

FY15-FY17 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. Students are fully funded and the curriculum is available for any student to pursue at the ETMS partnering universities.
4. Curriculum Length in Months: 18
5. APC Required: N/A
6. Community Managers have agreed to allow billets to be coded for ETMS/3150 and officers to be educated for this curriculum.

Designator	Officer Community Manager Name	Approval Date
a. 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
b. 120X	LCDR Brett Hinson	13 May 14
c. 13XX	CDR David Whitehead	13 May 14
d. 1520	LCDR Chris Haas	27 May 14
e. 181X/183X	CAPT Sheryl Richardson	10 Jun 14
f. 20XX/230X	CAPT Julie McNally	23 May 14
g. 290X	CAPT Julie McNally	23 May 14

7. There are ten Education Skill Requirements for the ETMS/3150 Curriculum as related to the Navy ETMS field within the Department of the Navy (DON) and the Department of Defense (DOD).

- a. ETMS Educational Skill Requirements

- (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,

Enclosure (3)

particularly Navy. The officer should understand the Resource Management System (i.e., how resources are acquired, allocated, and accounted for).

(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.

(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.

(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.

(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.

(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.

(7) Basic Knowledge of the Training Research and Development 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.

(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. ADP network and web control policies should also be understood.

(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.

(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

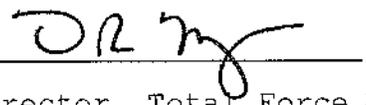
applications of new ideas may be incorporated into existing systems.

APPROVED: 
Major Area Sponsor

4/9/15
Date

APPROVED: 
Naval Post Graduate School

4-24-2015
Date

FINAL APPROVAL: 
Director, Total Force Manpower,
Training and Education
Requirements Division (N12)

7/9/2015
Date