



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
COMMANDANT OF MIDSHIPMEN
ANNAPOLIS MARYLAND 21402-5100

COMDTMIDNINST 5000.1
10 Apr 04

COMDTMIDN INSTRUCTION 5000.1

From: Commandant of Midshipmen

Subj: MASTER TRAINING SPECIALIST (MTS) PROGRAM

Ref: (a) CNETINST 5000.5B
(b) MTS Job Qualification Requirements (JQR) Handbook

Encl: (1) MTS Nomination Memorandum

1. Purpose. To implement a Master Training Specialist (MTS) program at the United States Naval Academy (USNA) per reference (a), and to prescribe the procedures for the qualification of Master Training Specialists.

2. Background. The primary objective of this program is to create a cadre of specialists whose expertise will enable them to certify incoming instructors and participate in instructor evaluation and training. The secondary objective is to recognize outstanding individuals in training billets.

3. Policy

a. The MTS program will be administered per reference (a).

b. Eligibility to attain the MTS certification is limited to Navy/Marine Corps officer, enlisted, and civil service personnel permanently assigned to the USNA in a training billet.

c. Formal designation as a Master Training Specialist will be made by the Commandant of Midshipmen. Individuals who complete the requirements for MTS will receive a Certificate of Designation and the MTS Medallion at an awards ceremony.

4. Responsibilities

a. Training Officer shall:

- (1) Direct the activities of the MTS Coordinator.
- (2) Chair the MTS Nomination Board.
- (3) Schedule MTS Nomination Boards as required.
- (4) Solicit MTS nominations from the MTS Coordinator.

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- (5) Submit MTS Nomination Board recommendations to the Commandant.
- (6) Prepare MTS certificate for the Commandants signature.
- (7) Provide a signed copy of the MTS certificate to the Administration Department for service record entry.
- (8) Prescribe a remediation plan for disapprovals by the MTS Review Board.

b. MTS Coordinator shall:

- (1) Participate in the MTS Nomination Board as required.
- (2) Submit MTS nominations to the Training Officer using reference (c).
- (3) Ensure nominees have met all eligibility requirements in accordance with reference (a) and complete reference (b) prior to appearing before the MTS Nomination Board.
- (4) Prepare nomination board packages.
- (5) Coordinate location for nomination boards.
- (6) Maintain MTS program records.
- (7) Monitor progress of MTS candidates during MTS qualification process.
- (8) Maintain list of all MTS qualified personnel assigned to USNA.

c. MTS Nomination Board shall:

- (1) Be comprised of the Training Officer and four MTS qualified personnel.
- (2) Review nomination to ensure the MTS candidate has completed all eligibility requirements IAW CNETINST 5000.5 series.
- (3) Interview nominees on any portion of reference (b) to determine to determine candidate's ability to carry out training management and leadership duties as outlined in reference (a).
- (4) View one of the candidates' self-prepared lessons.

d. MTS Qualified personnel shall:

- (1) Maintain familiarity with the MTS program and requirements.

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- (2) Perform instructor evaluations as required.
- (3) Participate in on MTS Nomination Boards as required.
- (4) Assist USNA personnel with the completion of MTS program requirements.



CHARLES J. LEIDIG

Distribution:
Electronically

Date: _____

MEMORANDUM

From: MTS Coordinator
To: Training Officer

Subj: RECOMMENDATION FOR MASTER TRAINING SPECIALIST (MTS) DESIGNATION

Ref: (a) CNETINST 5000.5B
(b) COMDTMIDNINST 5000.5B

Encl: (1) Completed MTS Job Qualification Requirements Handbook
(2) Two instructor evaluations
(3) Self-prepared lessons

1. Per procedures established by references (a) and (b), I recommend _____ for nomination as Master Training Specialist. I request that he/she be scheduled for the next MTS Nomination Board.

Candidate information and eligibility requirements:

Complete Name/Rate: _____
SSN: _____
Date completed Basic Instructor School (NEC9502): _____
Date started MTS: _____
Meets performance EVAL/FITREP requirements: _____
Passed last PRT: _____
Within height and weight standards: Yes / No
Date instructor certification completed (if applicable): _____
Completed two instructor evaluations: Yes / No
PRD: _____
Less than six months till PRD (requires waiver by Dant): Yes / No

Encl (1)