



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND BAND
ATTN: ATPA-B
700 LEE BLVD
FORT EUSTIS, VIRGINIA 23604-5703

February 4, 2013

Commander, TRADOC Band

Dear Sir or Ma'am:

Thank you for your interest in the U.S. Army Training and Doctrine Command (TRADOC) Band. The TRADOC Band has a long history of musical excellence and military distinction. We proudly represent a four-star headquarters that develops, educates, trains, and designs the U.S. Army as America's force of decisive action.

If you would like for one of our groups to perform, please submit your request via our website at: www.tradocband.com. On our web page, click the "Request the Band" tab and complete the Online Request Form. Please fill in all required information and any additional information under the "Description of the event" section. Then, simply click "Submit Performance Request." TRADOC Memorandum 220-1 (Utilization and Supervision of the U.S. Army Training and Doctrine Command Band) requires requests to be submitted no less than sixty days prior to the event. In certain circumstances, this requirement may be waived or may not apply.

Once your request is processed, you will receive notification within three weeks stating whether we can or cannot support your request. Please understand that the TRADOC Band is governed by Department of Defense and Department of the Army rules, regulations, and policies. In some cases, we may be unable to participate due to specific legal guidance.

Upon acceptance of your request, please visit our website, click on "Ensembles" and select the performing group that will be performing at your event. There, you will be able to print a poster from within the group's "Press Packet" that allows you to publicize your specific event.

Again, we thank you for your continued interest and support of the TRADOC Band. Please feel free to contact us at (757) 501-6949 if you require further information.

Sincerely,

Leonel A. Peña
Major, U.S. Army
Commanding