



DEPARTMENT OF THE NAVY  
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TRAINING GROUP PACIFIC FLEET  
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FASOTRAGRUPACINST 1553.1C

N3

24 Jan 03

FASOTRAGRUPAC INSTRUCTION 1553.1C

Subj: MASTER TRAINING SPECIALIST (MTS) DESIGNATION PROGRAM

Ref: (a) CNAPINST 1650.8A  
(b) CNETINST 5000.5B  
(c) FASOTRAGRUPACINST 1221.1E  
(d) NAVEDTRA 135B

Encl: (1) MTS Job Qualification Requirements (JQR)  
(2) Sample Letter of Transmittal  
(3) Sample Certificate of Accomplishment

1. Purpose. To provide policy and guidance for certification as Master Training Specialist, which promotes superior quality in education and training and is within the guidelines set forth in references (a) through (d). This revision should be read in its entirety. This instruction will take effect upon receipt.

2. Cancellation. FASOTRAGRUPACINST 1553.1B

3. Background. MTS designation provides recognition for outstanding individual effort and promotes professionalism. By completing this program, the Master Training Specialist applicant will have demonstrated highly effective teaching skills and a comprehensive knowledge of training management, administration, and curriculum development. The objective of the program is to create a cadre of personnel (Officer, Enlisted, and Civilian Instructors) with advanced knowledge and capabilities to perform critical training management functions to include: conducting in-service training, instructor evaluations, and formal course reviews. The program also creates a nucleus of Job Qualification Requirements (JQR) signature authorities and Master Training Specialist Certification Board members to help ensure a successful MTS program within FASOTRAGRUPAC.

4. Discussion. MTS certification is demanding and may only be obtained through the formal certification program set forth in this instruction. Candidates for MTS are no longer required to meet the 12 month time requirement in a training billet before they are eligible. The goal for MTS certification for Officers and Senior Enlisted (E-7 and above) is within 15 months of reporting aboard and for E-6 and below within 18 months of reporting aboard. To help ensure utilization of MTS expertise, it is advised that nominees

achieve MTS designation at least 1 year prior to planned rotation date (PRD). Candidates having less than 6 months remaining before their PRD must receive authorization from their Department Head to go before the board for their first time. Candidates disapproved by the MTS Board must upgrade their knowledge and skills and be reboarded within two months of their PRD. Under no circumstances will a candidate be boarded or certified after their PRD. For MTS certification to have credibility within FASOTRAGRUPAC, the JQR standards must be uniformly applied with nomination criteria carefully controlled and monitored.

5. Policy

a. MTS is a designation, not an awards program, and shall not be used in lieu of an award or as an end-of-tour award. Certification as an MTS shall not preclude an individual from receiving other appropriate awards for the same service.

b. Designation. The designation, Master Training Specialist, is established to recognize Navy/Marine Corps Officer, Enlisted and Civil Service Personnel who excel in training/management assignments as delineated in reference (b).

c. Eligibility. Minimum requirements for nomination are:

(1) Designated by the Commanding Officer/Officer In Charge as a certified instructor in at least one FASOTRAGRUPAC course.

(2) Complete formal Instructor Training School (CIN: 012-0011) as outlined in references (c) and (d) if required by the billet.

(3) Maintain evaluation marks of 4.0 or better in Military Bearing. USMC personnel should have "Excellent" or better marks in categories of Personal Appearance, Military Presence, and Loyalty.

(4) Maintain Navy height/weight or body fat standards and satisfactorily pass the most recent Physical Fitness Assessment (PFA) or possess a medical waiver to document non-attainment. However, body fat standards will be maintained. USMC personnel must meet First Class PFT standards.

(5) Receive a grade of satisfactory on all monthly/quarterly classroom evaluations.

(6) Receive a grade of satisfactory on one classroom evaluation for MTS Certification, conducted within 60 days of the MTS certification board.

(7) Complete the CNET MTS JQR Handbook (enclosure (1)) and complete NAVEDTRA 149 tracks 2, 4, 5, 6, and 7. Signatures must be from a list of MTS authorized qualifiers or Detachment MTS/SMEs.

(8) Successfully pass the Command/Detachment MTS certification board. The Nominee is expected to have knowledge of all referenced material.

d. Nomination. Departments and detachments shall establish procedures of quality control for MTS package submission and nominate personnel to the MTS Certification Board. MTS nomination packages shall be sent to the Director of Training(DOT) and shall include the following:

- (1) Letter of Transmittal (enclosure (2)).
- (2) All instructor evaluations following instructor designation.
- (3) Copies of last two Evaluation/Fitness Reports.
- (4) MTS Final Qualification Sign-Off Sheet.
- (5) Current (within 30 days of MTS package submission) height/weight and body fat measurements.
- (6) CNET Certificates certifying completion of NAVEDTRA 149 tracks 2, 4, 5, 6, and 7.

e. Re-certification for MTS Designation. The following must be met for re-certification for a prior CNET MTS designated individual (only CNET MTS Designation will be accepted):

- (1) Designated by the Commanding Officer/Officer-In-Charge as an instructor in at least one FASOTRAGRUPAC course of instruction.
- (2) Maintain evaluation marks of 4.0 or better in Military Bearing. USMC personnel should have excellent or better marks in categories of Personal Appearance, Military Presence, and Loyalty.
- (3) Maintain Navy height/weight or body fitness assessment standards and satisfactorily pass the most recent Physical Fitness Assessment or possess a medical waiver to document non-attainment. USMC personnel must meet First Class PFT standards.
- (4) Provide Evidence of prior CNET MTS certification.

(5) Receive a Curriculum Instructional Standards Office (CISO) classroom evaluation. In the event a CISO is not assigned to the Detachment, a technique evaluation signed by a certified MTS and the OIC will be accepted.

(6) CNET certificates certifying completion of NAVEDTRA 149 tracks 2, 4, 5, 6, and 7.

6. The following responsibilities are established:

a. Commanding Officer. The Master Training Specialist certifying authority is the Commanding Officer. This authority may not be delegated to a lower level.

b. Executive Officer. The Executive Officer is responsible for the effectiveness and efficiency of the Master Training Specialist program.

c. Director of Training. The Director of Training (DOT) will be responsible for the maintenance of this instruction and overall management of the MTS program. Specifically, all aspects of the MTS program are the responsibility of the DOT. The DOT will ensure a nomination and qualification board protocol is structured to guarantee the highest level of professionalism and credibility in the MTS program. The DOT will be the primary point of contact for all command, detachment, individual questions and issues pertaining to the MTS program.

d. Curriculum Instructional Standards Office (CISO) at Headquarters. The Command CISO is manned by Instructional Systems Specialists (ISS's). The Command CISO will be the Executive Officer's agent for execution of the command MTS certification board. The ISS's will work with the DOT to ensure certification boards are held in a timely manner. ISS's will provide guidance to board members on quality control of nominee packages submitted for review and certification.

e. Department Head/Detachment Officer in Charge. Department Heads and Detachment OICs are responsible for the maintenance of a dynamic and highly visible MTS program. Failure of personnel to attain MTS certification due to inattention by the chain of command will bring into question leadership issues within the department and/or detachment.

f. Detachment Master Training Specialist Coordinator. Shall be the senior enlisted Master Training Specialist responsible to the OIC for the administrative conduct of the detachment MTS board. Shall be a non-voting member of the board and will provide orientation and answer any questions from the prospective candidates.

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Note: At Detachment Whidbey Island the Detachment Master Training Special Coordinator will be the Detachment CISO.

g. MTS Nominee. Each instructor in FASOTRAGRUPAC is expected and strongly encouraged to achieve MTS certification during his/her tour of duty. Upon completion of the JQR and NAVEDTRA 149 requirements discussed above, a Special Request Chit will be submitted, via the chain-of-command, to CISO, or the Detachment MTS coordinator to request a certification board. The special request shall be submitted not later than the two weeks prior to the Certification Board requested date. Civilian instructors are encouraged to attain certification as an MTS.

#### 7. MTS Certification Board

a. The DOT is responsible for the organization of the Command MTS certification board and the OIC is responsible for the organization of the Detachment MTS certification board. The certification board's focus will be to assess the applicant's ability to formulate concepts, demonstrate cognitive talents, and project a thorough understanding of the entire instructional and curriculum process.

b. Certification. MTS packages will be reviewed by the nominee's chain-of-command and by the Command MTS Certification Board.

(1) The Command Board will be comprised of six members:

- 1 Senior MTS (non-voting member)
- 1 Instructional Systems Specialist
- 4 Command Master Training Specialists

(2) The Detachment Certification Board shall be comprised of four members:

- Officer in Charge (Non-voting member)
- Senior Enlisted Advisor
- 2 Master Training Specialists

c. The Command MTS Certification Board will convene as required. The board will review recommended certification and forward completed MTS nomination package to the Commanding Officer, via the DOT.

d. FASOTRAGRUPAC Training Department (N3) will prepare and coordinate appropriate certificates and correspondence upon designation of MTS:

(1) MTS certificate of accomplishment (enclosure (3)) and forward copy to N1 for service record entry.

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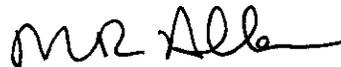
(2) MTS name tag medallion.

e. FASOTRAGRUPAC Administrative Department (N1) will document designation of MTS:

(1) Service Record, page 4 entry.

(2) Recognition in the Plan of the Week.

f. A formal presentation will be conducted to award the MTS designation to the candidate at Military Quarters.



M. R. ALLEN

Distribution:  
COMNAVAIRPAC (N422F/N82)  
FASOTRAGRUPACINST 5216.3A  
Lists A and B

**JOB QUALIFICATION REQUIREMENTS (JQR)  
MASTER TRAINING SPECIALIST**

The Master Training Specialist (MTS) Job Qualification Requirements (JQR) Program is designed to guide personnel through a training process, with the ultimate goal of attaining MTS qualification. Eligibility to participate and policy for the MTS program is contained in CNET Instruction 5000.5B.

The MTS JQR Program is composed of 5 modules. Modules 1 through 4 are based on the NAVEDTRA 130 series manuals which provide important policy and guidelines for curriculum development and schoolhouse management. Module V is composed of OPNAV and CNET instructions which govern Navy Training Policy and Standards.

There are local instructions for individual commands with which the MTS candidate may be required to become familiar. The local governing board for the MTS JQR Program for a given command will decide which local instructions should be added. The structure of the program is broad-based to ensure a MTS from one command will be recognized as a MTS upon transfer to another command.

Each of the 5 modules contain specific information and knowledge essential to a MTS. Within the first four modules, references are listed at the beginning of the module. The last module does not list references, as the instructions themselves are the references for the required information.

The listed references for each module do not constitute the only source of information for correct answers to each line item listed in the JQR, although they are the primary sources. It is the responsibility of the MTS candidate to ensure that all references are valid and applicable to the MTS JQR Program.

Each module consists of individual line items which all candidates are required to answer. After compiling the written information, the MTS candidate will review the line items with a command authorized signature authority.

**REFERENCE MATERIAL ON THE WEB/INTERNET**

NAVEDTRA 130 SERIES MANUALS: [www.ott.navy.mil](http://www.ott.navy.mil)

CNET AND OPNAV INSTRUCTIONS: [www.cnet.navy.mil](http://www.cnet.navy.mil)

Note that Module 5 on key training instructions has been updated 10-00.

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MODULE 1  
MANAGEMENT  
SIGN-OFF SHEETS

The purpose of this module is to ensure that the Master Training Specialist is familiar with the purpose, administration, management and structure of the training community.

REFERENCE:

A. NAVEDTRA 135A NAVY SCHOOL MANAGEMENT MANUAL

101 NAVEDTRA 135A

101.1 State the manual numbers and titles in the current NAVEDTRA 130 series manuals.

\_\_\_\_\_  
(Signature) (Date)

101.2 List the duties and responsibilities of each of the following members of the training organizational structure: Chief of Naval Operations (CNO), Chief of Naval Education and Training (CNET), Local Training Authority (LTA), Curriculum Control Authority (CCA), Course Curriculum Model Manager (CCMM), and the Participating Activity.

\_\_\_\_\_  
(Signature) (Date)

101.3 Describe the "A," "C," and "F" classes of specialized training.

\_\_\_\_\_  
(Signature) (Date)

101.4 State the three minimum requirements (for all courses) for instructor certification.

\_\_\_\_\_  
(Signature) (Date)

101.5 How often is training on safety required for all staff?

\_\_\_\_\_  
(Signature) (Date)

101.6 Discuss the categories of attrition.

\_\_\_\_\_  
(Signature) (Date)

101.7 When are Academic Review Boards (ARBs) required?

\_\_\_\_\_  
(Signature) (Date)

101.8 What grade will be assigned to a retest if the student passes the material retested?

\_\_\_\_\_  
(Signature) (Date)

101.9 State the six phases of the curriculum development/revision process.

\_\_\_\_\_  
(Signature) (Date)

101.10 Who determines what standard will be used for a curriculum revision?

\_\_\_\_\_  
(Signature) (Date)

101.11 Who is responsible for maintaining a course audit trail and a master record?

\_\_\_\_\_  
(Signature) (Date)

101.12 Explain briefly the two purposes of Instructor Evaluations.

\_\_\_\_\_  
(Signature) (Date)

101.13 The student critique program is divided into what three areas?

\_\_\_\_\_  
(Signature) (Date)

FASOTRAGRUPACINST 1515.1C

101.14 State how often a Formal Course Review (FCR) will normally be conducted.

\_\_\_\_\_  
(Signature) (Date)

101.15 Name five types of tests.

\_\_\_\_\_  
(Signature) (Date)

101.16 The evaluation of the classroom instructor is divided into what four areas?

\_\_\_\_\_  
(Signature) (Date)

101.17 The evaluation of a laboratory instructor is divided into what four areas?

\_\_\_\_\_  
(Signature) (Date)

101.18 Name the Appendices found in the NAVEDTRA 135A.

\_\_\_\_\_  
(Signature) (Date)

MODULE 2  
INSTRUCTION  
SIGN-OFF SHEETS

The purpose of this module is to reinforce and strengthen effective instructional techniques for the podium instructor, ensure proper student-instructor relationships, and emphasize correct procedures for conducting courses of instruction with in the Navy.

REFERENCE:

- A. NAVEDTRA 134 NAVY INSTRUCTOR MANUAL

FASOTRAGRUPACINST 1515.1C

MODULE 2 (NAVEDTRA 134)

102.1 Explain the process of identifying training requirements for Naval personnel.

\_\_\_\_\_  
(Signature) (Date)

102.2 State the purpose of the Navy Training System.

\_\_\_\_\_  
(Signature) (Date)

102.3 What is the most essential, single link in the training chain?

\_\_\_\_\_  
(Signature) (Date)

102.4 State and discuss the three qualities of an efficient and effective instructor.

\_\_\_\_\_  
(Signature) (Date)

102.5 Discuss the Instructor's responsibilities in terms of:  
a. Responsibility to students  
b. Responsibility to training safety  
c. Responsibility for security  
d. Responsibility for curriculum

\_\_\_\_\_  
(Signature) (Date)

102.6 List & discuss the key principles to applying motivation theory in a training situation.

\_\_\_\_\_  
(Signature) (Date)

102.7 List and discuss the five techniques which can assist in developing motivational strategies for instruction:

\_\_\_\_\_  
(Signature) (Date)

102.8 State the ultimate goal of instruction.

\_\_\_\_\_  
(Signature) (Date)

102.9 State the five different ways of learning.

\_\_\_\_\_  
(Signature) (Date)

102.10 Discuss the five different ways of learning.

\_\_\_\_\_  
(Signature) (Date)

102.11 State the five laws of learning.

\_\_\_\_\_  
(Signature) (Date)

102.12 Discuss the single most important factor in a student's educational advancement.

\_\_\_\_\_  
(Signature) (Date)

102.13 List and discuss the five learning senses in their order of importance to the instructional environment.

\_\_\_\_\_  
(Signature) (Date)

102.14 State and discuss the six common characteristics all students possess.

\_\_\_\_\_  
(Signature) (Date)

102.15 State and discuss the four basic learning styles.

\_\_\_\_\_  
(Signature) (Date)

FASOTRAGRUPACINST 1515.1C

102.16 List the percentages of information retained when one or more learning styles is involved in the instructional process.

\_\_\_\_\_  
(Signature) (Date)

102.17 State the barriers to effective communications.

\_\_\_\_\_  
(Signature) (Date)

102.18 State and discuss the purpose of the 3-step communication process.

\_\_\_\_\_  
(Signature) (Date)

102.19 Discuss why listening is one of the most important communication skills.

\_\_\_\_\_  
(Signature) (Date)

102.20 What five factors must be considered in planning instruction delivery?

\_\_\_\_\_  
(Signature) (Date)

102.21 State and discuss the importance of body movement as an important part of successful communication.

\_\_\_\_\_  
(Signature) (Date)

102.22 State and discuss the four purposes of oral questioning.

\_\_\_\_\_  
(Signature) (Date)

102.23 State and discuss the characteristics of a good oral question.

\_\_\_\_\_  
(Signature) (Date)

102.24 Discuss the types of oral questions and their purposes.

\_\_\_\_\_  
(Signature) (Date)

102.25 State the five steps of the five-step questioning technique.

\_\_\_\_\_  
(Signature) (Date)

102.26 List five of the seven instructional methods.

\_\_\_\_\_  
(Signature) (Date)

102.27 State and discuss the three parts of a learning objective.

\_\_\_\_\_  
(Signature) (Date)

102.28 State and discuss the three learning domains.

\_\_\_\_\_  
(Signature) (Date)

102.29 Explain the differences between:

- a. Course Learning Objectives and Terminal Objectives
- b. Topic Learning Objectives and Enabling Objectives

\_\_\_\_\_  
(Signature) (Date)

102.30 Discuss the two methods of testing and their importance.

\_\_\_\_\_  
(Signature) (Date)

FASOTRAGRUPACINST 1515.1C

102.31 Explain the five learning levels a knowledge test item may test:

\_\_\_\_\_  
(Signature) (Date)

102.32 Discuss the different types of performance tests.

\_\_\_\_\_  
(Signature) (Date)

102.33 List and describe the primary materials used in presenting instruction.

\_\_\_\_\_  
(Signature) (Date)

102.34 State the purposes of using Instructional Media Materials.

\_\_\_\_\_  
(Signature) (Date)

102.35 Describe two types of instructor evaluations.

\_\_\_\_\_  
(Signature) (Date)

MODULE 3  
SIGN-OFF SHEETS

The purpose of this module is to ensure Master Training Specialists are well versed in the procedures for the development, implementation, and evaluation of curriculum and instruction.

REFERENCE:

- a. NAVEDTRA 130A TASK-BASED CURRICULUM DEVELOPMENT

FASOTRAGRUPACINST 1553.1C

103 NAVEDTRA 130A

103.1 Discuss the item(s) developed in Phase I (PLAN) of Task Based Curriculum Development.

\_\_\_\_\_  
(Signature) (Date)

103.2 Discuss the items developed in Phase II (Analyze).

\_\_\_\_\_  
(Signature) (Date)

103.3 Discuss the items developed in Phase III (Design).

\_\_\_\_\_  
(Signature) (Date)

103.4 State the two categories of learning objectives.

\_\_\_\_\_  
(Signature) (Date)

103.5 Discuss the items developed in Phase IV (Develop).

\_\_\_\_\_  
(Signature) (Date)

103.6 Discuss the purpose of Instructional Media Materials (IMM).

\_\_\_\_\_  
(Signature) (Date)

103.7 State and discuss the elements of the Lesson Plan.

\_\_\_\_\_  
(Signature) (Date)

103.8 State and discuss the elements of the Trainee Guide.

\_\_\_\_\_  
(Signature) (Date)

103.9 State the rules for writing a Course Training Task List (CTTL) statement.

\_\_\_\_\_  
(Signature) (Date)

103.10 State the purpose of testing.

\_\_\_\_\_  
(Signature) (Date)

103.11 Explain the purpose of conducting a Pilot Course (Phase IV).

\_\_\_\_\_  
(Signature) (Date)

103.12 List the justifiable reasons for developing, revising, or canceling a course.

\_\_\_\_\_  
(Signature) (Date)

103.13 Discuss the purpose of PHASE V (IMPLEMENT).

\_\_\_\_\_  
(Signature) (Date)

103.14 Discuss the purpose of PHASE VI (EVALUATE).

\_\_\_\_\_  
(Signature) (Date)

103.15 Discuss the relationship between the following as used in the CTTL.

- (1) Job
- (2) Duty
- (3) Task

\_\_\_\_\_  
(Signature) (Date)

FASOTRAGRUPACINST 1515.1C

103.16 State the difference between the Course Mission Statement and a Terminal Objective.

\_\_\_\_\_  
(Signature) (Date)

103.17 Describe the three products of the Training Course Control Document:

\_\_\_\_\_  
(Signature) (Date)

103.18 List the volumes of the NAVEDTRA 130A and their purpose.

\_\_\_\_\_  
(Signature) (Date)

103.19 Spell out the full term for the following acronyms:

- (1) LP
- (2) D-D-A Page
- (3) TO
- (4) EO
- (5) DP
- (6) RIA
- (7) IMM

\_\_\_\_\_  
(Signature) (Date)

103.20 How many pages make up one volume of a lesson plan?

\_\_\_\_\_  
(Signature) (Date)

103.21 Where are the procedures for the handling and storage of classified training materials found?

\_\_\_\_\_  
(Signature) (Date)

MODULE 3 (NAVEDTRA 130)

303.1 Develop a Training Project Plan.

\_\_\_\_\_  
(Signature) (Date)

303.2 Develop a Course Training Task List (minimum of 1 Duty and 4 Supporting Tasks).

\_\_\_\_\_  
(Signature) (Date)

303.3 Develop Terminal and Enabling Learning Objectives based on the CTTL developed in 303.2. (Minimum of 1 Terminal Objective and 4 Enabling Objectives).

\_\_\_\_\_  
(Signature) (Date)

303.4 Develop one knowledge lesson topic on the learning objectives developed in 303.3.

\_\_\_\_\_  
(Signature) (Date)

303.5 Develop an assignment sheet and an information sheet based on the learning objectives developed in 303.3 and 303.4.

\_\_\_\_\_  
(Signature) (Date)

303.6 Develop a ten question test based on the learning objectives developed in 204.3.

\_\_\_\_\_  
(Signature) (Date)

NOTES: Developed items may be based on actual or fictitious requirements. Format of all items developed will be the most recent instructions and module in reference (a). If the MTS candidate is/was actively involved in a course curriculum change/revision/rewrite in the past 12 months, the above listed 300 series line items may be derived and verified from curriculum project.

FASOTRAGRUPACINST 1515.1C

MODULE 4  
NAVEDTRA 131A  
SIGN-OFF SHEETS

The purpose of this module is to ensure Master Training Specialists are well versed in the development, implementation, and evaluation of curriculum and instruction in the NAVEDTRA 131 format.

REFERENCE:

NAVEDTRA 131A

104.1 State the volumes and titles in the NAVEDTRA 131 and what they contain.

\_\_\_\_\_  
(Signature) (Date)

104.2 Describe the pre-, post-, and core stages involved in developing materials following the Personnel Performance Profile (PPP) - Based curriculum development method (seven).

\_\_\_\_\_  
(Signature) (Date)

104.3 List the contents of a Training Project Plan (TPP).

\_\_\_\_\_  
(Signature) (Date)

104.4 Define a Personnel Performance Profile.

\_\_\_\_\_  
(Signature) (Date)

104.5 State the most critical element of curriculum development per NAVEDTRA 131, and explain its importance.

\_\_\_\_\_  
(Signature) (Date)

104.6 State and discuss the Training Path System (TPS) outputs (stage 1).

\_\_\_\_\_  
(Signature) (Date)

104.7 List and describe the contents of the preliminary training course control documents (stage 2).

\_\_\_\_\_  
(Signature) (Date)

FASOTRAGRUPACINST 1515.1C

104.8 List and describe the elements of the Lesson Plan.

\_\_\_\_\_  
(Signature) (Date)

104.9 State the six types of instruction sheets found in the trainee guide.

\_\_\_\_\_  
(Signature) (Date)

104.10 State the Training Objective Statement (TOS) codes for both knowledge and skill.

\_\_\_\_\_  
(Signature) (Date)

104.11 Define the three "task sets."

\_\_\_\_\_  
(Signature) (Date)

104.12 State and discuss the types of courses listed in a Training Path Chart (TPC).

\_\_\_\_\_  
(Signature) (Date)

104.13 When should job sheet development begin?

\_\_\_\_\_  
(Signature) (Date)

104.14 Explain how course learning objectives (CLOs) are developed.

\_\_\_\_\_  
(Signature) (Date)

104.15 How are part numbers determined?

\_\_\_\_\_  
(Signature) (Date)

104.16 List four of eight ways to sequence a course?

\_\_\_\_\_  
(Signature) (Date)

104.17 What is contained in a resource requirements list?

\_\_\_\_\_  
(Signature) (Date)

104.18 What is contained in the final Training Course Control Document (TCCD)?

\_\_\_\_\_  
(Signature) (Date)

104.19 What annexes are included in the final Training Course Control Document (TCCD)?

\_\_\_\_\_  
(Signature) (Date)

FASOTRAGRUPACINST 1515.1C NAVEDTRA 131A

304.1 Develop an equipment PPP table.

\_\_\_\_\_  
(Signature) (Date)

304.2 Develop a Training Path System. Include the following:

- (1) TOS statements.
- (2) TAM for the PPP table developed in 304.1
- (3) TLA chart for PPP table developed in 304.1
- (4) TAC for course

\_\_\_\_\_  
(Signature) (Date)

304.3 Develop a Curriculum Outline of Instruction and topic learning objectives based on the TPS developed in 304.2.

\_\_\_\_\_  
(Signature) (Date)

304.4 Develop one skill instructor guide topic based on the learning objectives developed in 304.3.

\_\_\_\_\_  
(Signature) (Date)

304.5 Develop a job sheet and a diagram sheet based on the learning objectives developed in 304.3 and 304.4.

\_\_\_\_\_  
(Signature) (Date)

304.6 Develop a transparency based on the learning objectives developed in 304.3.

\_\_\_\_\_  
(Signature) (Date)

NOTES: Developed items may be based on actual or fictitious requirements. Format of all items developed will be per the most recent instructions and module in reference (a). If the MTS candidate is/was actively involved in a course curriculum change/revision/rewrite in the past 12 months, the above listed 300 series line items may be satisfied by this curriculum project.

MODULE 5  
TRAINING INSTRUCTIONS  
SIGN-OFF SHEETS

The purpose of this module is to ensure Master Training Specialists are well versed in all instructions relating to the conduct, development, revision, reporting and evaluation of training course curriculum, support materials, documents and management systems as well as student handling procedures. There is no 300 series for this module as these instructions support and amplify concepts contained in Modules 1 through 4.

REFERENCES: (CONTAINED IN EACH MODULE SUB SECTION)

FASOTRAGRUPACINST 1515.1C

105.1 OPNAVINST 1500.2 SERIES CONTRACTOR DEVELOPED TRAINING

105-1.1 What is the purpose and scope of this instruction?

\_\_\_\_\_  
(Signature) (Date)

105-1.2 The term "contractor-developed training" is defined as training for use within the Navy from what three sources?

\_\_\_\_\_  
(Signature) (Date)

105-1.3 Initial training usually consists of what parts/phases?

\_\_\_\_\_  
(Signature) (Date)

105-1.4 When will preliminary evaluation take place?

\_\_\_\_\_  
(Signature) (Date)

105-1.5 Final acceptance shall occur when?

\_\_\_\_\_  
(Signature) (Date)

105-1.6 From the Training Activity viewpoint, what is the most important duty that CNET has in dealing with contractor-developed training/materials?

\_\_\_\_\_  
(Signature) (Date)

105-3 CNETINST 1510.1 SERIES NAVY INTEGRATED TRAINING RESOURCES  
AND ADMINISTRATION SYSTEM (NITRAS II)

105-3.1 State the purpose of the Catalog of Navy Training  
Courses (CANTRAC).

\_\_\_\_\_  
(Signature) (Date)

105-3.2 Describe contents of the Introduction, Volume I and  
Volume II of the CANTRAC.

\_\_\_\_\_  
(Signature) (Date)

105-3.3 Who is responsible for the timeliness and accuracy of  
data provided to CANTRAC and how often is CANTRAC updated?

\_\_\_\_\_  
(Signature) (Date)

FASOTRAGRUPACINST 1515.1C

105-4 CNETINST 1500.20 Series SAFETY PROCEDURES FOR CONDUCTING TRAINING

105-4.1 What type of courses are considered "high-risk"?

\_\_\_\_\_  
(Signature) (Date)

105-4.2 What section of the instruction lists courses that have been designated as "high-risk"?

\_\_\_\_\_  
(Signature) (Date)

105-4.3 What is a "D O R" and the procedures for conducting one?

\_\_\_\_\_  
(Signature) (Date)

105-4.4 What is a "T T O" and the procedures for conducting one?

\_\_\_\_\_  
(Signature) (Date)

105-4.6 What is a Pre-Mishap Plan (PMP) used for, and how often must it be reviewed for accuracy of information? Fully exercised?

\_\_\_\_\_  
(Signature) (Date)

105-4.7 How often are Safety Stand-downs required?

\_\_\_\_\_  
(Signature) (Date)

105-5 CNETINST 1510.1 Series NAVY INTEGRATED TRAINING AND  
RESOURCES ADMINISTRATION SYSTEM (NITRAS II)

105-5.1 State the purpose of NITRAS II.

\_\_\_\_\_  
(Signature) (Date)

105-5.2 State the name and discuss the contents of each of the  
files which comprise NITRAS II.

\_\_\_\_\_  
(Signature) (Date)

105-5.3 What kind of information can an instructor/command  
input to NITRAS II?

\_\_\_\_\_  
(Signature) (Date)

105-5.4 Discuss the difference between Calendar Days and  
Instructional Days in regard to course length.

\_\_\_\_\_  
(Signature) (Date)

105-5.5 State five data elements contained in both NITRAS and  
CANTRAC.

\_\_\_\_\_  
(Signature) (Date)

105-5.6 State the meaning of the acronym "CDP".

\_\_\_\_\_  
(Signature) (Date)

FASOTRAGRUPACINST 1515.1C

105-7 CNETINST 5310.4 Series CNET SHORE MANPOWEER REQUIREMENTS  
POLICY AND PROCEDURES

105-7.1 What is the purpose of the Master Schedule (MS)?

\_\_\_\_\_  
(Signature) (Date)

105-7.2 What is the purpose of the Master Schedule Summary  
(MSS)?

\_\_\_\_\_  
(Signature) (Date)

105-7.3 What are the CCMM's responsibilities in regards to  
schedule standardization?

\_\_\_\_\_  
(Signature) (Date)

105-7.4 How many standard technical training hours shall the  
Master Schedule reflect for the workweek?

\_\_\_\_\_  
(Signature) (Date)

105-7.5 What non-technical training (occurring outside the 40  
periods) should be included in the Master Schedule?

\_\_\_\_\_  
(Signature) (Date)

105-7.6 What is the standard classroom student-to-instructor  
ratio?

\_\_\_\_\_  
(Signature) (Date)

105-7.7 What is a "bottleneck ratio"?

\_\_\_\_\_  
(Signature) (Date)

105-7.8 What does the Master Schedule Summary (MSS) list in  
section B. SUMMARY?"

\_\_\_\_\_  
(Signature) (Date)

105-8 CNETINST 1550.10 SERIES PRODUCTION, APPROVAL,  
IMPLEMENTATION AND CANCELLATION OF TRAINING PROGRAMS AND  
MATERIALS

105-8.1 What is the purpose of this instruction, and to which  
commands does this apply?

\_\_\_\_\_  
(Signature) (Date)

105-8.2 State when a training project plan is required.

\_\_\_\_\_  
(Signature) (Date)

105-8.3 What is required in the "justification" section of a  
project plan?

\_\_\_\_\_  
(Signature) (Date)

105-8.4 State when course curricula material will be  
"archived."

\_\_\_\_\_  
(Signature) (Date)

105-8.5 Where is "archived material" maintained?

\_\_\_\_\_  
(Signature) (Date)

105-8.6 How long shall "archived material" be maintained in the  
repository?

\_\_\_\_\_  
(Signature) (Date)

105-8.7 Commands seeking approval for training programs not  
abiding by this instruction shall submit a request for  
resolution/approval to whom?

\_\_\_\_\_  
(Signature) (Date)

FASOTRAGRUPACINST 1515.1C

105-9 OPNAVINST 3500.34 SERIES PERSONNEL QUALIFICATION STANDARDS PROGRAM

105-9.1 PQS is a compilation of what things?

\_\_\_\_\_  
(Signature) (Date)

105-9.2 One of NETPDTC's functions in PQS is to publish an annual list of what type of information?

\_\_\_\_\_  
(Signature) (Date)

105-9.3 PQS is designed to do what function?

\_\_\_\_\_  
(Signature) (Date)

105-9.4 In formal training courses where PQS lines may be signed, what procedure is followed to inform a receiving command which line items have been completed and signed?

\_\_\_\_\_  
(Signature) (Date)

105-10 CNETINST 5310.4 SERIES CNET SHORE MANPOWER REQUIREMENTS  
POLICY AND PROCEDURES

105-10.1 The method used to determine instructor billets is based on what?

\_\_\_\_\_  
(Signature) (Date)

105-10.2 What is the "standard instructor weekly teaching load"?

\_\_\_\_\_  
(Signature) (Date)

105-10.3 What is the average number of instructor monthly teaching/contact periods?

\_\_\_\_\_  
(Signature) (Date)

105-10.4 What are the benefits of instructor cross-utilization?

\_\_\_\_\_  
(Signature) (Date)

FASOTRAGRUPACINST 1515.1C

105-11 OPNAVINST 5510.1 SERIES FORWARDING OF STUDENTS'  
CLASSIFIED SCHOOL NOTES

105-11.1 What is the general rule for handling classified  
student notes?

ANS. They shall be collected from students prior to graduation  
and not forwarded to receiving commands immediately.

\_\_\_\_\_  
(Signature) (Date)

105-11.2 What is to be done with school notes that are not  
reusable?

ANS. They will be destroyed.

\_\_\_\_\_  
(Signature) (Date)

105-11.3 Are there any exceptions to the "no forwarding"  
policy?

ANS. Yes, on a case-by-case basis, notes may be forwarded to the  
command, not the individual.

\_\_\_\_\_  
(Signature) (Date)

**FINAL QUALIFICATION SIGN-OFF SHEET**

1. Eligibility requirements complete

\_\_\_\_\_  
(Signature) (Date)

2. MTS JQR complete

\_\_\_\_\_  
(Signature) (Date)

3. MTS Nomination Oral Boards complete

\_\_\_\_\_  
(Signature) (Date)

4. Recommendation for Certification:

Division Officer

\_\_\_\_\_  
(Signature) (Date)

Department Head

\_\_\_\_\_  
(Signature) (Date)

5. Director of Training

\_\_\_\_\_  
(Signature) (Date)

6. Commanding Officer Certification

\_\_\_\_\_  
(Signature) (Date)

SAMPLE LETTER OF TRANSMITTAL

(Date)

From: Individual Requesting MTS Designation  
To: Commanding Officer, Fleet Aviation Specialized  
Operational Training Group, Pacific Fleet  
Via: MTS Qualification Board  
Department Head/Detachment OIC  
Command MTS Review Board

Subj: REQUEST FOR DESIGNATION AS MASTER TRAINING SPECIALIST

Ref: (a) FASOTRAGRUPACINST 1553.1C

Encl: (1) Instructor Evaluations  
(2) Copies of last two Evaluations/Fitness Reports  
(3) FASOTRAGRUPAC MTS Final Qualification Sign-Off  
Log Sheet  
(4) Documents in support of nomination

1. Per reference (a), I am respectfully requesting designation as a Master Training Specialist. I have fulfilled all the requirements and have included the proper documentation.

2. The following information is provided:

- a. Date designated a FASOTRAGRUPAC Instructor: (ddmmmyy)
- b. Courses qualified to instruct (including qualification dated):
- c. Courses currently IUT:
- d. Courses assigned course monitor or CCMM:
- e. Curriculum revisions submitted and date:
- f. Outside education directly related to instructor effectiveness:

I. M. INSTRUCTOR

*Certificate of Accomplishment*

*The*

*Commanding Officer*

*Fleet Aviation Specialized Operational Training Group, Pacific Fleet*

*Takes pleasure in bestowing the title*

*Master Training Specialist*

*Upon*

*AK1 (AW) JOHN DOE, USN*

*for exceptional dedication to duty and completion of the demanding requirements leading to designation as a Master Training specialist. These requirements include a demonstrated excellence in leadership, technical competence, application of instructional methodology, and a desire to improve Fleet readiness through quality instruction. These accomplishments were demonstrated during the period*

*Month year -- Month year*

*While assigned to FASOTRAGRUPAC North Island, San Diego, California. And were certified by formal board action authorized by the Commanding Officer.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
M. R. ALLEN, CAPT, USN  
Commanding Officer