

COMOMAGINST 1500.1L  
N01T  
2 May 03

COMOMAG INSTRUCTION 1500.1L

Subj: MINIMUM STANDARDS FOR MILITARY TRAINING REQUIREMENTS

Ref: (a) NAVADMIN 310/02, CNET PENSACOLA FL 061304Z Sep 02  
(b) OPNAVINST 3120.32C, Chapter 8  
(c) NAVEDTRA 43100-2B, PQS Model Manager's Guide  
(d) NAVEDTRA 43100-1F, PQS Unit Coordinator's Guide

Encl: (1) COMOMAG/MOMAG General Military Training (GMT) Curriculum  
Topics  
(2) Training Monitor Review Sheet, COMOMAG 1500/2 (Rev. 5-03)

1. Purpose. To provide information and requirements for Professional and General Military Training (PMT/GMT) per references (a) and (b), and to establish a Personnel Qualification Standards (PQS) Program throughout MOMAG per references (b), (c) and (d).

2. Cancellation. COMOMAGINST 1500.1K. This instruction is a major revision and should be read in its entirety.

3. Discussion. PMT/GMT plays an exceptionally vital role in both the professional development of personnel and the ability of commands and units to fulfill their missions. Training must be conducted on a continuing basis to motivate naval personnel toward accomplishing training goals and objectives. PQS programs complement training by identifying minimum skill and knowledge levels required to accomplish various tasks. They also provide a means for tracking progress toward required levels of ability.

4. Action

a. The Executive Officer is overall responsible for the command training program. In the absence of an assigned Executive Officer, such as MOMAU One, MOMAD Twelve and MOMAU Fifteen, the Leading Chief Petty Officer will be assigned this responsibility.

b. The Commanding Officer/Officer-in-Charge will designate the Training Petty Officer and the PQS Coordinator in writing. Due to the shortage of manpower, the Training Petty Officer and the PQS Coordinator may be the same person.

c. The Training Petty Officer/PQS Coordinator will:

- (1) Ensure the command's training/PQS program complies with enclosures (1) and (2).
- (2) Assign GMT/PMT lesson topics to appropriate lecturers.
- (3) Ensure all GMT requirements are met.
- (4) Promulgate annual and quarterly training schedules.

2 May 03

(5) Maintain a record of attendees at each training session and a database that shows all training each member has attended. Personal hard copy training records are no longer required.

(6) For enlisted personnel, ensure entries are made in the field service record, when appropriate. For officers, provide the member a copy of the attendance roster for his/her personal records.

(7) Ensure service record Page 13 entries are drafted and signed as required for specific training, i.e., annual force protection/antiterrorism, Command Managed Equal Opportunity/Equal Opportunity, fraternization, etc.

(8) Conduct quarterly screening and verification of service record entries, specifically service record Page 4s.

5. Professional Military Training (PMT)

a. Professional Military Training (PMT) will be conducted with the goal of enhancing individual knowledge of particular rating specialties. Mineman and mine shop training will be provided as formal training and will include all personnel who are performing the function being trained on. At MOMAG sites, non-Mineman ratings, e.g., Yeoman (YN), Supply Clerk (SK), Information Systems Technician (IT), etc., will be included in mine shop training as they are an integral part of mine shop operations.

b. At MOMAG sites where a particular rating has only one or two personnel assigned, rate-specific training will be conducted for each specific rating, e.g., YN, SK, IT, etc. This training may be consolidated with other commands, if possible, and workload permitting.

c. Training objectives should be constructed to enhance subjects learned on the job, introduce new material which individuals have not yet received and augment information and training received in Class "A" school.

d. Material for the training sessions should involve hands-on interaction with new systems, components or methods pertaining to task performance. If at all possible, the subject matter expert for that particular area should conduct the training.

e. PMT will be scheduled a minimum of two hours per week, not to interfere with Mine Assembly Readiness Assessments. Readiness assessments are scheduled quarterly. The weekly PMT requirement will be satisfied if the quarterly readiness assessment is conducted during that same week.

f. PMT will be scheduled quarterly and promulgated by memorandum two weeks prior to the effected quarter. The schedules will reflect topics to be covered, dates of instruction and assigned instructors/facilitators. At the completion of each training session, the assigned monitor will complete a critique using enclosure (2).

6. General Military Training

a. Reference (a) promulgates fiscal year GMT requirements. The curriculum is designed to boost the readiness of military personnel. Senior personnel should facilitate each topic, thereby building team unity and strengthening command support systems.

b. To facilitate the administration of GMT, COMOMAG and MOMAG sites will receive standardized training materials, e.g., instructor guides, power point slides, case studies and videos provided by the Naval Education and Training Command (NETC), previously known as Chief of Naval Education and Training (CNET). Training materials are available for download from NETC's web address, [www.cnet.navy.mil](http://www.cnet.navy.mil).

c. GMT topics fall under one of four subject areas: Managing Risk, Wellness, Personal Growth and Professional Relationships, and Navy Heritage. All topics are value based, emphasizing a commitment to doing the right thing. Periodic all hands training requirements such as fraternization, prevention of sexual harassment, Sexual Assault Victim Intervention (SAVI) and safety are covered within this framework.

d. Required topics must be included in the annual training plan.

e. Civilians are not required to attend GMT but are encouraged to attend training on topics which are not inherently military, such as safety, holiday safety, alcohol abuse prevention, antiterrorism and force protection, hurricane evacuation, etc. Civilians who supervise military personnel should attend GMT to remain up-to-date and in compliance with military GMT requirements.

f. GMT topics listed in reference (a) will be covered during the current fiscal year. NETC will issue a NAVADMIN during the current fiscal year listing the GMT requirements/guidelines for the upcoming fiscal year.

g. Whenever possible, personnel who are subject matter experts in a specific field should be used as instructors/facilitators, i.e., safety officers, Fleet and Family Service Center personnel, medical personnel, etc.

h. At the completion of each GMT session, the assigned monitor will complete a critique using enclosure (2).

7. PQS Program. References (b), (c) and (d) provide guidance concerning the development of PQS documents. In addition to tasks for which standards have already been promulgated, the following guidelines will be observed:

a. COMOMAG staff and MOMAG sites will, as a minimum, develop standards for the following tasks:

- (1) Watchstanders
- (2) Vehicle Civil Engineer Support Equipment (CESE) operator
- (3) Equipment operators

COMOMAGINST 1500.1L  
2 May 03

(4) Material Handling Equipment (MHE) operator

b. COMOMAG will use reference (c) and act as model manager for all weapon systems. Individual standards developed per reference (d) can be used as stand-alone documents or they may be included as enclosures to applicable instructions, i.e., PQS for watchstanders included in watch instructions.

c. All hands, regardless of rating, who are required to perform a particular task will complete the applicable PQS. E-6 and above personnel, at the discretion of the commanding officer/officer-in-charge or department head, may be exempted from this requirement.

d. The Training Petty Officer/PQS Coordinator will ensure final qualifications are forwarded (if applicable) for service record entry. Additionally, he/she will ensure completed standards are entered in the training database.

8. Lesson Plans

a. Command personnel assigned training lectures are responsible for preparing lesson plans and submitting them to the Training Petty Officer/PQS Coordinator for thorough review prior to the scheduled date. Format for the lesson plan will be provided by the command Training Petty Officer/PQS Coordinator.

b. Lesson plans will be retained on file for future training sessions. All lesson plans will be reviewed and/or updated annually.

/s/  
T. W. AUBERRY

Distribution:  
COMOMAGINST 5216.1T  
List I  
List II (Case A, Case B (COMINEWARCOM only))  
List III

COMOMAG/MOMAG GENERAL MILITARY TRAINING (GMT) CURRICULUM TOPICS

**Area One: Managing Risk**

Topic 1-1 Operational Risk Management - Recreational Safety

Topic 1-2 Alcohol and Drug Abuse

Topic 1-3 Terrorism

Topic 1-4 Antiterrorism Force Protection

Topic 1-5 Homeland Defense

**Area Two: Wellness**

Topic 2-1 Responsible Sexual Behavior - Sexually Transmitted Disease  
(STD) Education

Topic 2-2 Suicide Awareness

Topic 2-3 Physical Readiness Program

**Area Three: Personal Growth and Professional Relationships**

Topic 3-1 Sexual Harassment, Equal Opportunity, Grievance Procedures  
and the Navy's Homosexual Policy

Topic 3-2 Fraternalization

Topic 3-3 Sexual Assault

Topic 3-4 Personal Financial Management

**Area Four: Navy Heritage**

TRAINING MONITOR REVIEW SHEET

Date: \_\_\_\_\_

Topic: \_\_\_\_\_

Instructor/Facilitator: \_\_\_\_\_

Use the following scoring key:

1-Poor      2-Sat      3-Good      4-Excellent      5-Outstanding

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. Preparation for session                | 1 | 2 | 3 | 4 | 5 |
| 2. Instructor's voice                     | 1 | 2 | 3 | 4 | 5 |
| 3. Audience involvement                   | 1 | 2 | 3 | 4 | 5 |
| 4. Instructor's response to questions     | 1 | 2 | 3 | 4 | 5 |
| 5. Overall effectiveness of training aids | 1 | 2 | 3 | 4 | 5 |
| 6. Overall effectiveness of instructor    | 1 | 2 | 3 | 4 | 5 |
| 7. Overall value of the training          | 1 | 2 | 3 | 4 | 5 |
8. Were the subject/learning objectives stated at the start of the lesson?      YES      NO      (circle choice)
9. Did the instructor summarize? \_\_\_\_\_
10. Were all stated learning objectives covered? \_\_\_\_\_
11. Additional comments/suggestions for improvement: \_\_\_\_\_

Submitted by: (Monitor) \_\_\_\_\_

Reviewed by: (Training Petty Officer) \_\_\_\_\_