

FY24 WARRANT OFFICER BANDMASTER (420C) APPLICATION & VIDEO PROCEDURES

HOW DO I APPLY?



COMPLETE THE
[WARRANT OFFICER
APPLICATION
CHECKLIST](#)



EMAIL THE
APPLICATION TO
[usarmy.knox.usarec.mbx.9sbn
-new-warrant-
packets@army.mil](mailto:usarmy.knox.usarec.mbx.9sbn-new-warrant-packets@army.mil)
DEADLINE:
6 MAY 2024



EMAIL PRELIMINARY
SCREENING YOUTUBE LINKS TO
[CW5 RUSSELL J. HOUSER
CHIEF, ARMY BANDS PROPONENCY
russell.j.houser.mil@army.mil](mailto:russell.j.houser.mil@army.mil)
DEADLINE:
6 May 2024, 1700EST

TIMELINE



13 May 2024: NOTIFICATION OF SELECTEES TO LIVE
AUDITION



20-24 May 2024: LIVE AUDITION AT FT JACKSON, SC



September 2024: USAREC WARRANT OFFICER SELECTION
BOARD CONVENES



January 2025: WARRANT OFFICER CANDIDATE SCHOOL
(WOCS)



31 March 2025: WARRANT OFFICER BASIC COURSE (WOBC)
#25-001

HOW DO I APPLY?

Interested Soldiers should contact the Chief, Army Bands Proponency, CW5 Russell J. Houser, to advise their intention to apply. Additionally, applicants should direct questions about prerequisites and/or the application process to CW5 Houser.

- <https://teams.microsoft.com//chat/0/0?users=russell.j.houser.mil@army.mil>
- 803.751.9710 (work)
- russell.j.houser.mil@army.mil

1. Application Timeline.

- Regular Army (RA): (2024)
 - **6 MAY** – Applicant: Deadline to email [WO Application Packet](mailto:usarmy.knox.usarec.mbx.9sbn-new-warrant-packets@army.mil) to USAREC, usarmy.knox.usarec.mbx.9sbn-new-warrant-packets@army.mil. The packet must be a PDF attachment, and the file is not to exceed 15MB per transmission. Corrections are due to USAREC NLT 6 JUN.
 - **8 MAY** – Applicant: Deadline to email [Preliminary Screening Video links](#) and [documents](#) to Proponent.
 - **13 MAY** – Proponent: Screening outcome and invitation, if determined, for personal assessment communicated to applicants and CDRs.
 - **20-24 MAY** – Applicant and Proponent: [Personal assessment](#) at Ft. Jackson, SC.
 - **SEP** – USAREC: Warrant Officer Selection Board convenes (USAREC typically publishes results within two weeks after the board).
 - **JAN/FEB 2025** – Applicant(s): Soldiers selected for service as a 420C attend Warrant Officer Candidate School (WOCS) at Fort Rucker, AL (TDY and Return status).
 - **30 MAR-30 MAY 2025** – WO1: WOCS graduates attend Warrant Officer Basic Course (WOBC) #23-001 at Joint Base Little Creek-Fort Story, VA (TDY and Return status).
- Army National Guard (ARNG) and US Army Reserve (USAR):
 - ARNG and USAR Warrant Officer Application Packets are accepted year-round.
 - ARNG:
 - ARNG WO applicants will submit their application packets to their State WO Strength Manager or Recruiting Team.
 - ARNG WO Strength Managers will forward application packets to the NGB Warrant Officer Accessions Manager. After an internal review, the NGB Warrant Officer Accessions Manager will forward application packets to:
 - 1) Army Bands Proponency Officer, CW5 Houser
 - 2) Chief, ARNG Bands, CW5 Curtis Hiyane
 - 3) ARNG Band Liaison, CW4 Jessie Morlan
 - For more information and component-specific requirements, please visit: <https://recruiting.army.mil/ISO/AWOR/National-Guard/>.
 - USAR:
 - USAR WO applicants will submit their application packets to their Readiness Division WOSM and notify CW5 Houser upon sending of the application.
 - USAR Warrant Officer Candidates will attend WOCS before their WOBC date (currently starting in June and September each year).
 - For more information and component-specific requirements, please visit: <https://recruiting.army.mil/ISO/AWOR/Active-Guard-Reserve/>.

2. COMPO2 and COMPO3 Additional Resources.

- USAREC Warrant Officer Recruiting page: <https://recruiting.army.mil/ISO/AWOR>.
- National Guard Warrant Officer Recruiting page: <http://www.nationalguard.com/become-a-warrant-officer>.

3. **Prerequisites.** In addition to the [USAREC Administrative Requirements](#) for all Warrant Officer applicants, the following proponent prerequisites apply:
- Proponent Minimum Prerequisites:
 - SSG or above (RA); SGT/ALC graduate (ARNG and USAR)
 - At least seven years, but less than twelve years, Active Federal Service (RA)
 - Five years of operational experience as a 42R or 42S
 - Five years of NCO experience
 - 42R MOS ALC graduate
 - A score of 30 or higher on the Army Musician Proficiency Assessment (AMPA) on USASOM Form, documented in AERs (1059s) or Commander's Letter of Recommendation (USAREC form 3.3).
 - Bachelor's degree
 - Preferred Prerequisites:
 - Bachelor's or Master's degree in Music
 - Two years of experience leading a small instrumental performing group or three years practicing music education in public or private schools.
 - At least three years of experience in Army Band support activities such as Human Resources, Operations, Training, and Logistics and Resource Management. Demonstrated excellence should be annotated clearly on applicant's NCOERs and/or Senior WO Letter of Recommendation.
 - Waivers of Requirements and Prerequisites
 - [USAREC Administrative Requirements](#) **cannot be waived.**
 - Interim clearances will not satisfy the requirement.
 - The Army G1 is the authority for waivers of RA Soldiers who have over 12 years AFS.
 - CW5 Houser is the authority to waive Minimum Prerequisites. The applicant must clearly articulate via memorandum why a waiver should be granted, how the standard has been achieved through alternate means, or how the standard will be achieved in the future.
4. **Other Required Documents.** In addition to the conducting video requirements, applicants must provide digital copies of the following documents, as their component requires. The documents should be in one PDF file, not to exceed 15MB per transmission. **ARNG applicants should refer to the [National Guard Warrant Officer Predetermination Checklist](#) from their State for variances from the list below.:**
- Application Checklist
 - [DA Form 61](#) (with valid HT/WT and APFT statement signed by CO CDR in Block 41)
 - [USAREC form 3.2](#) Resume – (ensure the summary page is completed)
 - [USAREC form 3.3 #1](#) Band Commander Letter of Recommendation (or applicable First Level UCMJ authority)
 - USAREC form 3.3 #2 Band First Sergeant Letter of Recommendation.
 - USAREC form 3.3 #3 Battalion Commander Letter of Recommendation (or applicable Second Level UCMJ authority)
 - USAREC form 3.3 #4 Field Grade/Senior Field Grade (CW3-CW5) 420C Letter of Recommendation (If the applicant's Commander is a Senior Field Grade 420C, one LOR will suffice for both requirements (#1 and #4); however, additional SFG 420C LORs to strengthen your packet will be accepted.
 - ERB/SRB (used to verify DOB, GT, AFS, ETS, and ASI C1)
 - All NCOERs from the previous ten years in reverse chronological order (newest to oldest)
 - All AERs (1059s) in reverse chronological order
 - College Transcript(s) (Official or Unofficial)
 - Copies of Professional Certificates, e.g., state teacher's certificate, if applicable
 - All applicable Supporting Documents section of Warrant Officer Application Checklist https://recruiting.army.mil/Portals/15/Applicant%20Checklist_1%20Aug%202022_1.pdf

5. Preliminary Screening Video Instructions.

- Create a video of the applicant conducting an Army Band based on guidelines in Paragraph 7. Exceptions must have a strong justification and coordinated in advance with the Chief, Army Bands Proponency.
- Position the camera to clearly record the applicant's gestures, body language, and facial expressions clearly. Ensure both hands are visible for overhead ceremonial conducting signals.
- Position a microphone to record the applicant's verbal comments, which must be clearly audible.
- Provide a diagram to show the seating arrangement and instrumentation of the band.
- Include a document identifying the titles, composers, and arrangers of concert conducting selections.
- Include a document outlining the rehearsal plan for the concert conducting.
- Transmit the screening video in an "Unlisted" YouTube link. See instructions below:
 - Navigate to <https://www.youtube.com/upload>
 - Select files for upload and select "Unlisted" from the dropdown menu.
 - Copy video URL and include a page (Word document or PDF) in your application packet with the title(s) and link(s). Due to length, you may choose to upload separate videos for ceremonial and concert rehearsals or to split the entire video into smaller segments.
 - The "unlisted" link should look like: <https://youtu.be/zUQEX0LGtBY>.
 - Test your links, while not logged into YouTube, BEFORE submitting your packet.

6. Preliminary Screening Video Purpose and Content. The purpose of the preliminary screening video is to assess: (a) demonstrated expressive and mechanical functions of both ceremonial and non-ceremonial conducting¹ and (b) efficient rehearsal technique². The screening video is not a final performance.

- **CONTENT PART I: Ceremonial Conducting (Band is indoor and seated.)**
 - *Attention* followed by a short pause into *Adjutant's Call*.
 - *Adjutant's Call* followed *immediately*, and in tempo, by a march of the applicant's choice to simulate troops moving forward to the final line. Conduct the intro and the first strain without repeat of the march. Then stop the band with a 7-count cut-off.
 - *The National Anthem* (The Star-Spangled Banner) – Only the following standard arrangements are acceptable: DoD, TUSAB flex band version on AMI, Sousa/Damrosch, or Fillmore.

Note: *Include a ceremonial adjutant/COT for the applicant to respond to the ceremonial commands below.*

- *"Sound Attention"*
- *"Sound Adjutant's Call"*
- *"Detachment, Present Arms"*
- *"Detachment, Order Arms"*

Applicants should perform appropriate facing movements, salute, and organizational order arms. In other words, the band is indoor and seated, but the bandmaster should perform this part as though they are outside on the parade field.

¹ e.g., shapes the overall expressive character, gestures that carefully match score features, facial expressions that stimulate emotional responses in musicians, clear indications of rhythm, distinctive meter patterns, visibly distinct cues, precise tempo indications, confidence on the podium, and independent use of both hands.

² e.g., quickly and accurately assess the ensemble to improve the quality of ensemble tone, time, intonation, balance, blend, precision, expression, dynamics, nuance, phrasing, and articulation.

- **CONTENT PART II: Concert Conducting and Rehearsal Technique**
 - The total length of PART II should be no longer than 30 minutes. Applicants are encouraged to remove unnecessary video portions to keep within the time limit, e.g., transition time between pieces and long pauses due to musicians preparing music or instruments.
 - Choose selections that best fit the structure and ability of your band to allow the review panel to assess your leadership and rehearsal technique.
 - Include:
 - Excerpts from one Concert selection
 - Excerpts from one Popular Music selection
 - Excerpts from one Concert March selection

7. Evaluators, evaluation, and notification.

- **Evaluators:** A panel of RA senior field grade and field grade 420C Warrant Officer Bandmasters will review videos and required documents to determine an applicant’s technical qualification. ARNG and USAR senior field grade and field grade 420C Bandmasters will be the panel members for their respective components’ applicants.
- **Evaluation:** Applicants will be evaluated on their ability to follow instructions, the completeness and neatness of required documents, and the quality of the videos. Be sure to proofread your writing and review your video before submission.
- **Notification:** Chief, Army Bands Proponency will notify all RA applicants, through their commanders, if they meet the technical qualification to apply for service as a 420C Bandmaster. The RA applicants will receive an invitation for a live Personal assessment which will include:
 - Communicating verbally and in writing (general knowledge of music, conducting, rehearsal techniques, quality control of music performance, the Army Band program, the Army, and company command and staff functions – SHARP, EO, Human Resources, Operations, Training, and Logistics and Resource Management. etc...)
 - Delivering a decision briefing (See https://armypubs.army.mil/ProductMaps/PubForm/Details.aspx?PUB_ID=1024909)
 - Interacting in an interview with the panel

8. Recommended guided mentorship schedule

| Month # | Subject | Goal |
|------------|---|---|
| 1 | Administrative Requirements Proponent Prerequisites UF 3.2 Sample Review Discussing your decision Notify CW5 Houser of intent | 1. Determine eligibility 2. Determine need for waivers 3. Draft 3.2 by month 2 4. Advise command team of intent to pursue 420C (4856) 5. WOCS, WOBC |
| 2 | Letters of Recommendation Qualifying physical Application video Feedback on draft UF 3.2 | 1. Identify LOR writers 2. Contact physical exam provider 3. Review video requirements 4. Select music by month 3 5. Coordinate conducting practices on TNG SCH |
| 3 | LOR interview Remaining paperwork Feedback on music selections | 1. Draft LOR important points 2. Schedule LOR interviews 3. Discuss interviews 4. Finish gathering/drafting forms |
| 4 | First video, LOR Resume review | 1. Your WO career 2. Thinking bigger (Oath of appt./ LSCO-MDO/ KSBs) |
| 5-6 | Packet review | 1. Final Review 2. Submit packet to HRC and ABPO |