

DEPARTMENT OF THE NAVY

Commander in Chief
U.S. Pacific Fleet
250 Makalapa Drive
Pearl Harbor, HI 96860-7000

Commander in Chief
U.S. Atlantic Fleet
1562 Mitscher Avenue Suite 250
Norfolk, VA 23551-2487

CINCPACFLT/CINCLANTFLTINST 3500.2
(CPF N7/CLF N7)
8 SEP 1998

CINCPACFLT/CINCLANTFLT INSTRUCTION 3500.2

Subj: AFLOAT TRAINING SPECIALIST (ATS) PROGRAM

Encl: (1) Final Qualification as Afloat Training Specialist (ATS)
JQR
(2) Afloat Trainer Evaluation Checklist
(3) Commanding Officer's Letter Request for ATS Certification

1. Purpose. To issue the requirements for certification as an Afloat Training Specialist.

2. Background. Many aspects of training the sea-going Sailor have migrated to the shipboard environment. Many "schoolhouse" courses, especially team oriented courses, have been discontinued and the responsibility for achieving and maintaining shipboard training proficiency has shifted to the Afloat Training Groups (ATG) and ship's training teams. The need for "afloat training experts," both at Afloat Training Organizations (ATO) and onboard ships, mandates implementation of the ATS Program. ATS certification will signify an individual has achieved a level of excellence in afloat training above and beyond his or her peers, by displaying superior shipboard training abilities, including shipboard training team and scenario development skills. To that end, all personnel serving in afloat training functions are encouraged to participate in the ATS program.

3. Policy

a. Certification as an ATS is recognition of outstanding performance as an afloat training team member. ATS is not an awards program and shall not be used in lieu of an end of tour award or other performance award.

CINCPACFLT/CINCLANTFLTINST 3500.2
8 SEP 1998

b. Eligibility to attain ATS certification is limited to officers and enlisted personnel whose primary mission is afloat training and who are permanently assigned to a training billet at an afloat training organization or afloat command.

c. This program is voluntary and is principally aimed at the Afloat Training Group personnel. It is not a requirement of individual shipboard training team members.

4. Requirements. All nominees must meet the following requirements:

a. Complete the CINCPACFLT/CINCLANTFLT (N7) approved Shipboard Training Team (SBT) course of instruction.

b. Complete at least one Inter-Deployment Training Cycle (IDTC) as a member of a shipboard training team or serve 12 months in an ATO/ATG training billet.

c. Complete the ATS Job Qualification Requirements (JQR), enclosure (1), by obtaining signatures from a certified ATS.

d. Receive at least three trainer evaluations, enclosure (2), from a certified ATS, providing a positive recommendation for designation as an ATS. Two of the three evaluations may be completed by ATS certified training team members assigned to the individual's command. However, to provide standardization of the ATS program, at least one evaluation must be completed by an Afloat Training Group ATS certified trainer from the servicing ATG.

e. Receive performance evaluation(s)/fitness report(s) reflecting Professional Expertise and Leadership marks of 4.0 or above with no mark in any trait below 3.0 for the 12 month period preceding nomination. Other service personnel evaluations and fitness reports must reflect equivalent marks for the same time period.

f. Demonstrate sustained professional performance of duty as an afloat trainer.

5. Procedures and responsibilities. The Commanding Officer of the servicing ATG is the formal ATS certification authority. Awarding authority may not be delegated. Certification procedures are as follows:

a. Prospective candidates shall submit a qualification package, via the normal chain of command, containing the following:

- (1) Certification of an ATS JQR, enclosure (1).
- (2) Proof of successful completion of the SBT course of instruction.
- (3) Copy of Performance Evaluations for the 12 month period preceding nomination.
- (4) Certification of having served as a shipboard training team member during one complete Inter-Deployment Training Cycle (Non-ATG commands only).
- (5) Certification of having been assigned to an Afloat Training Group for one year. (ATG commands only).

b. Division Officer/Department Head shall:

- (1) Complete the package by adding:
 - (a) Draft ATS nomination cover letter recommending the candidate.
 - (b) Copies of three Trainer Evaluations, completed by an ATS, recommending ATS designation (enclosure (2)).

(2) Submit ATS package to the individual's Commanding Officer.

c. Candidate's Commanding Officer shall:

(1) Review the ATS package, confirm all requirements have been met and forward a summary letter with any additional comments of justification, enclosure (3), to the servicing ATG Commanding Officer for final certification.

(2) Upon receipt of the final certification and medallion from the local ATG, ensure service record entries are completed, and present the ATS certification and medallion at an appropriate ceremony.

d. The servicing Afloat Training Group Commanding Officer will:

CINCPACFLT/CINCLANTFLTINST 3500.2

8 SEP 1998

(1) Review the package and provide a letter of ATS certification and an ATS medallion to the candidate's Commanding Officer to be presented at an appropriate ceremony.

(2) Maintain a database of all ATS certified individuals.

6. ATS Certificates, Medallions and ATS JQR. Ordering, preparing and distributing ATS certificates and medallions are the responsibility of the local ATG. ATGLANT/ATGPAC will stock ATS certificates and medallions. ATS JQR, enclosure (1), shall be duplicated locally.

7. In order to establish the afloat training specialist (ATS) program, there must be an initial group of ATS qualified personnel to serve as JQR observers and trainer qualified evaluators. At the inception of the program, each ATG will designate a cadre of its best trainers; they will be senior team leaders who have completed all the JQR requirements and completed an oral ATS interview, as initial afloat training specialists. These personnel will meet or exceed the expected requirements of ATS. They will form a representative cross section of the ATG disciplines. When a shipboard team trainer from a "customer" ship is identified as having the required qualifications, experience and skills of an ATS, the servicing ATG will endeavor to evaluate the candidate as soon as possible to support designation as an ATS. This will build a baseline of qualified individuals to further carry on the program.



J. M. LUECKE
Deputy and Chief of Staff



K. L. FISHER
Deputy and Chief of Staff

Distribution:

SNDL Parts I and II
(ALPACFLT)
(ALLANTFLT)

**FINAL QUALIFICATION AS
AFLOAT TRAINING SPECIALIST (ATS} JQR**

NAME _____ RANK/RATE _____

This page is to be used as a record of satisfactory completion of designated sections of the Job Qualification Requirement (JQR) . Only specified supervisors may signify completion by written or oral examination or by observation of performance. The examination or checkout need not cover every item, however, a sufficient number should be covered to demonstrate the examinee's knowledge. This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

INDOCTRINATION STATEMENT

Trainee has been indoctrinated in this JQR watchstation and given a target completion date of _____ .

SIGNATURE _____ DATE _____
(Supervisor)

The trainee has completed all JQR requirements for this watchstation. Recommend designation as a qualified:

RECOMMENDED _____ **AFLOAT TRAINING SPECIALIST (ATS)** _____ DATE _____
(Supervisor)

RECOMMENDED _____ DATE _____
(Department Head)

RECOMMENDED _____ DATE _____
(Commanding Officer)

QUALIFIED _____ (BY RECEIPT OF CERTIFICATE) _____ DATE _____
(ATG Commanding Officer)

SERVICE RECORD ENTRY _____ DATE _____
(Administrative Officer)

101 **QUALIFICATION - AFLOAT TRAINING SPECIALIST**

Estimated completion time: Dependent upon training schedule.

101.1 **PREREQUISITES.**

101.1.1 Shipboard Training Team (SBT) course of instruction (COI)

Completed: _____
(Signature/Date)

101.2 **TASKS**

101.2.1 Define the following categories of interdeployment training cycle (IDTC) training.

- (1) Basic
- (2) Intermediate
- (3) Advanced

(SIGNATURE) (DATE)

101.2.2 Define "integration" as it relates to shipboard training and as discussed in the SBT COI.

(SIGNATURE) (DATE)

101.2.3 Describe how objectives are to be utilized in the development of an objective based scenario.

(SIGNATURE) (DATE)

101.2.4 Describe the factors to be considered in scenario development as discussed in the SBT COI lab(s) and as listed in CNSL/CNSPINST 3502.2 fig 3-4.

(SIGNATURE) (DATE)

101.2.5 Discuss the creation and implementation of a long range training plan as discussed in CNSL/CNSPINST 3502.2 para 3107.

(SIGNATURE) (DATE)

101.2.6 Discuss the creation and implementation of a short range training plan as discussed in CNSL/CNSPINST 3502.2 para 3108.

(SIGNATURE) (DATE)

101.2.7 Discuss the creation and implementation of a Personnel Qualification System (PQS) qualification plan as discussed in CNSL/CNSPINST 3502.2 section 3.

(SIGNATURE) (DATE)

101.2.8 Discuss the creation and implementation of a watchbill replacement plan as discussed in CINCLANTFLTINST 3540.8A.

(SIGNATURE) (DATE)

101.2.9 Discuss the creation and maintenance of an individual training record.

(SIGNATURE) (DATE)

101.2.10 Discuss the purpose and various elements of a drill card, drill plan, scenario sheet and critique form as it relates to the ETT, DCTT, STT and ATT.

(SIGNATURE) (DATE)

101.2.11 Discuss the purpose and various elements of a drill guide, tactical exercise development checklist, casualty control exercise plan and critique form as it relates to the CSTT.

(SIGNATURE) (DATE)

CINCPACFLT/CINCLANTFLTINST 3500.2
8 SEP 1998

101.2.12 Discuss the purpose and various elements of an integrated exercise package/drill plan as it relates to the ITT.

(SIGNATURE) (DATE)

101.2.13 Discuss drill/scenario validation and hot/cold checks.

(SIGNATURE) (DATE)

101.2.14 Discuss the differences between a drill and a scenario.

(SIGNATURE) (DATE)

101.2.15 Discuss the differences between evaluating/assessing and training during a drill or scenario.

(SIGNATURE) (DATE)

101.2.16 Discuss step-in/step-out (reach through) training during a drill scenario.

(SIGNATURE) (DATE)

101.2.17 Discuss safety requirements and considerations during the following:

1. Training Scenarios/Tasks

(SIGNATURE) (DATE)

2. Live Services

(SIGNATURE) (DATE)

3. Live Ordnance

(SIGNATURE) (DATE)

101.2.18 Discuss the 5 steps of Operational Risk Management (ORM) during training as discussed in OPNAVINST 3500.39.

(SIGNATURE) (DATE)

101.2.19 Describe all shipboard training teams and their functions.

(SIGNATURE) (DATE)

101.2.20 Discuss the duties/responsibilities of each shipboard training team member:

1. Safety Observer _____
(SIGNATURE) (DATE)
2. Initiator _____
(SIGNATURE) (DATE)
3. Trainer _____
(SIGNATURE) (DATE)
4. Assessor _____
(SIGNATURE) (DATE)

101.2.21 Utilizing command approved Instructor Guides (IG), conduct a training lecture.

(SIGNATURE) (DATE)

101.2.22 Critique a training lecture at your command.

(SIGNATURE) (DATE)

101.2.23 Lead a training team during the following:

1. Preparation of a drill/scenario

(SIGNATURE) (DATE)

2. Briefing of a drill/scenario

(Signature) (DATE)

3. Execution of a drill/scenario

(Signature) (DATE)

4. Debriefing of a drill/scenario

(SIGNATURE) (DATE)

5. Conducting remedial training

(SIGNATURE) (DATE)

101.2.24 Observe and monitor or participate in the Integrated Training Team during a Total Ship Survivability Exercise (TSSE)

(Signature) (DATE)

101.3 **EXAMINATIONS.** Optional except as required by TYCOM/ISIC, etc.

101.3.1 Pass an oral examination.

(SIGNATURE) (DATE)

101.3.2 Pass a written examination.

(SIGNATURE) (DATE)

AFLOAT TRAINER
EVALUATION CHECKLIST

NAME: _____ **RATE:** _____ **DATE:** _____

TOPIC/EVOLUTION/EXERCISE: _____

Evaluate each item on the checklist. Rate each item a YES, NI (NEEDS IMPROVEMENT), NO, OR N/A (NOT APPLICABLE)

1. BRIEF

a) Explained the need to know material	
b) Explained the objective(s) of the training session	
c) Explained what satisfactory performance criteria are	
d) Stressed the importance of safety	
e) Motivated the watchstander(s) to do their best	
f) Explained whether event is assessment or training	

2. EXECUTION

a) Information technically accurate	
b) Covered training objective(s) effectively	
c) Accurately assessed trainee(s)	
d) Transitioned to training mode when required	
e) Used questioning techniques effectively	
f) Displayed enthusiasm	
g) Maintained a positive and professional attitude	
h) Used time effectively	
i) Promoted a learning environment	
j) Effectively communicated with trainee(s)	
k) Utilized approved procedures (EOS5/C5OSSIPMS/etc.)	
l) Encouraged trainee(s) to interact	
m) checked trainee(s) comprehension and understanding	

3. DEBRIEF

a) Provided trainee(s) accurate feedback	
b) Identified future training objectives	
c) Promoted trainee(s) interaction for improvement	
d) Developed remedial training plan for trainee(s)	

CINCPACFLT/CINCLANTFLTINST 3500.2
8 SEP 1998

4. CIRCLE ONE:

- OUTSTANDING
- ABOVE AVERAGE
- MEETS STANDARDS
- NEEDS IMPROVEMENT

5. EVALUATOR REMARKS: (ANY NI, NO OR N/A MUST BE EXPLAINED.
INCLUDE ANY COMMENTS OF AN OUTSTANDING NATURE.)

6. RECOMMENDED FOR AFLOAT TRAINING SPECIALIST (ATS)
CERTIFICATION AT THIS TIME: (CIRCLE ONE)
YES NO

7. SIGNATURE AND TITLE OF THE EVALUATOR DATE
/___/___
(IF ATG EVALUATOR - PRINT NAME, OFFICE CODE AND PHONE NUMBER)

SIGNATURE OF TRAINER ATG OFFICE CODE PHONE NUMBER

8. RECOMMENDED IMPROVEMENT PLAN:

I HAVE BEEN DEBRIEFED ON THIS EVALUATION. I UNDERSTAND THE AREAS
THAT NEED IMPROVEMENT AND WILL TAKE THE ACTION DESCRIBED IN THE
IMPROVEMENT PLAN.

SIGNATURE of TRAINER DATE

CINCPACFLT/CINCLANTFLTINST 3500.2
8 SEP 1998

Date _____

From: Commanding Officer, _____
To: Commander, Afloat Training Group, _____

Subj: REQUEST FOR AFLOAT TRAINING SPECIALIST (ATS) CERTIFICATION
FOR _____
(NAME/RATE/RANK/SSN)

Ref: (a) CINCPACFLT/CINCLANTFLTINST 3500.2

1. _____ has earned my strongest recommendation for final certification as an Afloat Training Specialist (ATS) . His/Her performance as an afloat trainer has achieved a level of excellence in afloat training that is above and beyond his/her peers. He/She has displayed superior shipboard training abilities including shipboard training team participation and scenario development skills.

2. _____ has completed all the requirements for certification established in reference (a) to include:

a. Completed the Shipboard Training Team (SBT) Course of instruction.

b. Participated as a member of a Ship's Training Team for the past year.

c. Completed the ATS Job Qualification Requirements (JQR).

d. Demonstrated sustained professional performance of duty as an afloat trainer.

e. Maintained the appropriate performance marks.

3. Additionally, he/she has received positive evaluations on three different occasions by qualified Afloat Training Specialists. One of those evaluations was accomplished by _____ Afloat Training Group (ATG)

(Name/Rate/Rank)

(Commanding Officer)

Enclosure (3)