



DEPARTMENT OF THE NAVY
FLEET AVIATION SPECIALIZED OPERATIONAL
TRAINING GROUP PACIFIC FLEET

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NAS NORTH ISLAND
SAN DIEGO, CALIFORNIA 92135-7068

FASOTRAGRUPACINST 1553.1B

N3

SEP 18 2001

FASOTRAGRUPAC INSTRUCTION 1553.1B

Subj: MASTER TRAINING SPECIALIST (MTS) DESIGNATION PROGRAM

Ref: (a) CNAPINST 1650.8A
(b) CNETINST 5000.5B
(c) FASOTRAGRUPACINST 1221.1E
(d) NAVEDTRA 130

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

1. Purpose. To implement an MTS program, which promotes superior quality in education and training and is within the guidelines set forth in references (a) through (d).

2. Cancellation. FASOTRAGRUPACINST 1553.1A. This revision should be reviewed in its entirety. This instruction will take effect upon receipt.

3. Policy. FASOTRAGRUPAC mandates that appropriate recognition be given to personnel who perform tasks in the field of education and training. Because this field is so crucial to the success of the Pacific Fleet, it is incumbent upon training managers to promote the highest level of excellence and to recognize individual achievement. MTS is a designation, not an awards program and shall not be used in lieu of an award or serve as an end-of-tour award.

4. Discussion. The MTS program is designed to facilitate the production of a cadre of elite instructors. MTS instructors are the foundation of a training program whose goal is to support the Fleet with the finest possible instruction in the Navy. MTS instructors are expected to lead, not follow. Every instructor reporting to FASOTRAGRUPAC should have a primary goal of designation as an MTS. An individual's professional growth,

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expertise, reputation and command recognition are fundamentally hinged on attaining MTS designation. Every instructor is strongly encouraged to achieve MTS designation at least one year prior to their Planned Rotation Date (PRD). In addition, MTS designation is considered critical to career advancement for all personnel assigned to instructor duty.

Responsibility The MTS program has several layers of responsibility

a. MTS nominee. Each instructor in FASOTRAGRUPAC is strongly encouraged to achieve MTS certification during his/her tour of duty. Civilian instructors are encouraged to acquire certification as an MTS.

b. Director of Training. The Director of Training (DOT) N3 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 maintenance of the highest level of professionalism and credibility in the MTS program. The DOT will be the primary point of contact for all department, detachment and individual questions and issues pertaining to the MTS program.

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

d. Department Head/Detachment Officers in Charge (OIC). 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.

e. Executive Officer. The Executive Officer is responsible for MTS program effectiveness and efficiency.

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Criteria The following criteria are established for
selection as 1 MTS

a. 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 instructors or in other vital roles directly associated with the instructional process. The following personnel will be considered:

1. Instructor (classroom, on-the-job-training, practical training, team training, shop and laboratory

2. Curriculum development personnel

3. Course training monitors and managers

Learning center instructor

Eligibility Minimum requirements for nomination are

(1) Complete formal Instructor Training school (CIN: 012-0011) as outlined in references (c) and (d) if required the biller

Designated by the OIC/Department Head as a certified instructor in at least one course at FASOTRAGRUPAC.

(3) Maintain evaluation marks of 3.0 or better in Military Bearing. United States Marine Corps (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 Readiness Test or possess a medical waiver to document non-attainment. USMC personnel must be First Class PFT.

(5) Received a minimum grade of "Satisfactory" on all quarterly evaluations.

(6) Complete the FASOTRAGRUPAC MTS JQR Handbook (enclosure). Each signature must be an MTS qualified instructor. If there is no MTS qualified instructor, a senior

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instructor, training specialist or Instructional Systems Specialist should sign.

(7) Successfully pass the Department/Detachment MTS oral board. Board members' focus should be on the subject matter within the JQR. However, the nominee is expected to have knowledge of all referenced materials.

c. The following requirements must be met for nomination:

(1) Designating by the OIC/Department Head as a certified instructor in at least one FASOTRAGRUPAC course.

(2) Maintain evaluation marks of 3.0 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 fat standards satisfactorily pass the most recent Physical Readiness Test possess a medical waiver to document non-attainment. USMC personnel must be First Class PFT.

(4) Received an MTS evaluation for MTS review board consideration. If an MTS qualified instructor is not available a senior instructor, training specialist or Instructional Systems Specialist may conduct the evaluation.

d. Nomination. Applicable departments and all detachments shall establish an oral board to interview and nominate personnel for MTS designation and establish quality control procedures for MTS package submission.

(1) Applicable departments and all detachments will submit MTS packages to the DOT as soon as the nominee completed the program.

2) Nomination packages shall include the following:

encl. Transmittal enclosure 2)

(b) All certification and at least one quarterly instructor evaluation conducted by an MTS within six months of package submission.

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Copies of 1 wo evaluation/fitness report

(u) Command JQR including MTS final qualification
signature sheet

(e) For re-designation evidence of prior MTS certification must be provided

(f) Printed copy of JQR task items 3.23 Command Training Team Lesson (CTTL), 3.24, 3.25, 3.26 and 3.27, or a completion certificate from Task Based Curriculum Development School.

7. MTS Review Board. The DOT is responsible for the proper operation, membership, content and professional conduct of the department and detachment qualification boards. The DOT will publish the minimum requirements to be covered during the formal qualification board. For reference, the qualification 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 process.

8. Certification. The Command MTS Review Board will review the MTS nominee packages. The board will be comprised of the following personnel:

N2 - Instructional Systems Specialist GS-15 (XX)

N3 - Instructional Systems Specialist GS-15 (XX)

N2 - Department LCPO

N3 - Department LCPO

One MTS from each department (assigned by the department
NEC 9502/9505)

a. The Command MTS Review Board will meet as required. The board will review and certify MTS nomination packages and forward a list of recommended awardees to the Commanding Officer, via the DOT.

b. The review board is not limited to a review of the MTS nomination package. Significant professional accomplishments and expertise will be items for review. While not all inclusive, the following list of items to be considered may include:

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(1) Nomination/Selection as Instructor of the
Quarters Year

(2) Documented curriculum development support. (Provide documentation, which includes a copy of what was developed and date submitted via chain of command.) Completion certificate from Task Based Curriculum Development School waives the criteria required in paragraph 6d(2f).

(3) Pursuit of personal development through outside education which enhances instructor effectiveness.

(4) Collateral duties involving training within a classroom environment.

(5) Additional duty instruction or teaching within the civilian community

c. FASOTRAGRUPAC Administrative Department (N1) will prepare and coordinate necessary certificates and correspondence after the designation of MTS recipients.

MTS Certificate Accomplishment (enclosure

Service Record, NAVPERS 070/60 page entry

Recognition the Previous Week

4) Present in a quarters as appropriate


F. M. GALLIE

Distribution
COMNAVAIRPAC (N422F N82)
FASOTRAGRUPA (NST 5 16.3A)
Lists A and

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JOB QUALIFICATION REQUIREMENTS JQR

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 qualifications.

The structure of the MTS JQR program is based on the NAVEDTRA 130A manuals and COMNAVAIRPAC instructions. There are other instructions with which the MTS candidate will be required to become familiar.

The JQR is divided into five units, each unit containing specific information and knowledge required of an MTS. Each unit consists of an individual line item that all candidates are required to answer. After compiling the written information an oral board will be held by the Department/Detachment for the candidate.

In units five, there is a final qualification sign-off sheet required to be completed.

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FASOTRAGRUPAC MASTER TRAINING SPECIALIST
(CHECK-OFF LIST)
UNIT 1

MANAGEMENT

SIGN-OFF SHEETS

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

References:

A NAVEDTRA 135 NAVY SCHOOL MANAGEMENT MANUAL

UNIT 1 NAVEDTRA 135A

State the purpose of the NAVEDTRA 130 series manuals

Signature (Date)

1.2. List the responsibility of each of the following members of the training organizational structure: Chief of Naval Operations (CNO), Chief of Naval Education and Training (CNET), Functional Commander, Curriculum Control Authority (CCA), Course Curriculum Model Manager (CCMM), and the Participating Activity.

Signature (Date)

Describe the A, C and F aspects of training.

Signature (Date)

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

Signature Date

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1.5 Discuss the categories of attrition.

Signature (Date)

1.6. State the purpose and procedure for evaluating individual student performance.

Signature (Date)

7 Describe the purpose of an Academic Review Board (ARB)

(Signature) (Date)

8 State the reasons and timeframe for convening an ARB

Signature (Date)

1.9 State and describe the responsibility of ARB members

(Signature) (Date)

1.10. Describe the procedures/steps of an ARB.

Signature (Date)

1. State the purpose of counseling.

Signature (Date)

1.12. Describe the guidelines and techniques for effective counseling

Signature (Date)

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1.13. Describe the steps of a properly conducted counseling session

(Signature) (Date)

1.14. Describe various resources available to the trainee that requires more than academic counseling.

Signature (Date)

1.15. What grade will be assigned to a retest if the student passes the material requested?

Signature) (Date)

1.16. State the purpose of the Instructor Evaluation program

(Signature) Date

1.17. Describe the differences between a technical and a technique evaluation.

Signature) (Date)

1.18. Describe how to conduct and document an instructor evaluation.

Signature) (Date)

1.19. What are the four areas of a classroom instructor evaluation?

Signature) (Date)

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1.20. What are the three areas of a laboratory instructor evaluation?

Signature (Date

1.21. What is the purpose of the student critique program?

Signature) Date

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FASOTRAGRUPAC MASTER TRAINING SPECIALIST
(CHECK-OFF LIST)
UNIT 2

INSTRUCTION

SIGN-OFF SHEETS

The purpose of this unit 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 within the Navy.

References:

A NAVEDTRA 134 NAVY INSTRUCTOR MANUAL

UNIT 2 (NAVEDTRA 134

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

(Signature) (Date)

2.2. State the purpose of the Navy Training System

(Signature) (Date)

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

(Signature) (Date)

2.4. State and discuss the traits demonstrated by an effective instructor.

(Signature) Date

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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)

2.6. Describe student motivation techniques in a training situation.

(Signature) Date

State the reasons for forgetting

(Signature) _____
(Date)

State the ultimate goal of instruction

(Signature) (Date)

State the five different ways of learning

(Signature) (Date)

2.10 State the five laws of learning

(Signature) (Date)

2.11. State the barriers to effective communications.

(Signature) (Date)

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

(Signature) (Date)

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

(Signature) (Date)

2.14. What five factors must be considered in planning instruction delivery?

(Signature) (Date)

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

(Signature) (Date)

2.16. State the purpose of oral questions?

(Signature) (Date)

2.17. Describe the construction of a good oral question

(Signature) (Date)

2.18. Describe the types of oral questions and their purposes.

(Signature) (Date)

2.19. Explain the five step questioning technique

(Signature) (Date)

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2.20 Name five types of tests.

(Signature) (Date)

2.21. Discuss the two methods of testing and their importance.

(Signature) (Date)

2.22. Explain the five learning levels a knowledge test item may test.

(Signature) (Date)

2.23. Discuss the different types of performance tests.

(Signature) (Date)

2.24 Discuss the different types of knowledge tests

(Signature) (Date)

2.25. Describe the procedures for administering a knowledge test.

(Signature) (Date)

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

(Signature) (Date)

2.27. State the purposes of using Instructional Media Materials (IMM).

(Signature) (Date)

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FASOTRAGRUPAC MASTER TRAINING SPECIALIST
(CHECK-OFF LIST)
UNIT 3

CURRICULUM

SIGN-OFF SHEETS

The purpose of this unit is to ensure MTSs are well versed in the procedures for the development, implementation and evaluation of curriculum and instruction.

References:

- A. NAVEDTRA 30 Task Based Curriculum Development

UNIT 3 (NAVEDTRA 130

3.1. State the six phases of the curriculum development revision process

(Signature) (Date)

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

Signature) (Date)

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

(Signature) (Date)

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

Signature Date)

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Discuss the items developed in Phase III (Design

(Signature)

(Date)

State the two categories of learning objectives.

(Signature)

(Date)

3.7 State and discuss the three parts of a learning objective

(Signature)

(Date)

Discuss the items developed in Phase IV (Develop

(Signature)

(Date)

Discuss the purpose of IMM

Signature

(Date)

3.10. State and discuss the elements of the Lesson Plan

(Signature)

(Date)

3.11. State and discuss the elements of the Trainee Guide

(Signature)

(Date)

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

(Signature)

(Date)

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

(Signature) (Date)

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

(Signature) (Date)

3.15. Discuss the purpose of Phase V (Implement

(Signature) (Date)

3.16. Discuss the purpose of Phase VI (Evaluate

(Signature) (Date)

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

- a. Job
- b. Duty
- c. Task

(Signature) (Date)

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

(Signature) (Date)

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3.19. Explain the differences between:

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

(Signature) (Date)

3.20. Describe the three products of the Training course Control Document.

Signature) (Date

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

(Signature) (Date

3.22. Explain how a Training Project Plan is developed

Signature) (Date

3.23. Develop a Course Training Task List (minimum of one duty and four supporting tasks) utilizing AIM II. If AIM II is not available, submit the CTTL in paper format utilizing the appropriate NAVEDTRA 130 (series) manual.

Signature) (Date

3.24. Develop Terminal and Enabling Learning Objectives based on the CTTL developed in 3.23. (Minimum of one Terminal Objective and four Enabling Objectives.)

Signature) (Date

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3.25. Develop one knowledge lesson topic on the learning objectives developed in 3.24.

(Signature) (Date)

3.26. Develop an assignment sheet and an information sheet based on the learning objectives developed in 3.24.

(Signature) (Date)

3.27. Develop a ten question test based on the learning objectives developed in 3.24. Use at least three types of questions (e.g. multiple choice, true and false, fill-in-the-blank, essay, matching).

(Signature) (Date)

NOTES: Development items may be based on actual or fictitious requirements. Format of all items developed will be in accordance with the most recent NAVEDTRA 130 series instructions. If the MTS candidate is/was actively involved in a course curriculum change/revision/rewrite in the past 12 months, the above listed series line items may be derived and verified from curriculum project.

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FASOTRAGRUPAC MASTER TRAINING SPECIALIST
(CHECK-OFF LIST)
UNIT 4

INSTRUCTIONS

SIGN-OFF SHEETS

The purpose of this unit is to ensure MTS are well versed in all instructions relating to conduct, submitting course curriculum, Navy Integrated Training Recourses Administration System (NITRAS), Catalog of Navy Training Courses (CANTRAC), documents and student handling procedures.

References

- a. COMNAVAIRPAC/LANINST 1500.12 Review and Submission of Formal Air Crew Training Course Curriculum.
- b. NAVEDTRA 10500 Catalog of Navy Training Courses
- c. FASOTRAGRUPACINST 1500.1F Training Manual.

UN

1. Describe the purpose and content of FASOTRAGRUPAC's Training Manual.

(Signature) Date)

4.2. Who is responsible for maintaining a course audit trail? A master record?

(Signature) Date

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

(Signature) Date

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4.4 Describe the steps of submitting curriculum to CNO

(Signature) (Date)

What is the purpose of the Course Master Schedule?

(Signature) (Date)

4.6. What are the Course Curriculum Model Manager's (CCMM) responsibilities in regards to course standardization?

(Signature) (Date)

4.7. What is the standard classroom student-to-instructor ratio?

(Signature) (Date)

4.8. What classroom student-to-instructor ratio is used for FASOTRAGRUPAC courses?

(Signature) (Date)

State the purpose of NITRAS.

(Signature) (Date)

4.10. State the name and discuss the contents of each of the files within NITRAS.

(Signature) (Date)

4.11. What kind of information can an instructor/command input to NITRAS?

(Signature) (Date)

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4.12. Discuss the difference between calendar days and instructional days in regard to course length.

(Signature) (Date)

4.13. State the five data elements contained in both NITRAS and CANTRAC

(Signature) (Date)

4.14. State the meaning of the acronym "CDP."

(Signature) (Date)

4.15. State the purpose of the CANTRAC.

(Signature) (Date)

4.16. Describe the volumes and addenda of the CANTRAC

(Signature) (Date)

4.17. Who is responsible for the production of CANTRAC and how often is each volume updated?

(Signature) (Date)

4.18. What type of courses are considered "high-risk"?

(Signature) (Date)

4.19. How often are Safety Stand-downs required?

(Signature) (Date)

FASOTRAGRUPACINST 1553.1B
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FASOTRAGRUPAC MASTER TRAINING SPECIALIS
FINAL QUALIFICATION
SIGN-OFF SHEET
UNIT 5

Eligibility requirements complete (Supervisor

(Signature) (Date)

2 FASOTRAGRUPAC MTS Check-Off List complete (Supervisor)

(Signature) (Date)

3. MTS Nomination on Oral Board complete Chairman

(Signature) (Date)

4. Recommendation for Master Training Specialist (MTS or
Division CPO)

(Signature) (Date)

5. Division Officer

(Signature) (Date)

6. Department Head/OIC

(Signature) (Date)

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SAMPLE LETTER OF TRANSMITTAL

From: Individual Requesting MTS Designation
To: Commanding Officer, Fleet Aviation Specialized
Operational Training Group, Pacific Fleet (Attn: Code N3)
MTS Qualification Board
Department Head/Detachment OIC
Command MTS Review Board

Subj: REQUEST FOR DESIGNATION AS MASTER TRAINING SPECIALIST

a) FASOTRAGRUPACINST 1553.1B

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 date):
- 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

Encl (2)

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CERTIFICATE OF ACCOMPLISHMENT

The
Commanding Officer
Fleet Aviation Specialized Operational Training Group, Pacific Fleet
takes pleasure in bestowing the title

Master Training Specialist

FASOTRAGRUPAC Upon

AK1(AW) John Doe

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.

F. M. GALLIC
Captain, United States Navy