NETCINST 1500.2H
N7
10 Aug 2020

NETC INSTRUCTION 1500.2H

From: Commander, Naval Education and Training Command

Subj: MASTER TRAINING SPECIALIST PROGRAM

Ref: (a) NAVEDTRA 43100-7G
        (b) NAVEDTRA 43100-71G
        (c) NETCINST 4000.1C
        (d) SECNAV M-5210.1, Department of the Navy Records
            Management Program
        (e) BUPERSINST 1610.10E
        (f) OPNAVINST 6110.1J

1. Purpose. To issue policy for the guidance and execution
of the Master Training Specialist (MTS) Program.

2. Cancellation. NETCINST 1500.2G.

3. Discussion. Education and training are critical success
factors in creating and maintaining an agile, responsive, and
flexible organization. Those who lead in the development,
delivery, and supervision of education and training are in a
unique position to act as specialists and change agents who
impact the Navy beyond the classroom and laboratory. The MTS
Program is a voluntary program designed to develop and
qualify those individuals who possess advanced knowledge,
skills, and abilities that will enhance the delivery of
quality education and training in the Navy. Individuals who
are designated as MTS are expected to take a leadership role
and mentor, instruct, and evaluate other instructors and
develop curricula products.

4. Policy. To provide the greatest benefit to the
organization, individuals should complete reference (a) as
soon as practical. Online examination and oral board
requirements will be adhered to per reference (a). MTS is a
designation of qualification, not an awards program, and will
not be used in lieu of an award or as an end-of-tour award.
Officer and Enlisted MTS designees will be awarded the
Additional Qualification Designation (AQD) 2MT or tracking
Navy Enlisted Classification (NEC) 8MTS. Designation as a MTS

will not preclude an individual from receiving other appropriate awards for the same service. Failure to obtain this designation should not be interpreted as an indication of unsatisfactory or adverse performance.

a. Eligibility Requirements

(1) MTS is open to all military and civil service personnel meeting the eligibility requirements to be a Navy instructor or service equivalent and assigned to an instructor or training support billet within the training and education environment. An MTS candidate's eligibility for participation is to be approved by the Commanding Officer (CO) via special request chit based on the recommendation of the command MTS Program Coordinator. Persons eligible to participate in the MTS Program include Navy and Marine Corps officers, enlisted, and Department of Defense (DoD) civil service personnel permanently assigned to an education, training, or training support billet at an activity whose primary mission is education and training. Should there be a question of positional status to participate, contact Naval Education and Training Command (NETC) MTS Program Manager for further clarification.

(2) Other service personnel may participate if they are permanently assigned to a U.S. Navy training command whose primary duties are consistent with paragraph 4a(l).

(3) Reservists and Selected Reserve personnel requesting participation in the MTS Program are required to obtain approval from Commander, Navy Reserve Forces Command after making application through their chain of command as detailed by the appropriate procedural instruction.

(4) Contractors are not eligible to participate in this program.

(5) Reference (a) details the minimum prerequisite training qualifications for MTS Program candidate participation. Reference (b) provides standard answers to reference (a). Formal courses of instruction satisfying completion requirements for a member to earn the NEC Code 805A or equivalent are mandatory for all candidates enrolling in the MTS Program. COs may grant a waiver or request a

waiver from Commander, NETC for DoD civilians who already possess professional credentials in education or training and to other military service personnel who have completed service-specific instructor training.

(6) The MTS Program Manager must approve waivers beyond those stated above and will be consulted if credentials are determined to be questionable.

b. NAVEDTRA 43100-7G (Personnel Qualification Standards (PQS)). Presents the minimum requirements for MTS designation. Individuals must demonstrate proficiency in each of the line items. Additional line items unique to an organization may be added upon recommendation of the command MTS Program Coordinator and approval by the CO. For the MTS designation to have credibility throughout the education and training communities, and to ensure the designation's universal recognition as a high value-added qualification program, the standards will be uniformly applied. The nomination criteria must be carefully controlled and monitored.

c. Qualification, Recognition, and Documentation Procedures. The designating authority of an activity is the CO/Officer in Charge (OIC). The following information is provided for activities to execute.

(1) Activities participating in the MTS Program will establish a MTS Command Nomination Board. The board will:

(a) Ensure each candidate's package is screened to ensure all eligibility requirements are met.

(b) Ensure candidate passes MTS written assessment (online) prior to a MTS oral board convening. Prior Legacy and Core Competency Qualification Requirements (CCQR) MTS designated personnel do not have written or oral board requirements.

(c) Upon successful completion of the written (online) assessment, convene an Oral Board with at least three MTS designated personnel. Interview nominees on any portion of the MTS PQS the board deems appropriate. Judge the candidate's ability to carry out the education and training

management and leadership duties as assigned. If the board finds the nominee to be qualified in all respects, the board will forward the nomination to the co recommending the candidate's designation as MTS.

(2) Present each MTS selectee with a NETC certificate of designation and MTS nametag medallion at an appropriate command ceremony and incorporate relevant comments in the individual's performance evaluation or fitness report.

(3) Make an appropriate entry in the individual's Electronic Service Record (ESR).

(a) For military personnel:

<u>1</u>. Prepare a NAVPERS 1070/613 and forward, with a copy of the certificate of designation, to local Personnel Support Detachment (PSD) to update ESR.

<u>2</u>. Prepare a Request for Assignment letter, and forward, with a copy of certificate designation, to PERS-3 to award 2MT AQD.

<u>3</u>. Prepare a NAVPERS 1221/6, and forward, with a copy of certificate designation, to PERS-4013 to award 8MTS NEC.

(b) To update Joint Services Transcript (JST):

<u>1</u>. Mail certified copy of MTS certificate or Page 4 to NETC, JST Operations Center (N643), 6490 Saufley Field Rd, Pensacola, FL., 32509-5204, or fax to: (850) 473-6013.

<u>2</u>. Sailors must provide the last four of their social security number, daytime phone number, and email address.

<u>3</u>. Documents must be certified as true copy by current command or PSD. Contact the JST by email at jst@doded.mil.

(c) For DoD civilian personnel: In the Official Personnel File, include a copy of the certificate of designation and enter the date designated.

(4) MTS Medallions

(a) MTS medallions are authorized for wear at any education and training activity that participates in the MTS Program.

(b) The MTS medallion will be affixed to the member's nametag opposite the command's logo. If there is no command logo, the medallion will be placed on the member's nametag on the wearer's left. Consistent with the spirit and purpose of the Navy's MTS program, fleet activities are encouraged to have their MTS-designated personnel wear the nametag medallion or other MTS designator, as appropriate and approved. This is to identify and recognize bearers as qualified organizational training assets who possess superior instructional and learning management/coordination skills, as well as act as qualified and proven resources to the command/activity/workplace for continuous coaching and mentoring of our Sailors.

(c) Personnel who previously earned the MTS designation are authorized to continue wearing the medallion while stationed at a training activity.

(5) Once MTS designation has been achieved, transfer to another training command may necessitate requalification as delineated within reference (a).

d. MTS Designation Removal Procedures

(1) The CO may remove an individual's MTS designation for failure to maintain requisite standards prescribed by this instruction.

(2) If a member's designation is removed, appropriate entries will be made in the member's ESR.

5. Responsibilities

    a. NETC

        (1) Develop strategy and issue policy and guidance for the execution of the MTS Program.

        (2) Maintain reference (a) to support required MTS PQS line items. The MTS PQS can be accessed through https://www.mnp.navy.mil/group/mnpmain/home on the PQS tab.

        (3) Establish metrics and provide oversight of the MTS Program.

        (4) Liaise with Command MTS Program Coordinators to issue MTS written assessment access (online) to MTS candidates. Commands outside the NETC domain should have .mil access (NMCI seat) to test online. If this is not available, NETC MTS program manager will determine the assessment course of action.

        (5) Issue serialized MTS certificates and medallions to participating activities.

        (6) Provide guidance to activities that desire to participate in the MTS Program.

        (7) Review requests for equivalency waivers delineated in paragraph 4a and make recommendations to NETC MTS Program Manager.

        (8) Approve requests for command participation in the MTS Program other than NETC domain activities.

    b. Education and Training Commands

        (1) Designate a Command MTS Program Coordinator.

        (2) Implement and execute the MTS Program per this instruction.

        (3) Designate a MTS mentor for each MTS candidate to be authorized sign-off authority as a MTS mentor for a command's MTS Program. Previously designated MTS through the

legacy process or CCQR are required to successfully complete reference (a), 301 (Legacy), or 302 (CCQR) (MTS Changes Review) prior to MTS mentor or qualifier designation. Prior Legacy and CCQR MTS personnel do not have oral or written examination requirements.

(4) Training Commands outside of the NETC domain must submit establishment submission requests with appropriate documentation to the NETC MTS Program Manager for approval. Establishment requirements and documents will include:

(a) Verification that training command's primary mission is training and education.

(b) Request to participate in the MTS program on command letterhead approved by the CO/OIC.

(c) At least 3 MTS designated personnel and 10 instructors to sustain the MTS program.

(d) Validated and approved training command MTS instruction.

(e) Validated and approved training command instructor qualification, certification, and sustainment instruction.

(f) Provide a memorandum annually validating that the participating command still meets MTS program participation requirements per this instruction. Memorandum to be signed by CO/OIC and forwarded to NETC MTS program manager.

(5) Training Commands not meeting the requirement/approved to maintain/sustain their own MTS program following NETC guidance may establish a Memorandum of Understanding (MOU)/Memorandum of Agreement (MOA) per reference (c). MOU/MOA between both commands will define the host and participating command responsibilities. The signed MOU/MOA will be forwarded to the MTS Program Manager.

c. Training Command MTS Program Coordinator

(1) Interface as the command representative for program administration.

(2) Oversee and maintain the command and sub-command qualification process.

(3) Gather/forward metrics and evaluate data that may be requested with any command recommendation for continuous improvement and validation.

(4) Maintain a MTS tracker documenting prerequisite(s) completion and status of MTS candidates' progress. Archive MTS documentation for previously completed MTS designees per reference (d).

(5) Maintain data documenting podium contact hours for each enrolled MTS candidate. Podium contact hours will be achieved during current command assignment for which enrolled. Podium hours that cannot be achieved via delivery of formal training can be achieved via General Military Training, Navy Military Training, Personal Financial Management, leadership training, etc.

(6) Maintain MTS Certificate tracking document to validate issuance and use of serialized MTS Certificates.

(7) Update MTS Program Manager of any MTS coordinator and/or command address changes.

d. MTS Candidates

(1) Collaborate with MTS mentor(s).

(2) Complete requirements specified in reference (a), this instruction, and any specified command program requirements.

(3) Meet performance evaluation requirements. Candidates evaluated under reference (e) must receive no mark below 3.0 in any trait for the 12-month period immediately preceding nomination, with the exception of a 2.0 mark in military bearing based on the most current Physical Fitness Assessment (PFA) that was passed within the last evaluation cycle.

(4) Military personnel must pass and maintain their PFA per reference (f) or applicable service instruction. Personnel with medical waivers must have passed the last PFA taken prior to the medical waiver.
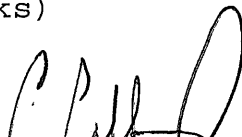
6. <u>Records Management</u>

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000, 2000, and 4000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx. For SSIC 3000 series dispositions, please refer to part III, chapter 3, of Secretary of the Navy Manual 5210.1 of January 2012.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

7. <u>Review and Effective Date</u>. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

8. <u>Forms</u>. The following form can be downloaded from Navy Personnel Command website (https://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx): NAVPERS 1070/613 (Administrative Remarks)

C. COLLINS, JR.
Chief of Staff

Releasability and distribution:
This instruction is cleared for public release and is available electronically via the NETC public web site, https://www.public.navy.mil/netc/directives.aspx, or via HP Records Manager (HPRM).