



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
COMMANDANT OF MIDSHIPMEN  
ANNAPOLIS MARYLAND 21402-1300

COMDTMIDNINST 1500.2B  
MTS COORD  
MAY 07 2018

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1500.2B

From: Commandant of Midshipmen, U.S. Naval Academy

Subj: MASTER TRAINING SPECIALIST (MTS) PROGRAM

Ref: (a) NAVEDTRA 43100-7(series)  
(b) NAVEDTRA 43100-71(series)  
(c) NETCINST 1500.2(series)  
(d) SECNAV M-5210.1, Department of Navy Records Management Program  
(e) BUPERSINST 1610.10(series)  
(f) OPNAVINST 6110.1(series)

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

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 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 1500.2A.

3. 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. 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. 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 Commandant of Midshipmen 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) and whose primary duties are consistent with paragraph 3a.

c. 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.

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

5. Responsibilities

a. The Command MTS Program Coordinator shall:

(1) Be designated by the Commandant of Midshipmen utilizing the format in enclosure (1).

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

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

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

(5) Maintain 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 format in enclosure (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 shall:

- (1) Be assigned in writing by MTS Coordinator.
- (2) Familiarize themselves with all references pertaining to this instruction.
- (3) Assist MTS Coordinator in maintaining all records for personnel assigned to their department.

c. Department Chairs/Directors shall:

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

(2) Ensure each MTS candidates 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 shall:

(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 Commandant of Midshipmen 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 MTS Mentor regarding status of progress within the MTS program bi-weekly.

(5) Obtain two instructor evaluations by MTS qualified personnel utilizing enclosure (5) 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 of 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 guidance:

(1) The examination board, chaired by the MTS Program Coordinator shall 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 nomination to the Commandant of Midshipmen.

(3) Nominations to the Commandant of Midshipmen 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.

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. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV Manual 5210.1 of January 2012.

9. Review Responsibility. The MTS Program Coordinator is responsible for the annual review of this instruction 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. The instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date or an extension has been granted.



R. B. CHADWICK

Distribution:  
Non-Mids (Electronically)

MAY 07 2018

**SAMPLE MTS PROGRAM COORDINATOR DESIGNATION LETTER**

DD Mmm YY

From: Commandant of Midshipmen, U.S. Naval Academy  
To: RATE/RANK FULL NAME, USN, XXX-XX-XXXX

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

Ref: (a) COMDTMIDNINST 1500.2B  
(b) NAVEDTRA 43100-7 (series)  
(c) NETCINST 1500.2 (series)

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

F. M. LAST

**SAMPLE MTS MENTOR DESIGNATION LETTER**

DD Mmm YY

From: Commandant of Midshipmen, U.S. Naval Academy  
To: RATE/RANK FULL NAME, USN, XXX-XX-XXXX

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

Ref: (a) COMDTMIDNINST 1500.2B  
(b) NAVEDTRA 43100-7 (series)  
(c) NETCINST 1500.2 (series)

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

**MTS MENTOR ASSIGNMENT LETTER**

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) COMDMIDNINST 1500.2B  
(b) NAVEDTRA 43100-7 (series)  
(c) NETCINST 1500.2 (series)

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 ACKNOWLEDGEMENT**

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

CLASSROOM INSTRUCTOR EVALUATION CHECKLIST				
NAME		RATE		DATE
COURSE		TOPIC		TITLE
CIN	<input type="checkbox"/> TECHNICAL	<input type="checkbox"/> TECHNIQUE	<input type="checkbox"/> PRACTICE	TEACHING
<input type="checkbox"/> CERTIFICATION <input type="checkbox"/> MONTHLY 1 2 3 <input type="checkbox"/> QUARTERLY 1 2 3 <input type="checkbox"/> HIGH/MODERATE RISK				
Evaluate each item on the checklist as YES, NI (Needs improvement) NO or N/A (Not Applicable)				
1. INTRODUCTION	YES	NI	NO	N/A
a. Displayed course and topic title.				
b. Introduced self.				
c. Explained how the material fits into the course.				
d. Explained objectives to the students.				
e. Stressed the importance of safety.				
f. Explained the importance of satisfactory performance.				
g. Motivated students to do their best.				
2. PRESENTATION				
a. Lesson plan has been personalized.				
b. Classroom and materials are ready for training.				
c. Information technically accurate.				
d. Taught from the discussion points.				
e. Used the lesson plan effectively.				
f. Transitioned and chained material effectively.				
g. Used questioning techniques effectively.				
h. Used technology/training aids effectively.				
i. Maintained proper eye contact.				
j. Displayed enthusiasm.				
k. Used gestures effectively.				
l. Maintained a positive, professional attitude.				
m. Used time effectively.				
n. Avoided distracting mannerisms.				
o. Used communication skills effectively.				
p. Maintained flexibility.				
q. Used personal experiences/examples to stress material.				
r. Explained material clearly.				
3. INSTRUCTOR/STUDENT INTERACTION				
a. Established and maintained student attention.				
b. Encouraged student participation.				
c. Checked for student comprehension.				
d. Established/maintained proper instructor/student relationship.				
4. SUMMARY				
a. Related objective to lesson.				
b. Summarized lesson properly.				
c. Questions checked student understanding.				
d. Reemphasized the importance of safety.				

- Satisfactory                       Unsatisfactory  
 Recommended for a Waiver             Recommended for MTS

REMARKS COMPLETED BY THE EVALUATOR

All behaviors evaluated as N/I or NO will be explained under this section. Also include any comments of an outstanding nature. A statement concerning safety procedures must be included in this section.

SIGNATURE AND TITLE OF THE EVALUATOR

DATE

INSTRUCTOR IMPROVEMENT PLAN

I have been debriefed on this evaluation. I understand the areas that need improvement and will take the following action:

SIGNATURE AND TITLE OF THE INSTRUCTOR

DATE