

# United States Army School of Music

## Army Band Captain's Career Course STUDENT GUIDE



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## **Purpose.**

To train selected Captains with skills and knowledge required to successfully perform mid-level managerial positions; provide advanced level MOS- specific training which will develop and strengthen technical proficiency inherent to leading and conducting U.S. Army Bands, and to also prepare bandmasters for advanced level assignments.

## **Scope.**

Mandatory/Common Core, Critical listening, Army Musician Performance Assessment / MPT Assessment, and Advanced Entertainment Concepts focusing on industry-standard production skills.

## **Prerequisites.**

Prerequisites for CCC attendance are found in the ATRRS Course Catalog, AR 350-1 and TRADOC Regulation 350-10. You will be notified by the Course Manager any additional prerequisite information.

### **1. Student In-Processing.**

**a. Reporting Procedures.** On the report date, 8 January 2012, report to the School of Music Quarterdeck and sign in. If after normal duty hours, report to the Officer of the Day (OOD) at the School of Music Quarterdeck to sign in. If reporting after 2200, report to the OOD at Scott Hall. Proceed to your place of lodging to prepare for the first day of class.

#### **b. First Day Schedule Overview.**

0730 Report to room 3B8 in Duty Uniform (ACU)  
0800 In-processing (bring all DL documentation)  
1030 Course Overview  
1200 Lunch  
1300 Incoming Briefs from School Commandant and CSM  
1400 ARFORGEN

**c. Arrival Routes.** The School of Music is located on Joint Expeditionary Base Little Creek - Ft. Story (JEBLC-FS) West, Virginia Beach, VA on Shore Drive (Rt. 60), off Route 13. Students arriving at Norfolk International Airport should secure taxi service to Shields Hall, JEBLC-FS West. (Approximately \$20 one way) You will be reimbursed for the cost when you file your travel settlement. The ASOM does not provide shuttle service to the airport.

**d. Billeting.** The general rule is to billet all students in Shields Hall BEQ. Students will attend the course in a TDY status and will be entitled to \$56.00 per day for lodging. Shields Hall

is directly across the street to the east of the School of Music. Students are responsible for making their own billeting arrangements. Contact Central Reservations at 1-877-986-9258 to make a reservation. Rooms at Shields Hall are not guaranteed unless you have a reservation, so reservations must be made as early as possible. Government transportation is not available to students who may have to be billeted off the base.

**e. Per Diem.** You will not be issued a meal card, but Government Mess is available. Dining Facility rates are as follows: Breakfast: \$2.30, Lunch and Dinner: \$4.25. You will receive \$5 for incidentals per day. Your orders must reflect Government Meal Rate is authorized or you will be required to get your orders amended as appropriate. Gally hours are as follows:

	<b>Monday to Friday</b>	<b>Saturday, Sunday &amp; Holidays</b>
Breakfast	6 to 10 a.m.	
*Brunch		8 to 11 a.m.
Lunch	10 a.m. to 2 p.m.	11 a.m. to 2 p.m.
Dinner	2 a.m. to 5:30 p.m.	2 a.m. to 5:30 p.m..

\*Note: Breakfast meal rate applies except on Holidays when only two meals are served.

**f. Privately Owned Vehicles.**

a. You may bring a privately owned vehicle (POV) to the Army School of Music. Drivers of POVs will be required to present a valid military ID to gain access to JEBLC-FS. Additionally, have a copy of your TDY orders immediately available every time to come on base. You will not need to register your POV on JEBLC-FS. However, as always, you may be expected to present the following documents:

- (1) Valid State Driver’s License
- (2) Current Automobile registration.
- (3) Proof of liability insurance, at least equal to the Virginia minimum. The minimum liability coverage is as follows.

- o Bodily injury/death of one person \$25,000
- o Bodily injury/death of two or more persons \$50,000
- o Property damage \$20,000

(4) Proof of safety inspection if the state in which you POV is registered requires a safety inspection. If the state in which your POV is registered does not require a safety inspection, you are not required to obtain a Virginia Safety inspection.

(5) Motorcycle riders must show proof of attending a motorcycle safety foundation approved safety course before being issued a base sticker.

b. ASOM POV safety inspections will be conducted during in-processing and prior to all 4-day weekend training holidays or out-of-bounds passes.

c. Rental car drivers will be required to present a valid military ID card and the vehicle rental agreement to gain access to JEBLC-FS.

**g. Uniform.** All officers will bring the required uniforms in accordance with Army Regulation (AR) 670-1, Appendix C. AR 670-1, is attached as Annex A or is available online at [www.usapa.army.mil](http://www.usapa.army.mil) The uniform for the first day is the Army Combat Uniform (ACU). Throughout the course the ACU will be the duty uniform; the PRT uniform is the IPFU. Ensure you bring all components of the IPFU, to include summer and winter uniforms. **You will be required to bring either your Class “A”, Army Service Uniform or Dress Blue Service Uniform. NOTE: IAW Army School of Music Policy the following footwear is unauthorized for wear with the IPFU: light weight track/ road racing flats, racing spikes, toe shoes, or shoes that simulate barefoot running.**

**h. Physical Fitness:** Captain’s Career Course students are expected to conduct personal physical fitness programs without supervision except on days when you will be given a block of instruction on the new Physical Readiness Training. IAW AR 350-1 (Dec 09), Soldiers flagged for APFT failure or weight control will not be selected, scheduled, or attend institutional training. Soldiers are expected to arrive at the school in compliance with height and weight screening standards and body fat standards IAW AR 600-9. A weigh-in will occur on day prior to the APFT. Soldiers who fail to meet height/weight and body fat standards will be re-screened, which will occur during the final week of the course. Soldiers failing that screening will receive a “Marginally Achieved Course Standards” on their DA Form 1059.

**i. AR 350-1 Profile Policy.** In accordance with AR 350-1, paragraph 3-13:

“3–13. Physical profiles

a. Profiles. Soldiers with medical profiles (temporary or permanent) due to operational deployment will be permitted by their immediate commanders to attend PME within the guidelines of their profile. Soldiers must arrive at the aforementioned courses of instruction with a copy of their current profile and a memorandum signed by their commander stating the profile is a result of injuries sustained due to operational deployment.

b. Soldiers with temporary profiles that are not a result of operational deployment prevent full participation in a course will be removed from school attendance consideration by their immediate commander until the temporary profile is removed.

c. Soldiers with a permanent designator of “2” in the physical profile must include a copy of DA Form 3349 (Physical Profile) as part of the course application. They will be eligible to attend appropriate courses and train within the limits of their profile provided they can meet course graduation requirements. Soldiers with a permanent designator of “3” or “4” in their physical profile must include a copy of DA Form 3349 and the results of their Military Medical Review Board (MMRB) as part of the course application.

d. Soldiers who have been before an MMRB, awarded medical limitations, and allowed to retain their occupational classification will be eligible to attend appropriate courses (to include PME) and train within the limits of their profile. Commandants will not disenroll nor deny enrollment of Soldiers into training based on physical profiles in accordance with MMRB rulings.

e. Soldiers receiving temporary or permanent physical profiles limitations after enrolling in resident training courses will be evaluated by school commandants and commanders for continued enrollment. Soldiers who:

(1) Have met, or will be able to meet graduation requirements, will continue to be trained within the limits of their profile.

(2) Are unable to meet graduation requirements will return to their unit or proceed to their PCS unit, and may, if eligible, be enrolled in a later course.”

**j. Technical Expertise.** This course will broaden and reinforce your technical knowledge about Army Band Leadership. Some of the topics that the school emphasizes are Entertainment Concepts, Advanced Production Techniques, Ceremonial and Advanced Concert Conducting, and Assessions (Army Music Proficiency Assessment) training.

**k. Academic Evaluation Report:** The Course Manager assesses the abilities of each officer through use of an evaluation worksheet or DA Form 1059. The three categories they use are demonstrated abilities, academics, and professionalism.

(1) Demonstrated Abilities. The Course Manager grades officers on written and verbal communications, leadership skills, group work, and research ability. Officers will conduct research, plan a music production, conduct a band in performance, and prepare and conduct briefings to inform and to persuade.

(2) Academics. The minimum standard to achieve is a GO on all assessments and practical exercises.

(3) Professionalism. As officers, WOAC students must set the appropriate example for others to follow. The Course Manager expects you to demonstrate a set of values consistent with the professional Army ethic.

**l. Army Regulations.** If possible, you should review FM 6-22 (Army Leadership), FM 3-0 (Operations), FM 7-0 (Training the Force) FM 7-1 (Battle Focused Training), AR 600-20 (Army Command Policy), AR 220-90 (Army Bands), AR 360-1 (Army Public Affairs Program), ATTP 1-19 FAD (U.S. Army Bands), TC 12-45 (The Marching Band) and AR 27-10 (Military Justice) prior to your arrival.

**m. DTS.** Ensure that you have been picked up by your unit in DTS prior to coming to the course. This is especially important if you are coming TDY enroute.

**n. Appointments.** Appointments take the student out of the classroom. HIV tests, annual dental exams, ID card renewal, etc., should be done before arriving at WOAC. When appointments are necessary, they will be scheduled through the Course cadre in order to minimize the amount of training missed.

**o. Leave/TDY Enroute.** Soldiers taking leave before or after course dates must hand-carry an approved DA 31 from their home station to the WOAC. Soldiers attending the course TDY enroute must also follow these guidelines.

**p. Mailing Address:**

**CPT Your Name**  
HQ, U.S. Army School of Music  
Captain's Career Course  
1420 Gator Blvd.  
Virginia Beach, VA 23459

**2. Distance Learning Requirements.** You have several distance learning (DL) requirements that must be completed in order to graduate from CCC. You will complete the following DL courses:

**a. Commanders Safety Course.** This course should be completed before assuming Command. You only have to complete it once in your career.

**b. Composite Risk Management Course.** This course should be completed before assuming Command. You only have to complete it once in your career.

**c. GFEBs courses L101E, L201E and L303E.** This is an overview of the GFEBs system. You only have to complete it once in your career.

**d. review the Ceremonial Conducting Videos on Army Bands Intranet (ABI).** This should be done prior to attending WOAC.

**e. AT Level 1 training.** This is a yearly requirement of all Active and Reserve Component Soldiers. This must be completed prior to attending WOAC and should not be more than one year old on the date of graduation from the course.

**f. Accident Avoidance Course.** This is a yearly requirement of all Active and Reserve Component Soldiers. This must be completed prior to attending WOAC and should not be more than one year old on the date of graduation from the course.

**g. IA (Information Assurance) Certificate.** This is a yearly requirement of all Active and Reserve Component Soldiers. This must be completed prior to attending WOAC and should not be more than one year old on the date of graduation from the course. You must have your IA Certificate on day one of the course.

Ensure that you print all certificates for the DL courses and bring those with you to CCC; they are graduation requirements and you will not be awarded course credit if you have not completed them. Instruction for logging onto the DL training is listed in annex B of the student guide.

3. **Graduation.** The time of your graduation will be announced during the course. Graduations are normally conducted at 1000 on the last scheduled day of training in room 2A4. Uniform for graduation will be ACU. Spouses, family members, friends, and representatives from the parent unit are cordially invited to attend. When making travel arrangements, ensure return flights are scheduled no earlier than 1600 on the graduation date.

#### 4. Course Curriculum.

a. **Common Core** training including Cultural Awareness, Leadership Topics, Military Justice and Resiliency.

b. **Army Band Administration** including budgeting, copyright, recent Army Band history and accomplishments, as well as music in public diplomacy.

c. **Plan and Produce a Musical Performance.** Partnering with a local theater group, this training will focus on establishing an Army wide standard for planning, scripting, preparing, sound, light, and stage presence from a theatrical perspective.

d. **Assess and Evaluate Army Musicians, Leaders, and Music Performance Teams** including significant training on the new Army Musician Performance Assessment (used to be called the “audition”), evaluating Warrant Officer Bandmaster applicants, and evaluating Music Performance Teams.

#### 5. Policies.

a. **Fraternization.** Army command policy (AR 600-20) prohibits fraternization between CCC students and AIT students. CCC students are prohibited from having social relationships with members of the School of Music Staff and Faculty. The rule of thumb for interaction between CCC students and AIT Soldiers and ASOM Cadre is only that conduct which is required in the performance of duties and training prescribed by the Commandant of the Army School of Music. All conduct between cadre and students will be professional and lead no one to question the conduct or integrity of cadre and students. Perception of misconduct will be addressed immediately by the chain of command who will counsel all involved Soldiers on the perception. While attending CCC, students are not authorized to perform for pay outside of the duty day (i.e. Pay gigs at the beach, etc). It is the responsibility of each Officer to remember that relationships between Soldiers of different rank that involve, or give the appearance of, partiality, preferential treatment, or the improper use of rank or position for personal gain, are prejudicial to good order, discipline, and high unit morale.

b. **Pass/Leave Policy.** If you would like to travel outside of a 200 mile radius of the ASOM during your off-duty time, you will be required to fill out a pass request form. Leave/pass requests that include duty time will not be granted except for emergencies. Emergencies will be handled on a case-by-case basis.



**c. Smoking Policy.** Smoking is permitted only in designated areas at the ASOM and the barracks. After duty hours, there is no smoking on the School of Music grounds. Smokers are expected to be back in class on time after breaks. All CCC students are prohibited from using tobacco products where AIT Soldiers are likely to observe use. (For example, near training areas or billeting.)

**d. Conduct.** Each student will maintain high personal and professional standards. Strict adherence to standards as prescribed in existing Army Regulations will be constantly enforced. ACU-pattern or Commercial black, logo-free backpacks, gym bags or like items may be worn over the shoulder while in uniform. They may not be worn while in formation.

**e. Sexual Harassment/Equal Opportunity.**

(1) Sexual harassment or unfair treatment of soldiers will not be tolerated in any form within this command. This includes any offensive behavior that emphasizes sexuality over a person's role as a soldier/student/worker. Acts prohibited by this policy include, but are not limited to, the following:

- (a) Verbal abuse (sexually degrading language)
- (b) Visual abuse (obscene gestures)
- (c) Requests or demands for sexual contact
- (d) Offers of benefits or privileges for sexual contact
- (e) Physical abuse (nonconsenting touch or grab)

(2) All leaders are responsible for ensuring that complaints of sexual harassment and sexual blackmail are addressed and resolved immediately and completely.

(3) The entire chain of command must be aware that sexual harassment is not merely an EO or environmental problem. It is punishable under many articles of the UCMJ.

(4) Equal opportunity and fair treatment will be provided to all soldiers, civilian employees, and their families without regard to race, color, religion, gender, or national origin. This policy applies:

- (a) Both on and off post, during duty and non-duty hours
- (b) To working, living and recreational environments

(5) Soldiers will not be accessed, classified, trained, assigned, promoted, or otherwise managed on the basis of race, color, religion, gender, or national origin.

(6) Leaders at all levels are responsible for ensuring that EO complaints are addressed and resolved immediately and completely utilizing both the chain of command and appointed Equal Opportunity Representatives.

**6. Contact Information.**

Army Band CCC  
DSN 253-5671  
COM (757) 462-5671

Officer of the Day (1530-0700 hours)  
401-378-3756

Any Questions concerning these policies should be addressed to CW5 John S. Fraser at [john.fraser@us.army.mil](mailto:john.fraser@us.army.mil) or SFC Shelby Barber at [shelby.w.barber@us.army.mil](mailto:shelby.w.barber@us.army.mil).



## ANNEX A

### Appendix C Officer Uniform Requirements

#### C-1. General

Officers are responsible for procuring and maintaining uniforms appropriate to their assigned duties. Officers will procure and maintain sufficient quantities of personal items necessary to ensure acceptable standards of personal hygiene and appearance. It is mandatory that all officers dress in accordance with their position as an officer of the United States Army, and in accordance with the traditions and customs of the service.

#### C-2. List of major components

The major items of uniform clothing that are normally prescribed by commanders, with the minimum quantities that all officers should have in their possession, are shown in table C-1 (see note 1).

**Table C-1**  
**List of major components**

Item <sup>1</sup>	Male Minimum No.	Female Minimum No.
Coat, black, all weather	1	1
Uniform, Army green	1	1 <sup>2</sup>
Uniform, Army blue <sup>3, 6</sup>	1	1
Uniform, Army green maternity <sup>4</sup>	NA	2
Uniform, battle dress <sup>5</sup>	4	4
Coat, cold weather, woodland pattern, camouflage (field jacket)	1	1
Uniform, improved physical fitness		
SS T-shirt	2	2
LS T-shirt	1	1
Trunks	2	2
Jacket	1	1
Pants	1	1

Notes:

<sup>1</sup> Commanders may prescribe items not on this list for the performance of duties.

<sup>2</sup> Three-piece ensemble (coat, skirt, and slacks).

<sup>3</sup> The Army blue uniform is required for all officers on extended active duty for periods of 6 months or more.

<sup>4</sup> As required by AR 600-8-24 and chapter 17, AR 670-1.

<sup>5</sup> Officers will have four utility uniforms—two temperate and two hot-weather uniforms.

<sup>6</sup> Additional quantities are authorized as organizational issue by CTA 50-900 when required by officers for performance of official duties while assigned to units with missions that include band formations, reviews, parades, ceremonial events, and other similar events.

#### C-3. Accessories

Officers also are responsible for procuring and maintaining adequate quantities of appropriate accessories, insignia, footwear, undergarments, headgear, and gloves for use with the above uniforms.

## ANNEX B

To register for Composite Risk Management; Accident Avoidance; and GFEBs courses L101E, L201E, and L303E follow these steps:

1. Log into AKO (not AKO Webmail).
2. Under the “Self Service” Tab, click on My Training.
3. Click on the “ALMS” logo. This will open a new window.
4. In the new window, Click on the “Catalog Search” button.
5. In the search box type in GFEBs and hit enter or click on “Search Training Catalog”.
6. Register for the L101E, L201E, and L301E courses and complete.
7. Follow the same instructions for Composite Risk Management and Accident Avoidance.
8. Print all certificates upon completion of each course and bring to WOAC.

To complete AT Level 1 Training follow these steps:

1. Log into AKO (not AKO Webmail).
2. Under the “Self Service” Tab, click on My Training.
3. Find the Recurring Common Training box.
4. Click on AT Level 1 Training.
5. Bring completion certificate to WOAC.

To complete the Commanders Safety Course follow these steps:

1. Log into AKO (not AKO Webmail).
2. Under the “Self Service” Tab, click on My Training.
3. Click on the “ATTRS” logo.
4. Enter Course Number 2G-F94V3.1 into the search box and hit enter.
5. Register and complete the course.

To review the Ceremonial Conducting Videos follow these steps:

1. Log into ABI
2. Click on “Resources.”
3. Click on “USASOM.”
4. Click on “Ceremonial Conducting Videos.”
5. Watch them all.

To complete Information Assurance (IA) Training follow these steps:

1. Go to <https://ia.signal.army.mil/>
2. Click the Information Assurance Awareness icon in the middle of the screen.
3. Complete the training and print the certificate.