

2017 – FY19 EDUCATIONAL SKILL REQUIREMENTS FOR EDUCATION AND  
TRAINING MANAGEMENT SUBSPECIALTY (ETMS)

3150

CIVINS Curriculum 867

1. Curriculum Number: 867
2. Curriculum taught at: Old Dominion University (ODU), University of Memphis (U of M), and the University of Rhode Island (URI).
3. Curriculum Length in Months: 18
4. Academic Profile Code Required: N/A
5. Community Managers have agreed to allow billets to be coded for ETMS/3150 and officers to be educated for this curriculum.
6. The officer must understand the fundamental concepts and be familiar with the basic functional areas of the ETMS/3150 Curriculum within the Department of the Navy (DON) and the Department of Defense (DOD) including the following ten ETMS Education Skill Requirements (ESR).
  - a. ESR-1: Knowledge of Basic Management Principles including Resource Management System - The officer should be conversant with fundamental management theories and the strengths and weaknesses of each theory. Officers should be completely familiar with those basic elements which are common to all management systems. The officer should understand the management systems and techniques employed within DOD, particularly Navy. The officer should understand the Resource Management System (i.e., how resources are acquired, allocated, and accounted for).
  - b. ESR-2: Thorough Knowledge of Education and Training Organization and Operation - The officer should be thoroughly knowledgeable in the education and training organizational structure and operation. This includes all levels from the executive level to the activity conducting the education of training or providing training support. The officer should understand the operations from the time of determination of the education and training requirements to acquisition of resources and the establishment of the required program. The officer should also understand aspects of the maintenance of ongoing education and training. The officer should understand how requirements are originated and validated.

Enclosure (3)

c. ESR-3: Understand the Planning, Programming, Budgeting, and Fiscal Systems - The officer should possess sufficient understanding of planning, programming, budgeting, and fiscal systems to perform duties in education and training management. This implies a solid working budget, etc. The officer should understand the mechanisms entailed in the translation of validated requirements into the acquisition of required resources.

d. ESR-4: Understand the Principles and Applications of Instructional Systems Development - The officer should possess an in-depth knowledge of the basic tenants and underlying theories of instructional technology – specifically the Instructional Systems Development (ISD) models. The officer should understand the major advantages inherent in the ISD systems as compared with conventional and traditional designs. This includes knowledge of various instructor roles. The officer should also be aware of the economic factors associated with ISD introduction and ongoing ISD.

e. ESR-5: Knowledge of Personnel/Manpower Management - The officer should possess an understanding of the basic tenants and underlying theories of manpower management. Included within this category are manpower requirements, definition, personnel acquisition, professional development, promotion and advancement, and personnel placement. The officer should also possess a working knowledge of the policies and practices in personnel management. The officer should also possess a working knowledge of manpower policies and procedures.

f. ESR-6: Basic Knowledge of the Theory of Training and Education Psychology - The officer should possess an awareness of the various elements of education psychology, including the learning process and the factors affecting learning, and how these elements function in the education and training environments. These elements must be approached in terms of both the general theory and the specific application within diverse populations.

g. ESR-7: Basic Knowledge of the Training Research and Development (R&D) Process, Policies, and Procedures - New approaches and improvement to existing technology rely on new knowledge which comes primarily from scientific research. Officers responsible for Navy education and training must be able to discuss and use the R&D process to improve the education and training system. Officers should be able to list the various means through which new and existing R&D information can be obtained, as well as how R&D can be initiated.

h. ESR-8: Basic Understanding of the Applications of Computer and Technology to Education and Training Management - The officer must be well-versed in education and training applications of web based and interactive multimedia instruction and electronic performance support. Knowledge of computer theory, the World Wide Web, networks, handheld and wearable computers, and systems analysis is implied in so far as it is essential to understanding and managing computer learning applications. This definition

implies understanding of web, network, and associated computer capabilities and limitations. Specific attention should be paid to the instructional use of the networks and the web, and the management (budget, manpower, reporting, etc.) and impact of developing technologies. Automated Data Processing network and web control policies should also be understood.

i. ESR-9: Basic Knowledge of Contract Administration - The intent of this knowledge item is to permit the individual to function as the technical manager in procurement. The individual must have sufficient knowledge of the various procurement systems and procurement regulations to work with contracting personnel to ensure receipt of the full intended value for monies expended for goods and services.

j. ESR-10: Knowledge of Existing and Conceptual Training Systems - Because ISD is not applicable to all education and training situations, officers must be familiar with the theory of other existing systems, their operational methodology, and their assets and limitations. Similarly, some cognizance of conceptual systems for education and training is required so applications of new ideas may be incorporated into existing systems.

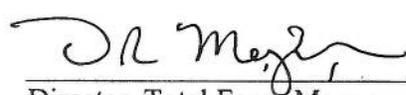
6. Major Area Sponsor and Subject Mater Expert (SME)

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

b. Subject Matter Expert: Dr. Cheral Cook, Advanced Education Coordinator, (NETC N527).

APPROVED:  \_\_\_\_\_  
Major Area Sponsor 10/27/16  
Date

APPROVED:  \_\_\_\_\_  
President, Naval Post Graduate School 12-15-2016  
Date

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