



REPUBLIC OF SIERRA LEONE ARMED FORCES

POLICY ON THE OPERATION OF
REGIMENTAL AND DANCE BAND

By Command of the
Defence Policy Committee

August, 2012

MINISTRY OF DEFENCE
TOWER HILL
FREETOWN

RESTRICTED

POLICY ON THE OPERATION OF THE RSLAF REGIMENTAL AND DANCE BAND

INTRODUCTION

1. Over a decade now, the Armed Forces Band (AFB) has been without its dance band component. The absence of the dance band was much felt by the RSLAF and civilians alike. With the newly purchased and gifted dance band instruments, the dance band has now been resurrected. To better manage and control both band components of the AFB, there is need to have a policy to guide the conduct of its personnel and the usage of the bands, whether by the RSLAF, the public or private sector.

RESTRICTION ON AFB MUSICIANS, INSTRUMENTS AND ENGAGEMENTS

2. The following restrictions on AFB personnel apply to both the Regimental and Dance Band components and are to be observed:

a. No AFB personnel either as corporate or individual capacity may perform at a meeting, demonstration or entertainment organized by or on behalf of a political party; or an organization with controversial aims; or at any event liable to exhibit the RSLAF in an undignified, disreputable and unfavorable light.

b. No restriction is placed on the acceptance during their spare-time any musical employment by individual members of the band, provided plain clothes are worn. No AFB musical instrument is to be involved and no special leave of absence or other facility is to be granted for this purpose. However, prior notification must be established between the individual and the Director of Music (DOM) prior to their spare time engagement.

c. AFB personnel are not permitted to form or take part in an unofficial musical combination under any title which would indicate their connection with the RSLAF, except on RSLAF premises.

DUTY NATURE OF ALL ENGAGEMENT

3. AFB Regimental or Dance Bands taking part in engagements within the categories that have been entered into and authorized by DOM are deemed to be on duty throughout the period.

CATEGORIES OF ENGAGEMENTS

4. There are two categories of engagements which may apply to the Regimental and Dance Bands listed below.

a. Category 1: Official state engagements and parades inclusive of Guard of Honour parade requiring the use of the AF Regimental Band nation wide.

b. Category 11: RSLAF Fmn/Units, Ministries/Departments/Agencies (MDA) and other Institution's events requiring the use AF Dance Band on a commercial basis.

ARMED FORCES REGIMENTAL AND DANCE BAND ENGAGEMENTS

5. It is essential that the Regimental and Dance Band's engagement be approved by CDS or his delegated officer, in strict order of priority of engagement where applicable. Category I engagements are parades and other events or other function held in the course of duty during state occasion or in the interest of the RSLAF.

6. Category I. These engagements are to be met by the Regimental Band in the following priority:

- a. Any national event and function.
- b. Any formal parade on behalf of Fmn/Units within the RSLAF.
- c. Any formal engagement such as weddings of RSLAF personnel.
- d. Any formal engagement such as other security force and SLESA's commemorative events.

7. Category II. The AF Dance Band interfaces with the general public and organizations on a commercial basis (first come first serve).

FEES AND CHARGES

8. Category I – AF Regimental Band engagements:

- a. No fees are charged or accepted.
- b. All financial requirements are to be met by MOD/RSLAF public funds if required.

9. Category II – AF Dance Band engagements:

a. The fees for the AF Dance Band engagement will be set by the Defence Policy Committee (DPC) and reviewed as and when required. These fees are applicable to RSLAF personnel, Fmn/Units, MDA and other institutions.

b. All fees are to be met by the applying RSLAF personnel, Fmn/Units, MDA and other institutions before the release of the Dance Band.

10. Distribution of fees charged for the use of the AF Dance Band is to be split as follows:

- a. RSLAF Benevolent funds - 20% of fees charged.
- b. AF Band Account - 80% of fees charged to cover purchase/replacement of damage equipment, cleaning and repairs of equipment.

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11. An account named the "Armed Forces Band Account" shall be opened at a reputable commercial bank and shall have the following as signatories:

- a. CDS
- b. DG
- c. ACDS Pers/Trg

ASSOCIATED LOGISTICS SUPPORT

12. It is the MoD/RSLAF's responsibility to provide vehicles for the movement of both components of the AFB for all categories of engagements. In this regard, a dedicated bus is to be provided for the Dance Band. This is to maintain standard, safety and professionalism. There is need to consider feeding and accommodation for the personnel for both components of the AFB when employed outside 1 km of the duty station and for period exceeding 24 hrs. This will depend on the category of engagement and the logistics requirement estimated, based on details contained in the application form.

13. Responsibility to provide logistics for the Regimental and Dance Bands for each category is as follows:

- a. Category I: Official state engagements and parades inclusive of Guard of Honour parade requiring the use of the AF Regimental Band nation wide. The required logistics should be provided by MoD/RSLAF.
- b. Category II: RSLAF Fmn/Units, MDA and other Institution's events requiring the use AF Dance Band on a commercial basis. The required logistics should be provided by the applying RSLAF personnel, Fmn/Units, MDA and other Institutions. These logistics are in addition to the fees charged.

DRESS CODE

14. The dress code for each category is as follows:

- a. Category I: (Regimental Band)
 - (1) Red Ceremonial Tunic for state functions.
 - (2) Short sleeve with Gold buttons for Mess functions.
 - (3) Olive Green long sleeves folded short when instructed.
- b. Category II: Civilian clothes (MoD to provide)

APPLICATION AND TASKING PROCEDURES

15. Application for both components of AFB in ideal cases must be submitted in writing to the D Def Pers through the CDS and ACDS Pers/Trg. The D Def Pers is responsible to task the AFB for any engagement. In some instances, request for use of the AF Regimental Band may come through a bottom-top approach which may be equally accepted based on the official nature of the request. It is the responsibility of the D Def Pers to also request transport and other logistics

support from HQ JFC as required to support the engagement. An example of AF Band engagement Application Form is attached as Annex A.

16. Applications must be submitted in writing by RSLAF personnel, Fmn/Units, MDA and other Institutions, two weeks prior to the date of the engagement. Applicants are also required to fill out an application form. D Def Pers on receipt of the completed application form will then consult with ACDS Pers/Trg in contentious cases or conflicting priorities if necessary. The required fees and additional logistics requirement will be communicated to the applicant for action within three working days from the day of notification.

CARE AND ACCOUNTING FOR AFB INSTRUMENTS

17. All AFB instruments are to be recorded in an AFB property register and controlled by the Band Quarter Master. The Director of Music is to be checked quarterly by D Def Pers or a delegated officer, to ensure the instruments are properly accounted for and are in good working condition at all times.

Annex A
To
Dated

ARMED FORCES BAND APPLICATION FORM (Part One)

From:

.....

To: D Def Pers MOD Tower Hill

1. Regimental Band/Dance Band (delete as appropriate) is required for the following:

- a. Event:
- b. Date(s) and time band is required (including rehearsals if required):
.....
- c. Exact location of the event:
.....
- d. Name of point of contact and title:
.....
- e. Point of contact's telephone number and e-mail address:
.....
- f. Point of contact's address:
.....

Signed:.....

Date:.....

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