BUMEDINST 1500.25D
BUMED-N7
10 Dec 2024

BUMED INSTRUCTION 1500.25D

From: Chief, Bureau of Medicine and Surgery

Subj: NAVY MEDICINE MASTER TRAINING SPECIALIST PROGRAM

Ref: (a) NAVEDTRA 43100-7G
        (b) NAVEDTRA 43100-71G
        (c) SECNAV M-5210.1 of September 2019
        (d) BUPERSINST 1610.10F
        (e) OPNAVINST 6110.1K

1. <u>Purpose</u>. To update policy for the guidance and execution of the Navy Medicine Master Training Specialist (MTS) Program. This instruction is a complete revision and should be reviewed in its entirety.

2. <u>Cancellation</u>. BUMEDINST 1500.25C.

3. <u>Scope and Applicability</u>. This instruction applies to all Navy Medicine education and training commands. It is subject to bargaining with your local union(s), if applicable, prior to implementation. Contact your Bureau of Medicine and Surgery (BUMED) Human Resources Office to determine labor obligations.

4. <u>Discussion</u>. Education and training are critical factors in creating and maintaining a successful, agile, responsive, and flexible organization. Those leading the development, delivery, and supervision of Navy Medicine education and training are in a unique position as specialists and change agents to impact the scope of healthcare beyond the classroom and laboratory. The MTS Program is designed to develop and qualify those individuals who possess advanced knowledge, skills, and abilities which enhance the delivery of quality Navy Medicine 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.

5. <u>Policy</u>. To provide the greatest organizational benefit, eligible MTS individuals must complete reference (a) as soon as practical. Reference (a) is available at https://www.mnp.navy.mil/documents/34059/276734/43100-7G.pdf. Online examination and oral board requirements will be adhered to per reference (a). The outlined standards will be uniformly applied, and the nomination criteria must be carefully controlled and monitored for MTS designation to have credibility throughout Navy Medicine education and training communities and to ensure the designation's universal recognition as a high, value-added qualification. MTS is a designation of qualification, not an awards program, and must not be

used in lieu of an award or as an end-of-tour award. Officer and enlisted MTS designees will be awarded the additional qualification designation (AQD) 2MT or Navy enlisted classification (NEC) 8MTS. MTS qualification must not preclude an individual from receiving other appropriate awards for the same service. Failure to obtain MTS qualification should not be interpreted as an indication of unsatisfactory or adverse performance.

6. 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 may be approved by the commanding officer (CO) or officer in charge (OIC) via a 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 the Navy (DON) civil service personnel permanently assigned to a Navy Medicine education and training command or training support billet at a Navy Medicine command whose primary mission is education and training. Should there be a question of positional status to participate, contact the Naval Medical Forces Development Command (NAVMEDFORDEVCMD) MTS program manager for further clarification.

    b. Other Service personnel may participate if they are permanently assigned to a Navy Medicine command whose primary duties are consistent with subparagraph 6a.

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

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

    e. Reference (a) details the minimum prerequisite training qualifications for MTS Program candidate participation. Reference (b) provides standard answers to reference (a). Reference (b) is available at https://www.mnp.navy.mil/group/mnpmain/home. Formal courses of instruction satisfying completion requirements for a member to earn the NEC Code 805A or equivalent are mandatory for all candidates enrolling in the MTS Program. COs or OICs may grant a waiver or request a waiver from Commander, NAVMEDFORDEVCMD for DoD civilians and officers who already possess professional credentials in education or training, and to other military service personnel who have completed Service-specific instructor training.

7. Process

    a. NAVMEDFORDEVCMD will serve as the MTS executive agent. NAVMEDFORDEV-CMD deputy chief of staff and training and education (NAVMEDFORDEVCMD-N7) must approve all waivers of eligibility beyond those stated in subparagraphs 6a through 6c and will be consulted if training credentials are questionable.

    b. Reference (a), provides the minimum requirements for MTS designation. Individuals must demonstrate proficiency in each of the line items. Additional line items unique to an organization may be added upon recommendation of the command MTS program coordinator and approval by the CO or OIC. For the MTS designation to have credibility throughout the education and training communities and to ensure the designation's universal recognition as a high, value-added qualification program, the standards must be uniformly applied. The nomination criteria must be carefully controlled and monitored.

    c. Qualification, Recognition, and Documentation Procedures. The MTS designating authority is the CO or OIC of the education and training command. This list of information is provided for activities to execute:

    (1) Education and training commands desiring to participate in the MTS Program must request approval in writing from NAVMEDFORDEVCMD.

    (2) Activities participating in the MTS Program will establish an MTS command nomination board. The board will:

    (a) Consist, at a minimum, with this list of assigned personnel:

    1. The command or detachment MTS program coordinator or instructional systems specialist, who will sign the MTS oral board line item of the Core Competency Qualification Requirements (CCQR) final qualification page.

    2. The senior MTS-qualified staff member attached to the command or detachment.

    3. At least two additional MTS-qualified personnel from the command or detachment.

    (b) Ensure each candidate's package is screened to ensure all eligibility requirements are met.

    (c) Ensure candidate passes MTS written assessment (online) prior to an MTS oral board convening. Prior legacy and CCQR MTS-designated personnel do not have written or oral board requirements.

(d) Upon successful completion of the written (online) assessment, convene an oral board with at least three MTS designated personnel. Interview candidates on any portion of the MTS personnel qualification standards (PQS) the board deems appropriate. Judge the candidate's ability to carry out the education and training management and leadership duties as assigned. If the board finds the candidate to be qualified in all respects, the board will forward the nomination to the CO or OIC recommending the candidate's designation as MTS.

(3) Ordering, preparing, and distributing certificates and medallions is the responsibility of the awarding authority. Certificates and medallions may be ordered by contacting the NAVMEDFORDEVCMD deputy chief of staff, NAVMEDFORDEVCMD N7, or the MTS program manager.

(4) Present each MTS selectee with a NAVMEDFORDEVCMD certificate of designation and MTS nametag medallion at an appropriate command ceremony and incorporate relevant comments in the individual's performance evaluation or fitness report.

(5) Make an appropriate entry in the individual's electronic service record (ESR).

(a) For military personnel:

1. Prepare a NAVPERS 1070/613 Administrative Remarks and forward, with a copy of the certificate of designation, to local Personnel Support Detachment (PSD) via the command pay and personnel administrator (CPPA) to update the ESR.

2. Prepare a request for assignment letter and forward, with a copy of certificate designation, to PERS-3 to award 2MT AQD.

3. Prepare a NAVPERS 1221/6 Navy Enlisted Classification (NEC) Change Request and forward, with a copy of certificate designation, to PERS-4013 to award 8MTS NEC.

(b) To update Joint Services Transcript (JST):

1. Mail certified copy of MTS certificate or page 4 to Naval Education and Training Command, JST Operations Center (N643), 6490 Saufley Field Road, Pensacola, FL, 32509-5204, or fax to: (850) 473-6013.

2. Navy personnel must provide their DoD identification number, daytime telephone number, and e-mail address.

3. Documents must be certified as a true copy by current command or PSD via the CPPA. Contact the JST by e-mail at jst@doded.mil.

(c) For DoD civilian personnel, request all training on an SF 182 Authorization, Agreement and Certification of Training. After completion of training, ensure the MTS program coordinator signs page 2, Section F - Certification of Training Completion and Evaluation, and attaches a copy of the MTS qualified member's certificate or grades, if applicable, then returns the completed NAVPERS 1221/6 to the MTS qualified member's training officer or coordinator. The training officer or coordinator will forward appropriate entries to the human resources department for documentation in the member's official training file (Defense Civilian Personnel Data System and Defense Medical Human Resources System–internet).

(6) MTS Medallions

(a) Earned MTS medallions are authorized for wear at any Navy Medicine training activity.

(b) Consistent with the spirit and intent of Navy Medicine's MTS Program, all Navy Medicine commands are encouraged to have their MTS-designated personnel wear the nametag medallion as approved. This action is to identify and recognize bearers as qualified activity training assets who possess superior instructional and learning management coordination skills and act as proven resources to the command, activity, or workplace for continuous coaching and mentoring of Navy Medicine personnel. For Service members, the MTS medallion must be worn on the left side of the nametag opposite the command's logo or medallion; no more than two medallions may be worn at any one time on the nametag. If there is no command logo, the medallion will be centered on the Service member's nametag before the last name. Civilian personnel earning the MTS designation will display their MTS medallion per local guidance.

(c) Personnel who previously earned the MTS designation are authorized to continue wearing the medallion while stationed at a training activity.

(7) Once the MTS designation has been achieved, transfer to another command will not necessitate re-qualification.

d. MTS Designation Removal

(1) Any member's CO or OIC may remove an individual's MTS designation for failure to maintain prescribed, requisite standards specified in this instruction.

(2) If a member's designation is removed, appropriate entries will be made in the member's official record.

e. MTS Requalification

(1) Due to changes in policies, systems, or procedures, personnel dealing with the subject matter of this PQS may be required to complete reference (a) 301 or 302. These items, regardless of qualifications achieved in previous versions, must be completed.

(a) CCQR designated MTS must complete reference (a) MTS PQS, 302 prior to being a command MTS mentor or qualifier (June 2010 to April 2014, serialized certificates). There is no written or oral exam or board requirement.

(b) Pre-CCQR (Legacy) designated MTS must complete reference (a) MTS PQS, 301 prior to being a command MTS mentor or qualifier (prior to June 2010, no serialized certificates). There is no written or oral exam or board requirement.

(2) Once the MTS designation has been achieved, and the requirements in subparagraphs 7e(1)(a) and 7e(1)(b) have been met, transfer to another command will not necessitate re-qualification.

Note: The 302 contents are the gaps of CCQR designated MTS line items learned material and reference (a) MTS PQS contents.

8. Roles and Responsibilities

a. Commander, NAVMEDFORDEVCMD must:

(1) Issue guidance for MTS program execution, including approving education and training command requests for MTS program participation.

(2) Appoint an MTS program manager in writing.

(3) Provide oversight of the MTS program and data management.

(4) Provide input to reference (a) to support required MTS PQS line items. The MTS PQS can be accessed through https://www.mnp.navy.mil/group/mnpmain/home on the PQS tab.

(5) Issue serialized MTS certificates and medallions to participating commands.

(6) Review and approve requests for waivers.

(7) Liaise with Naval Education and Training Command MTS program manager and command MTS program coordinators to ensure MTS written assessment access (online) are available to MTS candidates. Commands outside the NAVMEDFORDEVCMD domain should have .mil access to test online. If this is not available, NAVMEDFORDEVCMD MTS program manager will determine the assessment course of action.

(8) Provide guidance to activities that desire to participate in the MTS program.

(9) Approve requests for command participation in the MTS program.

b. <u>Navy Medicine Education and Training Commands must</u>:

(1) Designate a command MTS program coordinator in writing.

(2) Appoint MTS board membership.

(3) Implement and execute the MTS program per this instruction.

(4) For each MTS candidate, designate an MTS mentor to serve as authorized sign-off authority for the candidate. An MTS previously designated as such via the legacy process or CCQR must follow guidance outlined in subparagraph 7e prior to MTS mentor or qualifier designation.

(5) Notify the Commander, NAVMEDFORDEVCMD of all individuals qualified as MTS via a semiannual report, submitted before 15 January and July, identifying MTS designations awarded. The report should cover the preceding two quarters of the calendar year, and include name, certificate serial number, rank, rate, grade, MTS qualification date, the period during which accomplishments were demonstrated, and the MTS program coordinator's name and contact information. NAVMEDFORDEVCMD deputy chief of staff and NAVMEDFOR-DEVCMD N7 will also be notified in this report whenever a MTS designation is removed, including the basis for this action.

(6) Submit requests for command participation in the MTS program to NAVMEDFOR-DEVCMD's MTS executive agent for approval. Training commands outside of the NAVMEDFORDEVPCMD domain must submit command participation requests with appropriate documentation to the NAVMEDFORDEVCMD MTS program manager for approval. Establishment requirements and documents will include:

(a) Verification the training command's primary mission is training and education.

(b) A command CO or OIC approved request, on command letterhead, to participate in the MTS program.

(c) At least three MTS-designated personnel and five instructors to sustain the MTS program.

(d) A validated and approved training command MTS instruction.

(e) A validated and approved training command instructor qualification, certification, and sustainment instruction.

c. <u>Training Command MTS Program Coordinator must</u>:

(1) Serve as the command program administrator.

(2) Oversee the command and respective detachment(s) qualification processes.

(3) Verify initial MTS candidate eligibility for participation based upon the recommendation of each candidate's supervisor.

(4) Maintain an MTS tracker documenting prerequisite completion and status of MTS candidate progress. Archive MTS documentation for previously completed MTS designees per reference (c).

(5) Draft the semiannual reports.

(6) Maintain data documenting podium contact hours for each enrolled MTS candidate. Podium contact hours will be achieved during current command assignment for which enrolled. Podium hours that cannot be achieved via delivery of formal training can be achieved via general military training, Navy military training, personal financial management, leadership training, etc.

(7) Notify each candidate, in writing, at least 2 weeks prior to convening the MTS board.

(8) Maintain the MTS certificate tracking document to validate issuance and use of serialized MTS certificates.

(9) Document each candidate's satisfactory completion of requirements in reference (a) PQS. File the final qualification for the duration of a military candidate's tour of duty, plus 1 year after transfer; file each civilian candidate's final qualification for the duration of their career.

(10) Update the MTS program manager of any MTS coordinator or command address change.

(11) Gather and forward metrics and evaluation data, as requested, with command recommendation(s), if any, for continuous improvement and validation.

d. <u>MTS Candidates</u>

(1) Submit a special request chit for MTS program participation based on the recommendation of the direct supervisor and the command MTS program coordinator. The special request chit is to be approved by the CO or OIC.

(2) Pursue and complete MTS designation not less than 6 months of reporting aboard and to achieve MTS designation at least 6 months prior to their projected rotation date.

(3) Collaborate with MTS mentor(s).

(4) Complete requirements specified in reference (a), this instruction, and any specified command program requirements.

(5) Meet performance evaluation requirements. Candidates evaluated under reference (d) must receive no mark below 3.0 in any trait for the 12-month period immediately preceding nomination, with the exception of a 2.0 mark in military bearing based on the most current physical fitness assessment (PFA) that was passed within the last evaluation cycle.

(6) Military personnel must pass and maintain their PFA per reference (e) or applicable Service instruction. Personnel with medical waivers must have passed the last PFA taken prior to the medical waiver.

(7) Civil service personnel must meet performance appraisal (must be rated "Fully Successful" and above) requirements.

(8) Complete at least 135 instructor-learner contact hours. Instructor-learner contact hours may include any instructional time approved by the command MTS program coordinator to include formal topic instruction, general military training and Navy military training presentations, rate training, in-Service training, facilitated events, staff briefing, indoctrinations, labs, etc.

(9) Pass an oral examination conducted by the command MTS board and be recommended by the MTS board for MTS designation.

(10) Have no non-judicial punishment, courts martial, civilian conviction, or incidence of substance abuse within the 2 years prior to pursuing MTS designation.

9. <u>Records Management</u>

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 the local records manager or the OPNAV Records Management Program (DNS-16).

10. <u>Review and Effective Date.</u> Per OPNAVINST 5215.17A, BUMED-N7 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

11. <u>Forms and Information Management Control</u>

    a. <u>Forms</u>

        (1) SF 182 Authorization, Agreement and Certification of Training, is available electronically from the GSA Web site at http://www.gsa.gov/portal/forms/download/117002.

        (2) The forms listed can be downloaded from the Navy Personnel Command Web site at https://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx:

        (a) NAVPERS 1070/613 Administrative Remarks.

        (b) NAVPERS 1221/6 Navy Enlisted Classification (NEC) Change Request.

    b. <u>Information Management Control.</u> The reporting requirement for subparagraphs 7c, 8b, and 8c are exempt from reports control per Secretary of the Navy Manual 5214.1 of December 2005, part IV, subparagraph 7k.

<div style="text-align:center">D. K. VIA</div>

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via the Navy Medicine Web site, https://www.med.navy.mil/Directives/