



DEPARTMENT OF THE NAVY

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

NAVSOMINST 1300.3C

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18 Dec 18

NAVAL SCHOOL OF MUSIC INSTRUCTION 1300.3C

From: Commanding Officer, Naval School of Music

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

Ref: (a) MILPERSMAN 1306-962
(b) NAVSOMINST 1300.1 (Series)

Encl: (1) Instructor Appraisal Form

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. NAVSOMINST 1300.3B.

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 DVD, or by Video Teleconference using other electronic media when travel to NAVSOM is neither feasible nor practical. Applicants pursuing this alternative must contact the Training Officer (TO) or Senior Instructor (SI) 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.

5. Qualifications.

a. General

(1) All potential candidates must be screened for instructor duty in accordance with the provisions of reference (a).

(2) Candidates should be E5 or above for Music Basic Course (BMC) instructor positions; E6 or above for assignment to advanced course instructor positions.

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

b. Specific Requirements by Category

(1) Instrumental and Vocal Instructor Positions

(a) To be considered for an instrumental or vocal instructor position, all USMC applicants must possess a minimum performance assessment score of 24 or higher on the instrument for which the candidate is to instruct. All USN applicants must possess a minimum performance assessment score of 30 or higher for these positions.

(b) Applicants must also demonstrate effective teaching ability and sound communication skills in a one-on-one teaching appraisal.

(c) Both the performance assessment and teaching appraisal must be assessed by NAVSOM qualified instrumental instructors in person or via video in accordance with (IAW) reference (b). Performance assessments and teaching appraisals for instrumental division are valid for one year.

(d) If the applicant receives a passing score on both the performance assessment and teaching appraisal they will be considered for an instrumental or vocal instructor position. CO, NAVSOM, will consider all qualified applicants, and will make the final determination.

(2) Basic Academic Instructor Position

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

(b) At a minimum, have successfully completed the NAVSOM Music Basic Course.

(c) Possess a score of 24 or above performance skill level on assigned major instrument (primary instrumental or vocal NEC/MOS) as graded in an official performance assessment IAW reference (b).

(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 3.5 or above on the applicable subject.

(b) Successful completion of a NAVSOM Advanced Course.

(c) Possess a score of 24 or above performance skill level on assigned major instrument (primary instrumental or vocal NEC/MOS) as graded in an official performance assessment conducted by NAVSOM IAW reference (b).

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

(4) Rehearsal Instructor

(a) Possess a minimum 3.2 performance skill level in applicable idiom (Concert Band, Jazz Band/Combo/Popular Music Group/Contemporary Ensemble Rehearsal Techniques (CERT), Improvisation, and Drill Band). Head, Rehearsal Division, must possess a 3.2 performance skill in Concert Band and CERT.

(b) Possess a score of 24 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 IAW reference (b).

(c) Demonstrate effective teaching ability, rehearsal technique, “podium” leadership, and communication skills in an ensemble setting similar to the position requirements.

(5) Sound Reinforcement Instructor

(a) Must possess a 3.20 or above performance skill level from the Sound Reinforcement Technician Course (SRTC).

(b) Possess a score of 24 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 IAW reference (b).

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

(d) Due to rapid changes in technology and sound reinforcement equipment, SRTC staff appraisals will be conducted as needed and are vacancy driven.

6. Instructor Appraisal Process. The TO will convene Instructor Appraisal Boards. 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 Board: TO and/or SI; Head, Instrumental Division; Applicable Branch Head; representative from the candidate's service unless that service is already represented in the basic make-up of the board.

b. Rehearsal Instructor Board: TO and/or SI; Head, Rehearsal Division; applicable Branch Head; representative from the candidate's service unless that service is already represented in the basic make-up of the board.

c. Academic Instructor Board: TO and/or SI; Basic Academic Branch Head; Head, Academics; representative from the candidate's service unless that service is already represented in the basic make-up of the board.

d. Sound Reinforcement Instructor Board: TO and/or SI; applicable Branch Head and/or Head, Academics; Subject Matter Expert on sound reinforcement; representative from the candidate's service unless that service is already represented in the basic make-up 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 an ensemble, classroom setting, or one-on-one lesson. For each situation, the prospective instructor will be given the opportunity to teach a specific subject to students who are not familiar with the material. The board members will utilize enclosure (1) to assess the applicant's ability.

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

c. Results will be sent to NAVSOM's Registrar who will generate paperwork for the CO's signature. The CO is the final approving authority for all instructor positions. Once signed, the

letter will be sent to the member and a copy will be kept at NAVSOM for record keeping.

d. The TO and/or SI are the NAVSOM points of contact and can be reached at (757) 462-5715/5105, DSN 253-5715/5105.

8. Review. The TO is responsible for the annual review and update of this instruction.


M. K. CORBLISS

Distribution:
NAVSOMINST 5216.1 List I
Director, Fleet Band Activities
Head, Marine Corps Music Section, PAC-20

Naval School of Music									
Instructor Appraisal Form									
Candidate:	Date:	Subject Appraising:							
Instrumental Performance Score:	Date Achieved:	Score in Subject Appraising:							
NAVSOM Courses Completed/Dates:									
Board Member: (Name/Rank/Svc/Title)									
<i>Evaluate each item on the checklist. Check each item Satisfactory (SAT), Needs Improvement (NI), Unsatisfactory (UNSAT), Not Observed (NO), or Not Applicable (NA).</i>					SAT	NI	UNSAT	NO	N/A
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.									
Overall Comments/Suggestions for the class (use back of form if more space is needed) * Please explain any ratings of NI or UNSAT.									