



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL EDUCATION AND TRAINING
250 DALLAS ST
PENSACOLA FLORIDA 32508-5220

CNETINST 5000.5B
ETS23
18 OCT 2000

CNET INSTRUCTION 5000.5B

Subj: MASTER TRAINING SPECIALIST (MTS) PROGRAM

Ref: (a) Job Qualification Requirements (JQR) Handbook
(b) BUPERSINST 1610.10
(c) OPNAVINST 6110.1F

1. Purpose. To provide policy and guidance for certification as Master Training Specialist. This instruction is a major revision and should be read in its entirety.

2. Cancellation. CNETINST 5000.5A

3. Background. MTS designation provides recognition for outstanding individual effort and fosters greater command training professionalism. By completing this program, the MTS designee will have demonstrated highly effective teaching skills and a comprehensive knowledge of training management, administration, and curriculum development. The objective of this program is to create a cadre of personnel 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, training mentors, and MTS Nomination Board members to help ensure a successful MTS program within a command.

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. To help ensure utilization of MTS expertise, commands are advised to encourage nominees to achieve MTS designation at least 1 year prior to planned rotation date (PRD). For MTS certification to have credibility within and without the training community and high value-added to the activity, the standards must be uniformly applied with nomination criteria carefully controlled and monitored. Failure to obtain this certification should not be interpreted as an indication of unsatisfactory or adverse performance.

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. Eligibility to attain the MTS certification by completion of reference (a) is limited to the following:

(1) Navy/Marine officer, enlisted, and civil service personnel permanently assigned in a training billet at a Naval Education and Training Command (NAVEDTRACOM) activity whose primary mission is training. Training billets are defined as instructors, Learning Resource Center supervisors, company commanders, curriculum development and instructional standards personnel, or equivalent.

(2) Other military service personnel permanently assigned to a U.S. Navy training command.

(3) Selected Reservists who have been assigned to a training billet, are in a satisfactory drill status, and have completed at least two periods of reserve annual training.

Contractors are NOT eligible to participate in this program.

c. Candidates must complete the JQR in reference (a). Additionally, all nominees must meet the following requirements:

(1) Complete formal instructor training through one of the Navy's formal training paths: Basic Instructor Training (BIT) School (NEC 9502) or Navy Leadership Instructor Training Course (NEC 9518) (or equivalent for other military service personnel). Requests for waiver of this requirement for an individual may be submitted to the commanding officer when it is deemed the candidate has equivalent training or educational background. When an activity desires to set a precedent for a type of waiver, requests for waiver must be forwarded to CNET for adjudication.

(2) Meet performance evaluation requirements. Candidates evaluated under reference (b) must receive no mark below 3.0 in any trait for the 12-month period preceding nomination.

(3) Military personnel must pass the Physical Readiness Test (PRT) per reference (c). Personnel with medical waivers must have passed the last PRT taken prior to the medical waiver. All military personnel will be within the height/weight or body fat standards.

(4) Instructors must complete the instructor certification process and obtain at least two additional instructor evaluations prior to completion of MTS qualification. Personnel in training billets other than instructor are exempt from the instructor certification process, but must obtain at least two instructor evaluations. Commands should ensure evaluators of facilitators have a thorough understanding of facilitator training techniques.

(a) At least one evaluation must be done by someone outside of the candidate's department. This criteria may be waived at activities with only one training department. Recommend this evaluation be done by an MTS.

(b) At the command's discretion, a videotape of the candidate instructing may be substituted for two instructor evaluations. This videotape is to be presented to the MTS Board and made part of the board's assessment criteria. The purpose of the videotape is threefold: (1) encourage candidates to use this proven tool to improve their instructional performance; (2) help candidates become comfortable using video technology; and, (3) enable the board to evaluate candidates on their ability to present in an interesting manner and engage students in the learning process.

Rules for making the videotape: Ten to fifteen-minute videotape (VHS format) of the MTS candidate in the classroom. The lesson topic should be one the candidate is certified to teach and normally presents. The candidate should be teaching actual students in the classroom during the videotaping. A lead-in statement is not required. The tape may be of all or any portion of a lesson topic and must not be edited. There is no limit on the number of times candidates are videotaped/videotape themselves, but they may submit only one tape to the board.

(5) Complete the MTS JQR Handbook. Each signature block on the handbook should be signed by an individual who is MTS certified or, if not available, an activity-certified expert in the appropriate JQR module.

(6) Be recommended by the command MTS Nomination Board prior to submission of their nomination to the commanding officer. Candidates having less than 6 months remaining before their PRD must receive authorization from their commanding officer to interview for the first time with the MTS Nomination Board. Candidates disapproved by the MTS Board must upgrade their knowledge/skills and be re-boarded no less than 3 months before their PRD.

d. Naval activities outside the NAVEDTRACOM, whose primary mission is training, may participate in the NAVEDTRACOM MTS program by submitting a formal request to CNET, Education and Strategies Division (ETS23). Once approved to participate, the activity must comply with all requirements of this instruction without modification. This program is available to approved participating activities for their personnel permanently assigned to training billets as defined in 5b(1).

6. Procedures. The following procedures and responsibilities are established:

a. Certification Procedures

(1) The MTS certifying authority is the commanding officer of the training command. This authority may not be delegated to a lower level.

(2) Command MTS Nomination Board shall:

(a) Ensure candidates meet all eligibility requirements (paragraphs 5a through c) before inviting them to appear at the oral MTS Board.

(b) Interview nominees on any portion of the MTS JQR which the board deems appropriate. Judge the candidate's ability to carry out the training management and leadership duties to be assigned (paragraphs 3 and 4). If the board finds the nominee to be qualified in all respects, the nomination shall be forwarded to the commanding officer recommending designation as a Master Training Specialist.

(3) Present MTS selectees with Certificates of Accomplishment and NAVEDTRACOM MTS nametag medallions at an appropriate command ceremony. Incorporate relevant comments in the individual's performance evaluation or fitness report.

(4) Make an appropriate entry in the individual's service record.

(a) For enlisted personnel: Enter MTS certification in the professional qualification standards section on page 4 and enter the date certified on page 13.

(b) For officers: Include a copy of the Certificate of Accomplishment and enter the date certified on page 13.

(c) For civilian personnel: In the Official Personnel File (OPF), include a copy of the Certificate of Accomplishment and enter the date certified.

(5) The MTS medallion is authorized for wear at any NAVEDTRACOM activity and MTS-participating activities outside the NAVEDTRACOM. Once certification has been achieved, transfer to another command will not necessitate recertification. Those personnel who earned the CNET MTS designation on a previous tour are authorized to wear the medallion at their gaining NAVEDTRACOM or MTS-participating activity upon presenting a copy of their MTS certificate to the activity MTS Coordinator to obtain a replacement medallion.

(6) Medallions will be affixed to the member's nametag opposite the command's logo. If there is no command logo, the MTS medallion will be placed on the member's nametag on the wearer's left.

b. Decertification Procedures

(1) The commanding officer of the individual's training command may remove MTS certification for failure to maintain the qualifications prescribed by this instruction.

(2) Appropriate entries should be made in the service record.

7. Certificates, Medallions, and Handbooks

a. Ordering, preparing, and distributing certificates and medallions are the responsibility of the issuing authority. CNET will stock medallions and certificates that may be ordered by activity MTS coordinators or their designee.

b. JQR Handbooks may be downloaded from the CNET web-site: <http://www.cnet.navy.mil>. Click on "Professional Development", then "MTS Program".

/S/D. L. BREWER, III
Vice CNET

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