



DEPARTMENT OF THE NAVY
UNITED STATES NAVY BAND
617 WARRINGTON AVE., SE
WASHINGTON NAVY YARD, DC 20374-5054

NAV BANDINST 1520.1
NB.CO
10 Feb 2015

NAVY BAND INSTRUCTION 1520.1

From: Commanding Officer/Leader, United States Navy Band

Subj: APPLICATION FOR NAVY BANDMASTER POST-GRADUATE EDUCATION PROGRAM

Ref: (a) NAVPGSCOLINST 1520.1J

Encl: (1) Sample application letter
(2) PG School Applicant Evaluation Matrix

1. Purpose. To provide information and guidance on applying for the Bandmaster Post-Graduate Education Program.
2. Scope. This guidance does not supersede or override existing post-graduate program instructions and applies only to Navy Bandmasters (designator 6430) and operational commanders responsible for nominating officers to this program. Reference (a) is applicable to the Navy Bandmaster Post-Graduate Program and provides procedures for the administration and management of Navy-funded graduate education programs at civilian institutions. Additionally, reference (a) provides specific reporting guidance and financial information for those officers selected.
3. Eligibility Requirements
 - a. Be a Navy Bandmaster (designator 6430) in a permanent officer status at the time of application.
 - b. Meet current Navy physical fitness and body fat standards.
 - c. Possess a Bachelors Degree or higher.
 - d. Be recommended by the operational commander.
 - e. Have completed two or more tours of duty as a Navy Bandmaster upon assignment to post-graduate school.

f. Have at least 60 months retainability from projected date of degree completion.

g. Be eligible for transfer by the class convening date requested.

4. Application procedures

a. Upon completion of all entrance procedures, forward completed letter applications to the MU Community Manager by 1 September of the year prior to class convening date (biennial quota) (i.e., applications for the class convening September 2016 are due no later than 1 September 2015).

b. Applicants must apply and be accepted by one or more universities supporting Navy's Masters Degree in Conducting program. The following universities meet Navy post-graduate schedule and graduate degree program curriculum requirements, however, applicants may choose to attend other universities or conservatories provided they meet all existing Navy post-graduate school and 4700 designation sub-specialty requirements.

(1) College-Conservatory of Music, University of Cincinnati.

(2) University of Illinois.

(3) Arizona State University.

c. Applicants must notify the MU Community Manager at least 90 days prior to the application due date to coordinate temporary additional duty (TEMADD) travel for on-site testing.

d. The MU Community Manager will publish class convening dates well in advance of their occurrence to allow all potential candidates sufficient time to apply. Letter applications will be prepared as shown in enclosure (1) and must contain the following:

(1) Letter of acceptance from a participating university.

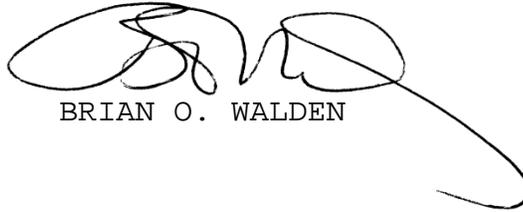
(2) Certified copies of college transcripts listing degree(s) held.

(3) Current full-length black/white or color service record photo (Service Khaki).

(4) Operational commander's endorsement.

5. Selection Procedures

a. All qualified candidates will be considered, with selection determined by the applicant's potential to serve as conductor of a premier band, overall performance, application package, seniority, time-in-service remaining, and past applications. All bandmasters holding 4700Q subspecialty and senior officers (O-5) will be designated as panel members. In the event of a tie, the Commanding Officer, U.S. Navy Band will determine the selection. Enclosure (2) will be used as a guideline to score applicants.



BRIAN O. WALDEN

Distribution:
Electronic, via intranet

NAVBANDINST 1520.1
10 Feb 2015

**SAMPLE LETTER APPLICATION FOR
NAVY BANDMASTER POST-GRADUATE EDUCATION PROGRAM**

(Date)

From: (Applicant)

To: Commanding Officer, United States Navy Band

Via: (Operational Commander)

Subj: APPLICATION FOR NAVY BANDMASTER POST-GRADUATE EDUCATION
PROGRAM

Ref: (a) NAVBANDINST 1520.1

Encl: (1) Current full-length photo

(2) Photocopy of college transcripts/diploma(s)

1. I am requesting consideration for the Navy Bandmaster Post-Graduate Education Program, class convening _____. I certify that I currently meet Navy physical readiness and body fat standards.

2. Per reference (a), enclosures (1) and (2) are provided.

(Signature)

Enclosure (1)

NAV BANDINST 1520.1
10 Feb 2015

**SAMPLE LETTER APPLICATION FOR
NAVY BANDMASTER POST-GRADUATE EDUCATION PROGRAM**

(COMMAND LETTERHEAD)

1520
(Serial)
(Date)

FIRST ENDORSEMENT on

From: (Operational Commander)

To: Commanding Officer, United States Navy Band

Subj: APPLICATION FOR NAVY BANDMASTER POST-GRADUATE EDUCATION
PROGRAM

1. Forwarded, recommending approval.
2. (Operational commander's comments).

(Signature)

F. M. LASTNAME

Enclosure (1)

PG SCHOOL APPLICANT

NAME:	Individual Score	Overall Section Score	COMMENTS
1. Potential to lead U. S. Navy Band, Washington D. C. 40%		10	
- Respect within the wardroom (1-10)	10		
- Sought out by peers for advice (1-10)	10		
- Visionary/Strategic Thinker (1-10)	10		
- Humility (1-10)	10		
- Alliance/coalition builder (1-10)	10		
- Good example of virtue, honor, patriotism, and subordination (1-10)	10		
- Builds Trust (1-10)	10		
- Musicianship (1-10)	10		
- Other musical accomplishments (1-10)	10		
2. Overall performance 30%		10	
- Consistently recommended for PG school (1-10)	10		
- Duty assignments (1-10)	10		
3. Application package 20%		10	
- Endorsement (1-10)	10		
- Photo (1-10)	10		
4. Seniority, Time in-service remaining, previous packages 10%		10	
- Previous Packages (1-10)	10		
- Time in service that will allow a look a CO, USNB (under normal circumstances) (1-10)	10		
- Senior person (1-10)	10		
TOTAL SCORE:		100.00%	