



# UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCE

## SUBJECT: Master Training Specialist Program

Instruction 1025

March 31, 2020

(BDE)

### ABSTRACT

This Instruction will provide policy for guidance and execution of the Uniformed Services University of the Health Sciences (USU) Master Training Specialist (MTS) Program.

**A. Purpose.** The MTS Program is designed to develop and qualify those individuals who possess advanced knowledge, skills, and abilities that will enhance the delivery of quality education and training. Individuals who are MTS designated will be expected to take a leadership role by which they instruct, mentor, and evaluate educational delivery and curricula products.

**B. References.** *See Enclosure 1.*

**C. Applicability.** This Instruction applies to the Navy MTS Program, all Navy Medicine education and training commands as described in *Reference (a)*, officers and enlisted personnel, as well as the Department of Defense (DoD) civil service personnel permanently assigned and performing primary duties as an instructor or equivalent (e.g., Instructional Systems Specialists or curriculum developer who performs instructor duties) at USU.

**D. Procedures.** *See Enclosure 2.*

**E. Responsibilities.**

1. Navy Medicine Education and Training Logistics Command (NMETLC) shall:

- a. Issue guidance for the MTS Program execution, including approving education and training command requests for MTS Program participation.
- b. Appoint a MTS Program manager in writing.
- c. Provide MTS Program oversight and data management.

d. Develop, issue, and maintain currency of the Navy Medicine Core Competency Qualification Requirements (CCQR) Handbook outlining required competencies.

e. Issue certificates and medallions to participating commands.

f. Review requests for waivers.

2. The Brigade Commander (BDE CDR) USU shall:

a. Designate a command MTS Program Coordinator in writing.

b. Appoint MTS Board Membership.

c. Implement and execute the MTS Program per this Instruction.

d. Designate a MTS mentor for each MTS candidate. To be an authorized sign-off authority CCQR MTS process is required to successfully complete the updated Mentor Qualification requirements detailed in BUMEDINST 1500.25B *Enclosure 1*, page 9, under "Grandfathering."

e. Notify the commander, NMETLC of all individuals as MTS via a semiannual memo, submitted in January and July, identifying MTS designators awarded. The memo should cover the preceding two quarters of the calendar year, and include name, rank/rate/grade, MTS qualification date, period during which accomplishments were demonstrated, and the MTS Program Coordinator's name and contact information. NMETLC Academic Director will also be notified of this report whenever a MTS Designation is removed, including the basis for this action.

f. Submit procedures and requests for command participation in the MTS Program to the Executive Agent for approval.

3. The MTS Program Coordinators shall:

a. Serve as the command program coordinator.

b. Oversee the command and respective detachments qualification process.

c. Verify initial MTS candidates' eligibility for participation based upon the recommendation of the candidate's supervisor.

d. Document candidates' satisfactory requirements completion in the Navy Medicine MTS CCQR Handbook. File the Qualification Summary for the duration of the military candidate's tour of duty, plus one year after transfer, file the Civilian Candidate's Qualification Summary for the duration of their career.

- e. Draft the semiannual reports.
  - f. Gather/forward metrics and evaluate data, as requested, with any command recommendation for continuous improvement and validation.
- F. Effective Date.** This Instruction is effective immediately.

A handwritten signature in black ink, appearing to read "RW Thomas".

Richard W. Thomas, MD, DDS, FACS  
President

Enclosure:

- 1. References
- 2. Procedures

**REFERENCES**

- (a) Bureau of Medicine and Surgery Instruction 1500.25B Change Transmittal 1," Navy Medicine Training Specialist Program," dated August 20, 2014.
- (b) Naval Education and Training Command Instruction 1500.5B,"Instruction Indoctrination Checklist," dated August 22, 2013.
- (c) Naval Medicine Education, and Training Command Instruction 1553.1," Navy Education and Training Command," dated March 11, 2014.
- (d) Uniformed Services University Instruction 1100, "Appointments, Promotion, and Tenure of Faculty and Academic Staff," dated January 9, 2020.
- (e) Chief of Naval Operations Instruction 6110.1J, "Physical Readiness Program," dated July 11, 2011.

## PROCEDURES

### 1. UNIFORMED SERVICES UNIVERSITY MASTER TRAINING SPECIALIST (MTS) PROGRAM

a. Background. Medical education and training assignments are among the most critical roles in ensuring quality health care delivery. MTS designation signifies an individual has shown exemplary performance in the training arena, displaying superior teaching skills and showing a thorough knowledge of training administration and curriculum development and management. Navy Medicine MTS designation is demanding and may only be obtained through the formal qualification program outlined in *Reference (a)* and this Instruction. Designation as MTS should not preclude other appropriate awards for the same services or be used as an end-of-tour award.

b. Discussion. *Reference (a)* states requirements for all personnel in commands for which the Bureau of Medicine and Surgery (BUMED) has oversight. Administrators and participants of this program must become thoroughly familiar with this *Reference*.

c. Eligibility. The following USU personnel may be considered:

- 1) Military and DoD civil service personnel meeting the eligibility requirements to be a Navy instructor. Persons eligible to participate in the MTS Program include Navy and Marine Corps, Army, and Air Force officers, enlisted, and Department of Defense (DoD) civil service personnel.
- 2) Military candidates evaluated under *Reference (a)* must receive no mark below 3.0 in any trait for the 12-month period immediately preceding nomination. All military personnel must pass the Physical Fitness Assessment (PFA) per *Reference (b)* or applicable service (Army, Marine Corps, Air Force or Coast Guard) Instruction.
- 3) Other service personnel may participate if they are permanently assigned to USU.
- 4) Contractors are not eligible to participate in this program.
- 5) Minimum prerequisite training qualifications for eligible MTS candidate participation are detailed in *Reference (a)*, *Enclosure 1*. Commanding officers (COs) or officers in charge (OICs) may grant a waiver to DoD civilians who already possess professional credentials in education or training and to military service personnel who have completed service-specific instructor training outline in *Reference (a)*.

d. Guidelines. To maintain the prestige and status of the MTS program, careful consideration should be given to a nominee's professional competence, integrity, and enthusiasm. Every nominee should unquestionably reflect the Navy's high standards of personal excellence. To meet the minimum criteria for designation as an MTS, the nominee must meet all requirements of *Reference (a)* and this Instruction. While not all inclusive, the following should be considered:



- 1) Demonstrate ability to motivate students.
- 2) Documented availability, outside normal working hours for tutoring/counseling.
- 3) Verified superior teaching techniques.
- 4) Recognized professionalism.
- 5) Proven record of continuing personal development through formal educational programs and civic activities.
- 6) Confirmed application of classroom theory to practical Fleet/Field type situations.
- 7) Verified knowledge of the curriculum life cycle management process.
- 8) All military members must be designated at least six months prior to their Projected Rotation Date so they can participate as an MTS mentor for the command.

Note: Additional criteria may be established as appropriate.

e. Process.

- 1) Follow the Instructions outlined in paragraph 6 of *Reference (a)*.
- 2) USU will establish a local board to review MTS nominations and make recommendations regarding additional qualifications for designation as MTS. The USU MTS Review Board will review the nomination for compliance with *Reference (a)*, and this Instruction, and the nominee CCQR handbook, and forward the signed MTS Qualification Summary, Final Qualification Sign-off Sheet and the nominee's chain of command to the BDE CDR for endorsement. A copy of the MTS Qualification Summary, Final Qualification Sign-off Sheet and recommendation letter will then be forwarded to the Navy Medicine MTS Program Manager (ATTN: Navy Medicine MTS Program Manager). The USU MTS Review Board will, at a minimum, consist of the following assigned personnel:
  - a) MTS Program Coordinator will sign the MTS oral board of the CCQR final qualification page.
  - b) The Senior MTS qualified staff member attached to USU.

f. MTS Designation.

- 1) Upon designation by the Commander, a certificate of accomplishment and a MTS medallion will be forwarded for presentation to the individual.

2) Appropriate publicity should be given to the MTS designation. Every effort should be made to deliver certificates at a formal ceremony and use appropriate public affairs media.

3) Designation as MTS is a permanent recognition of training excellence. Personnel who earned their MTS designation on a previous tour of duty may wear the authorized medallion on their nametag.

g. Revocation of Designation.

1) BDE CDR, USU, may revoke the MTS designation for failure to maintain the standards required in *Reference (a)* and this Instruction. Recommendations for removal must be submitted by the USU MTS Program Coordinator.

2) The USU MTS Program Coordinator will notify NMETLC via the semiannual report whenever a MTS designation is revoked.

3) Appropriate entries shall be made in the military member's service record or official personnel file for civilian personnel.

2. INSTRUCTOR QUALIFICATION, CERTIFICATION, AND SUSTAINMENT PROGRAM

a. Purpose. To provide execution guidelines for the qualification, certification, and sustainment of military instructors (Officer, Enlisted, and Department of Defense (DoD) Civilians) assigned to the Uniformed Services University (USU).

b. Discussion. The military instructor is the front-line representative of military training. To ensure quality instructors are available to facilitate learning, standardization must be maintained in the preparation of training, qualification, certification, and sustainment of instructors. USU personnel will attend Navy Instructor Training Course (NITC), to qualify as an instructor. Research, with instructor information, coupled with the emphasis Naval Education and Training Command (NETC) has placed upon On-the-Job Training (OJT) clearly indicates the importance of a sound qualification, certification, and sustainment program managed by the Education and Training department.

c. Qualification of Instructors. USU personnel accepting assignment as a perspective instructor must complete the following prerequisites and maintain the same throughout their tour. USU personnel not sent to NITC enroute to the command, may request and obtain a quota from one of the NITC delivery sites.

1) NITC. Officers graduating from NITC receive the Navy Officer Billet Classification code. Enlisted personnel graduating from NITC are awarded the Navy Enlisted Classification (NEC) 805A. Additionally, there are other NEC 805A awarding courses such as the Naval Nuclear Power Training Unit and Sea Air Land that are designed to meet specific customer needs, as well as approved equivalent courses that upon waiver approval can satisfy this requirement. Requests for 805A waivers based on equivalent

instructor qualification will be submitted to NETC for adjudication. Examples of equivalent factors include, but are not limited to:

- a) Other military services instructor training courses.
  - b) Submitted documents that show a candidate has been involved in academia, i.e., a teacher.
- 1) Officers assigned instructor duty complete required course.
  - 2) Enlisted personnel assigned instructor duty complete required course.
  - 3) Maintain a 3.0 Performance Mark Average on their three most recent Fitness Reports or annual Performance Evaluation.
  - 4) Instructors returning for a follow-on instructor duty tour who carry NEC 805A in their NEC inventory shall complete the current version of guidance if the interim time between instructor tours has been greater than three years.

d. Certification of Instructors. Upon completion of the instructor qualification process, and immediately upon arriving at USU, the Professor, Military Science will direct a formal process to certify new instructors to ensure proficiency in two areas: Instructional technique and technical knowledge. Every instructor must certify in a topic prior to teaching that topic independently. USU instructors will certify in topics assigned by the Course Supervisor.

- 1) The Professor, Military Science is responsible for establishing additional instructor certification criteria specific to their respective courses of instruction, as needed.
  - a) The Professor, Military Science, or their designee will provide oversight of the qualification, certification, and sustainment program.
  - b) The Professor, Military Science, may utilize the following augmentation strategies to assist in the certification processes at remote Learning Sites (LSs):
    - (1) Assign collateral responsibilities at a sister LS to provide direct instructor certification program assistance or oversight to other LSs.
    - (2) The Professor, Military Science, situated within the locale or facility of another command (Navy or Joint) with an existing instructor certification program, establish an agreement to participate with that host command's program.
- 2) Minimum certification requirements.
  - a) Complete the USU instructor course indoctrination checklist (*See Reference (b), Enclosure 1*).



- b) All prospective instructors will review curriculum materials and observe a certified instructor(s) present and facilitate course(s), lesson(s), and/or topic(s) in the classroom or laboratory (as applicable) to gain insight to technical content and instructional techniques.
- c) Personalize assigned lesson materials. Personalization will be reviewed and approved periodically by the Course Supervisor.
- d) Personalize instructor guide and practice teach with a certified instructor in the course(s), lesson(s), and/or topic(s) for which certification is to be granted.
- e) Demonstrate a working knowledge/use of My Navy Portal (MNP), the Learning Management System, and the Corporate Enterprise Training Activity Resource System.
- f) Receive satisfactory evaluations on a minimum of two separate events while practice teaching (one technical and one technique).
- g) Attend and complete scheduled In-service Training (IST) within the scheduled periodicity.

3) Evaluation of Instructors. The Instructor Evaluation Checklist (*See Reference (b), Enclosure 2*) and staff/student feedback (on-line or other feedback collection instruments) will be used to assess instructor performance and identify opportunities for training improvement. *Reference (b), Enclosure 2* provides a comprehensive list of elements to be evaluated covering a wide variety of training delivery methods (i.e., platform, lab and facilitation). It is recommended that the program coordinator utilize *Reference (b), Enclosure 2* to develop instructor evaluation forms based upon their specific needs and methods of training deliver.

- a) The Professor, Military Science, is responsible for overseeing the Instructor Evaluation Program per *References (a) and (b)*. Instructors not possessing MTS Designation will be evaluated, at a minimum, semi-annually, and those MTS designated will be evaluated annually.
- b) USU staff and management shall participate in unscheduled evaluations and/or spot checks, to the greatest extent practicable. Additionally, all high-risk instructors shall be evaluated quarterly by means of an unscheduled evaluation (spot check) per *References (a) and (b)*.
- c) USU shall establish guidelines for the qualification and designation of Instructor Evaluators per *References (a) and (b)*. At a minimum, prospective instructor evaluators will team with designated instructor evaluators to ensure instructional standards are achieved and maintained per *Reference (b)* and this Instruction.

4) Decertification of Instructors. Instructors failing to maintain original qualification requirements as well as instructors receiving unsatisfactory evaluations shall be decertified. Individuals considered unsuitable for continued instructor duties (NEC 805A removal process and reassignment) shall be reclassified. Additionally, USU will have the authority to establish other criteria that constitutes decertification of their instructors. When appropriate, USU may recertify individuals when deficiencies have been corrected or standards met per cognizant USU guidelines.

5) Forms Management. Instructor Indoctrination Checklist (NETC 1500/3) and Instructor Evaluation Checklist (NETC 1500/4) containing minimum information for instructor 's qualification and certification may be obtained from the NETC Electronic Library which is contained in the NETC TRIM dataset or MNP NETC N74 homepage: <https://www.mnp.navy.mil/group/general-skills-training/navy-instructor-training-course-nitc->