2017 - 2019 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. Description of Core Skill Requirements (CSR) Competencies. The listed CSRs are a set of quantifiable skills, traits and experiences that a subspecialist must possess to perform acceptably in a coded billet for the ETMS/3150.

a. CSR-1: Plan and coordinate requirements for manpower, equipment, curricula, and facilities or funding required to conduct assigned instructional programs.

b. CSR-2: Establish and execute procedures for the conduct of instructional programs in conformance with published policies and standards.

c. CSR-3: Develop testing programs and analyze the testing results.

d. CSR-4: Supervise the development and production of instructional material.

e. CSR-5: 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.

f. CSR-6: Recommend or approve policies and standards for improving the conduct of training.

g. CSR-7: Provide plans for development, review or revision on instructional programs.

h. CSR-8: Provide recommendations and courses of action to commanders responsible for training and/or education management, including the preparation of policy guidance directives.

i. CSR-9: Possess the capability to perform those management functions associated with training and/or education programs.

j. CSR-10: Supervise and participate in the development of short-, mid- or long-range plans for the acquisition of total resources to meet training/education requirements.

k. CSR-11: Supervise and participate conceptually in broad spectrum academic or technical curriculum development, review, implementation, and management.

l. CSR-12: Effectively employ Navy Occupational Task Analysis Program data or other task analysis data to revise and enrich curricular content.

m. CSR-13: Supervise the development and implementation of contemporary training and education methods embraced in the systems approach.

n. CSR-14: Supervise the development of training methods, procedures and media that support training requirements in the most cost effective manner.

o. CSR-15: Evaluate proposed courses and curricula in order to determine if they will produce graduates with the skills needed in the target billets.

2. Applicable Officer Designator(s):

a. 1000 and 1050
b. 11XX
c. 120X
d. 13XX
e. 1520 and 1542
f. 18XX
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. Educational and Significant Experience Criteria.

a. ETMS coded billets are authorized when the functions of the billet include specific CSR competencies listed in paragraph 1 for each applicable coded billet listed in the Subspecialty Code Suffixes Authorized. For additional clarification regarding definition of suffixes, refer to the NAVPERS 15839I, Vol 1. Part B. Note: 'Proven' requires at least 18-month experience tour in subspecialty coded billet.

b. Subspecialty Code Suffixes Authorized.

Subspecialty Code Suffixes Authorized					
Billet	Officer	Suffix	Definition	CSRs Requirement (paragraph 1)	Qualification Standards for ETMS Suffix Codes (Officer)
		C	Proven Doctor of Philosophy		
		D	Doctor of Philosophy		
X	X	F	Proven Master's Degree that does not meet all Education Skill Requirements (ESRs)	8 through 15	Must have a 3150G and have completed a minimum 18 month tour in a 3150G coded billet subsequent to receiving a 3150G
X	X	G	Master' Degree that does not meet all ESRs	8 and 9 with one of CSRs 10 through 15	Completed a master's degree with graduate education that meets a minimum of six (6) ETMS (ESRs)
		H	Master's Degree desired, not required		
		L	Certificate degree at the Master's level		
		M	Proven Post master's Degree graduate education		
		N	Post Master's Degree in approved Navy subspecialty		
X	X	P	Master's Degree in approved Navy subspecialty	8 and 9 with one of the CSRs 10 through 15	Completed a master's degree meeting all 10 ETMS ESRs

Subspecialty Code Suffixes Authorized (cont.)					
Billet	Officer	Suffix	Definition	CSRs Requirement (paragraph 1)	Qualification Standards for ETMS Suffix Codes
*X	X	Q	Proven Master's Degree	8 and 9 with one of the CSRs 10 through 15	Must have a 3150P and have completed at least an 18 month tour in a 3150P coded billet subsequent to receiving a 3150P code
X	X	R	Proven Significant Experience	1 and 2 along with two of the CSRs 3 through 7	Served in a 3150 related or coded billet for at least two 18 month tours
X	X	S	Significant Experience obtained through OJT	1 and 2 along with either 3 or 4	Served in a 3150 related or coded billet for more than 18 months and has no ETMS code

* Q Code billets assigned only to billets in the grade Lieutenant Commander through Captain.

5. Major Area Sponsor and Subject Matter Expert (SME)

a. Major Area Sponsor: Deputy Chief of Naval Operations, Integration of Capabilities and Resources.

b. SME and Action Officer SME: Dr. Cheral Cook, Advanced Education Coordinator, (NETC N527), 850-452-3671, cheral.cook@navy.mil.

APPROVED: _____ 10/27/16
Major Area Sponsor Date

APPROVED: _____ 2/22/2017
Director, Total Force Manpower Training and Education Requirements Division (N12) Date