

# Official Solicitation

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ALCGPSC 070/18

SUBJ: CHIEF WARRANT OFFICER BANDMASTER APPOINTMENT BOARD

A. Appointing Warrant Officers Manual, COMDTINST M1420.1(series)

B. Coast Guard Weight and Body Fat Standards Program Manual,  
COMDTINST M1020.8(series)

1. This message solicits applicants for the appointment to the position of Chief Warrant Officer Bandmaster (BNDM). The individual selected will serve as Assistant Director of the Coast Guard Band, located at the U.S. Coast Guard Academy in New London, CT. This appointment opportunity extends to Coast Guard enlisted and chief warrant officer personnel, members serving in other armed forces, and civilians. The application deadline is 20 AUG 2018.

2. Warrant Officers serving in the bandmaster specialty will be in highly visible billets with significant public and media exposure. In addition, they will supervise large groups of subordinates as they prepare performances, rehearse, and travel to events both nationally and internationally. They will also function in a role with their assigned unit similar to the role of an executive officer of an operational unit. Consequently, candidates must possess some knowledge of Coast Guard supply, personnel, and administrative matters as well as knowledge of military protocol at ceremonial affairs.

3. General eligibility:

a. Coast Guard Personnel. All members must meet the minimum eligibility requirements outlined in Article 3.E and 10.D of Ref A.

(1) Citizenship: Must be a citizen of the United States.

(2) Education: Must hold a degree from an accredited university in music performance, music education, or a related field.

(3) Minimum and Maximum Active Service: Have a total of eight years active duty in the armed forces with the last four having been in the Coast Guard and not more than 26 years of active duty service as of 01 JUN 2019.

(4) Pay Grade: Must be in pay grade E-6 or above. Members serving in pay grade E-6 must have at least 2 years time in grade.

(5) High Year Tenure (HYT) and Senior Enlisted Continuation Board (SECB): Members whose mandatory separation date will have occurred prior to the effective date of the Final Eligibility List (01 JUN 2019) are not eligible to apply.

(6) Approved Retirement: A member whose request for retirement has been approved is not eligible to apply.

(7) Weight and Body Fat Compliant: A member on weight and body fat probation in accordance with Ref B, is ineligible to apply.

(8) Disciplinary: Must have no court-martial or non-judicial punishment and no unsatisfactory mark in conduct for the three years immediately prior to the board convene date through appointment.

b. Other Military Service and Civilian Applicant Eligibility Screening. The screening process will validate that applicants meet specific set of academic, financial, character, dependency, age, military service, and citizenship criteria.

(1) Citizenship: Must be a citizen of the United States.

(2) Education: Must hold a degree from an accredited university in music performance, music education, or a related field.

(3) Complete a commissioning physical.

(4) Meet Coast Guard weight and body fat standards.

#### 4. Applications.

a. Letter of Application. Letter of application containing a comprehensive resume of personal, professional, and military history and experience, giving specific attention to musical education, professional musical experience, and administrative background.

b. Supplemental Material.

(1) A 20-25 minute video recording of the applicant conducting excerpts of at least 3 contrasting works. The video should highlight their conducting skill and rehearsal technique; approximately half of the video should consist of concert footage, and half should consist of rehearsal footage.

Video recording should feature a frontal view of the applicant. Upload the video to YouTube or similar online platform as an Unlisted or Public video; generate and provide a link to the video with the application package.

(2) A repertoire list of music the applicant has conducted.

(3) A repertoire list of music the applicant has studied and could conduct on short notice.

(4) Official college transcripts.

c. Recommendations.

(1) Coast Guard applicants should have their commanding officer's endorsement and it must address the applicant's potential to perform successfully as a warrant officer. As enclosures to the endorsement, the commanding officer must submit an Officer Evaluation Report (OER), Form CG-5310A, prepared in accordance with Chapter 5 of Ref A.

(2) Applicants from other military services should have their commanding officer's endorsement and it must address the applicant's musicality and conducting skills & potential, as well as potential to perform successfully as a warrant officer. As enclosures to the endorsement, the commanding officer must submit the applicant's last 2 years' worth of military performance reviews.

(3) Civilian applicants should submit 3 letters of recommendation, and they must address the applicant's musical & conducting abilities and potential, leadership strengths and potential, organizational skills, and personal character.

5. The appointment board will be held in two phases. Phase one will be held 10-14 SEP 2018. During phase one the board will select a sufficient number of finalists, based on overall review of the candidate records and recommendations, to be interviewed in phase two. Phase two will be held 22-26 OCT 2018. During phase two the board will evaluate each finalist's qualifications, conduct interviews, evaluate each finalist's performance during a conducted audition, and select the best qualified finalist for appointment to warrant grade in accordance with Ref A.

6. After selection, a commissioning physical will be required prior to appointment. The selectee must be in compliance with Coast Guard weight standards, per Ref B, prior to execution of the oath of office. Enlisted personnel who accept appointment as a chief warrant officer will be discharged from their enlisted status upon acceptance of the appointment.

7. Questions regarding the application process and submission requirements should be directed to CWO Jennifer Bell at Jennifer.K.Bell@uscg.mil. Questions regarding the Coast Guard Band should be directed to MUCS Josh Thomas at

Joshua.C.Thomas@uscg.mil. Eligible personnel desiring appointment shall e-mail applications and all application material to ARL-PF-CGPC-OPM-1-Boards@uscg.mil with the subject line "PY19 BANDMASTER APPOINTMENT."

8. Released by: CAPT G. T. Prestidge, Commander, CG Personnel Service Center. The Service Center for Our Most Important Resource - Our People.

9. Internet release is authorized.