



DEPARTMENT OF THE NAVY

SCHOOL OF MUSIC
1420 GATOR BLVD.
VIRGINIA BEACH, VA 23459-2617

NAVSOMINST 1300.3

Code 20

27 Mar 14

NAVAL SCHOOL OF MUSIC INSTRUCTION 1300.3

From: Commanding Officer, Naval School of Music

Subj: QUALIFICATIONS FOR INSTRUCTOR DUTY ON BOARD NAVAL SCHOOL
OF MUSIC

Ref: (a) MILPERSMAN 1306-962

1. Purpose. To establish eligibility and assignment criteria for instructor duty at the Naval School of Music (NAVSOM), Joint Expeditionary Base Little Creek-Fort Story, Virginia Beach, Virginia. Reference (a) refers.

2. Cancellation. MUSCOLINST 1300.3D.

3. Objective. To publish information and guidance regarding the process of identifying and qualifying Navy and Marine Corps personnel for instructor duty at NAVSOM. This instruction does not supersede or override existing higher command guidance, nor is it intended to constrain other means of improving the instructor identification and assignment process for NAVSOM. Further, this instruction is not intended to hamper normal personnel assignment processes, but is developed to assist in identifying and assigning qualified personnel.

4. General. Due to the unique "one-on-one" nature of the training requirements for many NAVSOM instructors, candidates must be carefully screened to ensure only the best qualified are assigned to these critical positions. All candidates must therefore be assessed through an appraisal process prior to assignment for instructor duty at NAVSOM. Additional information:

a. Although on-site is preferred, an appraisal may be submitted via videotape, DVD, or by Video Teleconference using other electronic media when travel to NAVSOM is neither feasible or practical. Applicants pursuing this alternative must contact the Training Officer or Senior Instructor to make appropriate arrangements and confirm media compatibility with NAVSOM playback systems.

b. Interested personnel may obtain an appraisal at any time in order to become qualified for future assignment consideration. All eligible personnel of the Navy and Marine Corps are encouraged to complete an Instructor Appraisal when enrolled at NAVSOM, or while in the area on leave or official travel.

c. Personnel Assignment Detailers/Monitors should give first consideration to those already certified and available for transfer when anticipated vacancies occur.

5. Qualifications.

a. General

(1) All potential candidates must be screened for instructor duty in accordance with the provisions of reference (a). Forward results of screening, with Bandmaster/Commanding Officer's (CO) endorsement, to the appropriate Navy and Marine Corps personnel assignment office (Enlisted Detailer/Monitor) with a copy to Training Officer, NAVSOM.

(2) Candidates should be E5 or above for basic course instruction, E6 or above for assignment to advanced course instructor positions, and eligible for reassignment.

(3) Candidates should have served at least three years with a Fleet or a Preferentially-Staffed Band.

(4) Although not required, prior military or civilian teaching experience is preferred.

b. Specific Requirements by Category

(1) Instrumental/Vocal Instructor

(a) Must possess a 3.20 or above performance skill level on each instrument for which the candidate is to instruct, as graded in an official performance assessment conducted at NAVSOM. Prospective instrumental instructors must attain a 3.20 in every section of the audition (prepared piece, scales & sight-reading).

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(b) Demonstrate effective teaching ability and sound communication skills in a one-on-one lesson setting.

(2) Basic Academic Instructor

(a) Achieve a proficiency grade of 3.5 or above on the applicable subject.

(b) Successful completion of NAVSOM Basic Music Course, Unit Leader and/or Senior Musician advanced courses of instruction.

(c) Possess a 3.00 or above performance skill level on assigned major instrument (primary instrumental or vocal NEC/MOS) as graded in an official performance assessment conducted at NAVSOM.

(d) Demonstrate effective teaching ability and sound communication skills as observed in a group lesson setting.

(3) Advanced Academic Instructor

(a) Achieve a proficiency grade of 3.50 or above on the applicable subject.

(b) Successful completion of NAVSOM Unit Leader or Senior Musician Courses of instruction (MU "C" courses, excluding Sound Reinforcement training).

(c) Demonstrate effective teaching ability and sound communication skills observed in a group lesson setting.

(4) Rehearsal Instructor

(a) Possess a minimum 3.20 performance skill level in applicable idiom (Concert Band, Jazz Band/Combo/Popular Music Group, Improvisation, and Drill Band).

(b) Possess a 3.00 or above performance skill level on assigned major instrument (primary instrumental or vocal NEC/MOS) as graded in an official performance assessment conducted at NAVSOM.

(c) Demonstrate effective teaching ability, rehearsal technique, "podium" leadership, and communication skills observed in an ensemble rehearsal setting.

(5) Sound Reinforcement Instructor

(a) Must possess a 3.20 or above performance skill level from the Sound Reinforcement Technician (SRT) Course or experience at a premier military band. Highly qualified applicants who have not completed the SRT course may be considered on a case-by-case basis.

(b) Possess a 3.00 or above performance skill level on assigned major instrument (primary instrumental or vocal NEC/MOS) as graded in an official performance assessment conducted at NAVSOM.

(c) Demonstrate effective teaching ability and excellent communication skills observed in a group lesson setting.

6. Instructor Appraisal Process. The Training Officer will convene Instructor Appraisal Boards. All scheduled Appraisal Boards will be listed on NAVSOM's Master Training Schedule and entered on the Commanding Officer's calendar. Appraisal boards will consist of a panel of qualified instructors in the subject area to be taught. Appraisal board members will be as follows:

a. Instrumental Instructor Candidates: (1) Training Officer and/or Senior Instructor, (2) Head, Instrumental Division; (3) Applicable Branch Head; and (4) Representative from the candidate's service, unless that service is already represented in the basic makeup of the board.

b. Rehearsal Conductor Candidates: (1) Training Officer and/or Senior Instructor, (2) Head, Rehearsal Division; (3) Applicable Branch Head; (4) Representative from the candidate's

service, unless that service is already represented in the basic makeup of the board.

c. Academic Instructor Candidates: (1) Training Officer and/or Senior Instructor, (2) Applicable Branch Head and/or Head Academics, (3) Representative from the candidate's service, unless that service is already represented in the basic makeup of the board.

d. Sound Reinforcement Instructor: (1) Training Officer and/or Senior Instructor, (2) Applicable Branch Head and/or Head, Academics, (3) Subject Matter Expert on Sound reinforcement, (4) Representative from the candidate's service, unless that service is already represented in the basic makeup of the board.

7. Administrative Process.

a. The purpose of an appraisal board is to determine whether or not the person appraising has the skills to teach in either a one-on-one lesson setting, an ensemble setting, or a classroom setting. For each situation, the prospective instructor will be given the opportunity to teach a specific subject to students not familiar with the material. The board members will assess the member appraising in his or her ability to demonstrate all or most of the following:

- (1) Lesson plan has been personalized.
- (2) Classroom and materials are ready for training.
- (3) Information is technically accurate.
- (4) Transitioned and chained material effectively.
- (5) Used questioning techniques effectively.
- (6) Used training aids effectively.
- (7) Maintained proper eye contact.
- (8) Displayed enthusiasm.
- (9) Used gestures effectively.
- (10) Maintained a positive, professional attitude.
- (11) Used time effectively.
- (12) Used communication skills effectively.
- (13) Used personal experiences/examples to stress material.
- (14) Explained material clearly.
- (15) Established and maintained student attention.
- (16) Encouraged student participation.
- (17) Checked for student comprehension.

- (18) Established/maintained proper instructor/student relationship.
- (19) Summarized the lesson

b. At the conclusion of the lesson, the instructor will be dismissed and the board will interview students to gather feedback on the instruction received. The board members will discuss their findings and make a recommendation. The member appraising will be briefed on his or her performance and will be informed of the board recommendation.

c. Information on the board will be sent to NAVSOM's Registrar who will generate paperwork for CO's signature. The CO is the final approving authority on all appraisals. Once signed, the letter will be sent to the member and a copy will be kept at NAVSOM for record keeping.

d. The Training Officer and/or Senior Instructor is NAVSOM's point of contact and can be reached at (757) 462-5715/5105, DSN 253-5715/5105.

8. Once qualified, any instructor who fails to maintain their qualifications will be subject to removal of that qualification and subject to reassignment within the rating/occfld.

9. Review. The Training Officer is responsible for the annual review and update of this instruction.



D. C. WHITHAM

Distribution: NAVSOMINST 5216.1
List I

Copy to:
NETC (N5)
NAVPERSCOM (PERS 4014)
Head, Marine Corps Music Section, PAC-20
All Navy and Marine Corps Fleet and Premier Bands