

Army Band Noncommissioned Officer Academy
Individual Student Assessment Plan
Reserve Component Senior Leaders Course
4-42-C46 (RC)



JOSEPH A. CAMARDA
CSM, USA
Commandant

Approval Date: 03 May 2012

Contents

Overview.....	3
Standards of Conduct.....	3
Course Description.....	3
Course Length.....	4
Enrollment Policy	4
Profile Policy	5
Course Graduation Requirements	6
APFT & Height/Weight Requirements.....	6
Army Musician Proficiency Assessment	6
Student Dismissal.....	7
Course Objectives	8
Academic Grading and Test Plan.....	9
Student Developmental Counseling Requirements.....	9
Demonstrated Abilities	10
Performance Summary.....	11
Student Recognition.....	13
End-of-Course Review.....	13

Overview This Individual Student Assessment Plan establishes policies, assigns responsibilities, and prescribes procedures for the Army Band NCO Academy Reserve Component Senior Leaders Course (RCSLC). It addresses requirements for course completion and the methods used to determine if students demonstrate a level of competency sufficient to pass the course. The policies, procedures and responsibilities prescribed herein apply to all Soldiers attending RCSLC.

Standards of Conduct

As a student, you must strive to:

- Conduct yourself in a manner that will bring credit upon the NCO Corps, military service, and your country at all times.
- Be at the proper place of duty at the proper time.
- Perform all work on your own, unless otherwise instructed.
- Meet or exceed course graduation requirements.
- Recognize your shortcomings and request assistance as needed.
- Avoid actions that are prejudicial to others in the class.
- Continuously progress academically.
- Demonstrate motivation and a positive attitude.
- Be personally responsible.

Conduct relative to cheating, plagiarism, immoral or unethical standards, substance abuse, disrespect, insubordination, personal appearance, etc., will be handled in accordance with the guidelines established in this Individual Student Assessment Plan or the NCOA SOP. If students are found to be in violation of the Uniform Code of Military Justice, conduct standards, or course requirements for this training academy, they will be subject to disenrollment and/or punishment in accordance with AR 27-10, AR 350-1, TRADOC Regulation 350-1, and the NCOA Student Guide, as appropriate. Additionally, those disenrolled will receive a DA Form 1059 in accordance with AR 623-3 and AR 350-1.

Course Description

The Army Band NCO Academy Reserve Component Senior Leaders Course is a performance oriented course of instruction designed to prepare SSGs and SFCs in PMOS 42R. The challenging curriculum focuses on the development of entertainment concepts for all varying types of Music Performance Teams (MPTs). Students will serve as Senior Teams Leaders throughout the course with focus on providing vision, while productively managing and empowering Soldiers within the MPT to effectively develop, train, and lead highly relevant MPTs.

This course is taught at Joint Expeditionary Base Little Creek-Ft. Story, Virginia Beach, VA. See the Student Guide located at <https://abi.army.mil/resources/default.asp?group=257&category=649> for

logistical details about the course.

Course Length RCSLC is a 2 week, 0 day course.

Enrollment Policy In accordance with AR 350-1, para 3-12:
Soldiers flagged for APFT failure or weight control will not be selected, scheduled, or attend institutional training. Once Soldiers meet standards, they will be considered eligible for military schools and institutional training.

Soldiers are expected to arrive at the course with all documents listed in the Required Documents Listing located at

<https://abi.army.mil/resources/default.asp?group=257&category=649>.

Students who fail to submit these documents within 72 hours of the class start date will be considered for disenrollment. This includes, among other documents:

- 1) The Army School System (TASS) Unit Pre-execution Checklist / TRADOC FORM 350-18-2-R-E, JUL 2009 (Signed)
- 2) DTS Travel Orders or DD Form 1610 (Signed)
- 3) Unit DA Form 705 (Army Physical Fitness Test Scorecard), with the last APFT being within 30 days of class report date
- 4) Unit DA Form 5500 (JUN 2010 / Male) or DA Form 5501 (JUL 2010 / Female) (Body Fat Content Worksheet), if applicable
- 5) ASOM Form 1-9, 1 January 2012, Army Musician Proficiency Assessment (AMPA) Form. Commander's assessment form within 90 days of class report date (USAR). ARNG AMPA submitted for Order of Merit List (OML).
 - a. With Board Member (BM) and Senior Member (SM) signature
- 6) Cardiovascular Screening Program (CVSP) (Soldiers 40 and older)
 - a. An annual periodic health assessment is required for all enlisted personnel of the Army, regardless of component.
 - b. IAW AR 40-501 / Chapter 8-26 (h): For all Soldiers upon reaching the age of 40, there is no need to require the cardiovascular screen prior to continuing PRT. However, if a physician feels a profile restricting physical activity is warranted, they will complete the medical profile DA Form 3349 in accordance with chapter 7 of AR 40-501.
 - c. Effective immediately, Soldiers are no longer required to hand

carry a copy of the Cardiovascular Medical Screening with them. Units will place the physical examination date from the SF 88 (Medical Record - Report of Medical Examination) or DD Form 2808 (Report of Medical Examination) on the Pre-execution Checklist / Part III – Required Documents, in the “All required waivers (if applicable)” block. Write “Current Physical: DDMMYY.” This will confirm the Soldier has been medically screened within the last 5 years. The DA Form 4970 (Medical Screening Summary Over-40 Physical Fitness Program) and DA Form 4970-E is obsolete.

All required documents will be submitted in digital format via email prior to the start of the course. Small Group Leaders (SGLs) will communicate specific details pertaining to document submission in the weeks prior to course start date.

Profile Policy

The NCOES profile policy is in accordance with AR 350-1, paragraph 3-13:

- 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:

- i. Have met, or will be able to meet graduation requirements, will continue to be trained within the limits of their profile.*
- ii. 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.*

**Course
Graduation
Requirements**

Student assessments are both written and performance-based. A minimum score of 70% must be achieved on each scored assessment. This requirement applies to examinations given during all parts of training.

If a Soldier fails any initial written or performance-based assessment, he or she will receive remedial training and one retest of the appropriate test. The retest score will be annotated in the Soldier's student course records along with counseling and remediation documentation. However, if the Soldier requires and passes a retest, he or she will receive the minimum passing score (70%) for that event. Furthermore, that Soldier will not be able to compete for class honors.

**APFT &
Height/Weight
Requirements**

A weigh-in will be administered on Day 1 of the course in accordance with AR 600-9. For Soldiers failing that screening, one re-screening is allowed. It will be administered during the final week of the course. Soldiers who fail to meet the body fat standards of AR 600-9 will be considered an academic course graduate, but item 11C. of their DA Form 1059 will be marked "Marginally Achieved Course Standards" and item 14 will be marked "Failed to meet body fat composition standards".

An APFT will not be administered during the course.

**Army Musician
Proficiency
Assessment**

The Army Musician Proficiency Assessment (AMPA) will be given in the first week of the course. One retest is allowed for failure to meet graduation standard. It will be given during the final week of the course. Students who fail to achieve the AMPA standard on their incoming AMPA will be required to take lessons throughout the course. Other students may take lessons as individual instrumental instructors' schedules permit. Students who achieve the AMPA standard on their incoming AMPA but desire to improve their score may request a second AMPA; if instrumental division

schedule permits, they will be given one.

The assessment score for exceeding course standards is 30; the score required to achieve course standards is 26. Soldiers who fail to meet course standards will be subject to receiving a Marginally Achieved Course Standards on their DA Form 1059. Soldiers who fail to meet the Advanced Individual Training (AIT) graduation standard will be subject to receive a Failed to Achieve Course Standards on their DA Form 1059.

Student Dismissal

In accordance with AR 350-1, para. 3-14, students may be considered for dismissal from courses for the following reasons:

- Personal conduct is such that continuance in the course is not appropriate (for example, if a student violates regulations, policies, or established discipline standards). No formal adjudication of guilt by a military or civilian court or by a commander under Article 15 of the UCMJ is necessary to support dismissal under this paragraph.
- Negative attitude or lack of motivation is prejudicial to the interests of other students in the class.
- Academic deficiency demonstrated by failure to meet course standards or lack of academic progress that makes it unlikely that the student can successfully meet the standards established for graduation.
- Illness or injury (as determined by a physician), or added physical profile limitation.
- Compassionate reasons.

Additionally, Soldiers may be considered for dismissal for failure to bring a DA Form 5500/5501 (Body Fat Worksheet) (if applicable), DA Form 705 (APFT Score Card), or Commander's Army Musician Proficiency Assessment Form.

Procedures

- 1) The following procedures will be used in situations where student dismissal is being considered for motivational, disciplinary, or academic reasons:
 - a. The Small Group Leader (SGL) will notify the student in writing of the proposed action, the basis for the action, the consequences of disenrollment, and the right to appeal. The supervisor will advise the student that any appeal must be submitted within 7 duty days after receipt of the written notification of the dismissal action. Appeals will be submitted to the school commandant or commander.
 - b. The student will acknowledge by endorsement within 2 duty days receipt of the written notification of dismissal action. The endorsement must indicate whether or not the student intends to

appeal the dismissal action.

- i. Appeals will be forwarded to the school commandant or commander who will refer the proposed action and the appeal to the Office of the Staff Judge Advocate to determine legal sufficiency of the dismissal decision. All appellate actions will become part of the student's case file. Commandants and commanders will make their final decision on dismissals after considering the supporting OSJA recommendation. In cases where an OSJA is not available, the commandant or commander will forward appeals to the commander who has general court martial convening authority (GCMCA) for review and final decision.
 - ii. Students who elect to appeal will remain actively enrolled in the course pending disposition of their appeals. In cases where the decision of the appeal is delayed, students will participate in graduation ceremonies; however, the DA 1059 will be withheld until final adjudication.
 - c. Dismissals for misconduct, lack of motivation, academic deficiency, or failure to maintain physical fitness or height and weight standards (for officers) will be recorded on the individual's DA Form 1059, if applicable, in accordance with AR 623-3.
- 2) Disenrollment for illness, injury, compassionate transfer, or other reasons beyond the control of the individual will be made without prejudice. The school commandant or commander will provide a written statement to the student's unit or organization stating the reason for termination and that the student will be eligible to re-enroll as soon as conditions that led to disenrollment no longer exist.
 - 3) Students being dismissed due to lack of required paperwork or unit body fat will not receive a DA Form 1059. The school commandant will provide a written statement to the student's unit or organization stating the reason for termination. The student will be eligible to re-enroll as soon as conditions that led to the disenrollment no longer exist.

Soldiers eliminated from NCOES who later re-enroll must take the complete course.

Course Objectives

- Develop and implement entertainment concepts
 - Marketing and Publicity
 - Programming and Production
 - Copyright Compliance
- Manage MPT Personnel and Missions
 - Personnel Management Fundamentals
 - Tools for Improving Team Processes

- Role of the Supervisor in MPTs
- Perform as a Bandmaster in a Review Ceremony
- Explore the Role of Military History in Leadership Development
- Develop an Effective Physical Readiness Training Program

**Academic
 Grading and
 Test Plan**

Academic subject matter is evaluated on a basis of 100 percentage points which are distributed according to this document. The percentage is computed to the second decimal place (0.00%) and used to determine student's completion of training.

- 1) Band Functions – 75% of Final Grade**
 - a. MPT Concepts
 - i. Marketing and Publicity 15%
 - ii. Programming and Production 15%
 - b. Review Ceremony 15%
 - c. Ceremonial Conducting 5%
 - d. Army Musician Proficiency Assessment Go/No Go
 - e. Mission Scenario Performance 25%
- 2) Unit Leader Functions – 25% of Final Grade**
 - a. Leader Attributes and Core Competencies 25%
 - b. Evaluation Reporting System Go/No Go
 - c. Train for Full Spectrum Operations Go/No Go
- 3) Mandatory Training – 0% of Final Grade**
 - a. Mandatory Training Certificates Go/No Go

**Student
 Developmental
 Counseling
 Requirements**

Developmental counseling is a means of assisting and developing students and subordinates. SGLs will counsel students in regards to:

- Negative and positive performance.
- Working as a team member.
- How well or how poorly student is performing.
- Attaining required standards.
- Setting personal and professional goals.
- Resolving personal problems.
- Conducting self-assessments.

Feedback is essential for students to know how they are performing and where they stand in the course. All counseling must explain students' progress to date. SGLs will conduct the following counseling as a minimum:

- 1) Initial counseling using reception and integration counseling. This counseling should determine whether you have any personal problems or outside distracters that would interfere with you completing the course.

- This session must include the statement “The Army requires students of Class #___ to demonstrate their own knowledge of the test subject by completing their own work. As such, the Army does not tolerate academic dishonesty. Students are obligated to conduct themselves in a manner consistent with the seven Army Values and must refrain from participating in dishonest academic acts, which may include, but are not limited to knowingly giving or receiving unauthorized aid to another on a practical exercise, or copying answers from a 'study aid' or another student. Cheating on assessments is a direct violation of Army Values and undermines the academic integrity of the Army Band NCO Academy. Cheating on assessments, or helping others cheat on assessments / PEs, will result in academic sanctions and possible UCMJ punishment under Articles 133 or 134, expulsion from the course or administrative action.” This eliminates the DA Form 5160 (Test Administration Statement) requirement.
- 2) After any written or performance assessment/re-assessment failure.
 - 3) After any missed training exceeding 4 hours per incident. The session must include the statement “Missing a cumulative 24 hours or more of training may result in dismissal from the course.”
 - 4) Any negative or positive event-specific incidents at the discretion of the SGL.
 - 5) Midcourse developmental counseling-progress to date.
 - 6) Comprehensive end-of-course counseling.

Demonstrated Abilities

Students are constantly evaluated while attending NCOES, and these assessments are reflected in part in block 14 of the DA Form 1059. The following are examples of specific areas of the course that the NCOA cadre may use to help determine ability ratings:

- 1) **Oral Communication.** Assessment is based on the student’s oral communication performance during class discussions and assigned briefings, while in student leadership positions, and any other oral communication.
- 2) **Leadership Skills.** Assessment is based primarily on the student’s demonstration of the core leader competencies and leader attributes, as well as their performance while serving in a leadership position. A counseling statement for apathy, poor attitude, or failure to fully participate in training events will result in an Unsatisfactory rating.
- 3) **Contribution to Group Work.** Assessment is based on the student’s participation in the lesson discussions and practical

exercises, contribution to class projects, and overall success of the class as a whole.

- 4) **Research Ability.** Assessment is based on the student's research abilities demonstrated through written reports and class assignments.
- 5) **Written Communication.** Assessment is based on the student's written reports, homework, and other documents prepared by the student and submitted to the Small Group Leader.

Performance Summary

Student performance in the course will be reflected on the Academic Evaluation Report (AER), DA Form 1059. This report is intended to measure the level of performance of each student against the course standards. Following are the four performance summary categories:

- 1) **"Exceeded course standards."** For those students whose overall course achievements are significantly above the standards of the course. The category is limited to those students who are considered deserving by the Commandant, but will not exceed 20 percent of the class enrollment. If more than 20 percent exceed course standards, student academic scores will determine the outcome. Criteria for consideration include but are not limited to:
 - a. Receive at least three Superior ratings in the Demonstrated Abilities Block (item 14) of the DA Form 1059 with one being in Leadership Skills and no Unsatisfactory ratings
 - b. Grade point average
 - c. Pass all assessments on first attempt
 - d. Army Musician Proficiency Assessment score (must achieve a minimum of 30)
 - e. Receive no negative counseling statements for incidents of substandard performance
 - f. Participate fully in all course activities
 - g. Recommendation by SGL, with concurrence of the Deputy Commandant and final approval from the Commandant.
- 2) **"Achieved course standards."** For those students who achieved the overall acceptable course standards. Criteria include but are not limited to:
 - a. Receive Satisfactory or above ratings in all the demonstrated abilities blocks (item 14) of the DA Form 1059
 - b. Pass all assessments

- c. Require no more than two retests on any combination of subject areas
 - d. Achieve a 26 or higher on the Army Musician Proficiency Assessment
 - e. Receive no more than two negative counseling statements for incidents of substandard performance
 - f. Participate fully in all course activities
 - g. Recommendation by SGL, with concurrence of the Deputy Commandant and final approval from the Commandant.
- 3) **"Marginally achieved course standards."** For those students who achieved, with difficulty, the minimum acceptable course standards as identified in the course grading plan. Students who receive this rating do not qualify for a Superior rating in block 14c, leadership ability. Criteria include but are not limited to:
- a. Receive any Unsatisfactory ratings in the demonstrated abilities blocks (item 14) of the DA Form 1059
 - b. Fail a retest of any single subject area
 - c. Require three or more retests of any combination of subject areas
 - d. Fail to meet body fat standards
 - e. Score between 18 and 25 on the AMPA
 - f. Receive three counseling statements for incidents of substandard performance
 - g. Fail to participate fully in all course activities
 - h. Recommendation by SGL, with concurrence of the Deputy Commandant and final approval from the Commandant.
- 4) **"Failed to achieve course standards."** A student will fail to achieve course standards if any of the following apply:
- a. Receive three or more Unsatisfactory ratings in the demonstrated abilities blocks (item 14) of the DA Form 1059
 - b. Fail retest of two or more subject area
 - c. Score less than 18 on the AMPA
 - d. Receive four or more negative counseling statements for incidents of substandard performance
 - e. Dismissal from the course for disciplinary reasons or violations

of the standards of conduct as outlined above.

- f. Recommendation by SGL, with concurrence of the Deputy Commandant and final approval from the Commandant.

Student Recognition

The following are categories of student recognition. Each of the awardees will have a bullet on his or her DA Form 1059 indicating the appropriate award.

- 1) **Commandant's List:** Students who are evaluated as "Exceeded Course Standards" will be recognized as Commandant's List graduates. This is limited to 20 percent of the total class, with the top two awardees being the Distinguished Honor Graduate and Honor Graduate. Grade Point Average and AMPA score will be taken into consideration to determine the top two awardees.
- 2) **Distinguished Leadership Award**
 - a. The Leadership award recognizes the student who consistently demonstrates outstanding leadership skills, exemplary behavior on and off duty, outstanding performance, as well as one who promotes teamwork, esprit de corps, and professionalism.
 - b. Students will be selected by their peers for this award.
 - c. In the event of a tie the SGL will facilitate a revote.
 - d. All students who are recommended by their SGL and have achieved or exceeded course standard are eligible for this award.
 - e. Recipients of the Leadership Award receive a Commemorative Plaque.
- 3) **Peer Mentor Award**
 - a. Students who make significant contributions as Peer Mentors will be considered by their Primary SGL for approval by the Commandant. If approved, awardees will have their contributions annotated on the Academic Evaluation Report. They will also receive a Commandant's Coin of Excellence and Certificate of Achievement.

End-of-Course Review

Students must complete and submit an end-of-course review questionnaire for the course. The SGL will ensure students accomplish this as close as possible to the end of the course. Students will not be required to provide any identification data on the critique form.