memorandum from the Secretary of Defense. **Paragraph 4.5** of this DAFI provides additional guidance if requested to perform outside the designated touring region.

4.4. CONUS-Wide Missions for The USAF Band and The USAF Academy Band. Due to their national missions, when The USAF Band or The USAF Academy Band performs in a regional band's AOR, they should begin coordination with that band at least 6 months in advance in order to de-conflict locations with local operations. The USAF Band and The USAF Academy Band should provide courtesy copies of proposed itineraries to the bands and to SAF/PAB at least 30 days in advance.

4.5. Events Outside a Band's AOR.

4.5.1. To support military or civilian sponsored public events outside their AOR, bands must follow guidance set forth in DoDI 5410.19. **(T-0)** At least 30 days prior to the event, provide written confirmation of the following to SAF/PAB, or the Chief, ANG Bands as appropriate, along with the official request (AFORS number or DD Form 2536), the itinerary, and a non-availability statement from the primary band assigned to cover the AOR.

4.5.1.1. Support is in the best interest of the Department of the Air Force.

4.5.1.2. No similar military asset local to the event is available to meet the request.

4.5.1.3. No other military band assets are participating in the event. If other military bands are participating in the event, all participation is in accordance with DoDI 5410.19, Volume 4, Section 3, or in accordance with an approved exception to policy from the OATSD(PA).

4.5.1.4. All opportunities for local area public concerts within the AOR have been met before accepting requests outside the AOR.

4.5.1.5. No invitations from within the AOR are being declined to allow the unit to accept the invitation outside the AOR.

4.5.1.6. The itinerary includes a full schedule of performances.

4.5.1.7. Support is at no additional cost to the government beyond the unit's programmed O&M funds for community relations.

4.5.2. Due to proximity, USAF Heartland of America Band is authorized to support Air Force bases, missile facilities, and communities in Iowa with coordination from the USAF Band of Mid-America and North/South Dakota with coordination from The USAF Academy Band.

4.5.3. Bands may also combine assets to perform missions that cross AORs.

Figure 4.1. AORs of RegAF Bands.

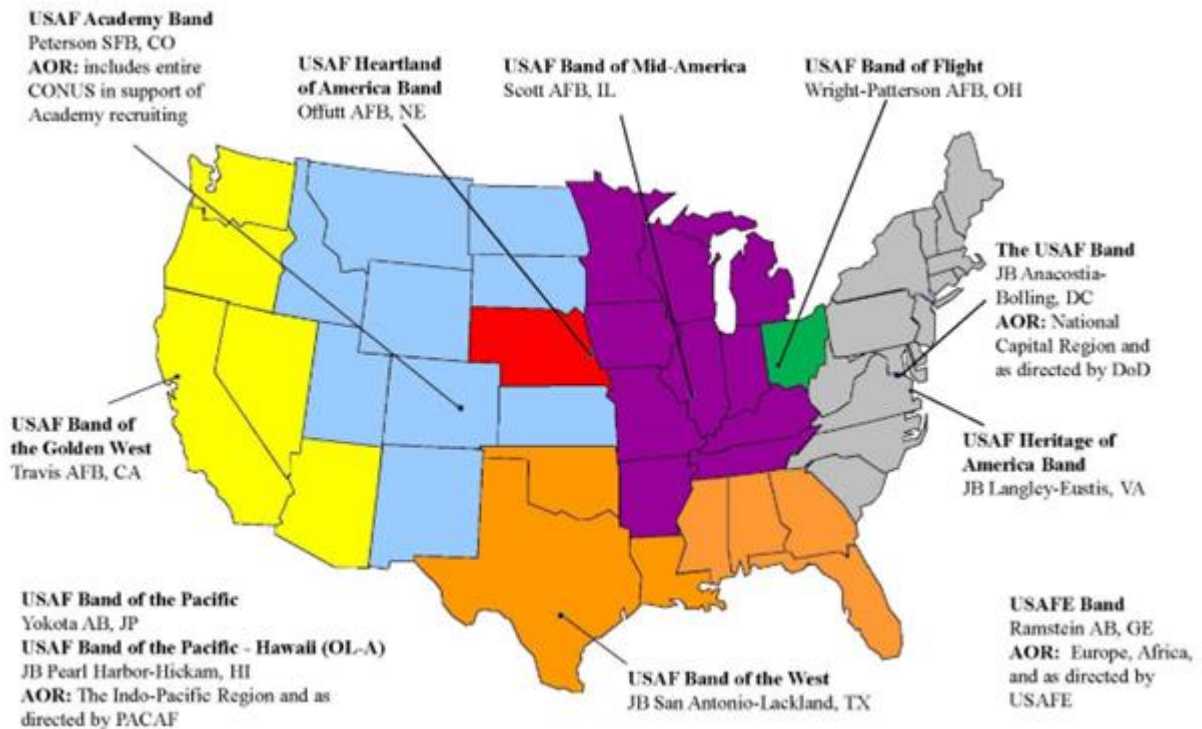


Figure 4.2. AORs of ANG Bands.



Chapter 5

OPERATIONS

5.1. General Guidance.

5.1.1. SAF/PAB manages all issues related to performance guidance for Air Force bands. Strategic oversight of RegAF band operations rests with the assigned MAJCOM, DRU, or wing headquarters of each band. Strategic oversight of ANG band operations rests with the respective DRU or wing.

5.1.2. To ensure MAJCOM, DRU, or wing band objectives are codified, aligned, and prioritized, bands should maximize the use of effects-based targeting in the construction of their operational plans. In addition, planning should involve representatives from Public Affairs, Air Force Recruiting, Protocol, and other agencies as appropriate. Effects-based targeting should be ongoing in order to continually identify and assess priority missions.

5.1.3. In order to build trust and maintain strong relationships with each Public Affairs and protocol office within their AOR, bands should proactively reach out to military sponsors, Public Affairs offices, and protocol offices regarding developing and recurring requirements.

5.1.4. In order to deconflict schedules and promote partnership between RegAF and ANG bands, scheduling representatives should provide each other with regular, ongoing feedback regarding operational and strategic planning.

5.2. Department of Defense Authority. DoDI 5410.19 establish policies for military bands to perform at certain events, ceremonies, broadcasts, and other activities in the civilian community. Bands must coordinate OATSD(PA) approval through SAF/PAB to participate in:

5.2.1. Any public event that results in additional cost to the Department of the Air Force beyond the unit's programmed O&M funds for community relations. **(T-0)**

5.2.2. Any event where more than one military band is requested to perform, unless all participation is in accordance with DoDI 5410.19, or in accordance with an approved exception to policy from the OATSD(PA). **(T-0)**

5.2.3. Public events in the NCR (The USAFA Band, regional, and ANG bands). **(T-0)** The USAF Band coordinates with the Military District of Washington (MDW).

5.2.4. Events of international or national importance, including national conventions and meetings. **(T-0)**

5.2.5. National sports and professional athletic events within the United States. **(T-0)**

5.2.6. National television or radio events and programs. **(T-0)**

5.2.7. Any request made for CONUS based bands for OCONUS events. **(T-0)**

5.3. Participation Guidelines.

5.3.1. Rules for participation in public events.

5.3.1.1. Bands must ensure that every event complies with public law and Department of Defense (DoD) policy, by ensuring at least one condition in each of the authorized participation criteria categories (sponsor, activity, and site) listed in DoDI 5410.19, V1, Appendix 6A, **Figure 1: Standardized Decision Worksheet** is met. **(T-0)**

5.3.1.2. Air Force bands may play music for public events and parades which are sponsored by corporate, private, or civic entities, when the sponsor's role is clearly civic in nature and not political or commercial, the event is of general interest or benefit to a local, state, or national community, and is free and open to the entire community. Band support at events which are commercially sponsored, designed to increase business traffic, or associated with a particular religious or ideological movement (e.g. Christmas parade or political gathering), or would trivialize Department of the Air Force participation (e.g. beauty pageant) is not authorized.

5.3.1.3. A religious facility is an authorized site for a public concert when the event is of community-wide interest, non-sectarian, and broadly promoted. Air Force band concerts must not be part of a religious service. Exceptions are government-sponsored events at public venues such as military funerals, which involve religion but whose purpose is not to promote a particular religion. An Air Force band performance in a religious facility does not imply federal endorsement of any particular religion or ideology.

5.3.1.4. Air Force bands may perform a patriotic opener at non-Federal entity events which are not supported with U.S. federal government funds and are not free to the public or not held on a military base (e.g. civilian sponsored social, civic, cultural, and athletic events). Refer to DoDI 5410.19, V1, Glossary, G.1. *Definitions* for the definition of a patriotic opener.

5.3.1.5. Air Force bands must not engage in the performance of music in competition with local civilian musicians. **(T-0)** Refer to DoDI 5410.19, Volume 4, Section 4, for additional information on performances in competition with local civilian musicians.

5.3.1.6. Bands may perform at events where general admission is charged only if the band's participation is incidental to the primary event and the minimum criteria for sponsor, activity, and site have been met as outlined in DoDI 5410.19, V1, Appendix 6A, **Figure 1** (e.g. parade, fair, festival, or similar public celebration). No additional charge may be imposed to hear the band play. Refer to DoDI 5410.19, Volume 1, Section 4, for additional information on incidental support.

5.3.1.7. Guidance for support of charitable fundraising activities hosted or sponsored by non-Federal entities is governed by DoD 5500.07-R, *Joint Ethics Regulation*. In general, Air Force bands do not provide support to fundraising events, except as authorized by *Title 5 Code of Federal Regulations (CFR) Part 2635 (Standards of Conduct)* section 2635.808, the *Joint Ethics Regulation*, and by DoDI 5410.19, Volumes 1 and 4. Providing support at charitable fundraising events by military service members in uniform, or while performing in a military band, choral group, or portion thereof, is inappropriate because it may convey an appearance of endorsement of the non-Federal entity, its event, or its goals. For more information, contact your local legal office or SAF/PAB.

5.3.1.8. Air Force bands are expected to perform concert tours and other concerts in traditional settings as part of their community outreach efforts.

5.3.1.9. As Appropriated Fund activities, Air Force bands are not authorized to accept commercial sponsorship as outlined in AFI 34-108, *Commercial Sponsorship and Sale of Advertising*. Musical support for co-sponsored events may be authorized in limited situations in accordance with DoDD 5500.07-R and DoDI 5410.19, Volume 2 (Section 3.7). Coordinate any questions with your local legal office or SAF/PAB.

5.3.1.10. Non-Federal entities can fund travel, lodging and M&IE expenses pursuant to 31 USC § 1353 and in accordance with AFI 51-506, *Gifts to the Department of the Air Force from Domestic and Foreign Sources*, Chapter 8.

5.3.2. Rules for participation in Department of Defense events.

5.3.2.1. Bands are authorized to support musical requirements at official United States Government events, on or off military installations, which are supported, in whole or in part, by United States Government funds.

5.3.2.2. Bands are authorized to support musical requirements at traditional, yet unofficial, military sponsored events (e.g. dining-in and out, awards banquets, holiday parties, military balls) on or off military installations, held only for service members, service members and their immediate families, or service members, their immediate families and guests. Support for unofficial events held solely or primarily for family members is not authorized.

5.3.2.3. Support to Non-appropriated Fund Instrumentalities (NAFIs). Air Force bands are authorized to perform in NAFI facilities for events as described in paragraphs [5.3.2.1](#) and [5.3.2.2](#). Otherwise, Air Force bands are not authorized to perform for events sponsored by revenue-generating NAFIs.

5.3.2.4. Air Force Reserve Officer Training Corps (ROTC) and Junior ROTC events. Bands may support Air Force ROTC and Junior ROTC ceremonial events and military balls as described in paragraphs 5.3.2.1. and 5.3.2.2., provided these events are for ROTC cadets, faculty members, and guests. Band Operation and Maintenance (O&M) funds may be used to pay for band transportation and per diem expenses.

5.3.2.5. Funding and transportation costs should be paid by the DoD sponsor/requestor for events outside the band's AOR. Funding and transportation costs are the obligation of the DoD sponsor/requestor for events within the AOR if the request comes after all resources have been allocated.

5.3.3. Gifts to Benefit Military Musical Units

5.3.3.1. In accordance with AFI 51-506 and 10 U.S.C. § 974(d) as amended by § 351 of the National Defense Authorization Act for Fiscal Year 2014, Air Force bands are authorized to accept gifts under specific conditions. Solicitation of gifts is prohibited. Bands must coordinate with SAF/PAB when accepting any gifts. **(T-0)** Note that the provision of a performance venue and associated performance support services by a requestor are not considered gifts to the Air Force.

5.3.3.2. In accordance with 31 U.S.C. § 1353, gifts of travel expenses from a non-Federal entity exceeding \$250 per event must be reported. **(T-0)** A report must be submitted within 30 days through the travel approving authority to the servicing legal office for filing with the U.S. Office of Government Ethics using Standard Form 326, Semiannual Report of Payments Accepted from a Non-Federal Source. **(T-0)** SF 326, "Semiannual Report of

Payments Accepted from a Non-Federal Source,” and SF 326A, “Semiannual Report of Payments Accepted from a Non-Federal Source-Continuation,” may be found at the following web sites: <https://www.gsa.gov/forms-library/semiannual-report-payments-accepted-non-federal-source>, and <https://www.gsa.gov/forms-library/semiannual-report-payments-accepted-non-federal-source-continuation>.

5.3.4. Manning Assists. Bands should first make every effort to utilize RegAF, Reserve, or Guard military musicians to fill temporary vacancies for performances or recordings. When a military musician cannot fill the temporary vacancy for an upcoming performance or recording, a civilian musician's services may be contracted and paid for using O&M funds for community outreach performances and recordings. The amount paid to the civilian musician should reflect the fair market value of the musician's services in order to prevent any ethics or gift issues. This authority is limited by applicable fiscal guidance requiring that the use of appropriated funds be reasonable and necessary to fulfill the Air Force band mission.

5.4. OCONUS Band Support.

5.4.1. The Secretary of Defense may delegate to commanders of combatant commands the authority to approve participation in public events overseas. Overseas MAJCOMs should follow guidance as prescribed in DoDI 5410.19 as much as possible; however, the policy direction and guidance of their combatant command headquarters takes precedence. Overseas bands should advise SAF/PAB when they participate in any public event, recording, or video project that significantly affects their operations or requires major administrative, financial, or logistical support. In general, bands ensure all performances comply with the criteria for participation in public events outlined in **paragraph 5.3** and subparagraphs. Restrictions regarding performances in competition with civilian musicians do not apply to performances outside the United States, its commonwealths, or its territories.

5.4.2. Military services and subordinate commands located in the United States and its territories refer all requests for OCONUS performances by CONUS-based units to the appropriate combatant command. U.S. military units located in the United States and U.S. territories may not coordinate directly with U.S. embassies for potential musical support. CONUS-based assets are not authorized to commit to OCONUS performances or travel OCONUS for community outreach activities without prior CCMD and SAF/PA endorsement and approval from OATSD(PA). Refer also to guidance in DoDI 5410.19, Volume 4, 4.5.b (6) *Military Band Movement Overseas* and 4.2.b *Support to U.S. Embassies*.

5.4.3. Requests for OCONUS performances by CONUS-based units may be approved only if:

5.4.3.1. The combatant command evaluates the request and tasks in-theater assets if the request meets support criteria. If no in-theater assets are available and the event is sufficiently important to warrant support, the combatant command forwards the request, with its recommendation and embassy endorsement, to SAF/PA for their endorsement and to OATSD(PA) for evaluation and approval.

5.4.3.2. OATSD(PA) evaluates the request and, if approved, forwards it to the appropriate military service for action.

5.4.4. Approval procedure for Air National Guard band OCONUS support differs from the above only in that combatant commands submit their requests for ANG band support through

Air National Guard Public Affairs (NGB/PA). NGB/PA evaluates requests and submits its recommendation to OATSD(PA) for approval.

5.4.5. Any situation not covered by the guidance on OCONUS travel of musical units stationed in the CONUS should immediately be brought to the attention of SAF/PAB.

5.5. Official Performances by Air Force Personnel Outside the 3N1XX, 3N2XX, and 3N3XX Career Fields.

5.5.1. Official military musical performances that could garner national media attention (e.g., singing the National Anthem at a sporting event) should be performed by an Airman who holds the 3N1XX, 3N2XX, or 3N3XX AFSC. On a case-by-case basis, service members who do not hold the 3N1XX, 3N2XX, or 3N3XX AFSC who volunteer or are solicited to perform at such events must be approved by the closest military band commander or SAF/PAB prior to accepting an invitation to perform in uniform. **(T-2)** Even if the service member volunteers to perform in civilian attire, if introduced as a member of the military, prior approval is still required.

5.5.2. When the National Anthem is part of an official function and that function is receiving support from an Air Force band, Air Force musicians should perform the National Anthem. Exceptions may be approved by the band commander or Senior Enlisted Leader.

5.6. Requesting Band Performances.

5.6.1. Except as noted below, all requests for CONUS music support will be processed through the AFORS at <http://www.outreachrequests.hq.af.mil>. **(T-2)**

5.6.1.1. The USAF Band, the USAFE Band, the USAF Band of the Pacific-Asia and Air National Guard bands may use paper or electronic versions of the DD Form 2536 for public events, or other locally identified form for military or government events.

5.6.1.2. MDW coordinates all requests for military band appearances at public events and non-Air Force official military and federal government functions within the NCR. For further assistance regarding requests within the NCR, please contact MDW at (202) 685-4990 or (202) 685-1072.

5.6.1.3. Air Force requesters within the NCR do not need to coordinate through the MDW office and should contact The United States Air Force Band scheduler at 202-767-9253.

5.7. Band Reports.

5.7.1. RegAF bands, except as noted below, will ensure their events in AFORS are closed-out by the 10th day of each month. **(T-2)**

5.7.1.1. The USAF Band, the USAF Band of the Pacific-Asia, the USAFE Band, and the AFCENT Band will submit reports of monthly band performances electronically to SAF/PAB by the 10th day of each month. **(T-2)** In addition, the USAF Band of the Pacific-Asia and the USAFE Band will email reports of projected performances to SAF/PAB by the 25th day of each month. **(T-2)**

5.7.2. ANG bands will record band performances as directed by the Chief, ANG Bands. **(T-2)** In addition, ANG bands will submit reports of noteworthy projected performance activities to the Chief, ANG Bands on an as-needed basis. **(T-2)** Examples of reported events should include any nationally televised events and events supporting Armed Forces Day/Week, Memorial Day, Independence Day, and Veterans Day.

Chapter 6

STATE FUNERAL PLAN

6.1. General Guidance. RegAF and ANG band personnel are trained and equipped to support the State Funeral Plan (SFP) as required by USNORTHCOM and Military District of Washington Joint Task Force National Capital Region (JTF-NCR). The USAF Band serves as the point of contact (POC) for all state funeral requirements involving Air Force bands.

6.2. Roles (The USAF Band).

6.2.1. The USAF Band Commander is the officer in charge (OIC) and conductor for all SFP musical support provided by the Department of the Air Force within the NCR. The USAF Band Director of Operations is the alternate.

6.2.2. The USAF Band Chief of Operations organizes, develops, and executes the unit command post and coordinates all operational support functions needed for unit execution during a state funeral. The Unit Control Center and group leaders on temporary duty (TDY) account for all members on TDY. The command post coordinates the return to the local area of band personnel on leave or TDY, including documentation of travel entitlements. If leave is interrupted due to official recall, personnel are eligible for entitlements as authorized in the *Joint Travel Regulations*.

6.3. Roles (RegAF and ANG Bands).

6.3.1. RegAF regional bands and ANG bands operate in support of The USAF Band during state funeral operations. Each band has a primary and alternate SFP POC and receives guidance from The USAF Band. The regional band commander is OIC and conductor of assigned musical support provided by the Department of the Air Force outside of the NCR.

6.3.2. RegAF regional bands and ANG bands may be tasked to perform ceremonies (primary band) or act as a support band (primary support or secondary support band.)

6.3.3. Primary, primary support, and secondary support bands follow local recall procedures to ensure a full accounting of all band members.

6.3.4. Upon notification, all band members of tasked and supporting bands report availability by calling their unit designee assigned through locally established practices. All personnel are on permanent standby until released by local leadership.

6.3.5. Even when not assigned to tasked or supporting bands, all CONUS-based band Airmen in required shreds (instruments for ANG) may be utilized for any SFP mission when necessary. As such, band commanders will ensure that members are appropriately aware, trained, and equipped to provide that support.

Chapter 7

RECORDINGS AND SOCIAL MEDIA

7.1. Audio and Video Recordings. Subject to existing DoD and AF Public Affairs guidance, bands are authorized to produce audio and video recordings. See DAFI 35-101 and DAFMAN 35-106 for more information.

7.1.1. Graphic design for all recording projects will be approved by SAF/PAB to ensure proper display of the Department of the Air Force corporate image. **(T-2)**

7.1.2. AFPAA fills the following roles with regard to recording:

7.1.2.1. Provides copyright and licensing research and support.

7.1.2.2. Facilitates the distribution of recordings through various forms of digital and social media. See [paragraph 7.3](#) of this DAFI on the use of social media.

7.1.2.3. Makes copyright-free music recorded by Air Force bands available to Public Affairs professionals around the world (<https://www.music.af.mil/>). Bands are encouraged to write, record, and submit all kinds of music for posting to this site.

7.1.2.4. Provides video production approval and support.

7.2. Copyright.

7.2.1. If material protected by copyright is included in products released by the Air Force, Air Force personnel responsible for the release must ensure the Air Force has obtained an appropriate license for all materials subject to copyright protection and should consult with qualified legal counsel to determine the necessary license provisions. **(T-0)** Refer to AFI 51-303, *Intellectual Property—Patents, Patent Related Matters, Trademarks and Copyrights* for more information.

7.2.2. Bands are highly encouraged to consider developing and recording content unrestricted by copyright or licensing agreements to remove barriers for use and distribution.

7.2.3. RegAF and ANG Bands are required to contact the AFPAA Air and Space Forces Intellectual Property Management Office for advice on copyright and licensing. **(T-2)**

7.3. Social Media Use.

7.3.1. Policy guidance for Social Media is located in DAFI 35-101 *Public Affairs Operations*. Air Force bands develop a social media strategy ensuring each post meets a targeted objective and an established set of standards with regards to dress and appearance, content, and messaging. It is imperative that Air Force band social media posts are targeted and deliberate and that each aligns with purpose and objectives outlined in [Chapter 1](#) of this DAFI.

7.3.2. Appropriated funds may be used for enhanced advertising vehicles offered by social media to advertise upcoming auditions or performances in accordance with DoDD 5122.05, *Assistant to the Secretary of Defense for Public Affairs (ATSD(PA))*, Section 5.

7.3.2.1. Anti-Deficiency Act. Violating the prohibitions on grass roots lobbying, publicity, or propaganda triggers potential purpose statute issues and Anti-Deficiency Act (ADA) violations. The purpose statute requires appropriations to be applied only to the objects for which the appropriation is made, except as otherwise provided by law. The ADA prohibits an agency from making or authorizing an expenditure or obligation that exceeds available budget authority. Because the Department of the Air Force receives no appropriation for the purpose of prohibited lobbying, publicity or propaganda, any expenditure of funds for these purposes would violate the purpose statute and constitute a potential ADA violation. **(T-0)**

Chapter 8

FUNDING AND LOGISTICS

8.1. Funding.

8.1.1. The highest level of command (MAJCOM, DRU, or wing) under which a band is assigned provides operational funding for the band.

8.1.2. Bands fund their own travel expenses for performances throughout their AOR. Therefore, a sizable portion of each band's operating budget includes funding for TDY support of ceremonial, military, civic outreach, and recruiting events.

8.2. Equipment & Supplies.

8.2.1. Bands procure equipment, supplies, and music per the applicable procedures described in DAFI 23-101, *Air Force Materiel Management*, and IAW the Air Force Equipment Management System. Bands may purchase supplies, expendable equipment, music, and other items required to carry out its mission in accordance with Federal procurement law, regulation, and policy. Purchases must be made through a contracting officer above the micro-purchase threshold. The authority to make micro-purchases must be delegated in writing. Refer to *Federal Acquisition Regulation* 1.603-3.

8.2.2. Band members may perform preventative maintenance and make minor repairs on band equipment.

8.2.3. When band members move via a permanent change of station (PCS), certain performance equipment, as agreed upon by gaining and losing band commanders or Senior Enlisted Leaders, may be transferred to the gaining band.

8.2.4. Before disposing of equipment, supplies, or music, bands should contact other RegAF or ANG bands and offer the opportunity to transfer materials. Return excess musical equipment purchased with appropriated funds to the equipment management office of the base supply facility for redistribution in accordance with DAFMAN 23-122, *Materiel Management Procedures*.

8.2.5. In Store Credit. Band property may be exchanged when a similar item will be acquired. Important guidelines:

8.2.5.1. Trade transactions do not involve transactions that exceed the micro-purchase threshold of the Government Purchase Card.

8.2.5.2. Revolving credit with a vendor is not authorized.

8.2.5.3. Meticulous record keeping of each transaction is employed.

8.2.5.4. Purchases will not be split into separate orders to stay under the micro-purchase threshold.

8.2.5.5. Exchanging items that exceed the micro-purchase threshold will be handled by the local contracting activity.

8.2.5.6. In-store credit account balances are not authorized.

8.3. Performance Uniforms. Formal concert (mess dress), ceremonial, and informal uniforms are authorized in Allowance Standard-016 (AS-016). These items should be used for all concerts, parades, ceremonies, and official functions. Formal concert, ceremonial, and informal uniforms are authorized for wear only for rehearsals, during transport, sound checks, and performances. Organizational clothing, performance clothing, and accessories are ordered, stored, cleaned, and maintained by the respective bands with accountability resting with the respective individual band. Civilian musician's apparel will be approved by the senior band officer responsible for the event.

8.3.1. Musicians performing for a military event, even if unofficial and social in nature such as a military ball, must wear the appropriate uniform or civilian attire as requested by the host/hostess or directed by the commander. If civilian attire is required, the Air Force Informal Uniform is an appropriate uniform to wear in these situations, per DAFI 36-2903 *Dress and Personal Appearance of United States Air Force and United States Space Force Personnel*, paragraph A7.2, unless the host/hostess or commander requires different civilian attire based on cultural, diplomatic, or security needs. Civilian performance clothing is ordered, stored, cleaned, and maintained as organizational clothing by the respective bands with accountability resting with the respective individual band.

8.3.2. In appropriate circumstances, commanders may authorize performance clothing that reflects Department of the Air Force culture, has a direct thematic correlation to the music, and does not bring discredit upon the Department of the Air Force.

8.3.3. When band members PCS to another band, certain performance uniforms or accessories, as agreed upon by the gaining and losing band commanders or Senior Enlisted Leaders, may be transferred to the gaining band.

8.3.4. The ceremonial uniform is worn as authorized in DAFMAN 35-106.

8.3.5. The formal concert (mess dress) and informal uniforms are worn as authorized in DAFI 36-2903.

8.3.6. The Supplemental Clothing Allowance is described in AFI 36-3012, *Military Entitlements*, paragraph 6.3.9.3.4. Rates and frequency for this allowance can be found in *DoD Financial Management Regulation 7000.14-R, Vol 7A, Ch. 29, Table 29-7*.

8.4. Facilities. DAFMAN 32-1084, *Facility Requirements Standards*, CATCODE (CC) 171158 Band Center outlines requirements for band facilities. Rehearsal rooms and other space include:

8.4.1. Acoustically treated rehearsal studios and individual practice rooms. All required band elements should be able to practice at the same time in different rooms. **(T-2)**

8.4.2. Secured areas for the music library, music arranging equipment, musical instruments, and supplies.

8.4.3. Individual lockers and separate dressing rooms and restrooms for men and women.

8.4.4. Administrative spaces with separate offices for the commander, flight commander(s), Senior Enlisted Leader, and First Sergeant.

8.5. Vehicles. Bands are the primary users of vehicles assigned to their units. Minimum requirements are determined by the 441st Vehicle Support Chain Operations Squadron during vehicle validation visits and in accordance with AFI 24-302, *Vehicle Management*. Based on historical and ongoing mission parameters, recognized requirements are as follows:

8.5.1. The USAF Band. Five intercity coaches, three five-ton trucks with lifts, two 15-passenger van/truck carry-alls, and one 8-passenger van/truck carry-all.

8.5.2. The USAF Band of the Pacific-Hawaii. One five-ton truck with lift, and two 15-passenger van/truck carry-alls.

8.5.3. The USAF Band of the Pacific-Asia. One intercity coach, one five-ton truck with lift, two 2.5-ton trucks with lift, and two 15-passenger van/truck carry-alls.

8.5.4. Fifteen-member unit. Two trucks (any combination of: 2.5-ton truck with lift, 5-ton truck with lift, 6-passenger truck with topper, as determined by local requirements) and two 15-passenger van/truck carry-alls.

8.5.5. **The USAFE Band.** Two intercity coaches, three trucks (any combination of 2.5 and 5-ton trucks each with a lift, as determined by local requirements), and two 15-passenger van/truck carry-alls.

8.5.6. Sixty-member unit. Two intercity coaches, three trucks (any combination of 2.5 and 5-ton trucks each with a lift, as determined by local requirements), and three 15-passenger van/truck carry-alls.

8.5.7. ANG bands. One intercity coach, two 2.5 ton trucks with lifts, and two 15-passenger van/truck carry-alls.

8.5.8. Truck lift requirements. Folding platform rail lift rated at 3,000 lb. max load weight, 66"-72" deep platform, 90" with 12" fixed ramp with 4" cart stop (to lift/lower road cases up to 45" wide x 42" deep safely). The five-ton and 2.5-ton trucks should have lifts which can be used in conjunction with a loading dock.

8.5.9. In accordance with AFI 24-301, *Ground Transportation*, intercity coaches are assigned to the vehicle operations branch of the Logistics Readiness Squadron with the band as the primary user. All band travel requirements are met before the coaches are used to support other authorized activities. When no band requirements exist, coaches may be used for other authorized on- or off-base transportation needs.

8.5.10. When an intercity coach is not available for band use, it is the responsibility of the installation Vehicle Management activity to short-term lease or charter a replacement vehicle to meet the band's scheduled engagements. Funding for leased or chartered buses is provided by the band. Since charter contracts usually require a minimum of 24-hours prior notice, band coaches cannot be used for non-band travel 24 hours before a scheduled band trip. This ensures sufficient time to make repairs or obtain a commercial contract for a replacement coach if the band coach should develop mechanical problems.

8.5.11. The band pays drivers' TDY expenses for all band-related travel.

8.5.12. Changes to vehicle authorizations or new requirements are submitted to the installation Vehicle Fleet Manager for review and subsequent submittal to 441st Vehicle Support Chain Operations for approval. Refer to AFI 24-302, *Vehicle Management*, for more information concerning vehicle authorizations and short-term lease request process.

Chapter 9

ADVERTISING, ACCESSIONS, TRAINING, AND UTILIZATION

9.1. Advertising.

9.1.1. Per Air Force Recruiting Service (AFRS) exception to policy, Bands are authorized to use O&M funding to advertise career field vacancies.

9.1.2. Air Force bands are authorized to use O&M funding to advertise upcoming performances. See [paragraph 7.3](#) of this DAFI on the use of social media.

9.2. Accessions. Per AFMAN 36-2032 *Military Recruiting and Accessions*, bands have the authority to audition and musically qualify applicants to serve in the Air Force.

9.2.1. Officer and enlisted applicants undergo a two-step pre-screen process to audition for Air Force bands. The first step includes an initial review of position-specific musical requirements. Once selected, applicants then meet with their local Air Force recruiter to determine if they meet Air Force eligibility requirements. Applicants who pass both steps of the pre-screen process are invited to perform a live musical audition.

9.2.2. Following the live audition, qualified applicants receive either a Band Officer Qualification/Certification memorandum or AF Form 485, *Application for Enlistment – US Air Force Band*. Applicants then contact their Air Force recruiter to initiate formal entrance procedures into the United States Air Force.

9.2.3. Refer to DAFMAN 35-106, Chapter 9, for detailed instructions.

9.3. Training.

9.3.1. Officers. RegAF and ANG band officers achieve the 35B1 specialty code through the band officer audition process and by graduating from Officer Training School or The Academy of Military Science.

9.3.1.1. RegAF.

9.3.1.1.1. RegAF band commanders administer the band officer training program IAW DAFI 36-2670, *Total Force Development*, and the Career Field Education and Training Plan (CFETP) for the 35B career field.

9.3.1.1.2. To earn the 35B3 specialty code, RegAF band officers complete the Public Affairs & Communication Strategy Qualification Course at the Defense Information School IAW the 35B CFETP.

9.3.1.2. ANG.

9.3.1.2.1. The Chief, ANG Bands administers the band officer training program primarily through Memorandum P000-003 *ANG Band Officer Training*.

9.3.1.2.2. ANG band officers are not required to take the Public Affairs & Communication Strategy Qualification Course to earn the 35B3 specialty code.

9.3.2. Enlisted.

9.3.2.1. RegAF and ANG band commanders administer the training programs IAW DAFI 36-2670, *Total Force Development*, primarily through the CFETP for career field specialties 3N1X1, 3N2X1, 3N3X1 and 3N1X1Z.

9.3.2.2. The CFETP provides information that commanders, the Career Field Manager, Senior Enlisted Leaders, training specialists, supervisors, and trainers need to plan, develop, manage, and conduct an effective career field training program. It outlines the training individuals should receive in order to develop and progress throughout their career life-cycle.

9.3.2.3. All RegAF and ANG band members achieve Apprentice (3-skill level) through the standardized audition process, and by serving in the 737th Training Group Drum and Bugle Corps at Basic Military Training (BMT). In addition, non-prior service ANG band members must complete follow-on training to achieve Apprentice skill level.

9.3.2.3.1. Air Force band members do not attend a technical training school after BMT. They report directly to their first duty station.

9.3.2.3.2. Upon completion of BMT, ANG band members complete follow-on training by using one of two training options selected by the ANG band commander at the time of enlistment. Both of the following options are a part of the member's Initial Active Duty Training (IADT).

9.3.2.3.2.1. Option 1: The ANG band commander determines the exact length of training (Minimum of four weeks). ANG band commanders coordinate follow on training with the USAF Band of the West prior to the individual attending basic training. The individual reports directly to the USAF Band of the West from BMT and is trained by members of that band.

9.3.2.3.2.2. Option 2: This training option consists of training at a regionally accredited college or university. The ANG band commander ensures that the appropriate courses have been selected and that the individual is working on the areas contained in the Skill Level 5 section of the CFETP.

9.4. Utilization.

9.4.1. Internal Utilization. With the exception of SELs and Superintendents, all enlisted band members perform with at least one component of the band, as directed by the band commander. With the exception of SELs and Superintendents, all enlisted band members execute administrative duties, as outlined in [paragraph 3.3](#) in addition to their musical specialties.

9.4.2. External Utilization. Air Force musicians train in teams. Removal of one team member for external utilization degrades the rehearsal or performance for the entire team. Outside agencies coordinate with band leadership to de-conflict mission preparation when requesting musicians for external duties.

9.4.3. During contingency operations, bands perform their primary mission and musicians remain with their units. Air Force musicians (AFSCs 3N1, 3N2, 3N3 and 35B) are postured in a UTC and are deployable to support Air Expeditionary Force (AEF) requirements. When not deployed, Air Force musicians are available for rehearsal, training, administrative duties, and missions with their assigned band.

9.4.4. The ANG band's unique federal and state mission includes deployment, disaster relief, and homeland defense missions. ANG Chief of Bands shall ensure ANG band members receive Category B weapons qualification and training as detailed in AFI 36-2654, *Combat Arms Program*. Members receive all training as required by deployment reporting instructions or as deemed necessary by the ANG Chief of Bands. This training is provided by their local wings or supporting commands. Airmen receive equipment as specified by reporting instructions or as deemed necessary by the ANG Chief of Bands.

PATRICK S. RYDER, Brig Gen, USAF
Director of Public Affairs

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

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- AFI 51-303, *Intellectual Property*, 22 June 2018
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Title 5, *Code of Federal Regulations, Part 2635, Subpart B - Gifts from Outside Sources*, current as of May 8, 2017

Title 10, *United States Code – Armed Forces*, 1 January 2021

Title 17, *United States Code – Copyrights*, 27 December 2020

Title 31, *United States Code – Money and Finance*, Section 1353

Title 48, *Code of Federal Regulations, Chapter 1 - Federal Acquisition Regulation*, effective May 26, 2022

Prescribed Forms

No forms are prescribed by this publication.

Adopted Forms

AF Form 485, *Application for Enlistment – U.S. Air Force Band*

DAF Form 847, *Recommendation for Change of Publication*

DD Form 2536, *Request for Armed Forces Participation in Public Events (Non-Aviation)*

Abbreviations and Acronyms

AF—Air Force

AFB—Air Force Base

AFGM—Air Force Guidance Memorandum

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFORS—Air Force Outreach Request System
AFPAA—Air Force Public Affairs Agency
AFPD—Air Force Policy Directive
AFSC—Air Force specialty code
AMC—Air Mobility Command
ANG—Air National Guard
AOR—area of responsibility
AS—allowance standards
BMT—Basic Military Training
CFETP—career field education and training plan
CONUS—continental United States
DAFGM—Department of the Air Force Guidance Memorandum
DAFI—Department of the Air Force Instruction
DAFMAN—Department of the Air Force Manual
DAFPD—Department of the Air Force Policy Directive
DoD—Department of Defense
DoDD—Department of Defense Directive
DoDI—Department of Defense Instruction
DRU—direct reporting unit
DS—Director of Staff
FLDCOM—Field Command
HAF—Headquarters Air Force
IAW—in accordance with
M&IE—Meal and Incidental Expenses
MAJCOM—major command
MDW—Military District of Washington
NAFI—Non-appropriated Fund Instrumentalities
NCOIC—noncommissioned officer in charge
NCR—National Capital Region
NGB—National Guard Bureau
NGB/PA—Air National Guard Public Affairs
O&M—operation and maintenance

OATSD(PA)—Office of the Assistant to the Secretary of Defense for Public Affairs

OCONUS—outside of the continental United States

OIC—officer in charge

OPR—office of primary responsibility

OT&E—Organization, training, and equipping

PA—Public Affairs

PACAF—Pacific Air Forces

PCS—permanent change of station

POC—point of contact

ROTC—Reserve Officer Training Corps

SAF—Secretary of the Air Force

SAF/PA—Secretary of the Air Force Office of Public Affairs

SAF/PAB—Secretary of the Air Force Office of Public Affairs, Bands Division

SAF/PAR—Secretary of the Air Force Office of Public Affairs, Requirements and Development Division

SEL—Senior Enlisted Leader

TDY—temporary duty

USAF—United States Air Force

USAFE—United States Air Forces in Europe

UTC—unit type code