



**UNITED STATES MARINE CORPS**  
MARINE BARRACKS  
8<sup>TH</sup> AND "I" STREETS, SE  
WASHINGTON, DC 20390-5000

S-3  
15 Dec 03

From: Commanding Officer, Marine Barracks, Washington, D.C.  
To: Potential Sponsor for United States Marine Corps Silent Drill Platoon

Subj: INFORMATION FOR REQUESTING AND SPONSORING THE UNITED STATES  
MARINE CORPS SILENT DRILL PLATOON

Ref: DD Form 2536 - Request for Armed Forces Participation in Public Events

Encl: (1) Sponsor Requirements

1. This information is provided in order to help potential sponsors of the Marine Corps Silent Drill Platoon request and plan for the platoon's participation in public events. The information in DD Form 2536 (Request for Armed Forces Participation in Public Events) applies to all sponsors, military as well as civilian. Item 12 in the request is in compliance with current Department of Defense and higher headquarters directives.

3. **The Silent Drill Platoon (SDP)** - The SDP is a 38 Marine unit that performs a complex 14-minute drill sequence. Smaller venues may dictate a smaller performing unit. The SDP touring season is from March – December each year. Periods on non-availability include January – February and times blocked for other missions and training. Specifics may be coordinated with the Platoon Commander

4. **The Battle Color Detachment (BCD)** - The BCD is a traveling parade ceremony that consists of the United States Marine Drum and Bugle Corps, the Marine Corps Silent Drill Platoon, and the Marine Corps Color Guard. For information on scheduling a BCD please contact the Drum & Bugle Corps: (202) 433-2927/6526 or <http://drumcorps.mbw.usmc.mil/>

5. **Guidelines** - In the case of a civilian organization acting as a sponsor, all of the following criteria must be met to qualify as a sponsor:

- The event must be patriotic in nature and not selectively benefit or appear to benefit the commercial activity of the sponsor.
- The sponsor's role in the event is clearly civic in nature.
- The interest to the sponsor is secondary to the interest and benefit to the community.
- Fraternal organizations whose by-laws and membership rites are privately held (are not available to the general public) are normally not authorized to sponsor the units.
- Organizations with "exclusive membership" may not sponsor events unless the primary audience is the outside community rather than an organization.
- Religious organizations may not sponsor performances unless the event is of broad interest and benefit to the community, nonsectarian in nature, and is widely publicized as a community event.
- Events sponsored by a partisan political organization or ideological movements are not permitted.

# **Sponsor Requirements**

## **1. General**

### **A. Responsibility for Requirements**

The sponsor's responsibility for the SDP begins at the following times:

Commercial air transportation – begins with the arrival at the Washington, D.C. area airport (includes assistance with ticketing/boarding/cargo) and ends with the completion of the return flight to the designated airport (includes retrieval of cargo, etc.)

Military air transportation - begins with the arrival of the aircraft at the sponsor's arrival airport and ends with return of the platoon to the aircraft, and the successful departure of that aircraft.

Commercial ground transportation – begins with pickup of the platoon at Marine Barracks, Washington and ends with return to this command.

Military ground transportation – begins at arrival to the performance site or lodging or other site the sponsor has arranged and ends with departure from designated site.

**B.** All transportation, lodging, meals, and other requirements between these times are the responsibility of the sponsor. If commercial or military transportation is unable, for any reason, to return the platoon to Washington, D.C. at the scheduled departure time, it is the sponsor's responsibility to provide meals and lodging until the platoon has departed for Washington, D.C.

## **2. Transportation**

**A. Air** - If the sponsor cannot support with commercial flights, air transportation can be provided by the Joint Operational Support Airlift Center at no cost to the sponsor. Air availability is dependent upon the operational, training or maintenance requirements of the support squadrons. On occasion, government air transportation may be canceled or rescheduled at the last minute for reasons outside of our control. If this occurs, the platoon will not be able to participate in your event.

Military Air will be requested at the earliest possible date, however, the final flight information will not be available until 3-7 days prior to the flight. Commercial flights, while expensive, allow the sponsor to have greater control over flight scheduling. (Note: there may be an additional charge for the cargo on a commercial flight)

**B. Ground** - The U.S. Marine Corps cannot provide organic transportation assets for events further than 100 miles from this command. In this case, the sponsor must provide ground transportation from Washington, D.C. to the event site and back. Sponsors are expected to provide commercial charter ground transportation when air transportation is not economically feasible, or when the events are within a reasonable driving distance (no more than four hours one way).

Local ground transportation is the responsibility of the sponsor, as the units must travel from the airport to the hotel and/or the performance site, restaurants and other locations, for meals, preparation time, etc. The sponsor must provide all bus and cargo truck drivers. Marines will execute the loading and offloading of all equipment onto the vehicles. Vehicular requirements may vary, but normally consist of the following:

- (1) 44-passenger bus – Coach style with cargo hold underneath
- (1) 5-ton cargo truck w/lift (By request of Platoon Commander)

### **3. Meals and Lodging**

**A. Meals** - The Sponsor provides all meals for Marines during their stay in your area. Adequate messing is considered to be three meals per day at normal morning, afternoon, and evening meal hours; two of which will be hot meals. Meals must remain flexible due to the unit's transportation, rehearsal, and performance schedule. Sponsor responsibilities include meals that must be consumed en route due to time constraints.

**B. Lodging** - Mass billeting (i.e., squad bays, gymnasiums, armories etc.) is not considered adequate. Marines will not be billeted more than two to a room and proper consideration will be given to the military grade of personnel: Officers and Staff Noncommissioned Officers will not be billeted with junior enlisted Marines. To maintain control and accountability, we are unable to accept billeting in private homes. Unless agreed upon by the unit, billeting should not be more than a one-hour or 30 mile drive from the performance site. Requirements may vary, but normally are:

- (3) Single-occupancy rooms
- (18) Double-occupancy rooms

### **4. Changing / Warm-Up Area**

**A. Changing area** - Securable changing areas with chairs, clothing racks, or hooks for clothing bags/uniforms. It is extremely difficult for the platoon to arrive at the performance site in uniform and ready to go.

- Area should be large enough to accommodate unit personnel.
- Area must be free of traffic, both for gear & weapon security and privacy of changing.
- Electrical outlets to support the use of 10-15 irons. (If irons not available at lodging)

**B. Warm-up location** – A warm up is always required prior to the performance. This should be the actual performance site whenever possible, or should be equivalent in size and in close proximity to the site. Warm ups for the entire platoon can be done several hours in advance, but individual warm-ups must be done immediately prior to the show. There is much more flexibility on individual warm-up locations.

### **5. Performance Site**

**A. Surface** - The performance site must be smooth surfaced, free of obstacles, and able to withstand the repeated striking of the metal rifle butt plate. The sponsor must understand that a finished surface will have scuffmarks or small scratches from the performance.

**B. Dimensions** –Space requirements are flexible, but are generally:

100 ft wide by 50 ft deep by 20 ft overhead. This is slightly larger than the dimensions of an NBA/NCAA basketball regulation court. A court of this size may be used provided the goals or sideline chairs, tables, etc. can be removed. Any outdoor sports field is usually acceptable. Spectators should be at least 10 ft away from this performance area.

**C. Announcement** - A public address system is required. A CD with a recorded narration or a transcript will be provided upon request. The Silent Drill Platoon does not have its own narrator, but one may be provided if necessary.

**D. Expenses** - Any expenses such as fees for the stadium, lighting, heating, publicity, custodial, or security, are the responsibility of the sponsor.

## **6. Publicity / Recruiting Interest**

**A. Publicity** - Media promotion/publicity will always maximize the event and audience attendance. Every effort should be made to include SDP information in programs, flyers, and any other material that will enhance interest. Promotional materials and a comprehensive press package, including unit information and public service announcements for both radio and television are available from the Marine Barracks Public Affairs Office. For public affairs information about the Silent Drill Platoon or Battle Color Detachment contact:

Public Affairs Office  
Marine Barracks  
8th & I St. SE  
Washington, DC 20390-5000  
(202) 433-4173 / 6679

**B. Recruiting** – One of the missions of the Silent Drill Platoon is to promote a positive public image of the Marine Corps and to assist in the effort of recruitment. It is the policy of the Silent Drill Platoon to give information on performance location, time, and sponsor contact data to Marine Corps Recruiting Command. Local Marine Corps Recruiters may contact the sponsor for admittance, tickets, press passes, etc. Sponsors are encouraged to coordinate with local recruiting agencies concerning the planned event.

## **7. Contact Information**

For requests, please fill out DD Form 2536. Completed forms may be mailed or faxed to the address on Page 2 of the DD Form 2536 or directly to Marine Barracks, Operations at:

Operations Officer (Attn: SDP Schedule)  
Marine Barracks  
8th & I Streets, SE  
Washington, D. C. 20390  
Phone: (202) 433-6394  
Fax: (202) 433-4594  
[www.mbw.usmc.mil](http://www.mbw.usmc.mil)

**REQUEST FOR ARMED FORCES PARTICIPATION IN PUBLIC EVENTS  
(NON-AVIATION)**

*Form Approved  
OMB No. 0704-0290  
Expires Jun 30, 2003*

The public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0290), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

**PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS. RETURN COMPLETED FORM TO THE APPROPRIATE ADDRESS ON BACK OF THIS FORM.**

**ALL DATA WILL BE HANDLED ON A "FOR OFFICIAL USE ONLY" BASIS.**

**PURPOSE:** This form is used to request all Armed Forces **MUSICAL UNIT, TROOP, COLOR/HONOR GUARD**, and/or **EXHIBIT/EQUIPMENT** participation in public events. The information is required to evaluate the event for appropriateness and compliance with DoD policies and for coordination with the units involved. Please complete all sections.

**SECTION I - EVENT DATA**

1. SPECIFIC REQUIREMENT (i.e., Band, Marching Unit, Color Guard, Tank, etc.)		2. DATE OF EVENT (YYYYMMDD)	3. TIME OF EVENT a. FROM: b. TO:	
4. TITLE OF EVENT		5. EXPECTED ATTENDANCE		
6. SITE OF EVENT (i.e., Park, Auditorium, etc.) (NOTE: This site must be accessible to and usable by persons with disabilities.)		7. ADDRESS OF EVENT (Street, City, State, ZIP Code)		
8. PROGRAM (Describe program theme and objective, audience size and civic makeup, and the purpose of Armed Forces participation.)		9. HAVE OTHER ARMED FORCES UNITS BEEN REQUESTED TO SUPPORT THIS EVENT? (If so, specify.)		
10. IS THIS EVENT BEING USED TO RAISE FUNDS FOR ANY PURPOSE? (If so, specify.)		11. IS THERE ANY CHARGE? (i.e., admission, parking, etc. If so, specify.)		

12. WILL ADMISSION, SEATING, AND ALL OTHER ACCOMMODATIONS AND FACILITIES CONNECTED WITH THIS EVENT BE AVAILABLE TO ALL PERSONS WITHOUT REGARD TO RACE, CREED, COLOR, SEX OR NATIONAL ORIGIN? (X appropriate box)	YES	NO
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**SECTION II - SPONSORING ORGANIZATION DATA**

13. NAME OF SPONSORING ORGANIZATION			
<i>(X appropriate box for each item.)</i>		YES	NO
14. IS THE SPONSORING ORGANIZATION A CIVIC ORGANIZATION?			
15. DOES THE EVENT HAVE THE OFFICIAL BACKING OF THE LOCAL GOVERNMENT?			
16. DOES THE SPONSORING ORGANIZATION EXCLUDE ANY PERSON FROM ITS MEMBERSHIP OR PRACTICE ANY FORM OF DISCRIMINATION IN ITS FUNCTIONS BASED ON RACE, CREED, COLOR, SEX OR NATIONAL ORIGIN?			
17. SPONSOR'S REPRESENTATIVE			
a. NAME		b. ADDRESS (Street, City, State, ZIP Code)	
c. PRIMARY TELEPHONE NO. (Include area code)	d. SECONDARY TELEPHONE NUMBER	e. FAX NUMBER (Incl. area code)	f. E-MAIL ADDRESS

**SECTION III - SPONSORING ORGANIZATION SUPPORT DATA**

Event sponsors must agree to fund certain military expenses when the requested military resources are not local to the geographic area of the event. See paragraph 3 of the Instructions on the back of this form. (X appropriate box for each item.)	YES	NO
18. Does the sponsor agree to fund the standard Military Services allowance for meals, quarters, and incidental expenses for Armed Forces participants?		
19. Does the sponsor agree to fund transportation, meals, and hotel accommodations for unit representatives to visit the site prior to the event?		
20. Does the sponsor agree to fund transportation costs from home station to the event and return for Armed Forces participants?		
21. Does the sponsor agree to fund transportation costs for Armed Forces participants between the site of the event and the hotel?		
22. Does the sponsor agree to provide telephone facilities for necessary official communications at the site of the event?		

**SECTION IV - CERTIFICATION**

23. I am acting on behalf of the sponsoring organization and certify that the information provided above is complete and accurate to the best of my knowledge. I understand that representatives from the military services will contact me to discuss arrangements and costs involved prior to final commitments, or to inform me of their inability to support this event. I also understand that operational commitments must take priority and can preclude a scheduled appearance at an approved public activity.		
a. SIGNATURE OF SPONSOR'S REPRESENTATIVE	b. DATE SIGNED (YYYYMMDD)	c. PRINT NAME AND TITLE

## INSTRUCTIONS

1. This form is used to request Armed Forces musical unit, personnel, color/honor guard and/or exhibit/equipment participation in public events. The requested information is required to evaluate the event. Please complete all sections.

2. This form should be submitted to the appropriate Military Service (*listed in right hand column*) not less than 30 nor more than 90 days in advance of a scheduled program. Please realize that all Armed Forces units have specific military missions and training requirements. Participation in public programs will only be authorized when such support is in the best interests of the Department of Defense and the Military Services and does not interfere with mission or training programs. In all cases, operational commitments must take priority and can cause previously scheduled appearances to be cancelled.

3. Department of Defense policies require that Armed Forces participation in public events will be provided at no additional cost to the Government. The sponsor is required to pay, when necessary, the standard Military Services allowance for quarters and meals for all Armed Forces participants and for other services which have been determined in advance by the Military Services and agreed to by the sponsor. Transportation and meal costs are not usually incurred when support is provided from a local military installation. However, circumstances may dictate that reimbursement for any or all of these costs may be necessary. All costs are binding after a unit, personnel, or exhibit has arrived at an event site, even though weather conditions or other unforeseen circumstances force the event to be cancelled.

4. Armed Forces musical units are organized for ceremonial and traditional purposes and to support recruiting activities. However, they may be authorized to provide certain specified presentations, such as patriotic ceremonies, for public programs. Armed Forces musical organizations are not permitted to provide entertainment, background, dinner, dance or other social music at public or private events in competition with the customary or regular employment of local civilian musicians. Limited resources permit only one band and/or choir to perform at an event, and the Military Services reserve the right to cancel support to sponsors who have scheduled more than one such military unit.

5. Additional forms may be obtained on the Internet at <http://web1.whs.osd.mil/icdhome/ddeforms.htm>, through the nearest military installation public affairs office, or from any of the military public affairs offices listed to the right. If you have questions regarding the information on this form, please call the Directorate for Programs and Community Relations between 8:30 a.m. and 5:00 p.m. Eastern Time, Monday through Friday, holidays excepted:

Commercial (703) 695-6108; FAX (703) 697-2577

### MAIL COMPLETED REQUEST FORM TO:

The Commander of the Military Installation closest to the event; OR to the appropriate Military Service listed below:

#### ARMY:

Office of the Chief of Public Affairs  
ATTN: Community Relations Team  
1500 Army Pentagon  
Washington, DC 20310-1500  
(703) 697-5081; FAX (703) 697-6159  
[www.dtic.mil/armylink](http://www.dtic.mil/armylink)

#### MARINE CORPS:

Commandant of the Marine Corps  
Headquarters, U.S. Marine Corps (Code: PAC)  
The Pentagon, Room 5E671  
Washington, DC 20380-1775  
(703) 614-1054; FAX (703) 614-2358  
[www.usmc.mil/2536](http://www.usmc.mil/2536)

#### NAVY:

Department of the Navy  
Office of Information  
Community Programs Division (OI-5)  
1200 Navy Pentagon  
Washington, DC 20350-1200  
(202) 685-6660; FAX (202) 693-6671  
[www.navy.mil](http://www.navy.mil)

#### AIR FORCE:

Office of the Secretary of the Air Force  
Office of Public Affairs (SAF/PA)  
1690 Air Force Pentagon  
Washington, DC 20330-1690  
(703) 697-6061; FAX (703) 614-5749  
[www.af.mil](http://www.af.mil)

#### NATIONAL GUARD BUREAU:

National Guard Bureau  
ATTN: NGB-PA (ComRel)  
1411 Jefferson Davis Highway, Suite 11200  
Arlington, VA 22202-3259  
(703) 607-2613; FAX (703) 607-3680  
[www.ngb.dtic.mil](http://www.ngb.dtic.mil)

**SPONSOR: PLEASE RETAIN A COPY OF THIS FORM FOR FUTURE REFERENCE.**

**24. REMARKS** (*Use this area to continue any items if necessary. Reference by section and item number.*)