



**NONRESIDENT
TRAINING
COURSE**



August 1992

Navy Instructional Theory

NAVEDTRA 14300

Although the words “he,” “him,” and “his” are used sparingly in this course to enhance communication, they are not intended to be gender driven or to affront or discriminate against anyone.

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COMMANDING OFFICER
NETPMSA
6490 SAUFLEY FIELD RD
PENSACOLA FL 32509-5237

22 September 1995

ERRATA # 1

Specific Instructions and Errata for
Training Manual

NAVY INSTRUCTOR MANUAL

1. Make the following changes to the TRAMAN.

On page 24, in the heading titled *Law of Primacy*, change line 5 to read: amount of time for Learning—they do not...

On page 64, in the heading titled *Application*, change line 2 to read: *from* comprehension in that...correctly.

On page 67, in the heading titled *Complex Overt Response (Level 5)*, change the word *ordinance* to *ordnance*.

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NAVY INSTRUCTIONAL THEORY

1. No attempt has been made to issue corrections for errors in typing, punctuation, and so forth, which do not affect your ability to answer the question or questions.
2. To receive credit for deleted questions, show this errata to your local course administrator (ESO/scorer). The local course administrator is directed to correct the course and answer key by indicating the questions deleted.
3. Delete the following questions and leave the corresponding spaces blank on the answer sheet:

Questions	Questions
2-60	5-26
4-21	5-57

PREFACE

By enrolling in this self-study course, you have demonstrated a desire to improve yourself and the Navy. Remember, however, this self-study course is only one part of the total Navy training program. Practical experience, schools, selected reading, and your desire to succeed are also necessary to successfully round out a fully meaningful training program.

COURSE OVERVIEW: The course introduces you to Navy instructor basics. In completing this nonresident training course (NRTC), you will demonstrate a knowledge of the subject matter by correctly answering questions on the following: Navy training, the Navy instructor, motivation, principles of learning, effective communications, instructional methods, learning objectives, testing, course materials, and instructor evaluation.

THE COURSE: This self-study course is organized into subject matter areas, each containing learning objectives to help you determine what you should learn along with text and illustrations to help you understand the information. The subject matter reflects day-to-day requirements and experiences of personnel in the rating or skill area. It also reflects guidance provided by Enlisted Community Managers (ECMs) and other senior personnel, technical references, instructions, etc., and either the occupational or naval standards, which are listed in the *Manual of Navy Enlisted Manpower Personnel Classifications and Occupational Standards*, NAVPERS 18068.

THE QUESTIONS: The questions that appear in this course are designed to help you understand the material in the text.

VALUE: In completing this course, you will improve your military and professional knowledge. Importantly, it can also help you study for the Navy-wide advancement in rate examination. If you are studying and discover a reference in the text to another publication for further information, look it up.

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Sailor's Creed

“I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with honor, courage and commitment.

I am committed to excellence and the fair treatment of all.”

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Course Assignments follow the index.

INSTRUCTIONS FOR TAKING THE COURSE

ASSIGNMENTS

The text pages that you are to study are listed at the beginning of each assignment. Study these pages carefully before attempting to answer the questions. Pay close attention to tables and illustrations and read the learning objectives. The learning objectives state what you should be able to do after studying the material. Answering the questions correctly helps you accomplish the objectives.

SELECTING YOUR ANSWERS

Read each question carefully, then select the BEST answer. You may refer freely to the text. The answers must be the result of your own work and decisions. You are prohibited from referring to or copying the answers of others and from giving answers to anyone else taking the course.

SUBMITTING YOUR ASSIGNMENTS

To have your assignments graded, you must be enrolled in the course with the Nonresident Training Course Administration Branch at the Naval Education and Training Professional Development and Technology Center (NETPDTC). Following enrollment, there are two ways of having your assignments graded: (1) use the Internet to submit your assignments as you complete them, or (2) send all the assignments at one time by mail to NETPDTC.

Grading on the Internet: Advantages to Internet grading are:

- you may submit your answers as soon as you complete an assignment, and
- you get your results faster; usually by the next working day (approximately 24 hours).

In addition to receiving grade results for each assignment, you will receive course completion confirmation once you have completed all the

assignments. To submit your assignment answers via the Internet, go to:

<http://courses.cnet.navy.mil>

Grading by Mail: When you submit answer sheets by mail, send all of your assignments at one time. Do NOT submit individual answer sheets for grading. Mail all of your assignments in an envelope, which you either provide yourself or obtain from your nearest Educational Services Officer (ESO). Submit answer sheets to:

COMMANDING OFFICER
NETPDTC N331
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32559-5000

Answer Sheets: All courses include one “scannable” answer sheet for each assignment. These answer sheets are preprinted with your SSN, name, assignment number, and course number. Explanations for completing the answer sheets are on the answer sheet.

Do not use answer sheet reproductions: Use only the original answer sheets that we provide—reproductions will not work with our scanning equipment and cannot be processed.

Follow the instructions for marking your answers on the answer sheet. Be sure that blocks 1, 2, and 3 are filled in correctly. This information is necessary for your course to be properly processed and for you to receive credit for your work.

COMPLETION TIME

Courses must be completed within 12 months from the date of enrollment. This includes time required to resubmit failed assignments.

PASS/FAIL ASSIGNMENT PROCEDURES

If your overall course score is 3.2 or higher, you will pass the course and will not be required to resubmit assignments. Once your assignments have been graded you will receive course completion confirmation.

If you receive less than a 3.2 on any assignment and your overall course score is below 3.2, you will be given the opportunity to resubmit failed assignments. **You may resubmit failed assignments only once.** Internet students will receive notification when they have failed an assignment--they may then resubmit failed assignments on the web site. Internet students may view and print results for failed assignments from the web site. Students who submit by mail will receive a failing result letter and a new answer sheet for resubmission of each failed assignment.

COMPLETION CONFIRMATION

After successfully completing this course, you will receive a letter of completion.

ERRATA

Errata are used to correct minor errors or delete obsolete information in a course. Errata may also be used to provide instructions to the student. If a course has an errata, it will be included as the first page(s) after the front cover. Errata for all courses can be accessed and viewed/downloaded at:

<http://www.advancement.cnet.navy.mil>

STUDENT FEEDBACK QUESTIONS

We value your suggestions, questions, and criticisms on our courses. If you would like to communicate with us regarding this course, we encourage you, if possible, to use e-mail. If you write or fax, please use a copy of the Student Comment form that follows this page.

For subject matter questions:

E-mail: n313.products@cnet.navy.mil
Phone: Comm: (850) 452-1001, Ext. 2167
DSN: 922-1001, Ext. 2167
FAX: (850) 452-1370
(Do not fax answer sheets.)
Address: COMMANDING OFFICER
NETPDTC N313
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32509-5237

For enrollment, shipping, grading, or completion letter questions

E-mail: fleetservices@cnet.navy.mil
Phone: Toll Free: 877-264-8583
Comm: (850) 452-1511/1181/1859
DSN: 922-1511/1181/1859
FAX: (850) 452-1370
(Do not fax answer sheets.)
Address: COMMANDING OFFICER
NETPDTC N331
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32559-5000

NAVAL RESERVE RETIREMENT CREDIT

If you are a member of the Naval Reserve, you may earn retirement points for successfully completing this course, if authorized under current directives governing retirement of Naval Reserve personnel. For Naval Reserve retirement, this course is evaluated at 8 points. (Refer to *Administrative Procedures for Naval Reservists on Inactive Duty*, BUPERSINST 1001.39, for more information about retirement points.)

Student Comments

Course Title: Navy Instructional Theory

NAVEDTRA: 14300 **Date:** _____

We need some information about you:

Rate/Rank and Name: _____ SSN: _____ Command/Unit _____

Street Address: _____ City: _____ State/FPO: _____ Zip _____

Your comments, suggestions, etc.:

<p>Privacy Act Statement: Under authority of Title 5, USC 301, information regarding your military status is requested in processing your comments and in preparing a reply. This information will not be divulged without written authorization to anyone other than those within DOD for official use in determining performance.</p>
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NETPDTC 1550/41 (Rev 4-00)

CHAPTER 1

NAVY TRAINING

INTRODUCTION

The primary purpose of the Navy training establishment is to provide the operational forces with trained personnel who can maintain a high degree of fleet readiness. Several offices coordinate with each other to plan for training and to determine the purposes of training within various commands. These offices are the Chief of Naval Operations (CNO), Fleet Commanders in Chief (FLTCINC's), System Commands (SYSCOMS), Chief of Naval Education and Training (CNET), and the Commander, Naval Reserve Forces (COMNAVRESFOR).



About one-third of all people in the Navy are involved in some kind of training at any one time. New technical developments as well as losses of trained personnel through promotion, retirement, discharge, or transfer create a constant need for training. How does the Navy perform such a large and complex training task with changing requirements and a changing

population? How do the Navy's trainers ensure needed standardization and carry out required changes? The answer is that the Navy uses a systems approach to training. One of the purposes of this manual is to acquaint you with the details of the Navy's formal training system and the educational concepts upon which it is based.

THE NAVY TRAINING SYSTEM

The purpose of any systems approach is to provide a method by which an organization can analyze and apply all the elements that make up the system (fig. 1-1). The purpose of the Navy's training system is to ensure a systematic approach for determining what to train and how best to accomplish that training. To understand the Navy's approach to training, visualize Navy training as a system with three distinct but interrelated elements: preparation to train, delivery of training, and evaluation of training.

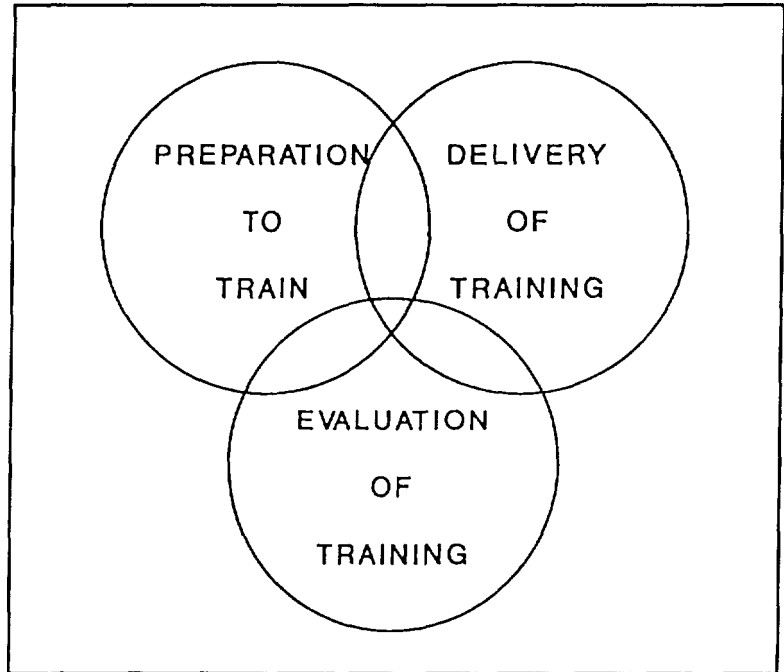


Figure 1-1.-The Navy training system.

The success of the entire system depends upon the effectiveness of the individual elements. An organization must give equal attention and emphasis to each element of the system and to how each element relates to the others. Therefore, the training of Navy trainers must address tasks in all three elements of the system.

PREPARATION TO TRAIN

Before the Navy can provide training, it must determine training requirements; develop training; and train instructors, curriculum developers, and training managers (fig. 1-2). Therefore, it uses a planning process through which it

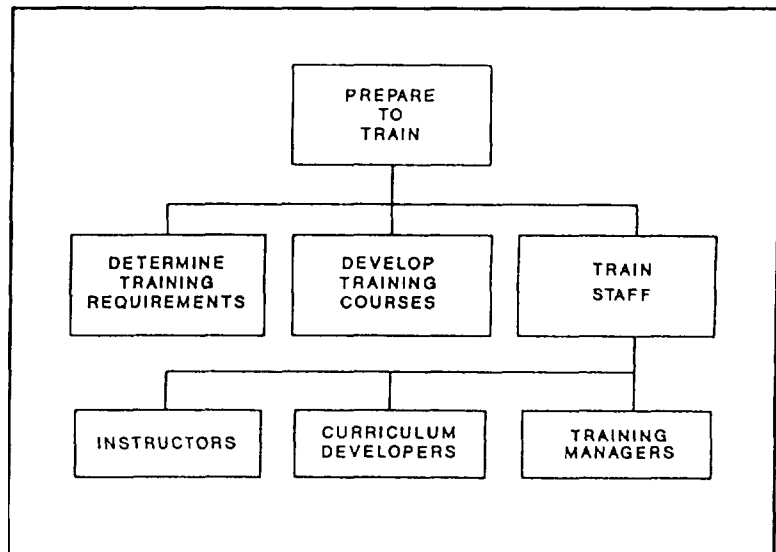


Figure 1-2.-Preparation to train.