



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

NAS NORTH ISLAND  
SAN DIEGO, CALIFORNIA 92135-5122

FASOTRAGRUPACINST 1560.1C  
30

10 JUL 1990

CH-1 18 NOV 92  
CH-2 08 JAN 95  
H3 12 SEP 97

FASOTRAGRUPAC INSTRUCTION 1560.1C

Subj: PROMULGATION OF GENERAL MILITARY TRAINING (GMT) PROGRAM,  
IN-SERVICE TRAINING AND STANDARDIZED TRAINING FOLDER

Ref: (a) OPNAVINST 1500.22 series  
(b) OPNAVINST 3710.7 series  
(c) CNET Notice 1560

Encl: (1) Training Syllabus Outline  
(2) Training Jacket Cover Sheet  
(3) Table of Contents  
(4) Privacy Act Statement  
(5) Record Disclosure (FASOTRAGRUPAC Form 1500/99)  
(6) Miscellaneous Training (FASOTRAGRUPAC Form 1500/100)  
(7) Division Officers Personnel Record Form (NAVPERS  
1070/6)  
(8) General Military Training (FASOTRAGRUPAC Form 1510/10)  
(9) Training syllabus (OPNAV Form 4790/33)  
(10) Instructor Evaluations (CNET-GEN 1540/4)  
(11) NEC 9505 SERE Instructor Training Check List  
(12) Training Jacket Divider Tab Identification Tags

1. Purpose. To delineate responsibilities for a General Military Training (GMT) program, In-service (Professional) Training Program, and to standardize training folders throughout Fleet Aviation Specialized Operational Training Group, Pacific Fleet, reference (a) germane.

2. Cancellation. FASOTRAGRUPAC Instruction 1560.1B. Changes appearing in this instruction are extensive as to require a complete review. Therefore, revisions, deletions and additions have not been specifically identified.

3. Discussion. Training at the Command level represents a major contribution to the Navy's overall effectiveness. Both lectures and practical training are an integral part of a successful program and must be coordinated to satisfy the Command's mission.

a. Training folders will be maintained on all enlisted personnel. Due to the diversified requirements of training and to maintain standardization of records, enclosures (1) through (12) are provided to maintain records of training. Training folders will accompany enlisted personnel upon transfer. AW rating personnel will log all In-Service and GMT training in NATOPS training jackets in accordance with reference (b).

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(2) Promulgate, to all department heads/detachment division officers a quarterly schedule of GMT.

(3) From topics listed in enclosure (8), maintain a current library of training syllabus outlines in the format of enclosure (1). Lesson plans are listed in reference (a) and source materials for GMT are listed in reference (c).

b. Department Heads/Detachment Division Officers shall:

(1) Ensure the administration of the training programs for all enlisted personnel.

(2) Ensure that GMT is conducted a minimum of two times a month and that all programs listed in enclosure (8) are conducted once annually as required by reference (a).

(3) Ensure that In-Service training is conducted at least 2 hours a month.

(4) When necessary, coordinate with other departments or agencies to accomplish the goals of this instruction.

(5) Maintain training folders on all enlisted personnel in accordance with this instruction.

6) Designate a departmental/division GMT coordinator

(7) Ensure, when GMT is not scheduled or held in department, that all departmental enlisted personnel attend GMT in other departments as scheduled by the Training Officer/Officer in Charge, as required. In-Service training will remain the responsibility of the department head. However, inter-departmental cooperation is encouraged.

(8) Designate Training Petty Officers to assist in coordinating the training program and maintaining individual training folders for personnel in their division as appropriate

c. Department/Division GMT Coordinators shall:

(1) Assist the department head in all matters pertaining to instruction.

(2) Designate personnel as required to instruct GMT and In-Service training.

(3) Ensure the proper documentation of all GMT and In-Service training by maintaining progress records in the format of enclosure (8) in all departmental enlisted personnel training folders.

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exam profiles, etc.

### Section III - TRAINING RECORDS

(a) Training Record Information. This will include, but is not limited to: a copy of the Division Officer Personnel Record Form (NAVERS 1070/6), enclosure (7), and a division officer's "plan of action" for advancement qualification for each new arrival which will be developed by the division officer and tailored to the new arrival. A new plan will be drawn up each time the member is advanced.

(b) General Military Training (GMT). The accomplishment of GMT will be appropriately recorded on FASOTRAGRUPAC Form 1510/10, enclosure (8).

(c) In-Service Training. Both formal and informal professional training will be logged in this section utilizing enclosure (9).

(d) Personal Advancement Requirements (PARS). Individual PAR sheets (NAVPERS Form 1414/4) shall be maintained in this section.

NOTE: Recommend that a copy of the completed signature page be retained in Section III when forwarded to PSD for service record documentation.

### Section IV - QUALIFICATION/DESIGNATION/AWARDS

(a) Designation/Qualification/Awards. File in this section all designation/qualification letters, certificates, and QAR/CDQAR/CDI designations (OPNAV Form 4790/120). Additionally, letters of commendation/appreciation may be retained in this section for easy access by division officers and personal review by individuals.

(b) NEC 9502/9505 Qualification and Evaluation. All Naval Instructors, NEC 9502/9505, qualification and evaluation information including probationary information, will be filed in this section utilizing CNET-GEN 1540/4 enclosure (10).

(c) Personnel Qualification Standard. This section will contain NEC 9505 checklist materials enclosure (11 required for SERE instructor qualification.

7. Enclosure (12) is composed of self sticking tags used to identify each divider in the training folder. Enclosures (1) through (6), (8), (11), and (12) may be obtained from the Officer in Charge. Enclosures (7), (9), (10), and the training jacket folder may be ordered through supply.

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TRAINING SYLLABUS OUTLINE

- A Lecture Number: A number assigned for identification
- B. Time: Duration of the lecture
- C. Date Prepared:
- D Date Reviewed  
By: (Name, rank/rate)
- E. Title: Subject of the lecture
- F Objective: The purpose of the lecture
- G. Instruction Aids: Material that assists the instructor's presentation, such as visual aids or schematics. Indicate where the aids can be found, if they are not attached to the lecture.
- H. Instructor's References: Reference material the instructor should be familiar with before attempting the lecture.
- I. Presentation: A complete narrative of the lecture contents or outline so complete that a satisfactory lecture can be conducted from it with little preparation by a new or substitute instructor.
- J. Summary: A brief of the points covered
- K Question and answer period

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# OFFICIAL **FASOTRAGRUPAC** *TRAINING/QUALIFICATION JACKET*

PROFESSIONALISM



## CAUTION

The inviolability of personnel records and the information contained therein has long been recognized by the Department of the Navy in view of the confidential nature of such records. Accordingly, the release of information must be sharply restricted and rigidly controlled. Information may not be divulged from the Personnel Training/Qualification Jacket nor may access to the record be granted, except to persons properly and directly concerned as provided by pertinent Navy directives.

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CONTENTS

SECTION I - ADMINISTRATION

- Access Record
- b. Billet Description
- c. Security Clearances
- d. Mobilization Data/Disaster Preparedness

SECTION II - ADVANCEMENTS/EDUCATION

- a. Course Completion Record
- b. Off Duty Education
- c. Miscellaneous Training

SECTION III - TRAINING RECORDS

- a. Training Record Information Sheet
- b. General Military Training Syllabus
- c. Professional Training Syllabus
- d. Informal/On-the-Job Training Record
- e. Record of Personal Advancement Requirements (PARS)

SECTION IV - QUALIFICATIONS/DESIGNATIONS

- a. Qualifications/Designations/Commendations
- b. NEC 9502 Qualifications and Evaluations
- c. NEC 9505 SERE Qualification and Evaluation
- d. Personnel Qualification Standard (PQS)

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## PRIVACY ACT STATEMENT

Authority to request the information in this record is derived from 5 United States Code 301, Departmental Regulations. Purpose of this record is to provide the Division Officer/Division Training Personnel with readily accessible data concerning personnel in his/her division. The information is used by the Division Officer/Division Training Personnel to manage and administer his/her personnel; to determine training needed; to record training completed; to maintain readily accessible data concerning performance, work assignment, and other personnel data to enable the Division Officer/Division Training Personnel to guide and counsel those assigned to him/her. Disclosure of the following items of information in this record is mandatory: name, rate, SSN. Disclosure of personal information, i.e. dependents names, plans and ambitions, advancement intentions, etc. is voluntary. Individual personal inputs will be handled with the same confidentiality as official recorded information. Other items of information may be obtained from the member's service record. No action will be taken if an individual refuses to disclose voluntary information.

I have read and understand the PRIVACY ACT STATEMENT as it relates to this record.

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**DIVISION OFFICER'S PERSONNEL RECORD FORM**  
**NAVPERS 1070/6 (Rev. 9-75)**  
**S/N 0106-LF-010-7035**

**PRIVAC ACT STATEMENT**

Authority to request the information in this form is derived from 5 United States Code 301, Departmental Regulations. Purpose of this form is to provide the Division Officer with readily accessible data concerning personnel in his/her division. The information is used by the Division Officer to manage and administer his/her personnel, to determine training needed, to record training completed, to maintain readily accessible data concerning performance, work assignment, and other personnel data to enable the Division Officer to guide and counsel those assigned to him/her. Disclosure of the following items of information on this form is mandatory: name, rate, SSN, local address and phone number (if applicable), billet space/living space/bunk number (if applicable). Disclosure of the following item of information is voluntary: reenlistment intentions, rate desired, special qualifications, name of wife, names and ages of children. Other items of information may be obtained from member's service record. Failure to provide those required items of information listed above may result in administrative action being taken; no action will be taken if the individual refuses to disclose those voluntary items of information.

NAME		RATE	<input type="checkbox"/> USN <input type="checkbox"/> USNA	SSN	NEC/PRI/SEC
DIVISION	SECTION	BILLET SPACE		LIVING SPACE	BUNK NUMBER
DATE OF BIRTH	RELIGION	SECURITY CLEARANCE			
DATE OF FIRST ENLIST	DATE REPORTED ABOARD	EXPECTED LOSS DATE	REENLISTMENT INTENTIONS		
DATE OF PRESENT RATE	RATE DESIRED	ELIGIBLE NEXT RATE	CONTINUOUS SERVICE		
SPECIAL QUALIFICATIONS OR INTERESTS			GENERAL QUARTERS STATION		
			UNDERWAY WATCH STATION		

PERMANENT HOME ADDRESS AND PHONE NUMBER	LOCAL ADDRESS AND PHONE NUMBER
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MARITAL STATUS	NO. OF DEPENDENTS	NAME OF WIFE
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NAMES AND AGES OF CHILDREN

NEXT OF KIN	RELATIONSHIP	ADDRESS AND PHONE NUMBER
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PREVIOUS DUTY				LEAVE RECORD				
DATE REPORTED	UNIT	DIVISION	DESCRIPTION OF DUTY	FROM	TO	TYPE	NO. DAYS	BALANCE

ANNALS

PERIOD ENDING	PROFESSIONAL PERFORMANCE	MILITARY BEHAVIOR	LEADERSHIP AND SUPERVISORY ABILITY	MILITARY BEARING	ADAPTABILITY

08 JAN 1993

GENERAL MILITARY TRAINING

NAME	RATE	SSN	DATE
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NO.	INST
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DATE	HRS	INITIALS	TOPIC
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ENLISTED ADVANCEMENT SYSTEM

EDUCATIONAL SERVICES

PHYSICAL READINESS

FIRST AID

FINANCIAL RESPONSIBILITY

CODE OF CONDUCT

INFORMATION SECURITY

DRUG AND ALCOHOL EDUCATION

DEPENDENTS ASSISTANCE

SEA POWER

SEXUALLY COMMUNICABLE DISEASE

VA BENEFITS

STRESS MANAGEMENT

LEGAL ASSISTANCE

NUTRITION EDUCATION

HRM SUPPORT SYSTEM

UNIFORM HEALTH SERVICES

LOW BACK INJURY PREVENTION

ADP SECURITY

MOTOR VEHICLE SAFETY

STANDARDS OF CONDUCT



NAME	RATE	UNIT/MODULE	DATE
COURSE TITLE	LESSON TOPIC TITLE		

EVALUATION ITEMS		YES	NO
1. LEARNING OBJECTIVES WERE:		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
a. Provided			
b. Clarified/amplified as necessary			
c. Reinforced			
2. STUDENTS WERE MOTIVATED IN TERMS OF:		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
a. How the material is to be used.			
b. Why the material should be learned.			
3. INSTRUCTOR ESTABLISHED A WORKING RELATIONSHIP WITH STUDENTS:		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
a. Displayed name/introduced self			
b. Displayed course/unit/module name			
c. Created general and/or specific interest in subject			
d. Solicited class cooperation and involvement			
e. Displayed enthusiasm			
4. DID THE INSTRUCTOR		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
a. Properly prepare for the lesson?			
b. Use the IG properly?			
c. Use media/materials to maximum advantage? (Including chalkboard)			
d. Check student comprehension?			
e. Use proper questioning techniques?			
f. Effectively/efficiently use time available?			
g. Maintain class control?			
h. Maintain student interest?			
i. Have sufficient voice variation?			
j. Pronounce words correctly?			
k. Use proper words and phrases?			
l. Avoid distracting mannerisms?			
m. Display proper military bearing?			
n. Use gestures effectively?			
o. Maintain proper eye contact?			
p. Display a positive attitude?			
q. Maintain proper instructor/student relationship?			
r. Adjust to extemporaneous learning situations?			
s. Summarize/critique the lesson properly?			
5. DID THE STUDENTS ACHIEVE THE LEARNING OBJECTIVES?			
6. EVALUATOR PREVIEWED THE IG FOR CURRENCY AND PERSONALIZATION?			

EVALUATION (Specific remarks are required to support rating other than "Adequate.")

OUTSTANDING     GOOD     ADEQUATE     POOR     UNSATISFACTORY

REMARKS (Make specific, constructive comments)

certify that the instructor was critiqued immediately after evaluation.

SIGNATURE OF EVALUATOR	TYPED NAME AND TITLE	DATE

**TO BE COMPLETED BY INSTRUCTOR**

HAVE BEEN CRITIQUED ON THIS EVALUATION. MY INSTRUCTOR IMPROVEMENT PLAN (if necessary) IS AS FOLLOWS:

SIGNATURE OF INSTRUCTOR	TYPED NAME AND TITLE	DATE

9505 SERE INSTRUCTOR TRAINING CHECK LIST

1. The following items are required in the SERE Qualification and Evaluation section of Section IV item (c):

- a. 9505 Check List
- b. E-5 - E-6 Personnel Qual Standard
- c. E-7 - E-9 Personnel Qual Standard
- d. Phase Assignment
- e. 9505 Test/Board
- f. Record of Training Lectures
- g. SERE Instructor (9505) Designation

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## TRAINING JACKET DIVIDER TAB IDENTIFICATION TAGS

- |  |  |
|--|--|
| A. Access Record                                   | B. Billet Descriptions                         |
| C. Security Clearances                             | D. Mobilization Data/<br>Disaster Preparedness |
| A. Course Completion Record                        | B. Off Duty Education                          |
| C. Miscellaneous Training                          |  |
| A. Training Record<br>Information Sheet            | B. GMT Syllabus                                |
| C. Professional Training                           | D. Informal/Training Record                    |
| E. Record of Personal<br>Advancement Requirement   |  |
| A. Qualification/Designations/<br>Commendations    | B. NEC 9502 Qualification<br>and Evaluation    |
| C. NEC 9505 SERE Quali-<br>fication and Evaluation | D. Personnel Qualification<br>Standards (PQS)  |