



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 1500.6
1/MTS COORD
4 Jan 2023

USNA INSTRUCTION 1500.6

From: Superintendent, U.S. Naval Academy

Subj: MASTER TRAINING SPECIALIST (MTS) PROGRAM

Ref: (a) NAVEDTRA 43100-7G
(b) NAVEDTRA 43100-71G
(c) NETCINST 1500.2H

Encl: (1) Sample MTS Program Coordinator Designation Letter
(2) Sample MTS Mentor Designation Letter
(3) Sample MTS Mentor Assignment Letter
(4) Sample MTS Designation Letter

1. Purpose. 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 Master Training Specialist (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 help develop curricula products.

2. Cancellation. COMDTMIDNINST 1500.2B.

3. Policy. To provide the greatest benefit to the organization, individuals should complete the requirements in reference (a) as soon as practical. Online examination and oral board requirements will be adhered to per references (a), (b), and (c). MTS is a designation of qualification, not an awards program, and will not be used in lieu of an award. 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.

4. Eligibility

a. The MTS program 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 will be approved by the Chief of Staff 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 the United States Naval Academy.

b. Other service personnel may participate if they are permanently assigned to the U.S. Naval Academy (USNA).

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

d. Contractors are not eligible to participate in this program.

5. Responsibilities

a. The Command MTS Program Coordinator will:

(1) Be designated by the Chief of Staff utilizing the format in enclosure (1).

(2) Serve as the command representative for program administration.

(3) Oversee and maintain the qualification processes for all cost centers utilizing the USNA MTS Program.

(4) Maintain an MTS tracker documenting prerequisite(s) completion and status of MTS candidates' progress.

(5) Maintain an MTS certificate tracking document to validate issuance and use of serialized MTS Certificates.

(6) Update MTS Program Manager of any MTS Coordinator and/or command address changes.

(7) Designate, by direction, qualified MTS personnel as mentors utilizing the format in enclosures (2) and (3).

(8) Designate by direction, qualified MTS personnel as Cost Center MTS Assistant Coordinators utilizing the same format as enclosure (1).

(9) Authorize enrollment by direction for all personnel qualified for MTS program enrollment without waiver.

(10) Issue, serialize, and track all Personnel Qualification Standards (PQS) handbooks.

(11) Conduct MTS oral examination board for qualified candidates.

(12) Upon receiving approved MTS Qualification designation letter, forward appropriate documents to the USNA Enlisted/Officer Personnel Administration Office for service record entry.

b. Department MTS Assistant Coordinators will:

(1) Be assigned in writing by the MTS Coordinator.

(2) Familiarize themselves with all references pertaining to this instruction.

(3) Assist the MTS Coordinator in maintaining all records for personnel assigned to their department.

c. Department Chairs/Directors will:

(1) Nominate outstanding performers who qualify for this qualification per references (a) through (c).

(2) Ensure each MTS candidate's nomination package is complete and includes a special request chit containing projected rotation date (PRD), last periodic performance evaluation, and last completed Physical Fitness Assessment (PFA) data.

d. MTS Mentors will:

(1) Be assigned by the MTS Program Coordinator using enclosure (3) of this instruction.

(2) Familiarize themselves with all references pertaining to this instruction.

(3) Monitor the progress of all mentees assigned and brief completion progress on a monthly basis to the MTS Program Coordinator.

e. MTS Candidates shall:

(1) Complete formal instructor training through one of the Navy's formal training path Instructor Training Schools. Requests for waiver of this requirement may be submitted if the Chief of Staff deems the candidate has equivalent training or educational background.

(2) Receive Enlisted Performance Evaluations/CHIEFEVAL/FITREP with no mark in any trait below 3.0 for the 12-month period preceding nomination. Other service personnel evaluations and civil service employee appraisals must reflect equivalent marks for the same time period.

(3) Military personnel shall pass the PFA. Personnel with medical waivers must have passed the last PFA taken prior to the medical waiver. All military personnel must be within the height/weight or body fat standards to be considered.

(4) Update the MTS Mentor bi-weekly regarding status of progress within the MTS program.

(5) Obtain two instructor evaluations by MTS qualified personnel utilizing NETC 1500/4 Instructor Evaluation Checklist within 90 days of appearing before the oral review board. All of the evaluations must contain an MTS recommendation.

(6) Obtain the signature of an assigned MTS Mentor in each signature block contained in reference (b). Command MTS Coordinator may sign line items in the absence of assigned MTS Mentor.

(7) Successfully pass an MTS written examination with a score of 80% or higher. Excluding the final two instructor evaluations required before the oral board, all MTS PQS line items must be completed prior to taking the written examination.

(8) Successfully pass an Oral Examination Board.

f. Oral Examination Board:

(1) The examination board, chaired by the MTS Program Coordinator will consist of a minimum of two other MTS qualified personnel.

(2) The oral examination board will test the nominee's knowledge on any portion of the MTS PQS the board deems appropriate and 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 MTS Program Coordinator will forward the nomination to the Chief of Staff.

(3) Nominations to the Chief of Staff will utilize enclosure (4) and include a ready to sign certificate. Candidates disapproved by the MTS board must be re-boarded not less than six months before their PRD. A second oral board failure will result in disenrollment from the program and candidates must re-enroll to begin the process over.

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6. **MTS Requalification.** Previously qualified MTS designees are encouraged to re-qualify under the PQS certification process as outlined in reference (a).

7. **MTS Medallions.** MTS medallions are authorized and encouraged for wear by personnel who qualify or re-qualify at USNA and maintain MTS eligibility. Consistent with the spirit and purpose of the Navy's MTS program, MTS medallions identify and recognize those who possess superior instructional and learning management/coordination skills, as well as act as qualified and proven resources for USNA continuously coaching and mentoring of our Sailors. MTS qualified personnel are authorized to wear a 3-1/2 inch nametag with the MTS medallion opposite the USNA logo in any uniform that authorizes the nametag.

8. **Records Management**

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-InformationManagement/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local record custodian or the USNA Records Manager.

9. **Review and Effective Date.** Per OPNAVINST 5215.17A, the MTS Coordinator will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.

10. **Forms.** NETC 1500/4 Instructor Evaluation Checklist can be obtained by contacting the USNA MTS Coordinator.



J. S. BATES
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via USNA's Issuance website, <https://www.usna.edu/AdminSupport/Inst/>.

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SAMPLE MTS PROGRAM COORDINATOR DESIGNATION LETTER

1500
28/XXX
DD Mmm YY

From: Superintendent, U.S. Naval Academy
To: RATE/RANK Full Name, USN

Subj: DESIGNATION AS COMMAND MASTER TRAINING SPECIALIST (MTS)
PROGRAM COORDINATOR

Ref: (a) NAVEDTRA 43100-7G
(b) NAVEDTRA 43100-71G
(c) NETCINST 1500.2H

1. You are hereby designated as the Command Master Training Specialist (MTS) Program Coordinator. With this designation, you are granted "By direction" authority for matters pertaining to the MTS Program outlined in reference (a). This authorization does not apply to items relating to the mission or efficiency of the U.S. Naval Academy, or those involving military justice, dealing with matters of policy, or containing censure or criticism of any kind.

2. You shall thoroughly familiarize yourself with and execute the duties and responsibilities outlined in references (a) through (c).

3. This designation is effective immediately and will remain in effect until revoked or upon your transfer from the U.S. Naval Academy.

F. M. LAST

SAMPLE MTS MENTOR DESIGNATION LETTER

1500
28/XXX
DD Mmm YY

From: Chief of Staff, U.S. Naval Academy
To: RATE/RANK Full Name, USN

Subj: DESIGNATION AS A MASTER TRAINING SPECIALIST (MTS) MENTOR

Ref: (a) NAVEDTRA 43100-7G
(b) NAVEDTRA 43100-71G
(c) NETCINST 1500.2H

1. Per references (a) through (c), you are hereby designated as an MTS Mentor. As an MTS Mentor you shall exemplify advanced knowledge, skills, and abilities in the delivery of quality education and training. You shall also possess leadership abilities above that which are required to become qualified as MTS. Additionally, you shall:

a. Familiarize yourself with all references, processes, and methodologies pertaining to this instruction.

b. Track the progress of all assigned mentors and deliver monthly progress reports to the Command MTS Program Coordinator.

c. Maintain your instructor certification(s) as required.

d. Be available to teach MTS program (PQS) topics on a regular basis.

F. M. LAST
By Direction

SAMPLE MTS MENTOR ASSIGNMENT LETTER

1500
DD Mmm YY

From: Command Master Training Specialist (MTS) Coordinator
To: RATE/RANK, Full Name

Subj: ASSIGNMENT AS MASTER TRAINING SPECIALIST (MTS) MENTOR

Ref: (a) NAVEDTRA 43100-7G
(b) NAVEDTRA 43100-71G
(c) NETCINST 1500.2H

1. Having been designated as an MTS Mentor as outlined in references (a) through (c), you are hereby assigned duties as an MTS Mentor for the following MTS Candidates:

RATE	NAME	SIGNATURE

2. The above candidate signatures acknowledge assignment of the above subject MTS Mentor.

MEMBER ACKNOWLEDGMENT

1. I have read the above instruction and fully understand my duties and responsibilities as a Master Training Specialist Mentor.
2. I also understand it is my responsibility to comply with the above instruction in guiding my assigned candidates towards the successful completion of their certification as a Master Training Specialist.

MTS MENTOR RATE/RANK, Full Name

MTS MENTOR SIGNATURE/Date

MTS COORD. RATE/RANK, Full Name

MTS COORD. SIGNATURE/Date

SAMPLE MTS DESIGNATION LETTER

1500
28/XXX
DD Mmm YY

From: Superintendent, United States Naval Academy
To: RATE/RANK Full Name, United States Naval Academy

Subj: MASTER TRAINING SPECIALIST DESIGNATION ICO RATE/RANK FULL
NAME, USN

Ref: (a) NAVEDTRA 43100-7G
(b) NAVEDTRA 43100-71G
(c) NETCINST 1500.2H

1. Per references (a) and (b), and having completed the requirements set forth in reference (c), RATE/RANK Full Name is recommended for designation as a Master Training Specialist.
2. RANK/RATE Full Name successfully passed a computer exam with a score of XX% and an oral board on DD Mmm YY with a score of XX%. Board members included: RATE/RANK Name.
3. Through his superb efforts, and his dedication to the Navy's Instructor community, RATE/RANK Full Name has made himself/herself an invaluable asset to the United States Naval Academy.

S. S. BUCK

Copy to:
Member Service Record