

FY15-FY17 CORE SKILL REQUIREMENTS
EDUCATION AND TRAINING MANAGEMENT SUBSPECIALTY (ETMS)
Subspecialty 3150
NPS CIVINS Curriculum 867

Billet subspecialty coding is to be based on the minimum education/training/experience level required for optimum performance. The Education and Training Management and Training Subspecialty/3150 coding is justified when, in addition to the general criteria stated in NAVPERS 15839 series (Manual of Navy Officer Manpower and Personnel Classification) Part B, the following specific criteria are satisfied:

1. Subspecialty Coding Restrictions

a. Billets assigned to: Aviation, Medical, Human Resources, Explosive Ordnance Disposal, Special Operations, Special Warfare, Surface, and Submarine officers communities.

2. Applicable Officer Designator(s):

- a. 1000 and 1050
- b. 11XX
- c. 120X
- d. 13XX
- e. 1520 and 1542
- f. 181X and 183X
- g. 230X
- h. 290X

3. Applicable Billet Designator(s):

- a. 1000 and 1050
- b. 1110, 1120, 1130, and 1140
- c. 1200
- d. 1300, 1302, and 1310
- e. 1520
- f. 1810 and 1830
- g. 2000
- h. 2300
- i. 2900

4. Significant Experience Criteria

a. ETMS/3150 S-coded billets are justified when, in addition to criteria (1) and (2), either criteria (3) or (4) are met.

(1) The billet requires that the incumbent plan and coordinate requirements for manpower, equipment, curricula, facilities or funding required to conduct assigned instructional programs.

(2) The billet requires that the incumbent establish and execute procedures for the conduct of instructional programs in conformance with published policies and standards.

(3) The billet requires the incumbent to develop testing programs and analyze the testing results.

(4) The billet requires that the incumbent supervise the development and production of instructional material.

b. ETMS/3150 s-coded officers are justified when:

(1) The officer has served in a 3150 related or coded billet for more than 18 months and has no Subspecialty Code in the ETMS field.

(2) FITREP justifies that s/he has accomplished the task(s) indicated above for more than 18 months.

c. ETMS/3150 R-coded billets are justified when, in addition to general requirements for S-coded billets criteria, (1) and (2) along with two of criteria (3) through (7) are met.

(1) The billet requires that the incumbent plan and coordinate requirements for manpower, equipment, curricula, facilities or funding required to conduct assigned instructional programs.

(2) The billet requires that the incumbent establish and execute procedures for the conduct of instructional programs in conformance with published policies and standards.

(3) The billet requires the incumbent to develop testing programs and analyze the testing results.

(4) The billet requires that the incumbent supervise the development and production of instructional material.

(5) The billet requires that the incumbent evaluate or monitor the evaluation of the effectiveness of classroom instruction related to instructor performance, learning environment, training aids, instructional methods, instructional delivery, and conformance to policy and standards.

(6) The billet requires that the incumbent recommend or approve policies and standards for improving the conduct of training.

(7) The billet requires that the incumbent provide plans for development, review or revision on instructional programs.

d. ETMS/3150 R-coded officers are justified when:

(1) The officer has served in a 3150 related or coded billet for at least two 18 month tours. Officers are board selected or request review of their records by the Primary Consultant's Representative.

(2) FITREP justifies that s/he has accomplished the task(s) indicated above in their two 18 month tours.

5. Baccalaureate Criteria

- a. ETMS/3150 E-coded billets are not authorized.
- b. ETMS/3150 E-coded officers are not authorized.

6. Elective Level Criteria

- a. ETMS/3150 H-coded billets are not authorized.

7. Functional Education Criteria

- a. ETMS/3150 F-coded billets are justified when:

(1) The billet requires the incumbent to provide recommendations and courses of action to commanders responsible for training and/or education management, including the preparation of policy guidance directives.

(2) The billet requires the incumbent to possess the capability to perform those management functions associated with training and/or education programs.

(3) The billet requires the incumbent to supervise and participate in the development of short-, mid- or long-range plans for the acquisition of total resources to meet training/education requirements.

(4) The billet requires the incumbent to supervise and participate conceptually in broad spectrum academic or technical curriculum development, review, implementation, and management.

(5) The billet requires the incumbent to effectively employ Navy Occupational Task Analysis Program data or other task analysis data to revise and enrich curricular content.

(6) The billet requires the incumbent to supervise the development and implementation of contemporary training and education methods embraced in the systems approach.

(7) The billet requires the incumbent to supervise the development of training methods, procedures and media that support training requirements in the most cost effective manner.

(8) The billet requires that the incumbent be able to evaluate proposed courses and curricula in order to determine if they will produce graduates with the skills needed in the target billets.

b. ETMS/3150 F-coded officers are justified when:

(1) The officer has a 3150G code and has completed a tour (minimum 18 months) in a coded billet subsequent to receiving a G Code.

c. ETMS/3150 G-coded billets are justified when:

(1) The billet requires the incumbent to provide recommendations and courses of action to commanders responsible for training and/or education management, including the preparation of policy guidance directives.

(2) The billet requires the incumbent to possess the capability to perform those management functions associated with training and/or education programs.

(3) The billet requires the incumbent to supervise and participate conceptually in broad spectrum academic or technical curriculum development, review, implementation, and management.

(4) The billet requires the incumbent to effectively employ Navy Occupational Task Analysis Program data or other task analysis data to revise and enrich curricular content.

(5) The billet requires the incumbent to supervise the development and implementation of contemporary training and education methods embraced in the systems approach.

(6) The billet requires the incumbent to supervise the development of training methods, procedures and media that support training requirements in the most cost effective manner.

(7) The billet requires that the incumbent be able to evaluate proposed courses and curricula in order to determine if they will produce graduates with the skills needed in the target billets.

d. ETMS/3150 G-coded officers are justified when:

(1) The officer completes a master degree with graduate education which meets a minimum of (6) ETMS Education Skill Requirements (ESRs).

8. Masters Criteria for Education and Training Management/3150

a. ETMS/3150 P-coded billets are justified when, in addition to general criteria for masters requirements, criteria (1) and (2) below with one of criteria (3) through (8) are satisfied.

(1) The billet requires the incumbent to provide recommendations and courses of action to commanders responsible for training and/or education management, including the preparation of policy guidance directives.

(2) The billet requires the incumbent to possess the capability to perform those management functions associated with training and/or education programs.

(3) The billet requires the incumbent to supervise and participate in the development of short-, mid- or long-range plans for the acquisition of total resources to meet training/education requirements.

(4) The billet requires the incumbent to supervise and participate conceptually in broad spectrum academic or technical curriculum development, review, implementation, and management.

(5) The billet requires the incumbent to effectively employ Navy Occupational Task Analysis Program data or other task analysis data to revise and enrich curricular content.

(6) The billet requires the incumbent to supervise the development and implementation of contemporary training and education methods embraced in the systems approach.

(7) The billet requires the incumbent to supervise the development of training methods, procedures and media that support training requirements in the most cost effective manner.

(8) The billet requires that the incumbent be able to evaluate proposed courses and curricula in order to determine if they will produce graduates with the skills needed in the target billets.

b. ETMS/3150 P-coded officers are justified when:

(1) The officer completes ETMS Curriculum 867 and obtains a masters degree which meets all 10 ETMS ESRs.

c. ETMS/3150 Q-coded billets are justified when the billets are in the grade of LCDR through Captain which are normally found on major staffs, major schools commands director of training and other billet with comprehensive responsibilities for training management.

d. ETMS/3150 Q-coded officers are justified when:

(1) The officer completes the criteria for the 3150P and have completed at least 18 months in an education and management (3150P) coded billet.

9. Post-Masters

a. ETMS/3150 M and N-coded billets are not authorized.

b. ETMS/3150 M and N coded officers are not authorized.

10. Doctorate Criteria

a. ETMS/3150 C and D-coded billets are not authorized.

b. ETMS/3150 C and D-coded officers are not authorized.

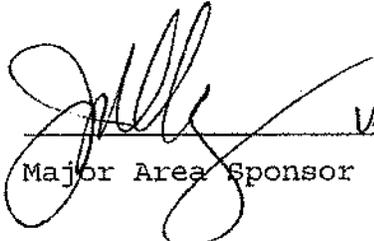
11. Community Managers and the Budget Submitting Office agreed to allow billets to be coded for Subspecialty ETMS/3150 and officers to be educated for this curriculum.

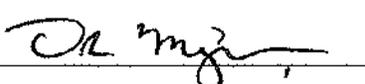
Designator(s)	Officer Community Manager	Approval Date
11XX	LCDR Eric Astle	9 May 14
	CDR Chase Patrick	19 May 14
	LCDR Michael Tollison	22 May 14
	CDR Matthew Burns	23 May 14
120X	LCDR Brett Hinson	13 May 14
13XX	CDR David Whitehead	13 May 14
1520	LCDR Chris Haas	27 May 14
181X/183X	CAPT Sheryl Richardson	10 Jun 14
20XX/230X/290X	CAPT Julie McNally	23 May 14

12. Major Area Sponsor and Subject Matter Expert (SME):

Major Area Sponsor: DCNO, Integration of Capabilities and Resources (OPNAV N8)

SME: Dr. Cheral Cook, Advanced Education Coordinator, NETC

APPROVED:  VAADMUSN
Major Area Sponsor N8 4/9/15
Date

APPROVED:  7/9/15
Director, Total Force Manpower Training and Education Requirements Division (N12) Date