



DEPARTMENT OF THE ARMY
ARMY BAND NONCOMMISSIONED OFFICER ACADEMY
1420 GATOR BOULEVARD
JOINT EXPEDITIONARY BASE LITTLE CREEK, VA 23459-2617

ATSG-SMN

4 January 2024

MEMORANDUM FOR ALL NCO Academy Personnel

SUBJECT: Policy Memorandum #8 – Constructive, Equivalent, and Operational Course Credit

1. References.

- a. AR 350-1, Army Training and Leader Development
- b. TRADOC Regulation 350-18, The Army School System (TASS)
- c. TC 1-19.50, The Army Drum Major
- d. TC 1-19.51, The Ceremonial Conductor
- e. USASOM Regulation 350-70-4, Army Musician Proficiency Assessments
- f. TC 1-19.10, Army Ceremonial Music Performance
- g. Army Regulation 220-90, Army Bands

2. Policy. Soldiers who meet the course prerequisites and are otherwise eligible to attend may request course credit by submitting a fully completed and signed DA Form 4187 (Personnel Action), with supporting documents that describe the Soldier's knowledge, skills, and abilities in relation to course outcome objectives describe in paragraphs 3-4 of this memorandum. Supporting documents must include:

- a. Verification of body composition compliance (DA Form 5500/5501), if applicable
- b. The most recent APFT result (DA Form 705)
- c. NCOERs and AERs for the past 3 years that demonstrate successful leadership and performance of duties evaluated at the respective level of PME
- d. Service Record Brief
- e. Any other relevant any other relevant supporting documentation
- f. Detailed military resume

- g. College transcripts
- h. Civilian resume with references
- i. Training certificates (completed within 1 year)
- j. Other awards (i.e., COL Finley Hamilton Award)
- k. Videos documenting performance (see course-specific requirements below)
- l. Commander's endorsement letter (for SLC packets, see paragraph 5)
- m. SGM or 1SG letter of endorsement

3. ALC Course Credit requests must include the following additional items:

a. Video submission documenting a performance or dress rehearsal as a drum major in a ceremony, IAW TC 1-19.50. The video must include dressing and aligning the band, change post, sound off, and a pass-in-review sequence.

b. Video submission documenting a performance or dress rehearsal as an enlisted conductor (seated ceremony), IAW TC 1-19.51. The video must include performance of a march, the National Anthem, Ruffles and Flourishes, the General's March, and the Army Goes Rolling Along.

c. Example of visual media/advertisement developed by the individual.

d. Recording of a live interview (two to five minutes in length).

e. Video recording of the NCO rehearsing an MPT as Assistant Team Leader (30 minute minimum).

f. Recommendation letter from the Critical Functions Area supervisor.

g. A video submission of the NCO administering a Video AMPA to another musician IAW USASOM Regulation 350-70-4.

h. Video submission of a seated rehearsal that demonstrates facilitation of the development of individual technical skills (15 minute minimum).

4. SLC Course Credit requests must include the following additional items:

a. Recommendation from Commander, Band Sergeant Major, or First Sergeant addressing how the NCO has effectively incorporated Command Messaging, the Commander's Vision, and Strategic Outreach into an MPT, as well as effectiveness as a Critical Functions Area NCOIC.

b. Video submission of an MPT performance or rehearsal that demonstrates entertainment concepts developed by the NCO.

c. Video submission of the NCO performing as enlisted conductor for a military ceremony (marching band) IAW RC 1-19.51. The video must include pre-music, Attention, Adjutant's Call, Sound Off, Honors, Inspection, Colors Forward, the National Anthem, Colors Back, and a Pass-In-Review (as per local policy).

d. Video submission of the NCO training the marching band, IAW TC 1-19.10, TC1-19.50 and TC 3-21.5.

e. Submission of a promotional video, radio advertisement, or publicity poster developed by the NCO.

f. Video submission of a seated rehearsal that demonstrates facilitation of the development of group technical skills (15 minute minimum).

5. Submit the request through command channels, the component personnel command, to the DCS, G-3/5/7 (Director of Training). The component personnel commands are listed as follows:

a. RA and USAR: Commander, HRC for all PME courses.

b. ARNG: CNGB/DARNG, for all PME courses.

6. Point of contact for this memorandum is the NCOA Deputy Commandant, MSG Boyle, at 757-462-5680 or scott.t.boyle.mil@army.mil.



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Commandant