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NAVAL EDUCATION AND TRAINING PROGRAM DEVELOPMENT CENTER (NETPDC)
CENTER FOR SERVICE SUPPORT (CSS)
YEOMAN/PERSONNEL SPECIALIST ADVANCED ADMINISTRATION CIN A-510-0024
CONTRACT# N00189-12-D-Z016 DO:0012

Instructional Media Design Package (IMDP)

Prepared By:

URS

INSTRUCTIONAL MEDIA DESIGN PACKAGE

For

Center for Service Support (CSS)
Yeoman/Personnel Specialist Advanced Administration Course

A-510-0024

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PREFACE

This document provides the comprehensive roadmap for achieving the changes and content re-engineering desired by the Naval Education Training Command (NETC), as outlined in RFQ N00189-12-D-Z016 DO: 0012. The training content conversion will focus on the reuse, repurposing, and reference of previously submitted training material to support the end goal of student application and precision. This Instructional Media Design Package (IMDP) is comprised of five sections: the Introduction, Summary Description of Training, Content Design Strategy, Lesson Design Strategy (LDS), and Content Logic Flow Diagrams and adheres to the Naval Education and Training Command (NETC) Integrated Learning Environment (ILE) Course Development and Life-Cycle Maintenance (NAVEDTRA 136) and Data Item Description (DID) DI-SESS-81520B.

Introduction:
The introduction presents the current training situation and the rationale for developing new curriculum and content for the Yeoman/Personnel Specialist Advanced Administration course. Also included in the introduction are the contents of this document and the requirements of sound instructional adherence.

Summary Description of Training:
This section provides an overview of the overall current state of the curriculum, including; student demographics, current training material, intended audiences, points of contact, and any runtime requirements for both hardware and software components.

Courseware Design Strategy:
This section provides the overall approach and description of the common elements of the training. This includes the conventions, course title and description, course task data, recommendations, references, safety data, interface design, test design, course overview, course schedule, performance mapping, and overall course structure.

Lesson Design Strategy:
The lesson strategy contains the organization and format, the learning objectives, unit and lesson maps, the overall lesson design strategy, any test or assessment items, lesson format guide, a prototype lesson for the intended lesson structure, and all necessary instructional media resources.

Content Logic Flow Diagrams:
The content, or courseware, logic flow diagrams outline the lesson tasks with references, the frame information and sequential flow, student decision points, program paths and branches, any content remediation, and all associated screen activities (video, graphics, audio and audio text). All contained diagrams will have an associated legend identifying all key symbols of the content flow.

DEFINITIONS
The following is a list of acronyms and abbreviations used in this document.

Acronym/Abbreviation	Definition
2D	two-dimensional
3D	three-dimensional
AIM	Authoring Instructional Materials
BCA	Business Case Analysis
CAI	Computer Assisted Instruction
CMI	Computer Managed Instruction
CMS	Course Master Schedule
COI	Curriculum Outline of Instruction
COTS	Commercial Off-the-Shelf
CPM	Content Planning Module
DADMS	DoN Application and Database Management System
DID	Data Item Description
DoD	Department of Defense
DoN	Department of the Navy
EGL	Equipment Guide List
EO	Enabling Objective
FEA	Front End Analysis
GCAT	Government Content Acceptance Testing
GFI	Government Furnished Information
GUI	Graphical User Interface
HTML	Hypertext Markup Language
Hr.	Hour
Hrs.	Hours
IAW	in accordance with
IG	Instructor Guide
ILE	Integrated Learning Environment
ILT	Instructor Led Training
IMDP	Instructional Media Design Package
IMI	Interactive Multimedia Instruction
IMM	Instructional Media Materials
IMP	Instructional Media Package
LDS	Lesson Design Strategy

Acronym/Abbreviation	Definition
LMS	Learning Management System
LO Module	Learning Object Module
LOEP	List of Effective Pages
LOS	Learning Objective Statement
LP	Lesson Plan
MA	Multiple Answer
MC	Multiple Choice
Mins.	Minutes
NAVEDTRA	Naval Education and Training
NeL	Navy eLearning
NETC	Naval Education and Training Command
NIPRNET	Non-Classified Internet Protocol Router Network
NMCI	Navy Marine Corps Intranet
NSTM	Naval Ships Technical Manuals
OI	Operating Instruction
OP	Operating Procedures
OSL	On-Screen Lesson
PC	Personal Computer
PDF	Portable Document Format
PE	Performance Evaluation
PS	Personnel Specialist
SA	Single Answer
SB	Storyboard
SCO	Shareable Content Object
SCORM	Shareable Content Object Reference Model
SME	Subject Matter Expert
TCCD	Training Course Control Document
TG	Trainee Guide
TO	Terminal Objective
XML	eXtensible Markup Language
XSD	XML Schema Definition
YN	Yeoman

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INTRODUCTION

URS, under contract to the Center for Service Support (CSS) and the Naval Education and Training Command (NETC), has been tasked with the analysis and development of content for the Yeoman/Personnel Specialist (YN/PS) Advanced Administration course. This effort will result in the development of an estimated 80 hours of synchronous Instructor Led Training (ILT), and 40 hours of asynchronous Interactive Multimedia Instruction (IMI). The 80 hours of ILT will be supported by a job sheet lab exercise, written assessments as desired, and a graded lab exercise for practical assessment.

This IMDP contains the design plan and intentions for the conversion of legacy AIM II content for the YN/PS Advanced Administration curriculum. This document will provide a general description of the training tasks, the overarching design strategy of the courseware, and the strategies used for lesson specific design. A prototype lesson is provided to CSS and NETC for review and approval prior to content development efforts.

A primary focus for this IMDP is the collective use and understanding of the instructional strategies to be used for the duration of this effort. Specifically, those strategies used for the development of the Interactive Multimedia Instruction (IMI) underpin the design and overall layout of the interactive content and must be adhered to during the developmental effort. Any learning strategy design change for the IMI after approval will need to be kept to a minimum to preclude developmental challenges and changes. Any strategy changes to the Content Planning Module/Learning Object Module (CPM/LO Module) content can be conducted throughout the duration to this effort, barring any impact to the production of the IMI.

All submitted design strategies within the IMDP require diligent review and verification of the material, prior to development and production. Lacking or partial reviews may result in schedule conflicts and may possibly affect the schedule as outlined in the Integrated Master Plan and Integrated Master Schedule (IMP/IMS).

1.0   SUMMARY DESCRIPTION OF TRAINING

1.1   Introduction
This section provides a brief description of the training materials that will be developed for the YN/PS Advanced Administration course.

1.2   Training Program Title, Identifier, and Version Identifier

The training program title, identifier, and version identifier are as follows:

- Program Title: YN/PS Advanced Administration
- Identifier: A-510-0024
- Version Identifier: 1

1.3   Description of YN/PS Advanced Administration

The YN/PS Advanced Administration course will provide the basic skills required to perform as administrative professionals at the journeyman level for Yeoman and Personnel Specialists.

The curriculum will be organized in a modular fashion where each module will represent a series of actual duties performed. Each module will be broken up into lessons that contain the tasks associated with each duty. The students are expected to complete all pre-assignments prior to the start of each section, and will be required to complete the 40 hours of IMI, prior to course attendance. Students will be introduced to the procedures and references associated with the task and will be allowed to practice steps of the procedure to breed familiarity and instill confidence. Ample time will be afforded to further hone the newly acquired skills in the classroom/laboratory environment with the actual Navy administrative toolsets. Students will be assessed on their mastery of the task using fleet requirements and standards as benchmark criteria.

1.4   Instructional Hours and Traceability Matrix

The planned instructional hours for the curriculum are listed in Table 1. Details of the lessons and sections within each lesson can be found in Appendix B. The hours below do not include review and assessment time, which will be included in the Course Master Schedule (CMS).

Table 1: YN/PS Advanced Administration Curriculum Instructional Hours

Lesson	Hours			
	ILT	IMI	Lab	Assessment
YN/PS Advanced Administration	59 Hrs	40 Hrs	21 Hrs	** Hrs

## 1.5	Design and Development Methodologies

The methodologies to be employed in the design and development of the training program are as follows:

- Design
    - Develop the IMDP, which describes the curriculum and the LDS.
    - Develop the Assessment Strategy, which defines the student assessment methodologies.
    - Develop the internal Style Guide, which ensures consistency across all products.
    - Develop the IMI prototype section, which incorporates the design strategies and the SCORM metadata.
    - Develop Storyboards (SBs) for the IMI materials.
    - Develop the Training Course Control Document (TCCD), which serves as the primary management document for the entire course.

- Development
    - Develop the Test Package, which provides all student performance assessments for the academic events, the plan for implementation, and all required administrative guides.
    - Develop the Integrated Master Plan (IMP)/LO Module for all ILT and IMI materials, including:
        - Storyboards
        - On-Screen Lessons
        - Instructional media source files
        - Lesson Plans
        - Instructional sheets for the Trainee Guide
    - Perform functional testing.
    - Upload the IMI materials onto the NeL Learning Management System (LMS).
    - Conduct Government Content Acceptance Testing (GCAT).
    - Conduct "Train the Trainer" as required.
    - Provide support for the test teach and course pilot as required.
    - Incorporate agreed-upon changes from a post-pilot conference.
    - Revise the CMS.
    - Upload final curriculum.
    - Transfer the AIM LO Module SCORM Output file to the Government.
    - Deliver source materials.

- **Cross-correlation of IMI Development:**
    - Using the standard practices of IMI development, integrated with the design consideration of CSS, we have identified the cross correlation use of the 2A, 2B, 3A, and 3B stages of instruction; they are below:

AECOM Dev vs. CSS Review NeL Phases

IMS

IMDP

Story-board

IMI Alpha

IMI Beta (GCAT)

- **Phase 2A**
  - AIM LOM Element Outline
  - Delivery Method Resources (ILT, IMI, CAI, SIM, LAB)
  - Conceptual Storyboards
- **Phase 2B**
  - GUI Programmed Lesson/Section Content (no media)
    - Detailed Media Descriptions
  - AIM LOM Content
    - Trainee Guides (TGs)/Information Sheets
    - Lesson Plans (LPs)
- **Phase 3A**
  - Customer Storyboard (Phase 2A) Comments Addressed
  - GUI Programmed Lesson/Section Content (with media)
  - Finalized AIM LOM Content
    - Trainee Guides (TGs)/Information Sheets
    - Lesson Plans (LPs)
- **Phase 3B**
  - Finalized Lesson/Section Content with Alpha (Phase 3A) Comments Addressed

LOM Breakout to Phases = Straightforward

- **Phase 2A**
  - Lesson/Section Structure
  - Content Outline Instructional Validity
  - Interactivity Descriptions
  - Media Ideas
- **Phase 2B**
  - Lesson/Section Technical Accuracy
  - GUI Developed Detailed Media Descriptions
  - Programmed GUI Functionality
- **Phase 3A**
  - Storyboard (Phase 2A) Comment Verification
  - Review of Media (Interactivity & Functionality)
- **Phase 3B**
  - Verification Alpha (Phase 3A) Comments Addressed

1.6 Description of Target Audience

The target audiences are Journeyman level Yeoman and Personnel Specialist rated learners. Student's age ranges from 20 to 30, with the majority of students possessing a high school diploma, or its equivalent. Students should possess average or greater experience with administration, personnel and document management, and will be required to perform skill based practical application of advanced administration. The content will be delivered at a Journeyman level, in a post-apprenticeship role. The required throughput for the course will be based on expected fleet needs and billeting requirements.

1.7 Location of Training Sites

Training will be provided via Navy e-Learning for IMI Knowledge Proficiency Level 1 (KPL1) as a prerequisite for classroom skill development. Training will be continued in existing classrooms supported by the inclusion of a lab in the classroom at each site designated by CSS. The classroom computer laboratory will need to be able to support the approved to-be capability, outlined in the Front End Analysis (FEA) and the considerations of the Business Case Analysis (BCA).

1.8   Developmental Software

Throughout the development process, various software programs will be used to create the YN/PS Advanced Administration courseware. A summary of the authoring and development tools is provided. No licenses or other restrictive measures will be incurred as part of the software development toolset.

1.8.1   Authoring and Graphics Software

Table 2 lists the software name, vendor name, version number, and developmental use of each type of developmental software that will be used to develop the instructional components of the YN/PS Advanced Administration course. All of the software listed is Department of the Navy Application and Database Management System (DADMS) approved. There are no copyright or other restrictions associated with the use of AIM CPM/AIM LO Module. There are also no Government rights codes associated with the listed software since all are Commercial Off The Shelf (COTS) products or were developed using COTS products.

Table 2: Developmental Software

Software Name	Vendor Name	Version Number	Developmental Use
3D Studio Max	Autodesk	2013	To create highly complex and multiple-view three-dimensional (3D) animations and images
Acrobat	Adobe	11.0	To create Portable Document Format (PDF) documents
AIM CPM	USN	5.6 Build: 5606	To develop the Project and all associated reports
AIM LO Module	USN	5.0 Build 5402	To create LP and TG
Flash	Adobe	CS5	To create and enhance interactivity and animation capabilities; create interface functionality
Illustrator	Adobe	CS5	To create two-dimensional (2D) graphics
Microsoft Office	Microsoft	2010	To create project-related documentation, such as analysis reports; create paper-based training products
Photoshop	Adobe	CS5	To create GUI graphics; edit and color-correct photographs; create 2D graphics
After Effects	Adobe	CS5	To create motion graphics and visual effects.

Software Name	Vendor Name	Version Number	Developmental Use
Premiere Pro	Adobe	CS5	To modify, convert, and export new and existing videos

1.8.2   Media Elements

All media elements will be developed in accordance with the Navy Integrated Learning Environment (ILE) document Instructional Media Package, DI-SESS-81526B, and the MIL-HDBK-29612-2A Instructional Systems Development / Systems Approach to Training and Education.

Graphics
- All graphics will be exported as *.swf, *.jpg or *.png.
- The maximum graphic size will be 1024 x 650.
- Placeholder graphics will be created for the Storyboards to provide the reviewers (both internal and Government) with information about what will appear in the final courseware.

Audio and Video
- All audio elements will be exported as *.mp3.
- All video elements will be exported as *.swf.
- The maximum video screen size will be 1024 x 650.

Animation
- Flash will be used for displaying 2D animations. 3D Studio Max may be used to develop complex, multiple-view animations, which will be converted to *.swf.
- The maximum animation screen size will be 1024 x 650.

1.8.3   Application Development Tools

The following tools will be used for development of ILT and lab sheets:

- Authoring Instructional Materials (AIM) LO Module.
- Microsoft Office 2010.

1.9   Portability Standards Name and Version Identifier

The YN/PS Advanced Administration courseware for the ILE will conform to SCORM 2004, 4th edition. It will pass the SCORM Conformance Test Suite (Self-Test), which indicates that the product conforms to the latest version of SCORM. SCORM will be applied so that content can be identified in repositories, delivered over the World Wide Web, and managed by the Navy LMS.

1.9.1 SCORM Files

There are files required by SCORM to allow communication between the courseware and the LMS as well as to ensure SCORM conformance. Table 3 indicates the file name/type, purpose, and use of each of these files.

Table 3: SCORM Files

File Name/Type	Purpose	Use
imsmanifest.xml	The purpose of this file is to provide the course outline and sequencing for the LMS.	One file for the entire course
course_metadata.xml	The purpose of this file is to provide the metadata for the course.	One file for the entire course
SCO metadata files	The purpose of these files is to provide the metadata for the SCOs and to provide information regarding any plug-ins needed.	One file for each SCO (LO)
Asset metadata files	The purpose of these files is to provide the metadata for each asset.	One file for each asset
XML Schema Definition Files	The purpose of these files is to formally describe the XML grammar contained within the manifest.	Several files for the course

1.10 Delivery System Requirements

All ILE-compliant content will be accessible and playable by personnel by using a Personal Computer (PC) or laptop computer that has standard Internet connections including the World Wide Web, NIPRNET, and NMCI. The ILE content will be capable of playing on any system that uses Microsoft Windows, and shall be conformant with SCORM 2004, 4th edition.

The IMM will be accessible from a local network folder for launching from the instructor stations as directed in the AIM CPM/AIM LO Module Lesson Plans (LPs). Media will be linked directly into AIM LO Module.

1.10.1 Software Requirements

The following is a list of the minimum software requirements for Internet delivery of the YN/PS Advanced Administration courseware, per NETC classroom configuration:

- Microsoft Windows 7 SP1
- Microsoft Internet Explorer 8
- Flash Player 10
- Adobe Acrobat Reader X

1.11 Security Requirements Code, Classification Code, and Restrictions

All components and information included in the NETC curriculum are unclassified with no handling restrictions.

2.0   COURSEWARE DESIGN STRATEGY

2.1   Introduction

This section describes the strategies that will be used to design and develop the new YN/PS Advanced Administration course curriculum. Additionally, this section contains the conventions and standards to be used with the media, course title and description, course task data, references, safety hazards or environmental considerations, interface design and controls, test design strategy, course overview, and course schedule.

2.2   Media Conventions and Standards

In an effort to promote a uniform and consistent training product, all media will follow our specific set of design guidelines that conform to the requirements set forth in Instructional Media Package, DI-SESS-81526B. All conventions and standards are integrated into each stage of the design and developmental effort and are ascribed to at all times.

2.1.1   Text

Text will be used in the interactive media to provide greater learning fidelity and to capture key points. Text style will be as follows in Table 4:

Table 4: Text Styles

Titles	Arial, bold, 16pt, #FFFFFF Align left. The bold fonts are used to emphasize a word or phrase.
Body text	Arial, 14pt, #FFFFFF. Line spacing is set at 2.5pt. Align left. If space is limited, a scrolling text box may be used.
Frame Classification	Arial, bold, 14pt, Align right. Frame classification marking will be in the lower-right hand corner of each frame.
Bulleted text	Arial, 14pt, #FFFFFF. Line spacing is set at 2.5pt. Align left. Dashed bullets are to be used.

2.1.2   Graphics

Content frames will be .swf files sized to be approximately 1024 x 650, at 24 frames per second. All graphics will be created or modeled in the authorship suite described in Table 2, and will not use clipart, cartoon characters, or other distracting elements, limiting training value. All created graphics will attempt to use the most technically accurate and realistic imagery possible, generating a lifelike training simulation.

2.1.3   Animations and Simulations

The inclusion of a synchronous hands-on laboratory precludes the need for full simulation within the asynchronous IMI courseware. The use of animations will be used to display concepts and procedures that are difficult to describe and will created to maximize learning transition from conception to application.

2.1.4   Integrated Practices

The YN/PS Advanced Administration curriculum will include study questions associated with the assignment sheets, practice exercises, and progress checks throughout the ILT and as comprehension checks, or Checks on Learning, in the IMI. These instruments will allow students to assess their knowledge as they progress through training before completing the formal assessment.

During ILT, instructors will control any scenario-based examples, practice exercises, and progress checks presented. For scenario-based examples and practice exercises, the instructor will be able to facilitate a class discussion that allows the students to address the situations presented in the scenarios or to practice the principles and procedures being taught.

During IMI training, students will have control of the flow of the IMI through the use of Previous, Next and Replay buttons to allow them to master the material presented. Depending upon content length, progress checks may be inserted in the material. The progress checks will allow students to answer questions about the content presented up to that point in the IMI, receive feedback and remediation based on their answers, and gauge their progress through the content.

End of course examinations for the IMI will be populated by questions derived by URS. NETC and CSS will maintain this repository of data and will update the end of course examination at their own behest. A minimum of three (3) questions per Learning Objective (LO) will be provided to CSS.

2.1.5   Frequency of Testing

Student mastery of the curriculum will be measured by comprehension checks embedded in the normal flow of instruction and formal practical application exams included in the CMS. Each section of each lesson will have some form of formal assessment. See the lesson design summary sheets of Appendix B for further information on testing.

2.2   Course Title and Description

Table 5 provides the titles and descriptions of the lessons to be included in the YN/PS Advanced Administration course curriculum.

Table 5: Lesson Title and Description

Title	Description
YN/PS Advanced Administration	This course is designed to provide senior YN/PS personnel with a thorough knowledge of administrative/personnel office management procedures and techniques. Training will emphasize office management practices, personnel accounting, reference materials, procedures, and specific, detailed personnel and administrative items.

2.3 Course Task Data

2.3.1 Specific Tasks

Tasks in which students are to be trained were identified during the analysis portion of this effort which included the Job Duty Task Analysis (JDTA) workshop, FEA development, and BCA development. These tasks are described in conjunction with Learning Objective Statements (LOS) described in the LDS section 3.5.

2.3.2 Estimated Time to Complete

Upon successful completion of the IMI portion of this course (40 hours) and receipt of a quota reservation for the two week resident portion of this course, the student will attend the two week resident portion of the course which consists of 80 contact hours of ILT. Actual time will be determined during course pilot.

2.4 References

2.4.1 Content References

The learning content for the YN/PS Advanced Administration course will be based on open source materials, Government Furnished Information (GFI), subject matter expertise, and original course content.

2.4.2 Courseware Development References

Table 6 lists the courseware design and development references that will serve as the basis for the YN/PS Advanced Administration curriculum.

Table 6: Courseware Design and Development References

Reference Number	Reference Title
BUPERS INSTRUCTION 1001.39F	Administration for Navy Reservists
BUPERS INSTRUCTION 5216.6	Letter of Authority
BUPERSINST 1301.40	Format and Procedures for Validating the Officer Distribution Control Report
BUPERSINST 1430.16F	Advancement Manual for Enlisted Personnel of the U.S. Navy And U.S. Navy Reserve
BUPERSINST 1610.10	Navy Performance Evaluation System
BUPERSINST 1750.10	Identification Cards For Members of the Uniformed Services
CNRFCINST 3060.7A	Navy Reserve Mobilization/Demobilization Procedures
DD2789	Waiver/Remission of Indebtedness Application
DJMS Procedures Training Guide	10711 Reporting Intermittent Periods of Sea Duty
DoD 1000.21-R	Department of Defense Passport and Passport Agent Services Regulation
DoD 7000.14	Department of Defense Financial Management Regulation (DoD FMR)
DoDI 1205.05, March 30, 2012	Conditional Release
DoDI 1327.06, June 16, 2009	Leave and Liberty Procedures
DoDI 8500.01	DOD Cybersecurity Instruction
JAGINST 5800.7	Manual of the Judge Advocate General (JAGMAN)
JTR	The Joint Travel Regulations - Uniformed Service Members and DoD Civilian Employees
MCM	Manual for Courts-Martial
MILPERSMAN 1000-170	Sailing Diary
MILPERSMAN 1070-270	Dependency Application
MILPERSMAN 1306-1200	Availability Procedures (LIMDU)
MILPERSMAN 1320-308	PCS Travel
MILPERSMAN 1600-100	Lost Time
MMPA Guide	Master Military Pay Account (MMPA) Guide
NAVPERS 15560	MILPERSMAN
NAVPERS 18068	Navy Enlisted Classifications (NEC) Manual Vol II
NAVPERS 18068F	Manual Of Navy Enlisted Manpower And Personnel Classifications And Occupational Standards Vol II
Office of Financial Operations PowerPoint	Audit Readiness Fundamentals

Reference Number	Reference Title
OPNAVINST 1160.6	Special Duty Assignment Pay Program
OPNAVINST 1710.7	Social Usage and Protocol Handbook
OPNAVINST 3000.13D	Navy Personnel Tempo and Operating Tempo Program
OPNAVINST 3120.32D	Standard Organization and Regulations of the U.S. Navy
OPNAVINST 5215.17	Navy Directives Issuance System
SECNAV M-5216.5	Department of the Navy Correspondence Manual
SECNAVINST 1650.1H	Navy and Marine Corps Awards Manual
TOPS Online Payment Users Guide	Transaction Online Processing System (TOPS) Online Payment Users Guide

2.5   Safety, Hazard, or Environmental Considerations

Any safety, hazard, or environmental considerations related to the new YN/PS Advanced Administration curriculum will be addressed in the actual learning events to which they apply. For example, safety procedures for handling hazardous material will be reviewed prior to any related hands-on laboratory activity.

2.6   Interface Design and Controls

This section identifies the techniques, practices, principles, and procedures to be used throughout the design and development of the IMI portions of the YN/PS Advanced Administration courseware.

URS has established the following interface design standards. These standards will be maintained throughout the curriculum to ensure consistency and enhance the presentation of instruction. A detailed Style Guide has also been developed and will be followed by the development team. The information presented in this IMDP is only a summary of the Style Guide; complete design standards are available in the Style Guide.

The interface for the IMI will incorporate the following design elements:

- The screen size will be designed to 1024 x 768.
- Navigational buttons will be designed to be intuitive and user friendly.
- The instructional area will be uncluttered, allowing for integrated text and graphic elements.
- Information will be presented by using audio narration with summary statements, key points, and bullet points presented as onscreen, supporting text.
- Where applicable, information will be presented in a top-down, left-to-right instructional format.
- Only meaningful graphics or animations will be displayed.

2.6.1 IMI Interface Controls

Table 7 and Figure 1 identify the interface controls (Graphic User Interface ((GUI)) that will be incorporated into the proposed IMI interface.

Table 7: IMI Interface Controls

Icon	Label	Function
Menu	Menu	Allows the user to navigate to the first page of each lesson topic within a lesson
Glossary	Glossary	Lists acronyms and terms used within the courseware and provides their definitions
References	References	List a series of documents and reference material for user access.
Audio Text	Audio text	Allows the user to display and hide the narration script pop-up window
Help	Help	Description of each button on the navigation bar along with the minimum requirements to run the course. 508 compliance is managed from this window.
Previous	Previous Frame	Allows the user to navigate to a previously viewed page
Replay	Replay Frame	Allows the user to replay the current page
Next	Next Frame	Allows the user to advance to the next page. Flashes when frame is complete
Exit	Exit	Allows the user to exit the course content and close the window.
PAGE 2 OF 14	Frame Count	Shows the user the current page being viewed out of the total number of pages in a lesson

Figure 1: IMI Interface Controls
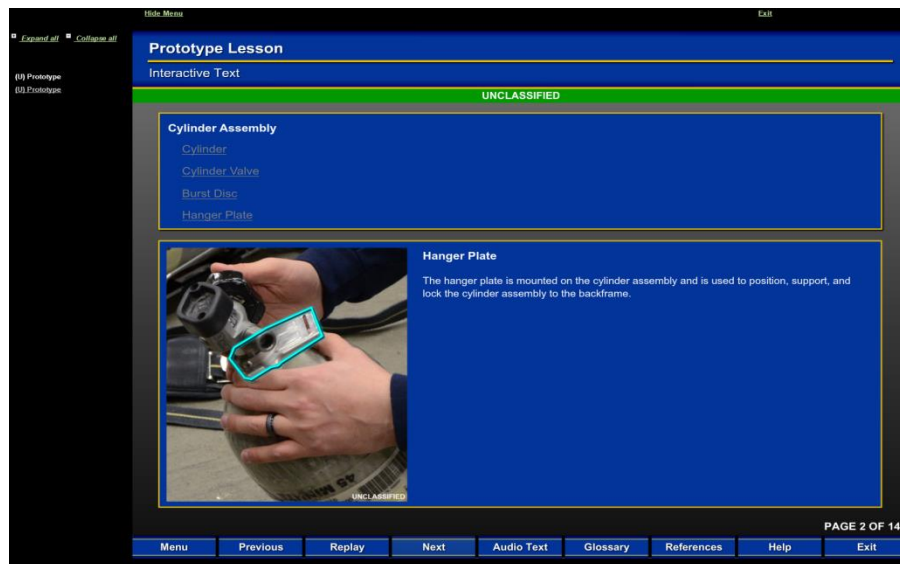
2.6.2   Practice and Remediation Strategy

Practice and remediation will be included throughout the instructional components of the YN/PS Advanced Administration curriculum.

In the IMI, remediation will be embedded within the instruction. Students will complete embedded comprehension checks to assess their progress through the IMI and will receive feedback and remediation based on their answers.

In the ILT, practice exercises and remediation will be instructor-facilitated. The hands-on laboratory exercises will provide the majority of the practice exercises within the curriculum. Instructor monitoring and review of these activities, using student job sheets, will identify the need for remediation.

2.6.3   Presentation Rate

The presentation rate of the instructional components in the YN/PS Advanced Administration curriculum will be variable, to a certain extent, to accommodate individual student ability. For ILT, instructors will be able to vary the presentation rate within the allotted class periods to provide students with additional assistance, but they should not exceed those class periods.

IMI is self-paced instruction, which means that students will be able to complete the courseware at their own pace, based on their ability.

Additionally, the IMI will contain a bookmarking functionality that identifies the last page of content viewed by a student and presents the student with the option to return to the same location upon return to the courseware or to restart at the beginning.

2.6.4 Instructor Input

The ILT and laboratory exercises will be instructor-facilitated to allow instructors to provide input and guidance throughout the curriculum. The asynchronous IMI will not require instructor input, as students will have completed this prior to course attendance.

2.6.5 Portability Commands and Interface Mechanisms

The IMI courseware interface will provide navigational controls in the form of Next, Previous, Replay, and Menu buttons as the interface mechanics that support the portability commands. The Next and Previous buttons will be available within the courseware interface and will allow the courseware to progress through different pages within a section (SCO).

The Menu button will provide a listing of available sections and allow the user to navigate directly to a selected section. Additionally, the Help section will allow visually impaired persons to bypass complex interactivity.

2.7 Assessment Strategy

Table 8 presents the overall assessment strategy for each delivery method. See Appendix B, Lesson Design Strategies for further information regarding the intended assessment strategy.

Table 8: Assessment Strategies

Training Medium	Assessment Strategy
IMI	The IMI will have embedded comprehension check questions in the form of multiple choice, multiple answer, true/false, and fill in the blank where appropriate. Performance type exams where the student must complete the task unguided using only the procedure may apply as well. End of lesson examinations will be maintained by NETC within the LMS, with the examination questions developed by URS and approved by CSS.
ILT	End-of-lesson assessments in the form of instructor-led reviews and formal quizzes. Assignment sheets with questions to assess comprehension of the assignment.
Laboratory Exercises	Informal and formal testing, using job sheets and assessment sheets for each laboratory exercise; assessment sheets detail how to evaluate the student's performance and what to evaluate.

2.8 Course Structure Outline

The first module of the YN/PS Advanced Administration will be the standalone asynchronous IMI that will be hosted on NeL and will contain all of the knowledge objectives required to be

complete before classroom attendance. The second module will contain all of the performance objectives for the Administrative Procedures and the associated lab times. The third module will contain all of the performance objectives for the Personnel Procedures and the associated lab times.

The course map, presented as Figure 2, show the instructional lessons that will be covered, in the proposed teaching sequence. The Lesson Maps presented in Appendix A, show the lessons that will be presented within each module, in the proposed teaching sequence.

The YN/PS Advanced Administration course will be primarily linear in nature. The learner should take the lessons in the order in which they are presented.

The YN/PS Advanced Administration course will be comprised of a standalone asynchronous IMI module consisting of eight (8) lessons containing approximately forty (40) hours of content. Once students complete the required 40 hours of instruction, they will be able to request a classroom quota. Once a quota is assigned, students will attend two weeks (80 hours) of Instructor Led Training that is synchronous and based on performance objectives to be obtained in a secure classroom environment. Students will achieve the necessary KPL1 level of knowledge through the asynchronous IMI, and directly apply this knowledge in the classroom, in the form of SPL1 objectives. Through imitation, and eventually repetition, students will graduate with the end performance at SPL2, after completion of the 80 hours of ILT.

Figure 2: YN/PS Advanced Administration Course Map
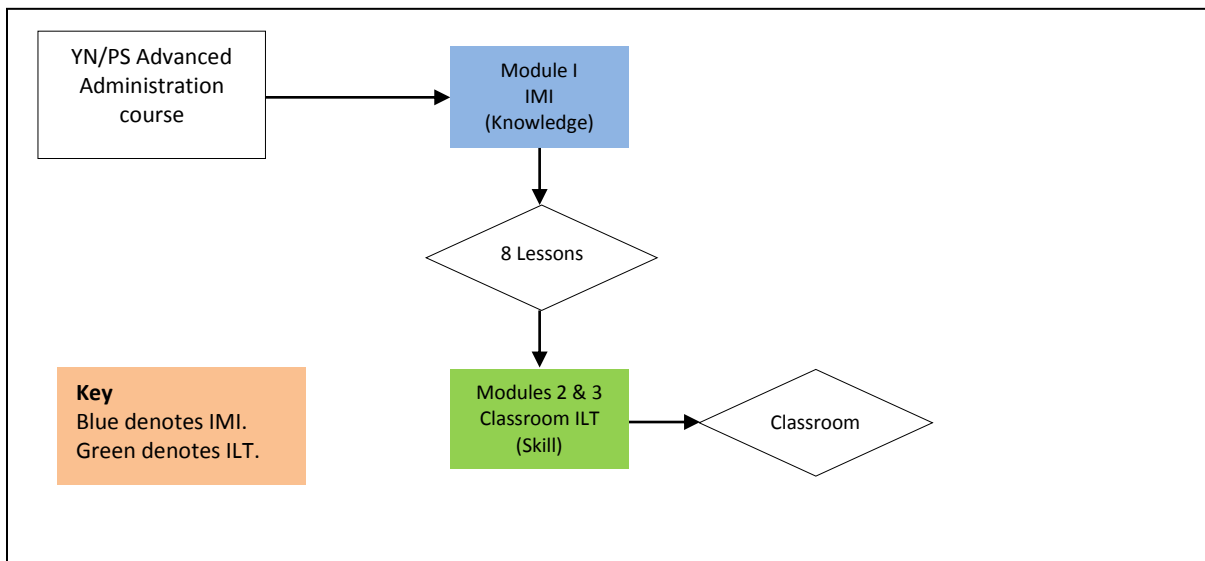
2.9   Course Schedule

A CMS is a function of AIM CPM and is an Annex to the TCCD. The LOS, instructional events, and media selected for each instructional event are provided in the LDS documents submitted with this IMDP.

2.10   Performance Tracking Control Features for Instructional Media

The courseware will use SCORM-based Computer Managed Instruction (CMI) data calls to store student activity within the LMS. The courseware will store the following information on a per-SCO basis:

- Completion status
- Success status
- Bookmarks

The LMS will provide the instructor or administrator the ability to produce reports on any of these data items. Basic student information, such as name, rank, DoD ID, or any other information that needs to be tracked to the students, will also be able to be logged in the LMS. The LMS will also provide the ability to produce test item analysis reports, generate an inventory of course materials, and facilitate courseware and resource scheduling. The LMS comprehensive examinations will allow students to take the exam twice without a passing score, before the LMS resets the completion status for that lesson, forcing students to retake the learning content. This will limit students passing examinations without the requisite level of knowledge.

2.11   Course Structure Format

The YN/PS Advanced Administration course will be designed based on a one-to-one relationship between objective and SCO. The objectives will be stand-alone SCOs, which do not reference other SCOs, allowing for reuse of the content.

2.11.1   Metadata

Each Lesson and SCO will also have its own metadata file associated with it. This metadata file will include the following information outlined in Table 9:

Table 9: Content Package Metadata Example

No.	Element	Value
1	**General**	
1.1	Identifier	
1.1.1	Catalog	*NETPDTC Responsible*
1.1.2	Entry	*NETPDTC Responsible*
1.2	Title	YN/PS Advanced Administration
1.3	Language	en
1.4	Description	This course is designed to provide senior YN/PS personnel with a thorough knowledge of administrative/personnel office management procedures and techniques. Training will emphasize office management practices, personnel accounting, reference materials, specific procedures, and detailed personnel and administrative policies. Course Objective: With no external aid and using the Navy eLearning toolset, students will apply the rules and policies of Advanced Administration and Personnel Management, with a minimum of 80% accuracy on an examination.

		Terminal Objective: Without external aid, the learner will describe administrative procedures with 80% accuracy on a knowledge exam.
1.5	Keyword	Yeoman, Personnel Specialist, Administrative Procedures
1.6	Coverage	*NOT USED*
1.7	Structure	hierarchical
1.8	Aggregation Level	3
2	**Life Cycle**	
2.1	Version	1.00
2.2	Status	final
2.3	Contribute	
2.3.1	Role	content provider
2.3.2	Entity	BEGIN:VCARD\nVERSION:2.1\nN:Officer;Commanding\nTITLE:Commanding Officer\nORG:Naval Education Training Command (NETC)\nEND:VCARD
2.3.3	Date	*TBD*
3	**Meta-Metadata**	
3.1	Identifier	
3.1.1	Catalog	URN
3.1.2	Entry	*NETPDTC Responsible*
3.2	Contribute	
3.2.1	Role	validator
3.2.2	Entity	BEGIN:VCARD\nVERSION:2.1\nN:Officer;Commanding\nTITLE:Commanding Officer\nORG:Naval Education Training Command (NETC)\nEND:VCARD
3.2.3	Date	*TBD*
3.3	Metadata Schema	LOMv1.0 SCORM_CAM_v1.3 RusticiConfiguration_v2007.1
3.4	Language	en
4	**Technical**	
4.1	Format	application/x-javascript application/x-shockwave-flash audio/mpeg3 image/jpeg image/png text/html text/xml
4.2	Size	*TBD*
4.3	Location	https://www.netc.navy.mil/ile/
4.4	Requirement	
4.4.1	Or Composite	
4.4.1.1	Type	browser
4.4.1.2	Name	ms-internet explorer
4.4.1.3	Minimum Version	8.0
4.4.1.4	Maximum Version	8.0
4.5	Installation Remarks	This content requires the browser to have the following plug-ins installed: Adobe Flash Player 10.0
4.6	Other Platform	This content requires the following: 1024 x 768 or higher

	Requirements	
4.7	Duration	*NOT USED*
5	Educational	
5.1	Interactivity Type	mixed
5.2	Learning Resource Type	narrative text
5.3	Interactivity Level	medium
5.4	Semantic Density	*NOT USED*
5.5	Intended End User Role	learner
5.6	Context	school
5.7	Typical Age Range	Journeyman
5.8	Difficulty	medium
5.9	Typical Learning Time	*TBD*
5.10	Description	*NOT USED*
5.11	Language	en-US
6	**Rights**	
6.1	Cost	no
6.2	Copyright and Other Restrictions	yes
6.3	Description	For additional information or questions regarding the distribution or reuse of US Navy content, please visit http://www.netc.navy.mil/ile/ or contact the Cybrarian at ile.support@navy.mil.
7	**Relation**	
7.1	Kind	*NETPDTC Responsible*
7.2	Resource	
7.2.1	Identifier	
7.2.1.1	Catalog	*NETPDTC Responsible*
7.2.1.2	Entry	*NETPDTC Responsible*
7.2.2	Description	*NOT USED*
8	**Annotation**	
8.1	Entity	*NOT USED*
8.2	Date	*NOT USED*
8.3	Description	*NOT USED*
9	**Classification**	
9.1	Purpose (security level)	security level
9.2	Taxon Path	
9.2.1	Source	*NOT USED*
9.2.2.1	ID	*NOT USED*
9.2.2.2	Entry	Unclassified
9.3	Description	*NOT USED*
9.4	Keyword	*NOT USED*
9.1	Purpose (conforms to)	conforms to
9.2	Taxon Path	
9.2.1	Source	ADL/DOD Conformance Taxonomy
9.2.2	Taxon	

9.2.2.1	ID	*NOT USED*
9.2.2.2	Entry	SCORM 2004 4th Ed.
9.3	Description	*NOT USED*
9.4	Keyword	*NOT USED*
9.1	Purpose (distribution restrictions)	distribution restrictions
9.2	Taxon Path	
9.2.1	Source	ADL/DOD Distribution Taxonomy
9.2.2	Taxon	
9.2.2.1	ID	*NOT USED*
9.2.2.2	Entry	DISTRIBUTION STATEMENT A.
9.3	Description	*NOT USED*
9.4	Keyword	*NOT USED*
9.1	Purpose (content type)	content type
9.2	Taxon Path	
9.2.1	Source	ADL/DOD Content Type Taxonomy
9.2.2	Taxon	
9.2.2.1	ID	*NOT USED*
9.2.2.2	Entry	aggregation
9.3	Description	*NOT USED*
9.4	Keyword	*NOT USED*

Metadata tagging will occur at the lesson, SCO, and asset level. The required metadata tags will be developed to identify reusable learning objects in accordance with NETCNOTE 1500.

2.11.2   Roll-Up Behavior and Completion Status

Roll-up rules will be used to ensure that the completion status and success status at the SCO level drive the overall course completion status and success status.

Before a section is first launched, the LMS will report the completion status as "not attempted." Once the SCO is launched the first time, the courseware will set the completion status to "incomplete." Once the learner views all pages within the SCO, the courseware will set the completion status to "complete." Roll-up rules will be set up within the manifest file that will set the lesson's completion status to "completed" once all of the SCOs within the lesson are marked as "completed."

2.11.3   Success Status

The success status for each SCO will begin in the default "unknown" state. Once the SCO is launched the first time, the courseware will set the success status to "Not Satisfied." Roll-up rules will be set up within the manifest file that will set the lesson's success status to "satisfied" once each of the SCOs within the lesson are marked as "completed."

3.0 LESSON DESIGN STRATEGY

3.1 Introduction

URS will organize and format each lesson consistently and will follow the guidance provided in NAVEDTRA 136. This section describes the instructional sequence of each lesson within the YN/PS Advanced Administration course as well as the instructional and assessment strategies to be used. The YN/PS Advanced Administration blended delivery effort will provide the skills required to perform at the journeyman level for Yeoman and Personnel Specialist personnel. The instruction will include ILT, Digital Media for the LP and TG, and laboratory activities.

The content will be based on the results of the approved FEA and BCA and through discussions with the stake holders during the analysis phase, as well as continuing input from Subject Matter Experts (SMEs).

Various approaches will be used to design and develop the YN/PS Advanced Administration curriculum, to ensure that instructional content is presented in an appropriate manner and at appropriate times throughout the curriculum to reinforce learning.

3.2 Organization and Format of Learning Design Strategy Documents

URS will present the following information for each lesson based on the NAVEDTRA 136
The instructional sequence for each lesson will be as follows:

- Introduction
    - Lesson Introduction – explains the purpose of the lesson
    - Lesson Importance – communicates why the content needs to be taught and may include a scenario that supports the importance statement; identifies the sections that are included in the lesson and the expected duration of the lesson
    - Terminal Objective (TO) – lists the TO addressed in the lesson
    - References – lists the references to access for additional information about the content covered in the lesson, as applicable
- Section(s)
    - Introduction – explains the purpose of the section, the associated Enabling Objective (EO), and the associated references
    - Content Items – provides instructional content
    - Progress Checks – provides a self-check of the content (at the end of a section or every 15 minutes for ILT)
    - Section Review – provides a recap of the section content
- Summary
    - Lesson Summary – provides a summary of information presented in the lesson
    - Learning Objective Statements – lists the LOSs addressed in the lesson

3.3 Learning Objective Statements

The YN/PS Advanced Administration course will contain modules, which will be broken down further into lessons and then even further into sections. A lesson will be approximately one to two hours of instruction but may vary depending upon laboratory exercises. Section length will vary depending upon the complexity of the content covered.

For the IMI and ILT, URS will create one lesson per TO and one section per EO.

Note: The wording and sequencing of the LOs were presented at the end of the analysis phase and have been included in the initial Navy Learning Objective Statements (NLOS) and have been included in all up-front material.

3.4 Courseware Maps

See Appendix A for a map of each lesson.

3.5 Lesson Design Strategies

This section describes the instructional strategies, content types and use levels, levels of interactivity, and foundational theories used to determine lesson designs. See Appendix B for the LDS table and content outline for each lesson.

3.5.1 Theoretical Basis for Instructional Strategies

Table 10 describes three key learning theories which serve as the basis for instructional strategies. Learning theories provide insight into how instruction should be presented, reinforced, and assessed. Depending on the learners and the situation, different learning theories may apply. Instructional Designers apply each learning theory, where appropriate, to optimize its use in the appropriate instructional design strategy.

Table 10: Learning Theory Descriptions

Learning Theory	Description	Application
Behaviorism	Behaviorism concentrates on the study of overt behaviors that can be observed and measured (discounts mental activities). Behavior theorists define learning as nothing more than the acquisition of new, observed behavior. Behaviorists believe that one's environment causes one's behavior.	• This approach can effectively facilitate mastery of the content of a technical specialty through facts, rules, and policies (knowing what). • Evaluation consists of determining whether the criteria for the objectives have been met.

Learning Theory	Description	Application
Cognitivism	Cognitive theory is interested in how people understand material; it focuses on an unobservable change in mental knowledge. Cognitive theorists view learning as involving the acquisition or reorganization of the cognitive structures through which people process and store information. Cognitive theory recognizes the importance of the mind in making sense of the material with which it is presented.	• This approach is useful in teaching problem-solving tactics in which defined facts and rules are applied in unfamiliar situations (knowing how). • Evaluation consists of determining whether the criteria for the objectives have been met.
Constructivism	Constructivism is founded on the premise that, by reflecting on our experiences, we construct our own understanding of the world we live in. The learner selects and transforms information, constructs hypotheses, and makes decisions, relying on a cognitive structure to do so. Cognitive structures (i.e., schema, mental models) provide meaning and organization to experiences and allow the individual to "go beyond the information given."	• This approach is especially suited to dealing with ill-defined problems through reflection in action. • The direction is determined by the learner, and assessment is much more subjective because it does not depend on specific quantitative criteria but rather on the process and self-evaluation of the learner. • Evaluation is based on notes, early drafts, final products, and evaluations by qualified observers.

The different theoretical models translate well to different levels of mental processing or learning:

- **Behavioral** – Tasks requiring a low degree of processing (e.g., basic paired associations, discriminations, or rote memorization) seem to be facilitated by strategies most frequently associated with a behavioral outlook (e.g., stimulus-response or contiguity of feedback/reinforcement). This method is appropriate when a clear behavioral outcome is required.
- **Cognitive** – Tasks requiring an increased level of processing (e.g., classifications or rule or procedural executions) are primarily associated with strategies having a stronger cognitive emphasis (e.g., schematic organization, analogical reasoning, or algorithmic problem solving).

- **Constructive** – Tasks demanding high levels of processing (e.g., heuristic problem solving, personal selection, and monitoring of cognitive strategies) are frequently best learned with strategies advanced by the constructivist perspective (e.g., situated learning, cognitive apprenticeships, or social negotiation).

3.5.2 Instructional Strategies

Within each lesson and section, one or more of the instructional strategies described in Table 11 may be employed.

Table 11: Instructional Strategies

Strategy	Description
Tutorial	This strategy presents cognitive information in a logical progression leading from lower levels of learning (knowledge/recall) to higher levels (synthesis/evaluation). It consists of presenting new information to the learner efficiently and providing practice exercises based on that information. It includes interactive instruction that asks questions based on the information presented, requests learner responses, and evaluates learner responses. It is self-paced, accommodates a variety of users, and generally involves some questioning, branching, and options for review.
Drill/Practice	This strategy is a method of instruction characterized by systematic repetition of concepts, examples, and practice problems.
Presentation	This strategy describes any format in which the learner is passive and information is presented to the learner. This approach may include video, lecture, and demonstration by an instructor.
Demonstration	This strategy consists of a learning experience in which learners observe and then participate in a sequence of events designed to teach a procedure, a technique, or an operation, frequently combining an explanation with the operation or handling of systems, equipment, or materials.
Collaborative	This strategy includes any kind of work that involves two or more learners. This strategy will be limited to ILT and laboratory exercises.
Problem Solving	This strategy is not a direct, step-by-step procedure, but rather is an approach that encourages a person to learn, discover, understand, or solve problems on his or her own, as by experimenting, by evaluating possible answers or solutions, or by trial and error.
Simulation	This strategy includes any representation or imitation of reality, including the representation of the salient features, operation, or environment of a system, subsystem, or scenario.

3.5.3 Content Types and Use Levels

Per ILE guidelines, each SCO has been classified as one of five content types and one of two use levels. This information has been entered into the AIM CPM for each section (EO).

The content types and use levels are presented in Table 12 below. Per the ILE Style Guide, by using this classification scheme, templates and guidelines can be employed to help speed up the development process of sections and produce sections that are designed for reuse.

Table 12: Content Types and Use Levels

Content Type	Description	Use Level	Instructional Content	Assessment Types
Concept	Includes multiple examples; comprises a group of objects, ideas, or events that are represented by a single word or term and share common features	Remember	- Introduction - Definition and Illustration - Facts (optional) - Example - Non-example (optional) - Analogy (optional) - Interaction (optional) - Note, Caution, Warning (optional)	- Drag & Drop - Identify (Hot Spot) - Matching - MC/MA - MC/SA - Fill in the Blank
		Apply	- Introduction - Definition and Illustration - Facts (optional) - Example - Non-example (optional) - Analogy (optional) - Interaction (optional) - Note, Caution, Warning (optional)	- Drill & Practice - Exercise - Simulation

Content Type	Description	Use Level	Instructional Content	Assessment Types
Fact	Is unique and specific information, usually represented in the form of a statement	Remember	• Introduction • Facts • Example (optional) • Non-example (optional) • Mnemonics (optional) • Interaction (optional) • Note, Caution, Warning (optional)	• MC/SA • Fill in the Blank • Two-State
		Apply	N/A	N/A
Procedure	Is a sequence of steps that are followed systematically to achieve a task or make a decision; contains directions or procedural tasks that are always done the same way	Remember	• Introduction • Facts (optional) • Example (optional) • Non-example (optional) • Analogy (optional) • Procedure/decision/ combined table • Interaction (optional) • Note, Caution, Warning (optional)	• Drag & Drop • Matching • MC/MA • Ordering
		Apply	• Introduction • Facts (optional) • Example (optional) • Non-example (optional) • Analogy (optional) • Procedure/decision/ combined table • Demonstration • Interaction • Note, Caution, Warning (optional)	• Case Study • Essay • Exercise • Gaming • Goal-Based • Oral Board • Simulation

Content Type	Description	Use Level	Instructional Content	Assessment Types
Process	Is a flow of events that identifies how something works; includes topics that list a chain of events that are performed by an organization	Remember	• Introduction • Facts (optional) • Staged table/block diagrams/cycle charts (select one) • Interaction (optional) • Note, Caution, Warning (optional)	• Drag & Drop • Matching • MC/MA • Ordering
		Apply	• Introduction • Facts (optional) • Staged table/block diagrams/cycle charts (select one) • Demonstration (optional) • Interaction • Note, Caution, Warning (optional)	• Case Study • Essay • Exercise • Goal-Based • Oral Board • Simulation
Principle	Consists of directions that outline guidelines for action in which people must adapt the rules to various situations; typically requires a person to make decisions when applying them; includes tasks that are completed in different ways each time by applying the guidelines	Remember	• Introduction • Facts (optional) • Principle statement • Guidelines • Interaction (optional) • Note, Caution, Warning (optional)	• Drag & Drop • Matching • MC/MA • MC/SA • Fill in the Blank
		Apply	• Introduction • Facts (optional) • Principle statement • Guidelines • Interaction • Note, Caution, Warning (optional) • Demonstration	• Case Study • Drill & Practice • Essay • Exercise • Goal-Based • Oral Board • Simulation

3.5.4   Levels of Interactivity

The level of interactivity for a module, lesson, or section is determined by the learning outcome that is required of students within that segment of instruction with a minimum of Level II within the courseware.

Typically, as the level of interactivity increases, so do the interaction and fidelity of media. In addition to the level of interactivity, consideration will be given to the underlying development technology and multimedia requirements. Table 13 provides the levels of interactivity.

Table 13: Levels of Interactivity

Level	Interactivity	Presentation	Media	Levels of Learning
I	Basic; limited	Linear; testing with immediate feedback	Basic graphics, photos, audio, or video	Ideas, concepts, facts
II	Medium; control over presentation and more opportunities to interact with content	Branching (up to two levels); testing with immediate feedback	Combination of audio, video, text, graphics, and animation	Recall, concepts, rules, performing basic skills
III	High; gaming and simulations with minor environmental limitations	Branching (three or more levels); testing with tailored remediation	Realistic environments with audio, video, text, graphics, and animation	Complex concepts, procedures, evaluation; integration of lower-level knowledge and skills
IV	Very high; simulations driven by math models	Real-time simulation with extensive branching (four or more levels); all sub-tasks defined	Realistic environments with audio, video, text, graphics, animation, and peripherals	Complex operation and maintenance procedures

3.6   SCO Specifications and Metadata Tagging Requirements

Refer to Section 2.11 for details on the intended SCO specifications and metadata tagging requirements.

3.6.1   Level of Granularity for SCOs

Refer to Section 2.11 for details on the intended level of granularity for SCOs.

3.6.2   List of Metadata Tags Required for Each SCO

Refer to Section 2.11 for a listing of the intended metadata tags required for each SCO.

3.6.3 List of Metadata Tags for Original, Uncompressed Format Media Objects

Refer to Section 2.11 and for a listing of the intended metadata tags required.

3.7 Test Items

Lesson level assessment will occur within each section. Both formal and informal assessment implements will be employed. See the lesson design summary sheets of Appendix B for further information on testing.

3.7.1 Test Types

Student understanding of the content will be measured in a variety of test types. All tests will have scoring, feedback, and remediation characteristics.

3.7.2 Question Types

A variety of question types will be used for testing in YN/PS Advanced Administration curriculum. In many cases, the type of content presented will dictate the most appropriate question type to use; however, a mix of question types will be used to keep learners engaged. When appropriate, questions will be scenario-based, with the students applying the content to real-life situations. Standard directions will be developed for each type of question. Each question will be written in accordance with NAVEDTRA 132.

3.7.3 Job Sheets and Performance Checklists

In the laboratory exercises and performance assessments, the students will demonstrate competency by actual performance of EOs to the established standards. A point score allocation method based on deductions from a maximum score of 100% will be used.

3.7.4 Feedback and Remediation

Feedback strategies will provide information to the students to indicate the appropriateness of a response. Remediation strategies will provide corrective training information to the students when the standards established for a LO have not been met. Remediation information will include direction concerning how the deficient areas will be re-assessed. Feedback and remediation are critical for ensuring that learners understand why answers to progress check questions are correct. The following strategies will be used to provide feedback and remediation throughout the courseware.

If learners answer a progress check question correctly on the first attempt, they will be told that their answer is correct and why it is correct. If they answer incorrectly on the first attempt, they will be told that their answer is incorrect and directed to try again. If they answer correctly on the

second attempt, the correct-answer feedback will be presented. If they answer incorrectly on the second attempt, they will be given immediate feedback pertaining to the correct answer, an explanation of why their second answer is incorrect.

For a correct response, a green checkmark displays next to the correct answer(s) on the screen. Correct feedback will be, "**Correct!** [paraphrase correct response]."

For the first incorrect response, feedback will be, "**Please try again.** [Individual feedback for incorrect answer/distracter]." Where possible, a hint will be provided to clarify the question further or trigger recall. Individual feedback for each incorrect answer/distracter applies only to MC/SA, MC/MA with one incorrect answer/distracter, and hotspot questions. A red X displays next to the incorrect answer(s) on the screen.

For the second incorrect response to the same question, feedback and remediation will be, "**Incorrect.** [paraphrase correct response – can be same as for correct answer]." Individual feedback for each incorrect answer/distracter applies only to MC/SA, MC/MA with one incorrect answer/distracter, and hotspot questions. A green checkmark displays next to the correct answer(s) on the screen.

The type and quantity of feedback and remediation will depend on the type and complexity of the question.

3.8 Lesson Format Guide

The Style Guide contains styles and standards to address the IMI design, including course structure and standard screen conventions.

The Style Guide will be updated throughout the development process and will be available to all team members on the YN/PS Advanced Administration course SharePoint site for use during CSS reviews:
> https://ops.ursfs.com/sites/groton/CSS/SitePages/Home.aspx

To facilitate lesson authoring, URS has created templates for standard screens, such as Lesson Introduction, Learning Objective Statements, Section Introduction, Section Review, Progress Check, and Lesson Summary.

3.9 Prototype Lessons

For the IMI, a sample SCO will be developed to test in the NeL LMS. This test is to ensure that the software used produces SCORM 2004-conformant output, that it complies with NAVEDTRA 136, and that the interface is easy to use and navigate. The prototype will use all plug-ins and assessment types planned for use in the finished product. The authoring software used to develop the sample will be the same as that planned for use during full production. This prototype will also demonstrate the proposed look and feel of the YN/PS Advanced Administration courseware.

APPENDIX A: COURSEWARE LOGIC FLOW DIAGRAM

Lesson 1.1

Figure A-1: YN/PS Advanced Administration Course Lesson Map

Table A-1: YN/PS Advanced Administration Course Lesson 1.1

Lesson	Section	Media Types	Required Training Equipment	Required System Access	Required Software	Time
1.1	2	IMI	NeL	NeL, LMS	Microsoft Explorer	30min
1.1	3	IMI	NeL	NeL, LMS	Microsoft Explorer	30min
1.1	4	IMI	NeL	NeL, LMS	Microsoft Explorer	30min
1.1	5	IMI	NeL	NeL, LMS	Microsoft Explorer	30min
1.1	6	IMI	NeL	NeL, LMS	Microsoft Explorer	30min
1.1	7	IMI	NeL	NeL, LMS	Microsoft Explorer	1hr
1.1	8	IMI	NeL	NeL, LMS	Microsoft Explorer	1hr

Course Title: YN/PS Advanced Administration
Content Aggregation (root cluster activity)

Rollup rules:
If all my children are completed, then I am completed.
If all my children are satisfied, then I am satisfied.

Title: Administrative Procedures
SCO 1, 2, 3, 4, 5, 6, 7, 8 (leaf activity and learning content only)
SCO 9 (leaf activity and internal exam)

Rollup controls:
Contributes to completion: yes   Percent of page views for completion: 100%
Contributes to satisfaction: yes
Contributes to score: yes   Percent of contribution to score: 100%

Lesson 1.2

Figure A-2: YN/PS Advanced Administration Course Lesson Map

Table A-2: YN/PS Advanced Administration Course Lesson 1.2

Lesson	Section	Media Types	Required Training Equipment	Required System Access	Required Software	Time
1.2	2	IMI	NeL	NeL, LMS	Microsoft Explorer	30min
1.2	3	IMI	NeL	NeL, LMS	Microsoft Explorer	30min
1.2	4	IMI	NeL	NeL, LMS	Microsoft Explorer	1hr
1.2	5	IMI	NeL	NeL, LMS	Microsoft Explorer	1hr
1.2	6	IMI	NeL	NeL, LMS	Microsoft Explorer	1hr
1.2	7	IMI	NeL	NeL, LMS	Microsoft Explorer	1hr
1.2	8	IMI	NeL	NeL, LMS	Microsoft Explorer	30min

Course Title: YN/PS Advanced Administration
Content Aggregation (root cluster activity)

Rollup rules:
If all my children are completed, then I am completed.
If all my children are satisfied, then I am satisfied.

Title: Personnel Procedures
SCO 1, 2, 3, 4, 5, 6, 7, 8 (leaf activity and learning content only)
SCO 9 (leaf activity and internal exam)

Rollup controls:
Contributes to completion: yes   Percent of page views for completion: 100%
Contributes to satisfaction: yes
Contributes to score: yes   Percent of contribution to score: 100%

Lesson 1.3

Figure A-3: YN/PS Advanced Administration Course Lesson Map

Key
Blue denotes IMI.
Green denotes ILT.
Yellow denotes Lab.

Military Pay
(leaf activity)
(learning
content only)

From LMS

Lesson 1.3
Military Pay (Root
Aggregation)
(cluster activity)

1.3.1 Introduction SCO1
(leaf activity) (learning
content only)

1.3.2 Waivers of
IndebtednessSCO2 (leaf
activity) (learning
content only)

To Section
Elements

1.3.3 Active Duty Pay
SCO3 (leaf activity)
(learning content only)

To Section
Elements

1.3.4 Adoption
Reimbursement SCO4
(leaf activity) (learning
content only)

To Section
Elements

1.3.5 Military
Allowances SCO5 (leaf
activity) (learning
content only)

To Section
Elements

1.3.6 Advance Pay SCO6
(leaf activity) (learning
content only)

To Section
Elements

1.3.7 Comprehensive
Examination
SCO7 (leaf activity)
(internal exam)

To LMS

Table A-3: YN/PS Advanced Administration Course Lesson 1.3

Lesson	Section	Media Types	Required Training Equipment	Required System Access	Required Software	Time
1.3	2	IMI	NeL	NeL, LMS	Microsoft Explorer	1hr
1.3	3	IMI	NeL	NeL, LMS	Microsoft Explorer	30min
1.3	4	IMI	NeL	NeL, LMS	Microsoft Explorer	30min
1.3	5	IMI	NeL	NeL, LMS	Microsoft Explorer	1hr
1.3	6	IMI	NeL	NeL, LMS	Microsoft Explorer	1hr

Course Title: YN/PS Advanced Administration
Content Aggregation (root cluster activity)

Rollup rules:
If all my children are completed, then I am completed.
If all my children are satisfied, then I am satisfied.

Title: Military Pay
SCO 1, 2, 3, 4, 5, 6 (leaf activity and learning content only)
SCO 7 (leaf activity and internal exam)

Rollup controls:
Contributes to completion: yes   Percent of page views for completion: 100%
Contributes to satisfaction: yes
Contributes to score: yes   Percent of contribution to score: 100%

Lesson 1.4

Figure A-4: YN/PS Advanced Administration Course Lesson Map

Key
Blue denotes IMI.
Green denotes ILT.
Yellow denotes Lab.

Advancement and Promotion (leaf activity) (learning content only)

From LMS

Lesson 1.4 Advancement and Promotion

1.4.1 Introduction SCO1 (leaf activity) (learning content only)

1.4.2 Enlisted Programs Eligibility SCO2 (leaf activity) (learning content only) — To Section Elements

1.4.3 Service School and Eligibility SCO3 (leaf activity) (learning content only) — To Section Elements

1.4.4 Change in Rate SCO4 (leaf activity) (learning content only) — To Section Elements

1.4.5 Substitute Advancement Examinations SCO5 (leaf activity) (learning content only) — To Section Elements

1.4.6 Meritorious Advancement SCO6 (leaf activity) (learning content only) — To Section Elements

1.4.7 Officer Promotions SCO7 (leaf activity) (learning content only) — To Section Elements

1.4.8 Officer Promotion ZonesSCO8 (leaf activity) (learning content only) — To Section Elements

1.4.9 Comprehensive Examination SCO9 (leaf activity) (internal exam)

To LMS

Table A-4: YN/PS Advanced Administration Course Lesson 1.4

Lesson	Section	Media Types	Required Training Equipment	Required System Access	Required Software	Time
1.4	2	IMI	NeL	NeL, LMS	Microsoft Explorer	1hr
1.4	3	IMI	NeL	NeL, LMS	Microsoft Explorer	1hr
1.4	4	IMI	NeL	NeL, LMS	Microsoft Explorer	1hr
1.4	5	IMI	NeL	NeL, LMS	Microsoft Explorer	1hr
1.4	6	IMI	NeL	NeL, LMS	Microsoft Explorer	1hr
1.4	7	IMI	NeL	NeL, LMS	Microsoft Explorer	1hr
1.4	8	IMI	NeL	NeL, LMS	Microsoft Explorer	1hr

Course Title: YN/PS Advanced Administration
Content Aggregation (root cluster activity)

Rollup rules:
If all my children are completed, then I am completed.
If all my children are satisfied, then I am satisfied.

Title: Advancement and Promotion
SCO 1, 2, 3, 4, 5, 6, 7, 8 (leaf activity and learning content only)
SCO 9 (leaf activity and internal exam)

Rollup controls:

Contributes to completion: yes	Percent of page views for completion: 100%
Contributes to satisfaction: yes	
Contributes to score: yes	Percent of contribution to score: 100%

Lesson 1.5

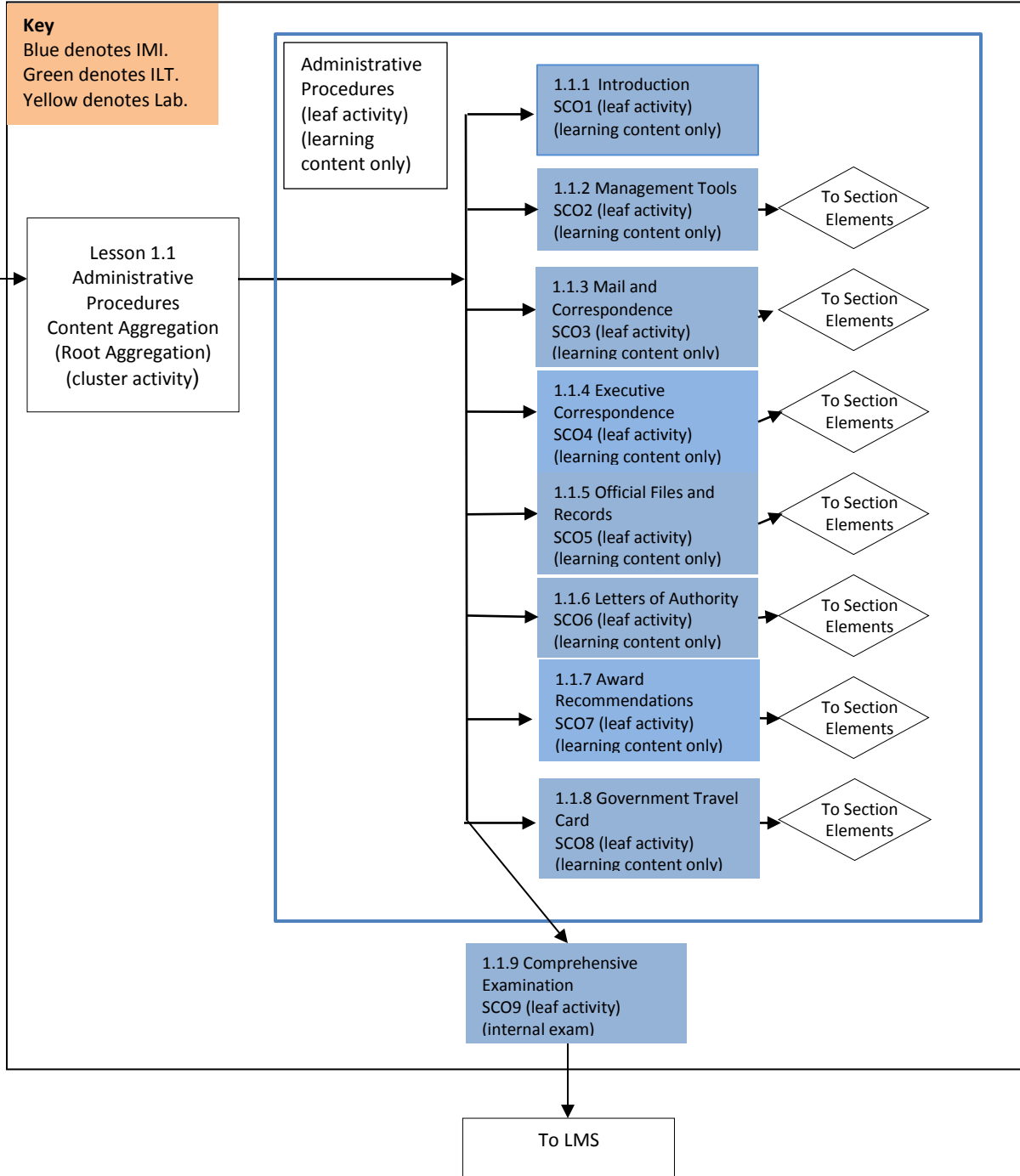Figure A-5: YN/PS Advanced Administration Course Lesson Map

Table A-5: YN/PS Advanced Administration Course Lesson 1.5

Lesson	Section	Media Types	Required Training Equipment	Required System Access	Required Software	Time
1.5	2	IMI	NeL	NeL, LMS	Microsoft Explorer	30min
1.5	3	IMI	NeL	NeL, LMS	Microsoft Explorer	1hr
1.5	4	IMI	NeL	NeL, LMS	Microsoft Explorer	1hr
1.5	5	IMI	NeL	NeL, LMS	Microsoft Explorer	30min
1.5	6	IMI	NeL	NeL, LMS	Microsoft Explorer	1hr
1.5	7	IMI	NeL	NeL, LMS	Microsoft Explorer	30min
1.5	8	IMI	NeL	NeL, LMS	Microsoft Explorer	1hr

Lesson 1.6

Figure A-6: YN/PS Advanced Administration Course Lesson Map

Key
Blue denotes IMI.
Green denotes ILT.
Yellow denotes Lab.

Lesson 1.6
PCS Travel

1.6.1 Introduction

1.6.2 Overseas Assignment → To Section Elements

1.6.3 Passport Request → To Section Elements

1.6.4 Consecutive Overseas Tour → To Section Elements

1.6.5 Environmental Morale Leave → To Section Elements

1.6.6 Overseas Tour Extension Incentive Program → To Section Elements

1.6.7 Early Return of Dependents → To Section Elements

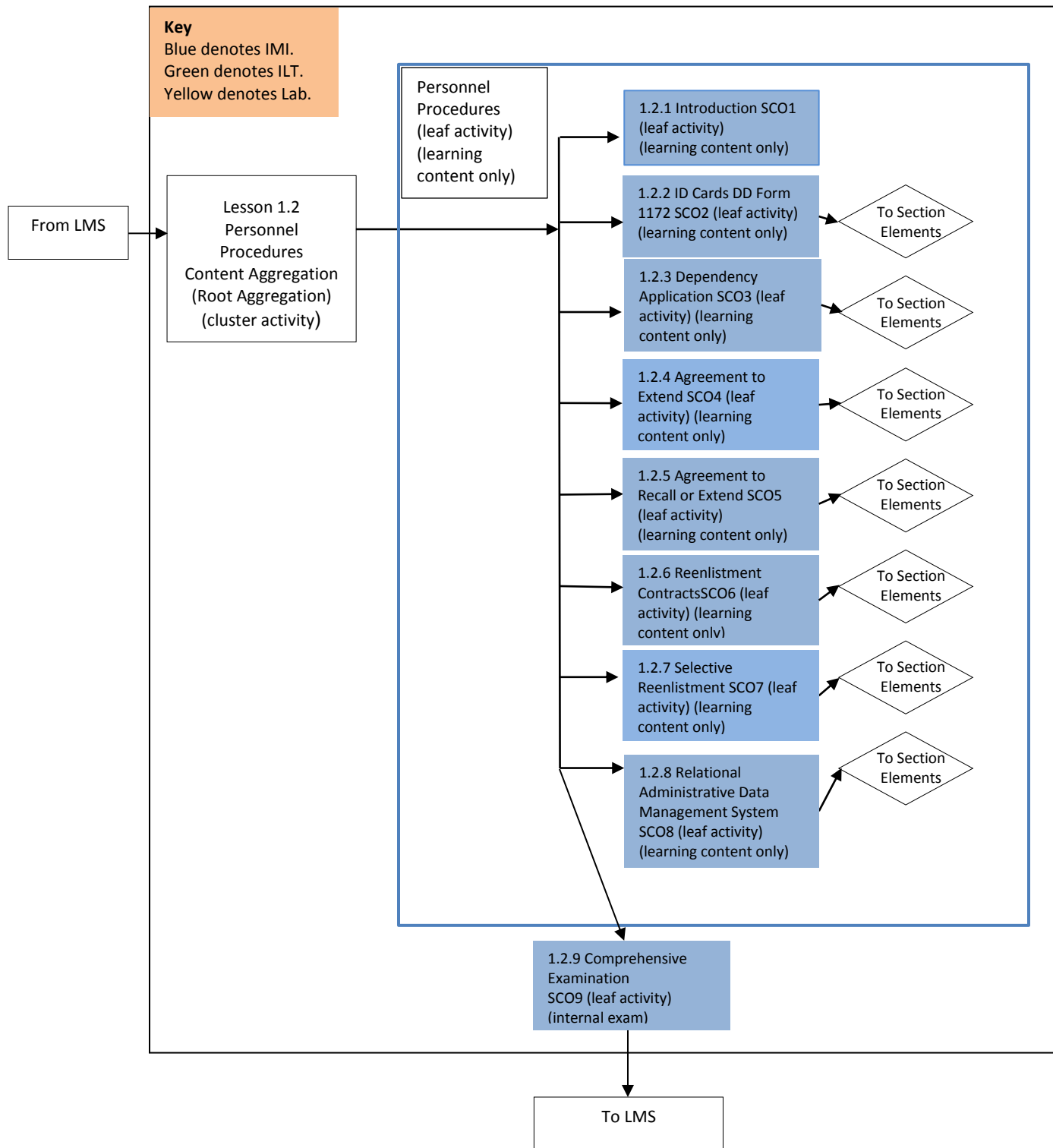1.6.8 Overseas Travel for Dependents → To Section Elements

Table A-6: YN/PS Advanced Administration Course Lesson 1.6

Lesson	Section	Media Types	Required Training Equipment	Required System Access	Required Software	Time
1.6	2	IMI	NeL	NeL, LMS	Microsoft Explorer	1hr
1.6	3	IMI	NeL	NeL, LMS	Microsoft Explorer	1hr
1.6	4	IMI	NeL	NeL, LMS	Microsoft Explorer	1hr
1.6	5	IMI	NeL	NeL, LMS	Microsoft Explorer	30min
1.6	6	IMI	NeL	NeL, LMS	Microsoft Explorer	1hr
1.6	7	IMI	NeL	NeL, LMS	Microsoft Explorer	1hr
1.6	8	IMI	NeL	NeL, LMS	Microsoft Explorer	1hr

Lesson 1.7

Figure A-7: YN/PS Advanced Administration Course Lesson Map

Table A-7: YN/PS Advanced Administration Course Lesson 1.7

Lesson	Section	Media Types	Required Training Equipment	Required System Access	Required Software	Time
1.7	2	IMI	NeL	NeL, LMS	Microsoft Explorer	30min
1.7	3	IMI	NeL	NeL, LMS	Microsoft Explorer	30min
1.7	4	IMI	NeL	NeL, LMS	Microsoft Explorer	30min
1.7	5	IMI	NeL	NeL, LMS	Microsoft Explorer	30min
1.7	6	IMI	NeL	NeL, LMS	Microsoft Explorer	30min
1.7	7	IMI	NeL	NeL, LMS	Microsoft Explorer	30min

Lesson 1.8

Figure A-8: YN/PS Advanced Administration Course Lesson Map

Key
Blue denotes IMI.
Green denotes ILT.
Yellow denotes Lab.

Lesson 1.8
Legal Procedures

1.8.1 Introduction

1.8.2 Unauthorized Absence → To Section Elements

1.8.3 Court Memorandum → To Section Elements

1.8.4 Administrative Separation → To Section Elements

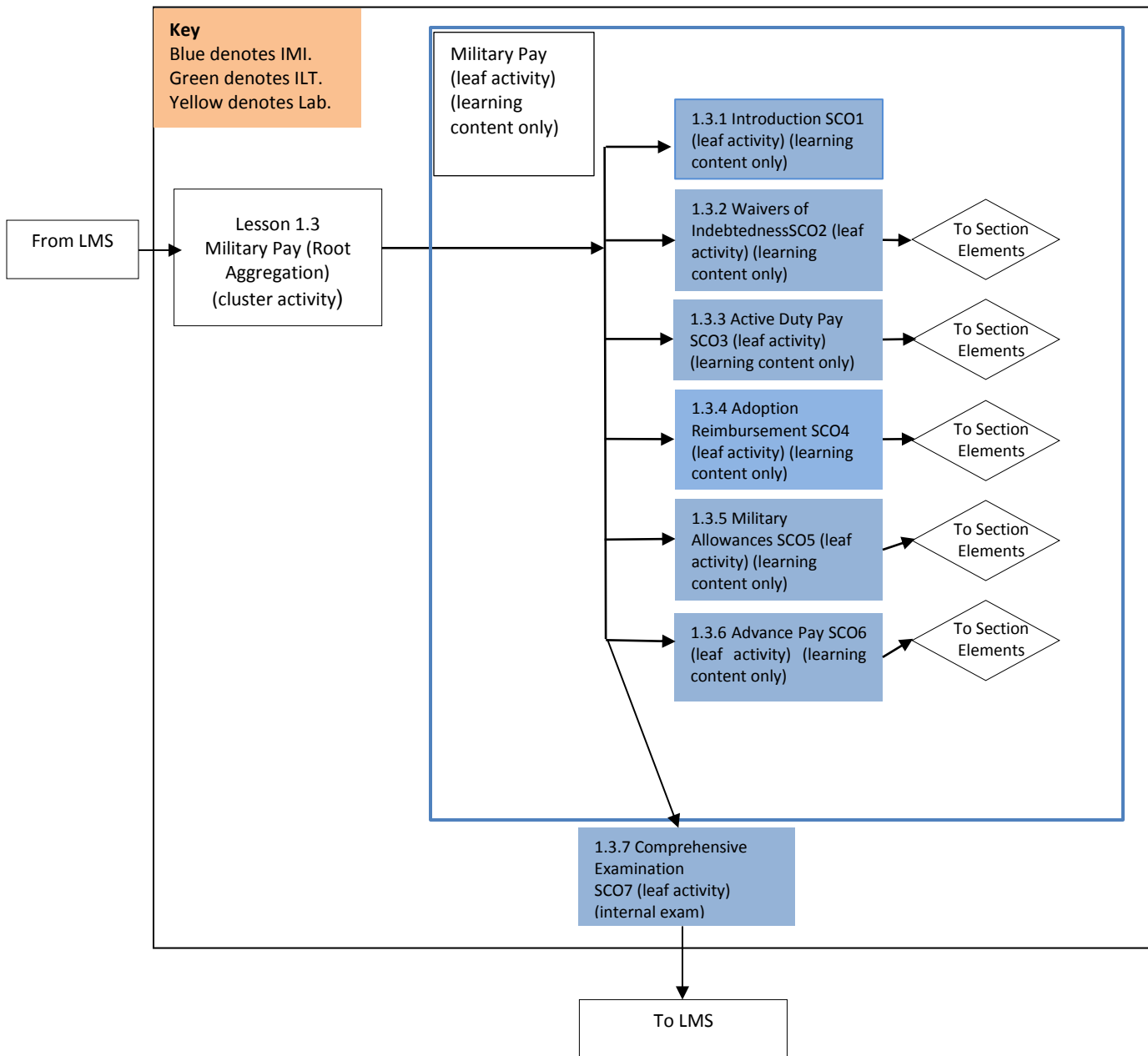1.8.5 Congressional Inquiry → To Section Elements

Table A-8: YN/PS Advanced Administration Course Lesson 1.8

Lesson	Section	Media Types	Required Training Equipment	Required System Access	Required Software	Time
1.8	2	IMI	NeL	NeL, LMS	Microsoft Explorer	1hr
1.8	3	IMI	NeL	NeL, LMS	Microsoft Explorer	1hr
1.8	4	IMI	NeL	NeL, LMS	Microsoft Explorer	1hr
1.8	5	IMI	NeL	NeL, LMS	Microsoft Explorer	1hr

Lesson 2.1

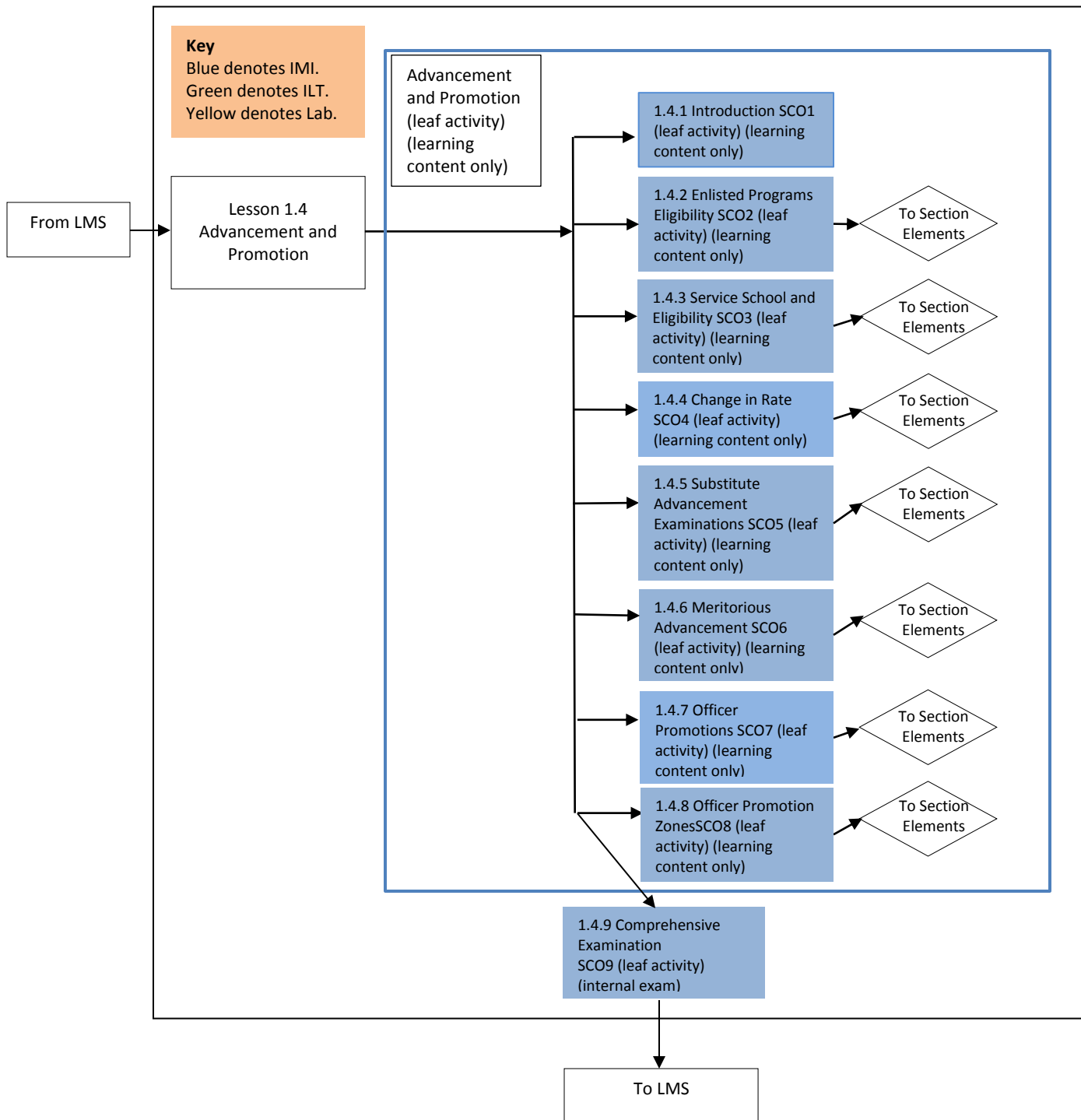**Figure A-9: YN/PS Advanced Administration Course Lesson Map**

Table A-9: YN/PS Advanced Administration Course Lesson 2.1

Lesson	Section	Media Types	Required Training Equipment	Required System Access	Required Software	Time
2.1	2	LP, TG, LAB, Digital Media-LP	TRANET, L1 AEC/ECR	Naval Correspondence Manual	Adobe Reader	1.5hr
2.1	3	LP, TG, LAB, Digital Media-TG	TRANET, L1 AEC/ECR	SORM Audit Checklist, Fleet Forces and NPPSC Instructions	Adobe Reader	1.5hr
2.1	4	LP, TG, LAB, Digital Media-LP	TRANET, L1 AEC/ECR	BoL, NAVPERS, NAVFIT 98 or equivalent images	Microsoft Explorer, Adobe Reader	1.5hr
2.1	5	LP, TG, LAB, Digital Media-TG	TRANET, L1 AEC/ECR	Social Protocol Manual, MILPERSMAN	Adobe Reader	1.5hr
2.1	6	LP, TG, LAB, Digital Media-LP	TRANET, L1 AEC/ECR	NAVPERS, SF-86	Microsoft Explorer, Adobe Reader	2hr
2.1	7	LP, TG, LAB, Digital Media-LP	TRANET, L1 AEC/ECR	Navy Directives Issuance System	Adobe Reader	2hr
2.1	8	LP, TG, LAB, Digital Media-TG&LP	TRANET, L1 AEC/ECR	NAVPERS, OPNAV 1650/3	Microsoft Explorer, Adobe Reader	2hr

Lesson 2.2

Figure A-10: YN/PS Advanced Administration Course Lesson Map

Key
Blue denotes IMI.
Green denotes ILT.
Yellow denotes Lab.

Lesson 2.2
Travel Procedures

2.2.1 Introduction

2.2.2 Travel Documents → To Section Elements

2.2.3 Travel Claims → To Section Elements

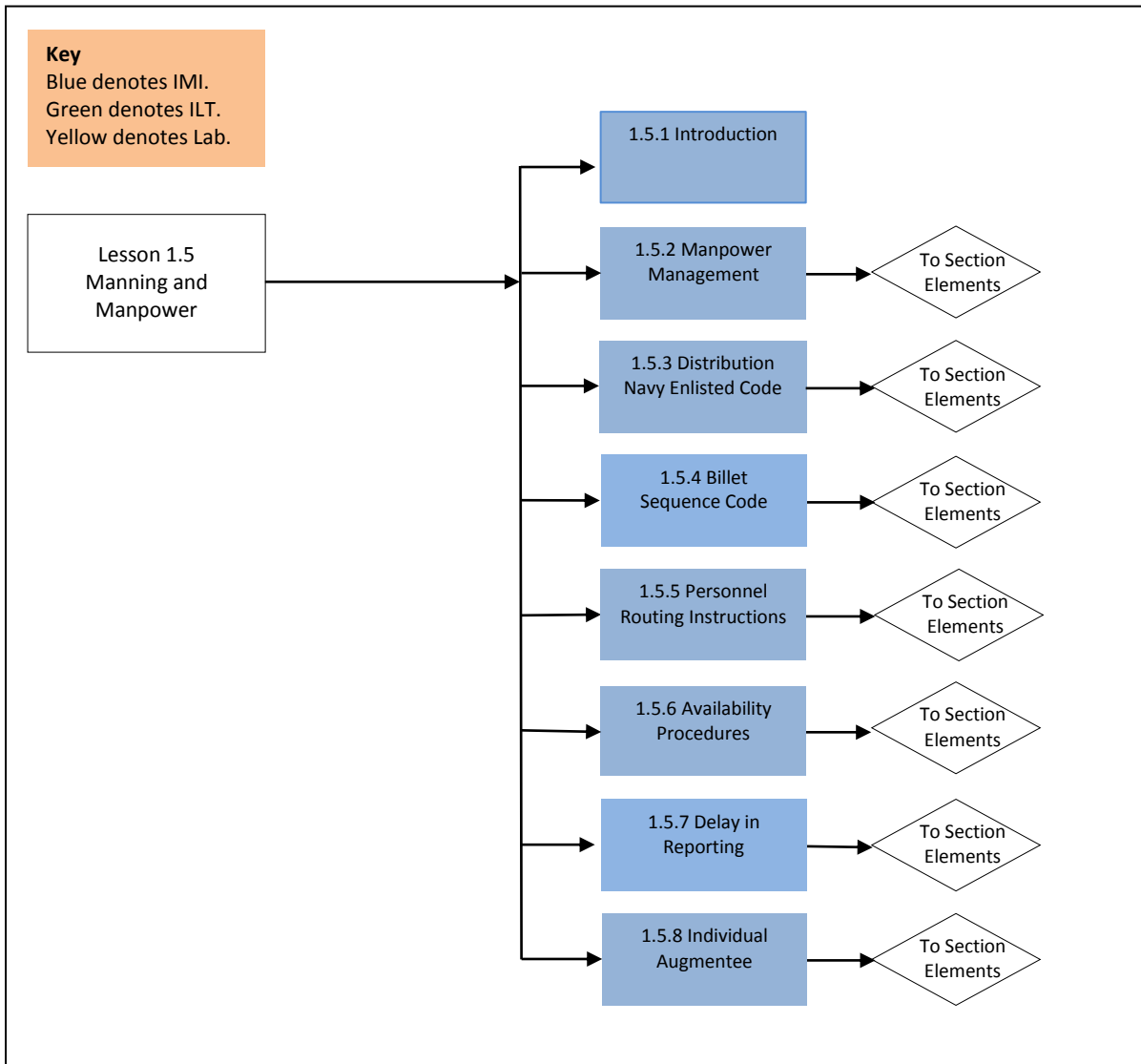2.2.4 Travel Claim Submission and Liquidation → To Section Elements

Table A-10: YN/PS Advanced Administration Course Lesson 2.2

Lesson	Section	Media Types	Required Training Equipment	Required System Access	Required Software	Time
2.2	2	LP, TG, LAB, Digital Media-TG&LP	TRANET, L1 AEC/ECR	JTR	Microsoft Explorer	2hr
2.2	3	LP, TG, LAB, Digital Media-TG	TRANET, L1 AEC/ECR	JTR	Microsoft Explorer	2hr
2.2	4	LP, TG, LAB, Digital Media-LP&TG	TRANET, L1 AEC/ECR	JTR, DD1357	Microsoft Explorer, Adobe Reader	2hr

Lesson 2.3

Figure A-11: YN/PS Advanced Administration Course Lesson Map
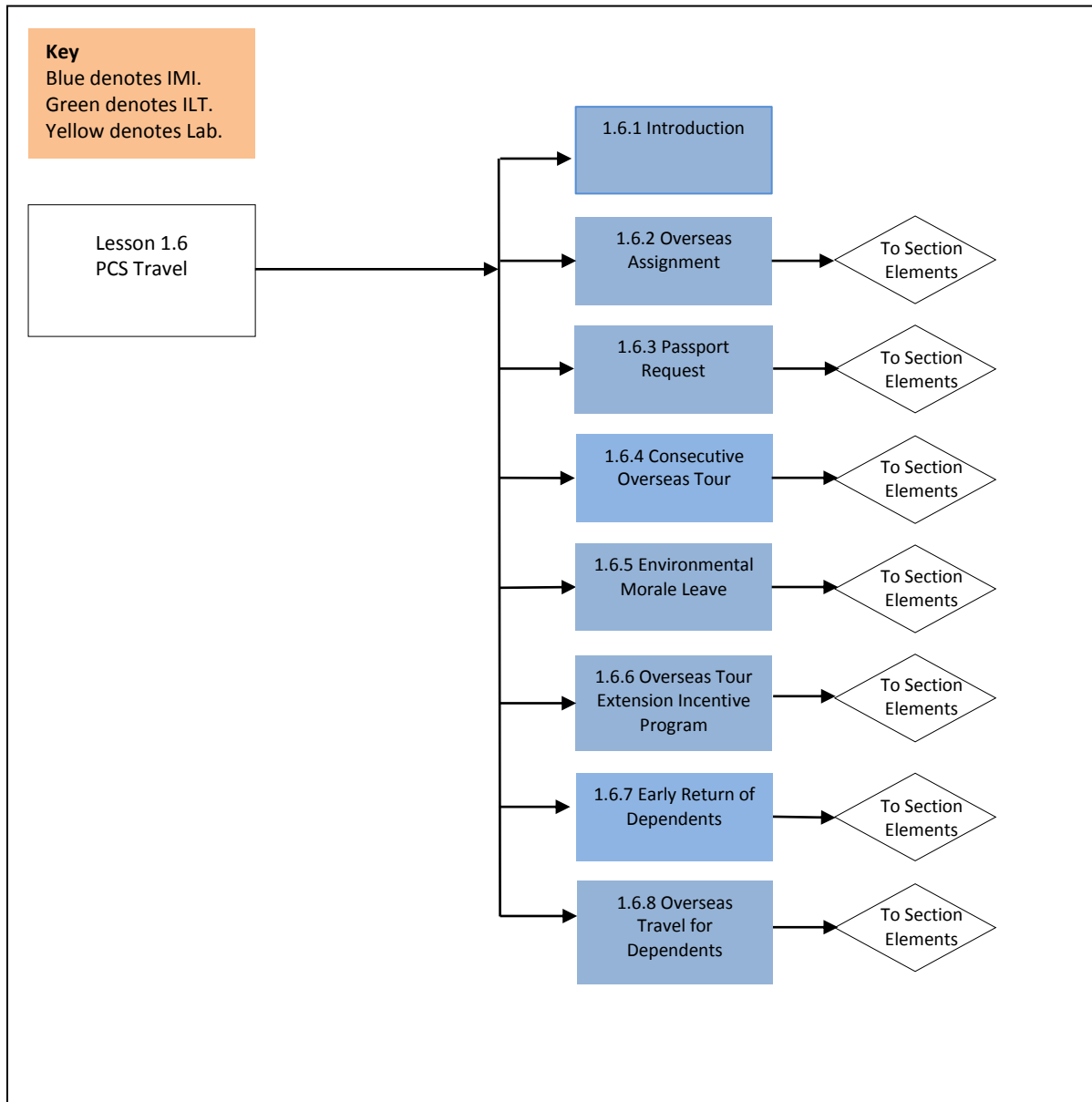

Table A-11: YN/PS Advanced Administration Course Lesson 2.3

Lesson	Section	Media Types	Required Training Equipment	Required System Access	Required Software	Time
2.3	2	LP, TG, LAB, Digital Media-LP&TG	TRANET, L1 AEC/ECR	DD Form 1650, EDVP, NAVPERS, www.UCMJ.us	Microsoft Explorer, Adobe Reader	2hr
2.3	3	LP, TG, LAB, Digital Media-TG	TRANET, L1 AEC/ECR	DD Form 1650, EDVP, NAVPERS, www.UCMJ.us	Microsoft Explorer, Adobe Reader	2hr
2.3	4	LP, TG, LAB, Digital Media-TG	TRANET, L1 AEC/ECR	DD Form 1650, EDVP, NAVPERS, www.UCMJ.us	Microsoft Explorer, Adobe Reader	2hr

Lesson 3.1

Figure A-12: YN/PS Advanced Administration Course Lesson Map

Key
Blue denotes IMI.
Green denotes ILT.
Yellow denotes Lab.

Lesson 3.1
Personnel
Procedures

3.1.1 Introduction

3.1.2 Activity Gain — To Section Elements

3.1.3 Activity Loss — To Section Elements

3.1.4 Expired Gain Events — To Section Elements

3.1.5 Expired Loss Events — To Section Elements

3.1.6 Personnel Transaction Ticklers — To Section Elements

3.1.7 PERSTEMPO, ITEMPO, and Sailing Diaries — To Section Elements

3.1.8 Audit Preparedness — To Section Elements

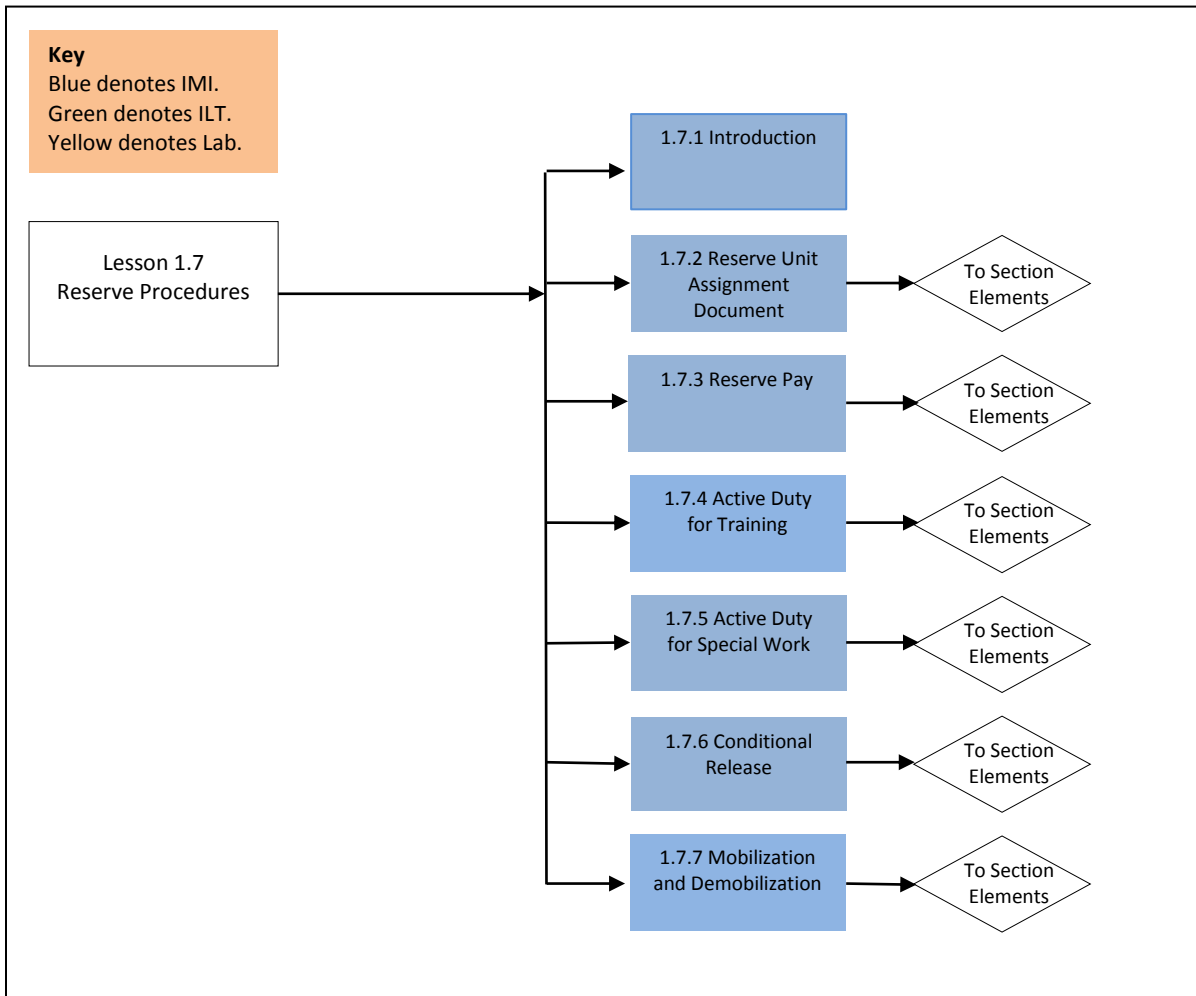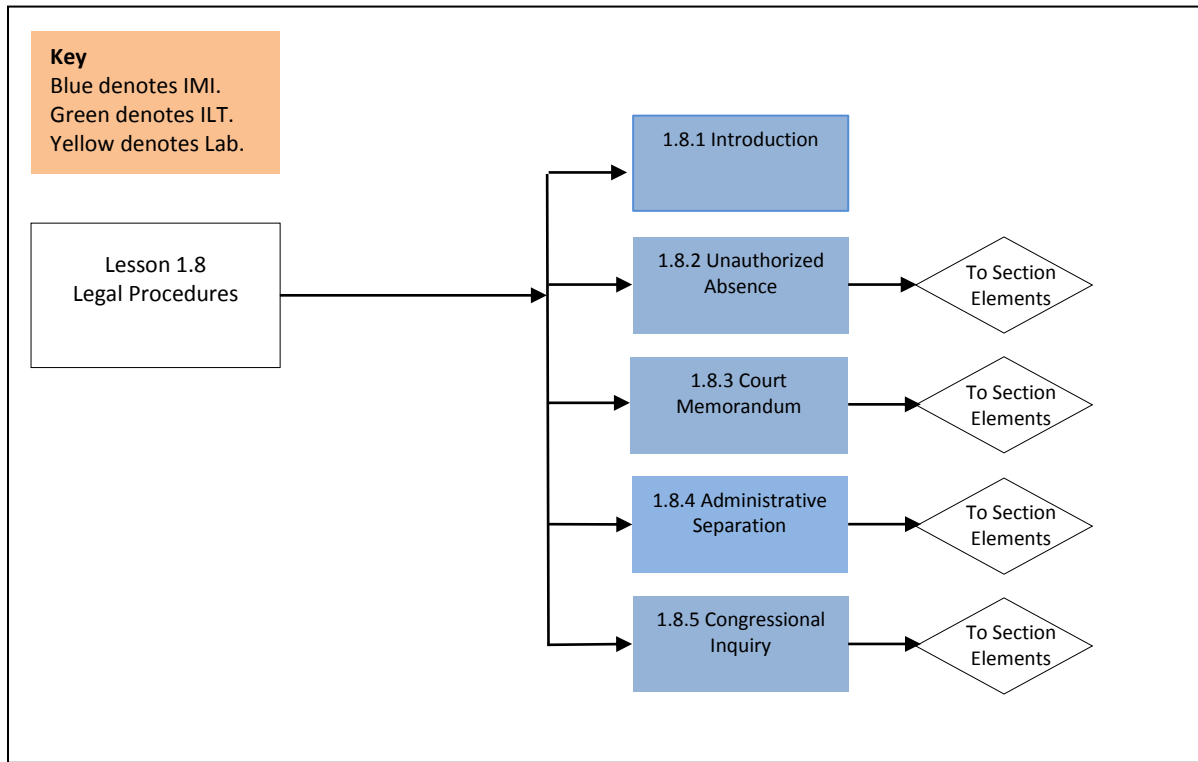3.1.9 Transaction Online Processing System (TOPS) — To Section Elements

Table A-12: YN/PS Advanced Administration Course Lesson 1.4

Lesson	Section	Media Types	Required Training Equipment	Required System Access	Required Software	Time
3.1	2	LP, TG, LAB, Digital Media-TG&LP	TRANET, L1 AEC/ECR	EDVP, NAVPERS	Microsoft Explorer, Adobe Reader	1.5hr
3.1	3	LP, TG, LAB, Digital Media-TG	TRANET, L1 AEC/ECR	EDVP, NAVPERS	Microsoft Explorer, Adobe Reader	1.5hr
3.1	4	LP, TG, LAB, Digital Media-TG	TRANET, L1 AEC/ECR	EDVP, NAVPERS	Microsoft Explorer, Adobe Reader	1.5hr
3.1	5	LP, TG, LAB, Digital Media-TG	TRANET, L1 AEC/ECR	EDVP, NAVPERS	Microsoft Explorer, Adobe Reader	1.5hr
3.1	6	LP, TG, LAB, Digital Media-TG	TRANET, L1 AEC/ECR	NAVPERS, MILPERSMAN	Microsoft Explorer, Adobe Reader	1.5hr
3.1	7	LP, TG, LAB, Digital Media-TG	TRANET, L1 AEC/ECR	NAVPERS, PERSTEMPO, BOL Screen Shots	Microsoft Explorer, Adobe Reader	2hr
3.1	8	LP, TG, LAB, Digital Media-TG	TRANET, L1 AEC/ECR	NAVPERS, SORM	Microsoft Explorer, Adobe Reader	1.5hr
3.1	9	LP, TG, LAB, Digital Media-TG	TRANET, L1 AEC/ECR	TOPS Screen Shots and Equivalent Images	Microsoft Explorer, Adobe Reader	2hr

Lesson 3.2

Figure A-13: YN/PS Advanced Administration Course Lesson Map
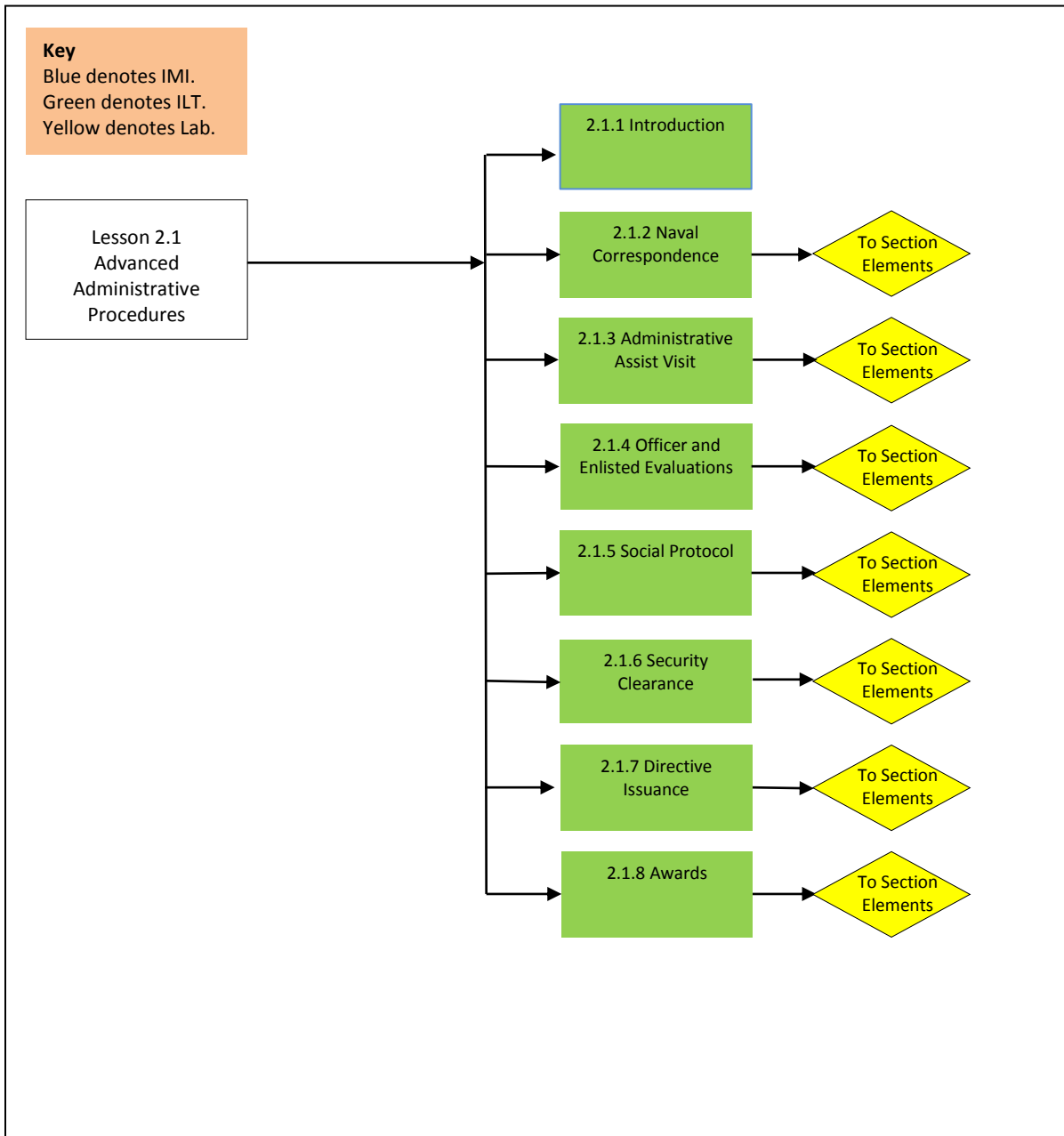
Table A-13: YN/PS Advanced Administration Course Lesson 3.2

Lesson	Section	Media Types	Required Training Equipment	Required System Access	Required Software	Time
3.2	2	LP, TG, LAB, Digital Media-TG&LP	TRANET, L1 AEC/ECR	NAVPERS	Microsoft Explorer, Adobe Reader	1.5hr
3.2	3	LP, TG, LAB, Digital Media-TG&LP	TRANET, L1 AEC/ECR	NAVPERS, MMPA Screen Shots and Equivalent Images	Microsoft Explorer, Adobe Reader	1.5hr
3.2	4	LP, TG, LAB, Digital Media-TG&LP	TRANET, L1 AEC/ECR	NAVPERS	Microsoft Explorer, Adobe Reader	1.5hr
3.2	5	LP, TG, LAB, Digital Media-TG&LP	TRANET, L1 AEC/ECR	NAVPERS	Microsoft Explorer, Adobe Reader	1.5hr

Lesson 3.3

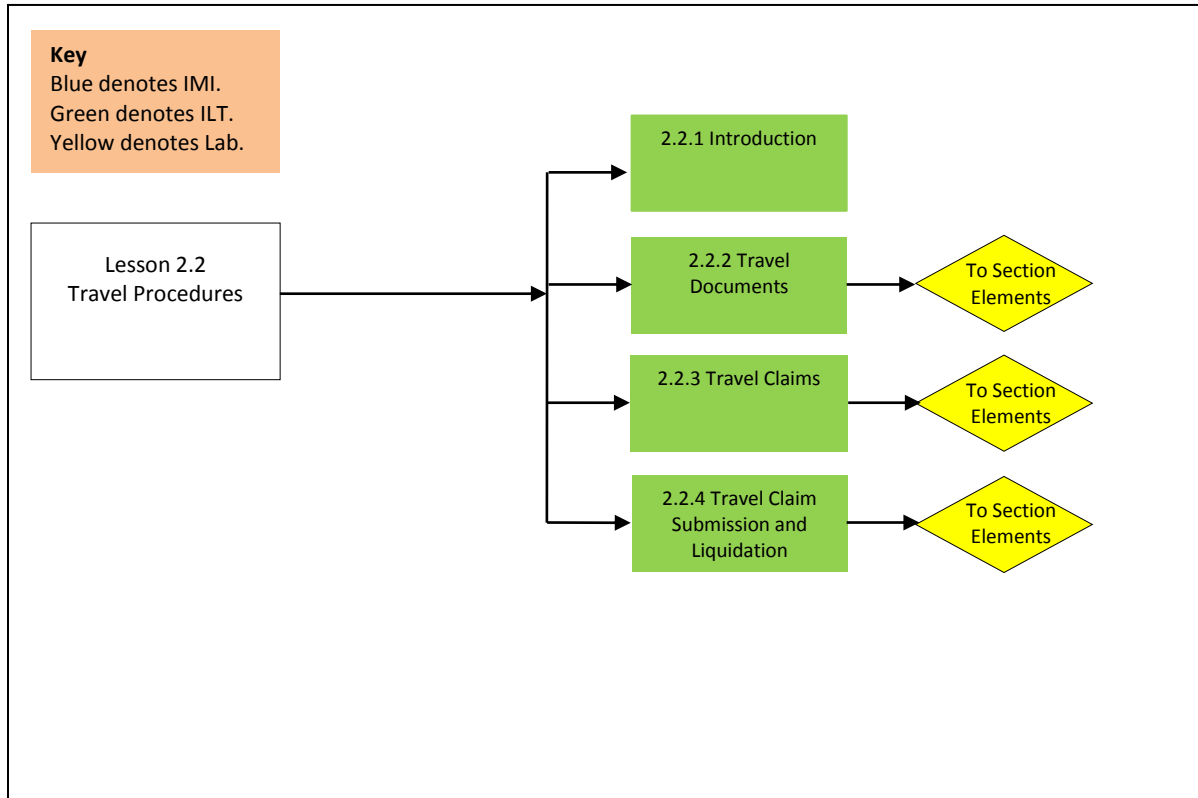**Figure A-14: YN/PS Advanced Administration Course Lesson Map**
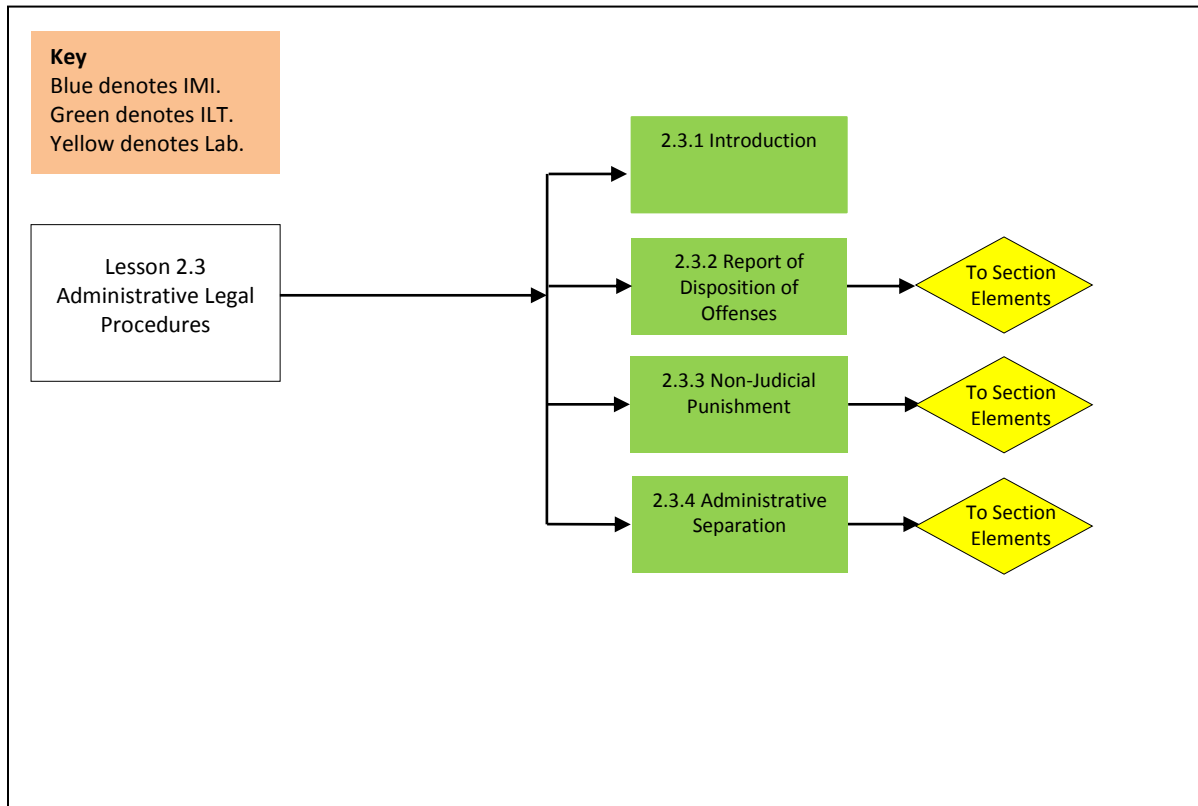

Table A-14: YN/PS Advanced Administration Course Lesson 3.3

Lesson	Section	Media Types	Required Training Equipment	Required System Access	Required Software	Time
3.3	2	LP, TG, LAB, Digital Media-LP&TG	TRANET, L1 AEC/ECR	NAVPERS	Microsoft Explorer, Adobe Reader	2hr
3.3	3	LP, TG, LAB, Digital Media-TG	TRANET, L1 AEC/ECR	NAVPERS	Microsoft Explorer, Adobe Reader	2hr

Lesson 3.4

Figure A-15: YN/PS Advanced Administration Course Lesson Map

Key
Blue denotes IMI.
Green denotes ILT.
Yellow denotes Lab.

Lesson 3.4
Manning and
Manpower

3.4.1 Introduction

3.4.2 Navy Enlisted
Classification Codes — To Section Elements

3.4.3 Manpower
Reports — To Section Elements

3.4.4 Officer
Manpower — To Section Elements

3.4.5 Special Duty
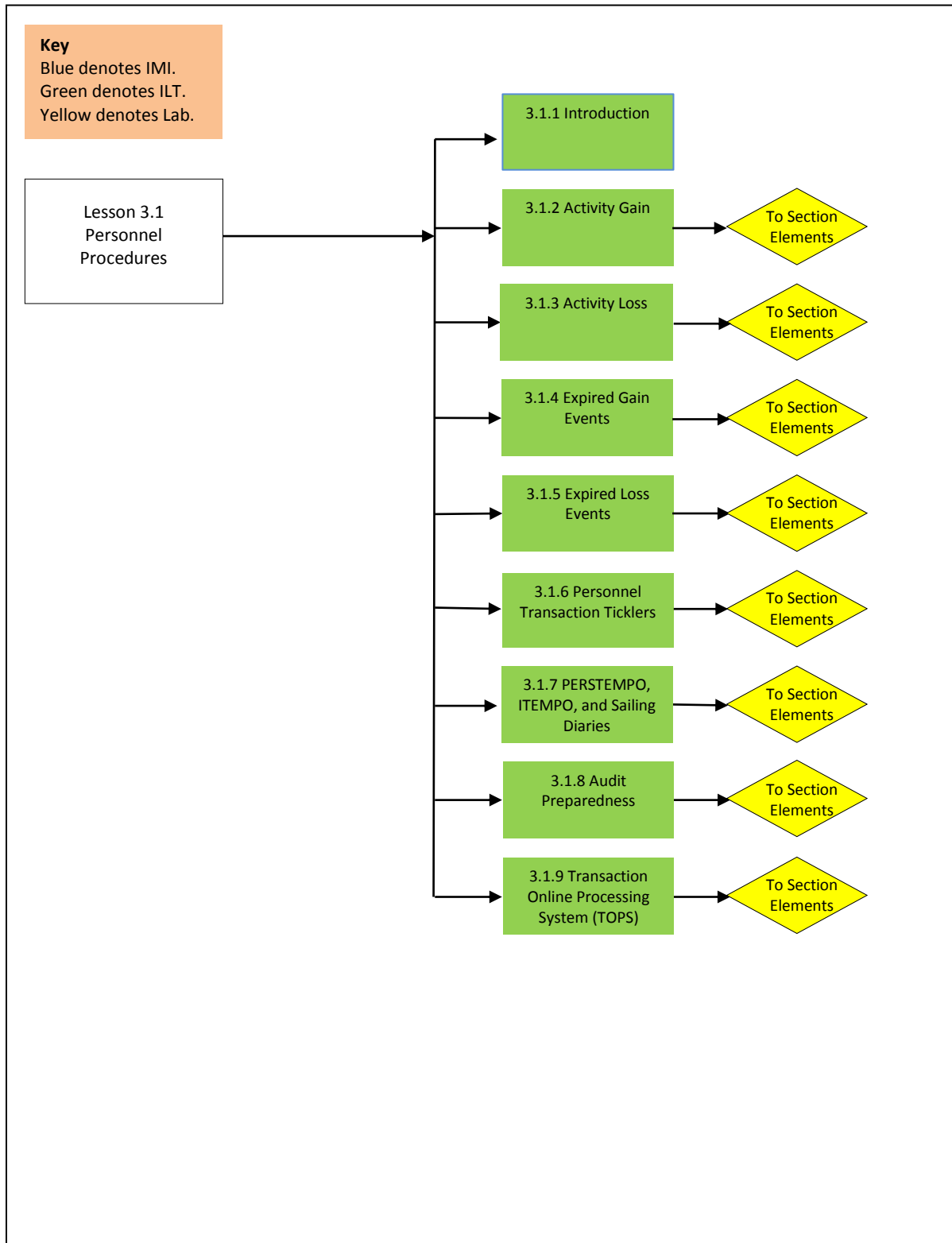Assignment Pay
(SDAP) — To Section Elements

Table A-15: YN/PS Advanced Administration Course Lesson 3.4

Lesson	Section	Media Types	Required Training Equipment	Required System Access	Required Software	Time
3.4	2	LP, TG, LAB, Digital Media-LP&TG	TRANET, L1 AEC/ECR	NAVPERS,	Microsoft Explorer, Adobe Reader	2hr
3.4	3	LP, TG, LAB, Digital Media-TG	TRANET, L1 AEC/ECR	NAVPERS, NAVMAC	Microsoft Explorer, Adobe Reader	2hr
3.4	4	LP, TG, LAB, Digital Media-TG	TRANET, L1 AEC/ECR	NAVPERS, NAVMAC, ODCR	Microsoft Explorer, Adobe Reader	2hr
3.4	5	LP, TG, LAB, Digital Media-TG	TRANET, L1 AEC/ECR	NAVPERS	Microsoft Explorer, Adobe Reader	2hr

Lesson 3.5

Figure A-16: YN/PS Advanced Administration Course Lesson Map

Key
Blue denotes IMI.
Green denotes ILT.
Yellow denotes Lab.

Lesson 3.5
Advancement

3.5.1 Introduction

3.5.2 Advancement Worksheet → To Section Elements

3.5.3 Advancement Examination → To Section Elements

3.5.4 Advancement Withdrawal → To Section Elements
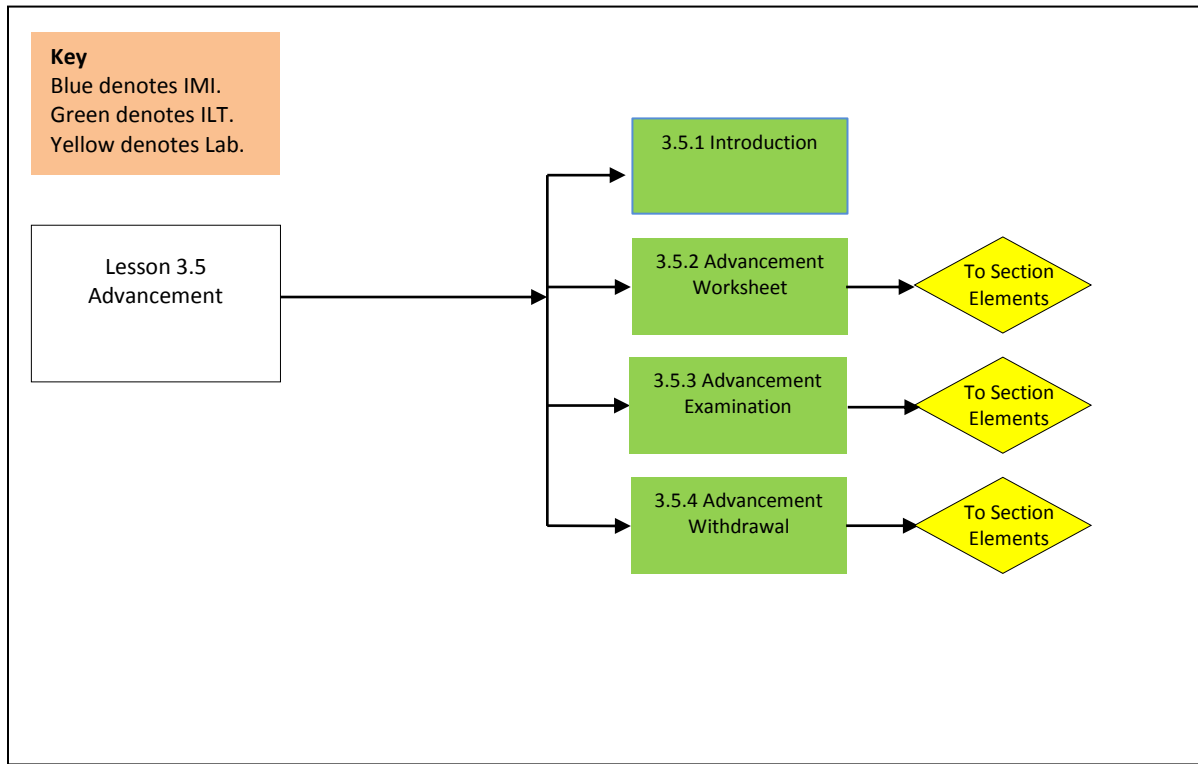
Table A-16: YN/PS Advanced Administration Course Lesson 3.5

Lesson	Section	Media Types	Required Training Equipment	Required System Access	Required Software	Time
3.5	2	LP, TG, LAB, Digital Media-LP&TG	TRANET, L1 AEC/ECR	NAVPERS, NEAS, NSIPS	Microsoft Explorer, Adobe Reader	2hr
3.5	3	LP, TG, LAB, Digital Media-TG	TRANET, L1 AEC/ECR	NAVPERS, NEAS	Microsoft Explorer, Adobe Reader	2hr
3.5	4	LP, TG, LAB, Digital Media-TG	TRANET, L1 AEC/ECR	NAVPERS, NEAS	Microsoft Explorer, Adobe Reader	2hr

Lesson 3.6

Figure A-17: YN/PS Advanced Administration Course Lesson Map
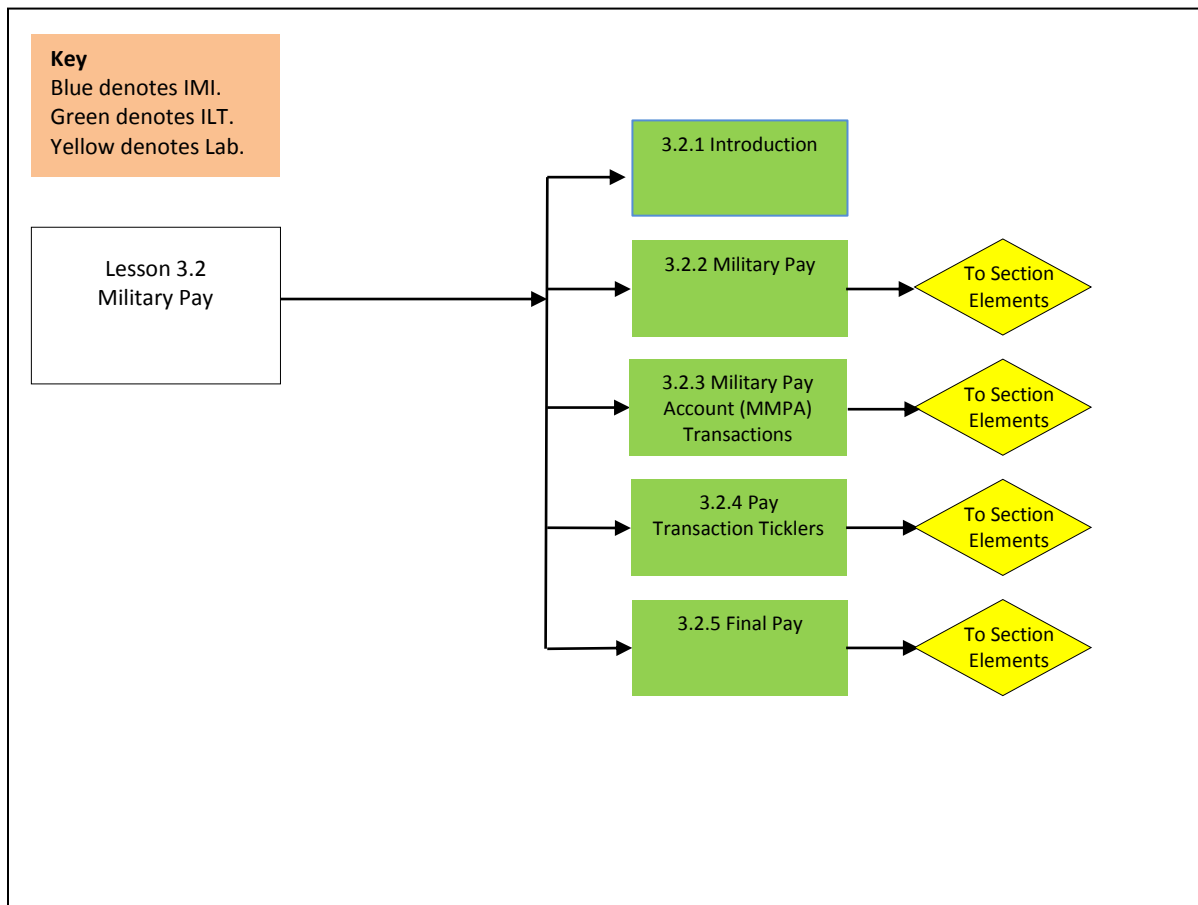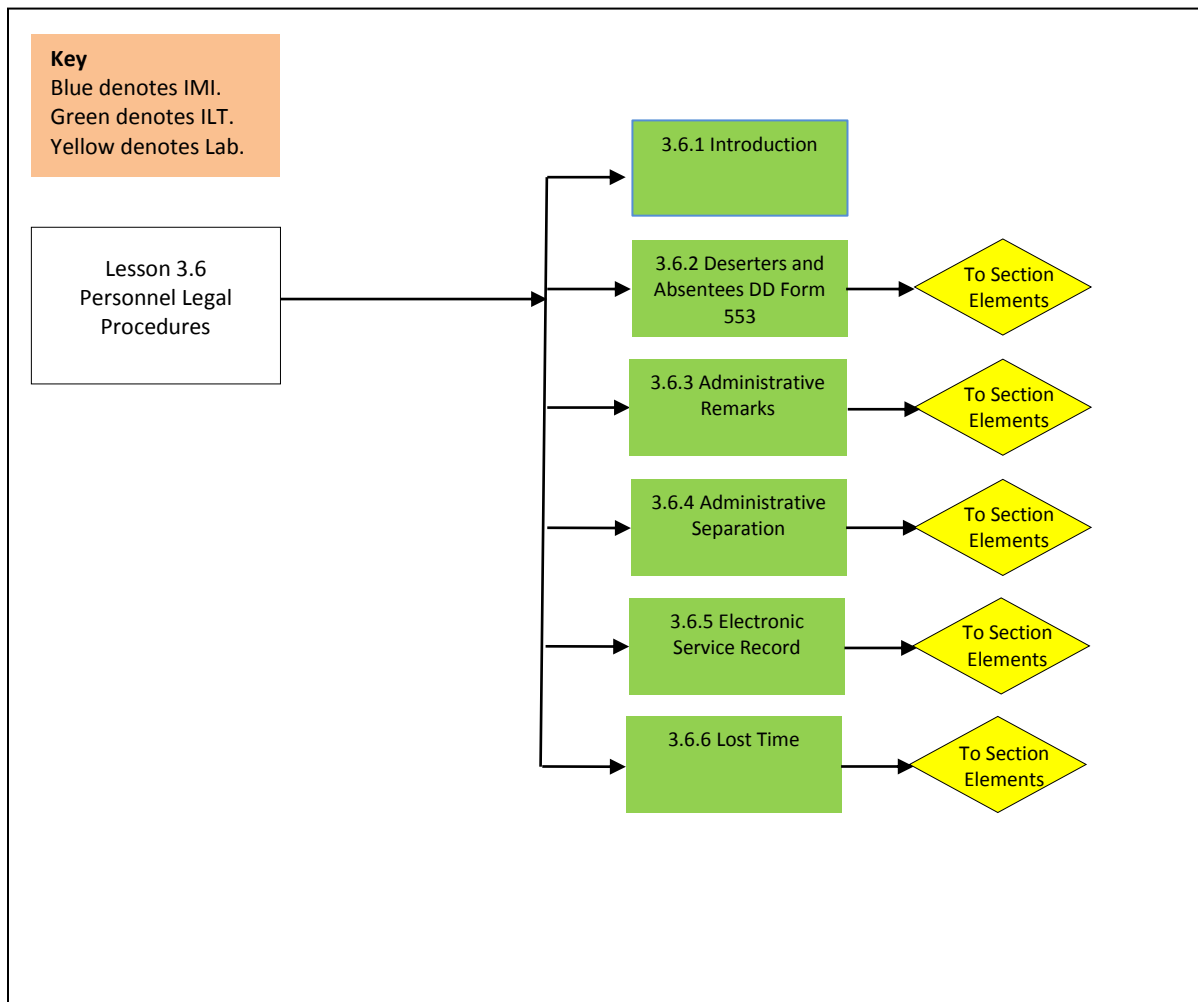
Table A-17: YN/PS Advanced Administration Course Lesson 3.6

Lesson	Section	Media Types	Required Training Equipment	Required System Access	Required Software	Time
3.6	2	LP, TG, LAB, Digital Media-LP&TG	TRANET, L1 AEC/ECR	NAVPERS	Microsoft Explorer, Adobe Reader	2hr
3.6	3	LP, TG, LAB, Digital Media-TG	TRANET, L1 AEC/ECR	NAVPERS, NSIPS	Microsoft Explorer, Adobe Reader	2hr
3.6	4	LP, TG, LAB, Digital Media-TG	TRANET, L1 AEC/ECR	NAVPERS	Microsoft Explorer, Adobe Reader	2hr
3.6	5	LP, TG, LAB, Digital Media-TG	TRANET, L1 AEC/ECR	NAVPERS, NSIPS	Microsoft Explorer, Adobe Reader	2hr
3.6	6	LP, TG, LAB, Digital Media-TG	TRANET, L1 AEC/ECR	NAVPERS	Microsoft Explorer, Adobe Reader	2hr

Lesson 3.7

Figure A-18: YN/PS Advanced Administration Course Lesson Map
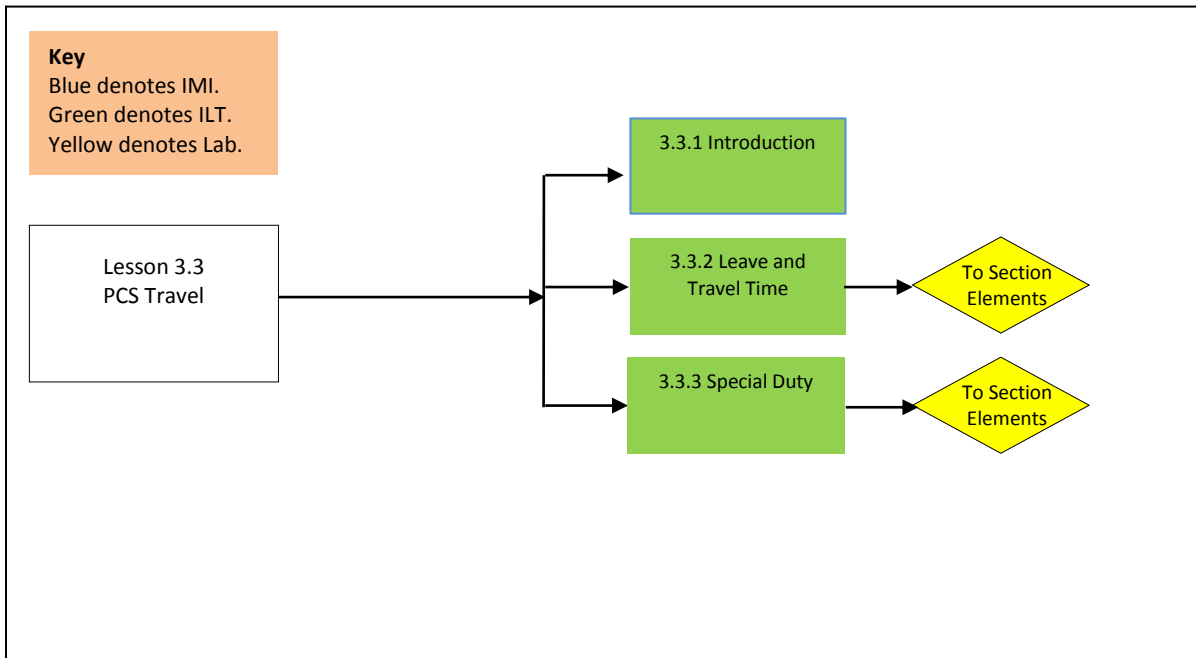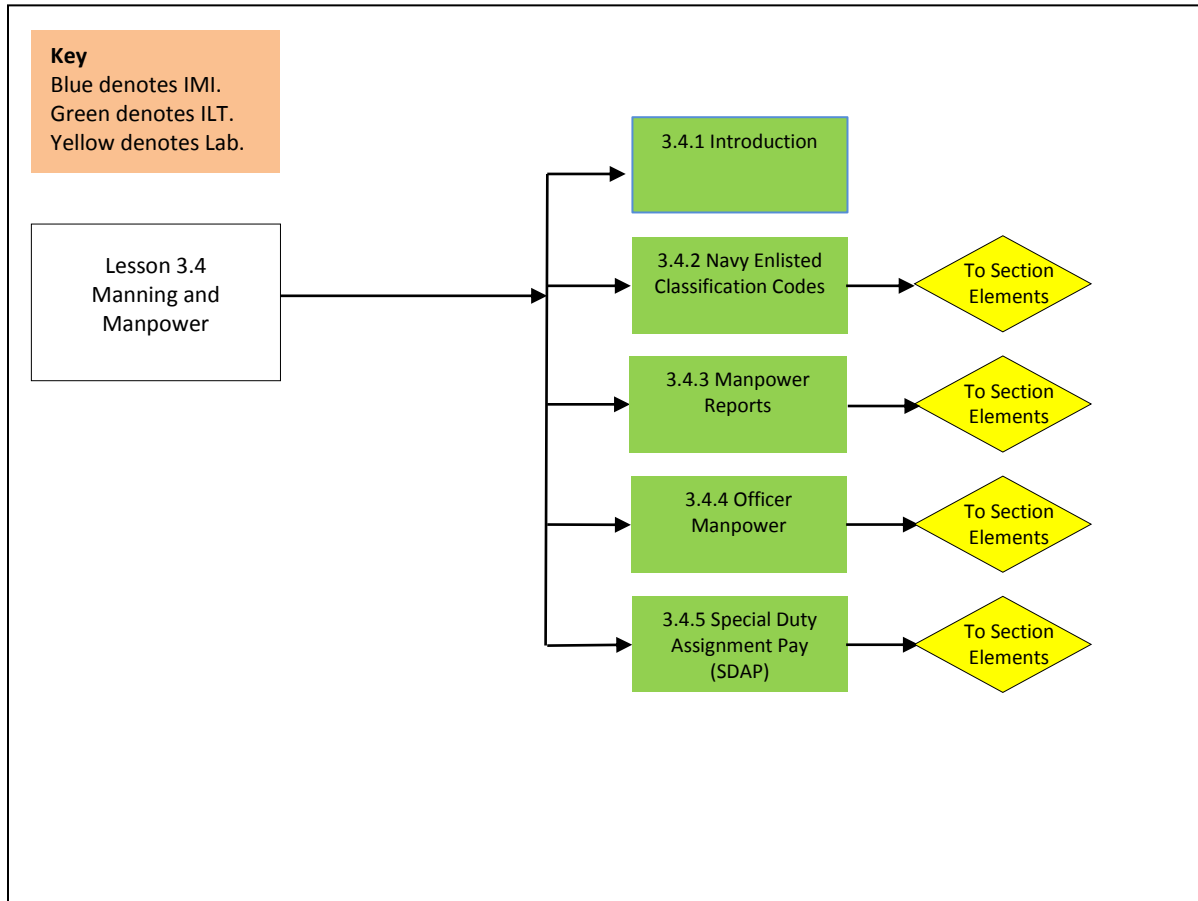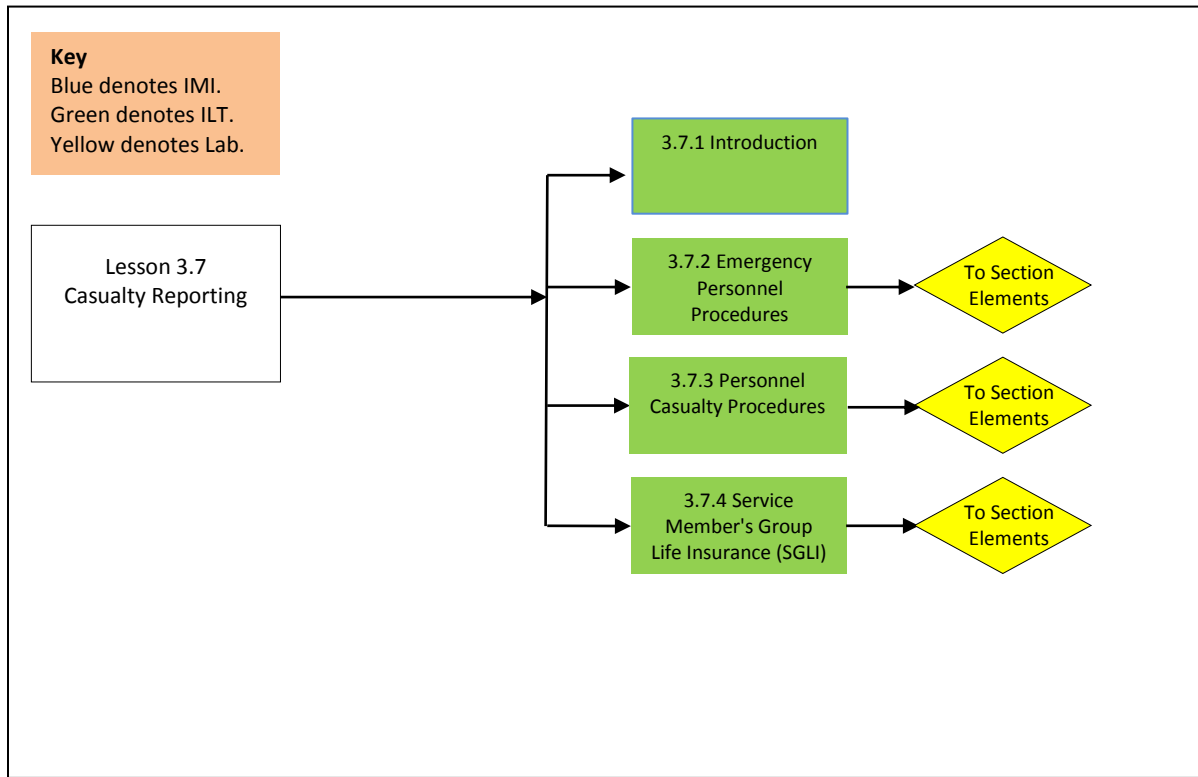

Table A-18: YN/PS Advanced Administration Course Lesson 3.7

Lesson	Section	Media Types	Required Training Equipment	Required System Access	Required Software	Time
3.7	2	LP, TG, LAB, Digital Media-LP&TG	TRANET, L1 AEC/ECR	NAVPERS	Microsoft Explorer, Adobe Reader	2hr
3.7	3	LP, TG, LAB, Digital Media-TG	TRANET, L1 AEC/ECR	NAVPERS	Microsoft Explorer, Adobe Reader	2hr
3.7	4	LP, TG, LAB, Digital Media-TG	TRANET, L1 AEC/ECR	NAVPERS, FSGLI	Microsoft Explorer, Adobe Reader	2hr

APPENDIX B: YEOMAN/PERSONNEL SPECIALIST ADVANCED ADMINISTRATION

Module Title: YN/PS Advanced Administration

Lesson 1.1 Title: Administrative Procedures

Terminal LOS: Without external aid the learner will describe Administrative Procedures with 80% accuracy.

Time to Train: 4hr 30min

Table B-1: Lesson 1.1 Design Strategies

Section Titles	Enabling Objectives	Delivery Method	Level of Interactivity	Learning Type	ILE Content Type	ILE Content Use Level	Instructional Strategy	Assessment Strategy
1.1.1 Introduction	None.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	N/A
1.1.2 Management Tools	Without external aid, the learner will describe Administrative Department management tools with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE
1.1.3 Mail and Correspondence	Without external aid, the learner will describe the official mail and correspondence program with 80% accuracy	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE
1.1.4 Executive Correspondence	Without external aid, the learner will describe executive correspondence writing and routing with 80% accuracy	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE

1.1.5 Official Files and Records	Without external aid, the learner will describe the disposal of official files and records with 80% accuracy	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE
1.1.6 Letters of Authority	Without external aid, the learner will describe letters of authority with 80% accuracy	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE
1.1.7 Award Recommendations	Without external aid, the learner will describe Award recommendation procedures with 80% accuracy	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE
1.1.8 Government Travel Card	Without external aid, the learner will describe Government Travel Charge Card (GTCC) programs with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE

Media: Media will consist of graphics, photographs, 2D images, Flash animations, video, audio, or a combination thereof.

Learning Activities: This lesson consists of asynchronously delivered standalone IMI that is delivered via the NeL portal of the World Wide Web. Students will complete the knowledge components and then be assessed at the lesson level using the NeL Learning Management System (LMS) to deliver the graded assessment. Students will have two chances to pass the examination before course progress is reset for that lesson.

Module Title: Yeoman/Personnel Specialist Advanced Administration

Lesson 1.2 Title: Personnel Procedures

Terminal LOS: Without external aid the learner will describe Personnel Procedures with 80% accuracy.

Time to Train: 5hr 30min

Table B-2: Lesson 1.2 Design Strategies

Section Titles	Enabling Objectives	Delivery Method	Level of Interactivity	Learning Type	ILE Content Type	ILE Content Use Level	Instructional Strategy	Assessment Strategy
1.2.1 Introduction	None.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	N/A
1.2.2 ID Cards DD Form 1172	Without external aid, the learner will describe the ID card program with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE
1.2.3 Dependency Application	Without external aid, the learner will describe Dependency Application and Record of Emergency Data (NAVPERS FORM 1070/602) with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE
1.2.4 Agreement to Extend	Without external aid, the learner will describe Agreement to Extend Enlistment (NAVPERS FORM 1070/621) documents with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE

1.2.5 Agreement to Recall or Extend	Without external aid, the learner will describe Agreement to Recall or Extend Active Duty (NAVPERS form 1070/622) documents with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE
1.2.6 Reenlistment Contracts	Without external aid, the learner will describe reenlistment contracts (Immediate Reenlistment Contract, NAVPERS form 1070/601) with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE
1.2.7 Selective Reenlistment	Without external aid, the learner will describe Selective Reenlistment Bonus (SRB) computations with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE
1.2.8 Relational Administrative Data Management System	Without external aid, the learner will describe Relational Administrative Data Management System (R-ADM) functions with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE

Media: Media will consist of graphics, photographs, 2D images, Flash animations, video, audio, or a combination thereof.

Learning Activities: This lesson consists of asynchronously delivered standalone IMI that is delivered via the NeL portal of the World Wide Web. Students will complete the knowledge components and then be assessed at the lesson level using the NeL Learning Management System (LMS) to deliver the graded assessment. Students will have two chances to pass the examination before course progress is reset for that lesson.

Module Title: Yeoman/Personnel Specialist Advanced Administration

Lesson 1.3 Title: Military Pay

Terminal LOS: Without external aid the learner will describe Military Pay with 80% accuracy.

Time to Train: 4hr 0min

Table B-3: Lesson 1.3 Design Strategies

Section Titles	Enabling Objectives	Delivery Method	Level of Interactivity	Learning Type	ILE Content Type	ILE Content Use Level	Instructional Strategy	Assessment Strategy
1.3.1 Introduction	None.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	N/A
1.3.2 Waivers of Indebtedness	Without external aid, the learner will describe waivers of indebtedness with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE
1.3.3 Active Duty Pay	Without external aid, the learner will describe Active duty pay entitlements and allowances with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE
1.3.4 Adoption Reimbursement	Without external aid, the learner will describe adoption reimbursement and leave allowance documents with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE
1.3.5 Military Allowances	Without external aid, the learner will describe common military allowances with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE

1.3.6 Advance Pay	Without external aid, the learner will describe advance pay with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE

Media: Media will consist of graphics, photographs, 2D images, Flash animations, video, audio, or a combination thereof.

Learning Activities: This lesson consists of asynchronously delivered standalone IMI that is delivered via the NeL portal of the World Wide Web. Students will complete the knowledge components and then be assessed at the lesson level using the NeL Learning Management System (LMS) to deliver the graded assessment. Students will have two chances to pass the examination before course progress is reset for that lesson.

Module Title: Yeoman/Personnel Specialist Advanced Administration

Lesson 1.4 Title: Advancement and Promotion

Terminal LOS: Without external aid the learner will describe Advancement and Promotion with 80% accuracy.

Time to Train: 7hr 0min

Table B-4: Lesson 1.4 Design Strategies

Section Titles	Enabling Objectives	Delivery Method	Level of Interactivity	Learning Type	ILE Content Type	ILE Content Use Level	Instructional Strategy	Assessment Strategy
1.4.1 Introduction	None.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	N/A
1.4.2 Enlisted Programs Eligibility	Without external aid, the learner will describe enlisted programs eligibility requirements with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE
1.4.3 Service School and Eligibility	Without external aid, the learner will describe service school and rating eligibility with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE
1.4.4 Change in Rate	Without external aid, the learner will describe the process for a change in rate with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE
1.4.5 Substitute Advancement Examinations	Without external aid, the learner will describe substitute advancement examinations with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE

1.4.6 Meritorious Advancement	Without external aid, the learner will describe Meritorious Advancement Program requirements with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE
1.4.7 Officer Promotions	Without external aid, the learner will describe the types of officer promotions with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE
1.4.8 Officer Promotion Zones	Without external aid, the learner will describe officer promotion zones with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE

Media: Media will consist of graphics, photographs, 2D images, Flash animations, video, audio, or a combination thereof.

Learning Activities: This lesson consists of asynchronously delivered standalone IMI that is delivered via the NeL portal of the World Wide Web. Students will complete the knowledge components and then be assessed at the lesson level using the NeL Learning Management System (LMS) to deliver the graded assessment. Students will have two chances to pass the examination before course progress is reset for that lesson.

Module Title: Yeoman/Personnel Specialist Advanced Administration

Lesson 1.5 Title: Manning and Manpower

Terminal LOS: Without external aid the learner will describe Manning and Manpower with 80% accuracy.

Time to Train: 5hr 30min

Table B-5: Lesson 1.5 Design Strategies

Section Titles	Enabling Objectives	Delivery Method	Level of Interactivity	Learning Type	ILE Content Type	ILE Content Use Level	Instructional Strategy	Assessment Strategy
1.5.1 Introduction	None.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	N/A
1.5.2 Manpower Management	Without external aid, the learner will describe the process of manpower management with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE
1.5.3 Distribution Navy Enlisted Code	Without external aid, the learner will describe Distribution Navy Enlisted Code (DNEC) change requests with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE
1.5.4 Billet Sequence Code	Without external aid, the learner will describe Billet Sequence Code (BSC) change requests with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE

1.5.5 Personnel Routing Instructions	Without external aid, the learner will describe Personnel Routing Instructions (PRI) with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE
1.5.6 Availability Procedures	Without external aid, the learner will describe availability procedures with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE
1.5.7 Delay in Reporting	Without external aid, the learner will describe Delay in Reporting messages with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE
1.5.8 Individual Augmentee	Without external aid, the learner will describe IA program requirements with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE

Media: Media will consist of graphics, photographs, 2D images, Flash animations, video, audio, or a combination thereof.

Learning Activities: This lesson consists of asynchronously delivered standalone IMI that is delivered via the NeL portal of the World Wide Web. Students will complete the knowledge components and then be assessed at the lesson level using the NeL Learning Management System (LMS) to deliver the graded assessment. Students will have two chances to pass the examination before course progress is reset for that lesson.

Module Title: Yeoman/Personnel Specialist Advanced Administration

Lesson 1.6 Title: PCS Travel

Terminal LOS: Using applicable documentation and tools, the learner will describe PCS Travel with 80% accuracy.

Time to Train: 6hr 30min

Table B-6: Lesson 1.6 Design Strategies

Section Titles	Enabling Objectives	Delivery Method	Level of Interactivity	Learning Type	ILE Content Type	ILE Content Use Level	Instructional Strategy	Assessment Strategy
1.6.1 Introduction	None.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	N/A
1.6.2 Overseas Assignment	Without external aid, the learner will describe overseas assignment screenings with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE
1.6.3 Passport Request	Without external aid, the learner will describe Authorization To Apply For A "No-Fee" Passport and/or Request for Visa (DD FORM 1056) applications with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE
1.6.4 Consecutive Overseas Tour	Without external aid, the learner will describe Consecutive Overseas Tour (COT) travel entitlements with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE

1.6.5 Environmental Morale Leave	Without external aid, the learner will describe Environmental Morale Leave (EML) and Family Environmental Morale Leave (FEML) requests with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE
1.6.6 Overseas Tour Extension Incentive Program	Without external aid, the learner will describe eligibility of Overseas Tour Extension Incentive Program (OTEIP) with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE
1.6.7 Early Return of Dependents	Without external aid, the learner will describe Early Returns of Dependents (ERD) from overseas locations with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE
1.6.8 Overseas Travel for Dependents	Without external aid, the learner will describe OCONUS service members Continental United States (CONUS) travel entitlements from and to overseas location for children attending institutes of higher education with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE

Media: Media will consist of graphics, photographs, 2D images, Flash animations, video, audio, or a combination thereof.

Learning Activities: This lesson consists of asynchronously delivered standalone IMI that is delivered via the NeL portal of the World Wide Web. Students will complete the knowledge components and then be assessed at the lesson level using the NeL Learning Management System (LMS) to deliver the graded assessment. Students will have two chances to pass the examination before course progress is reset for that lesson.

Module Title: Yeoman/Personnel Specialist Advanced Administration

Lesson 1.7 Title: Reserve Procedures

Terminal LOS: Without external aid, the learner will describe Reserve Procedures with 80% accuracy.

Time to Train: 3hr 0min

Table B-7: Lesson 1.7 Design Strategies

Section Titles	Enabling Objectives	Delivery Method	Level of Interactivity	Learning Type	ILE Content Type	ILE Content Use Level	Instructional Strategy	Assessment Strategy
1.7.1 Introduction	None.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	N/A
1.7.2 Reserve Unit Assignment Document	Without external aid, the learner will describe Reserve Unit Assignment Document (RUAD) with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE
1.7.3 Reserve Pay	Without external aid, the learner will describe Reserve pay and entitlements with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE
1.7.4 Active Duty for Training	Without external aid, the learner will describe Active Duty for Training (ADT) entitlements with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE
1.7.5 Active Duty for Special Work	Without external aid, the learner will describe Active Duty for Special Work (ADSW) entitlements with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE

1.7.6 Conditional Release	Without external aid, the learner will describe Request for Conditional Release (DD FORM 368) with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE
1.7.7 Mobilization and Demobilization	Without external aid, the learner will describe mobilization and demobilization documents with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE

Media: Media will consist of graphics, photographs, 2D images, Flash animations, video, audio, or a combination thereof.

Learning Activities: This lesson consists of asynchronously delivered standalone IMI that is delivered via the NeL portal of the World Wide Web. Students will complete the knowledge components and then be assessed at the lesson level using the NeL Learning Management System (LMS) to deliver the graded assessment. Students will have two chances to pass the examination before course progress is reset for that lesson.

Module Title: Yeoman/Personnel Specialist Advanced Administration

Lesson 1.8 Title: Legal Procedures

Terminal LOS: Without external aid, the learner will describe legal procedures with 80% accuracy.

Time to Train: 4hr 0min

Table B-8: Lesson 1.8 Design Strategies

Section Titles	Enabling Objectives	Delivery Method	Level of Interactivity	Learning Type	ILE Content Type	ILE Content Use Level	Instructional Strategy	Assessment Strategy
1.8.1 Introduction	None.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	N/A
1.8.2 Unauthorized Absence	Without external aid, the learner will describe documents associated with unauthorized absence with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE
1.8.3 Court Memorandum	Without external aid, the learner will describe the contents of a Court Memorandum, NAVPERS 1070/607 with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE
1.8.4 Administrative Separation	Without external aid, the learner will describe administrative separation related documents with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE

1.8.5 Congressional Inquiry	Without external aid, the learner will describe the congressional inquiry process with 80% accuracy.	IMI	Complex Participation	Knowledge	Concept	Remember	Tutorial	KE

Media: Media will consist of graphics, photographs, 2D images, Flash animations, video, audio, or a combination thereof.

Learning Activities: This lesson consists of asynchronously delivered standalone IMI that is delivered via the NeL portal of the World Wide Web. Students will complete the knowledge components and then be assessed at the lesson level using the NeL Learning Management System (LMS) to deliver the graded assessment. Students will have two chances to pass the examination before course progress is reset for that lesson.

Module Title: Yeoman/Personnel Specialist Advanced Administration

Lesson 2.1 Title: Advanced Administrative Procedures

Terminal LOS: Without external aid, the learner will perform advanced administration procedures with a minimum of 80% accuracy on a practical evaluation.

Time to Train: 12hr 0min

Table B-9: Lesson 2.1 Design Strategies

Section Titles	Enabling Objectives	Delivery Method	Level of Interactivity	Learning Type	ILE Content Type	ILE Content Use Level	Instructional Strategy	Assessment Strategy
2.1.1 Introduction	None.	ILT/LAB	Real Time	Skill	Process	Apply	Tutorial/Scenario	N/A
2.1.2 Naval Correspondence	Using applicable guidance and documentation, the learner will perform proofreading of naval correspondence with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Process	Apply	Tutorial/Scenario	PE/PA
2.1.3 Administrative Assist Visit	Using applicable guidance and documentation, the learner will verify preparations for an Administrative Assist visit with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Process	Apply	Tutorial/Scenario	PE/PA

2.1.4 Officer and Enlisted Evaluations	Using applicable guidance and documentation, the learner will prepare Officer and Enlisted evaluations and fitness reports with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Procedure	Apply	Tutorial/Scenario	PE/PA
2.1.5 Social Protocol	Using applicable guidance and documentation, the learner will review documents and procedures for social usage, protocol and official ceremonies with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Procedure	Apply	Tutorial/Scenario	PE/PA
2.1.6 Security Clearance	Using applicable guidance and documentation, the learner will verify security clearance requirements with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Procedure	Apply	Tutorial/Scenario	PE/PA
2.1.7 Directive Issuance	Using applicable guidance and documentation, the learner will audit directives issuance guidelines with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Process	Apply	Tutorial/Scenario	PE/PA
2.1.8 Awards	Using applicable guidance and documentation, the learner will process an OPNAV 1650/3 with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Procedure	Apply	Tutorial/Scenario	PE/PA

Media: Media will consist of graphics, photographs, 2D images, Flash animations, video, audio, or a combination thereof. Additional media will include the use of Personal Computers (PCs) to access Navy Administrative Toolsets and Administrative portals.

Learning Activities: This lesson consists of synchronously delivered classroom-based ILT that is led by the instructor to create scenario-based instruction for students to apply their cognitive understanding of the advanced administration procedures found in the IMI. Students will be assessed using Practical Evaluation/Practical Assessments to validate they have gained the skill proficiency level required.

Module Title: Yeoman/Personnel Specialist Advanced Administration

Lesson 2.2 Title: Travel Procedures

Terminal LOS: Using applicable documentation, the learner will perform travel procedures with a minimum of 80% accuracy on a practical evaluation.

Time to Train: 6hr 0min

Table B-10: Lesson 2.2 Design Strategies

Section Titles	Enabling Objectives	Delivery Method	Level of Interactivity	Learning Type	ILE Content Type	ILE Content Use Level	Instructional Strategy	Assessment Strategy
2.2.1 Introduction	None.	ILT/LAB	Real Time	Skill	Procedure	Apply	Tutorial/Scenario	N/A
2.2.2 Travel Documents	Using applicable guidance and documentation, the learner will certify official travel documents with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Procedure	Apply	Tutorial/Scenario	PE/PA
2.2.3 Travel Claims	Using applicable guidance and documentation, the learner will prepare travel claims with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Process	Apply	Tutorial/Scenario	PE/PA
2.2.4 Travel Claim Submission and Liquidation	Using applicable guidance and documentation, the learner will process travel claim submissions and liquidations with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Process	Apply	Tutorial/Scenario	PE/PA

Media: Media will consist of graphics, photographs, 2D images, Flash animations, video, audio, or a combination thereof. Additional media will include the use of Personal Computers (PCs) to access Navy Administrative Toolsets and Administrative portals.

Learning Activities: This lesson consists of synchronously delivered classroom-based ILT that is led by the instructor to create scenario-based instruction for students to apply their cognitive understanding of the travel procedures found in the IMI. Students will be assessed using Practical Evaluation/Practical Assessments to validate they have gained the skill proficiency level required.

Module Title: Yeoman/Personnel Specialist Advanced Administration

Lesson 2.3 Title: Administrative Legal Procedures

Terminal LOS: Without external aid, the learner will perform administrative legal procedures with a minimum of 80% accuracy on a practical evaluation.

Time to Train: 6hr 0min

Table B-11: Lesson 2.3 Design Strategies

Section Titles	Enabling Objectives	Delivery Method	Level of Interactivity	Learning Type	ILE Content Type	ILE Content Use Level	Instructional Strategy	Assessment Strategy
2.3.1 Introduction	None.	ILT/LAB	Real Time	Skill	Process	Apply	Tutorial/Scenario	N/A
2.3.2 Report of Disposition of Offenses	Using applicable guidance and documentation, the learner will prepare a Report of Disposition of Offenses with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Procedure	Apply	Tutorial/Scenario	PE/PA
2.3.3 Non-Judicial Punishment	Using applicable guidance and documentation, the learner will audit the aspects of Non Judicial Punishment (NJP) with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Process	Apply	Tutorial/Scenario	PE/PA

2.3.4 Administrative Separation	Using applicable guidance and documentation, the learner will prepare administrative separation related documents with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Procedure	Apply	Tutorial/Scenario	PE/PA

Media: Media will consist of graphics, photographs, 2D images, Flash animations, video, audio, or a combination thereof. Additional media will include the use of Personal Computers (PCs) to access Navy Administrative Toolsets and Administrative portals.

Learning Activities: This lesson consists of synchronously delivered classroom-based ILT that is led by the instructor to create scenario-based instruction for students to apply their cognitive understanding of the administrative legal procedures found in the IMI. Students will be assessed using Practical Evaluation/Practical Assessments to validate they have gained the skill proficiency level required.

Module Title: Yeoman/Personnel Specialist Advanced Administration

Lesson 3.1 Title: Personnel Procedures

Terminal LOS: Using the applicable documentation, the learner will perform advanced personnel procedures with a minimum of 80% accuracy on a practical evaluation.

Time to Train: 14hr 0min

Table B-12: Lesson 3.1 Design Strategies

Section Titles	Enabling Objectives	Delivery Method	Level of Interactivity	Learning Type	ILE Content Type	ILE Content Use Level	Instructional Strategy	Assessment Strategy
3.1.1 Introduction	None.	ILT/LAB	Real Time	Skill	Process	Apply	Tutorial/Scenario	N/A
3.1.2 Activity Gain	Using applicable guidance and documentation, the learner will verify an activity gain with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Process	Apply	Tutorial/Scenario	PE/PA
3.1.3 Activity Loss	Using applicable guidance and documentation, the learner will verify an activity loss with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Process	Apply	Tutorial/Scenario	PE/PA
3.1.4 Expired Gain Events	Using applicable guidance and documentation, the learner will verify expired gain events with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Process	Apply	Tutorial/Scenario	PE/PA

3.1.5 Expired Loss Events	Using applicable guidance and documentation, the learner will verify expired loss events with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Process	Apply	Tutorial/Scenario	PE/PA
3.1.6 Personnel Transaction Ticklers	Using applicable guidance and documentation, the learner will verify personnel transaction ticklers with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Process	Apply	Tutorial/Scenario	PE/PA
3.1.7 PERSTEMPO, ITEMPO, and Sailing Diaries	Using applicable guidance and documentation, the learner will process PERSTEMPO, ITEMPO, and sailing diaries with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Process	Apply	Tutorial/Scenario	PE/PA
3.1.8 Audit Preparedness	Using applicable guidance and documentation, the learner will verify audit preparedness with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Procedure	Apply	Tutorial/Scenario	PE/PA
3.1.9 Transaction Online Processing System (TOPS)	Using applicable guidance and documentation, the learner will assign Transaction Online Processing System (TOPS) transactions with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Process	Apply	Tutorial/Scenario	PE/PA

Media: Media will consist of graphics, photographs, 2D images, Flash animations, video, audio, or a combination thereof. Additional media will include the use of Personal Computers (PCs) to access Navy Administrative Toolsets and Administrative portals.

Learning Activities: This lesson consists of synchronously delivered classroom-based ILT that is led by the instructor to create scenario-based instruction for students to apply their cognitive understanding of the personnel procedures found in the IMI. Students will be assessed using Practical Evaluation/Practical Assessments to validate they have gained the skill proficiency level required.

Module Title: Yeoman/Personnel Specialist Advanced Administration

Lesson 3.2 Title: Military Pay

Terminal LOS: Without external aid, the learner will verify military pay with a minimum of 80% accuracy on a practical evaluation.

Time to Train: 8hr 0min

Table B-13: Lesson 3.2 Design Strategies

Section Titles	Enabling Objectives	Delivery Method	Level of Interactivity	Learning Type	ILE Content Type	ILE Content Use Level	Instructional Strategy	Assessment Strategy
3.2.1 Introduction	None.	ILT/LAB	Real Time	Skill	Process	Apply	Tutorial/Scenario	N/A
3.2.2 Military Pay	Using applicable guidance and documentation, the learner will verify Military Pay with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Process	Apply	Tutorial/Scenario	PE/PA
3.2.3 Military Pay Account (MMPA) transactions	Using applicable guidance and documentation, the learner will verify Military Pay Account (MMPA) transactions with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Process	Apply	Tutorial/Scenario	PE/PA
3.2.4 Pay Transaction Ticklers	Using applicable guidance and documentation, the learner will audit pay transaction ticklers with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Procedure	Apply	Tutorial/Scenario	PE/PA

3.2.5 Final Pay	Using applicable guidance and documentation, the learner will process final pay computations with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Process	Apply	Tutorial/Scenario	PE/PA

Media: Media will consist of graphics, photographs, 2D images, Flash animations, video, audio, or a combination thereof. Additional media will include the use of Personal Computers (PCs) to access Navy Administrative Toolsets and Administrative portals.

Learning Activities: This lesson consists of synchronously delivered classroom-based ILT that is led by the instructor to create scenario-based instruction for students to apply their cognitive understanding of the military pay procedures found in the IMI. Students will be assessed using Practical Evaluation/Practical Assessments to validate they have gained the skill proficiency level required.

Module Title: Yeoman/Personnel Specialist Advanced Administration

Lesson 3.3 Title: PCS Travel

Terminal LOS: Without external aid, the learner will certify PCS Travel procedures with a minimum of 80% accuracy on a practical evaluation.

Time to Train: 4hr 0min

Table B-14: Lesson 3.3 Design Strategies

Section Titles	Enabling Objectives	Delivery Method	Level of Interactivity	Learning Type	ILE Content Type	ILE Content Use Level	Instructional Strategy	Assessment Strategy
3.3.1 Introduction	None.	ILT/LAB	Real Time	Skill	Process	Apply	Tutorial/Scenario	N/A
3.3.2 Leave and Travel Time	Using applicable guidance and documentation, the learner will process total elapsed time, leave, travel and proceed time with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Process	Apply	Tutorial/Scenario	PE/PA
3.3.3 Special Duty	Using applicable guidance and documentation, the learner will process Special Duty screening with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Procedure	Apply	Tutorial/Scenario	PE/PA

Media: Media will consist of graphics, photographs, 2D images, Flash animations, video, audio, or a combination thereof. Additional media will include the use of Personal Computers (PCs) to access Navy Administrative Toolsets and Administrative portals.

Learning Activities: This lesson consists of synchronously delivered classroom-based ILT that is led by the instructor to create scenario-based instruction for students to apply their cognitive understanding of the PCS travel procedures found in the IMI. Students will be assessed using Practical Evaluation/Practical Assessments to validate they have gained the skill proficiency level required.

Module Title: Yeoman/Personnel Specialist Advanced Administration

Lesson 3.4 Title: Manning and Manpower

Terminal LOS: Without external aid the learner will process manpower requirements with a minimum of 80% accuracy on a practical evaluation.

Time to Train: 8hr 0min

Table B-15: Lesson 3.4 Design Strategies

Section Titles	Enabling Objectives	Delivery Method	Level of Interactivity	Learning Type	ILE Content Type	ILE Content Use Level	Instructional Strategy	Assessment Strategy
3.4.1 Introduction	None.	ILT/LAB	Real Time	Skill	Process	Apply	Tutorial/Scenario	N/A
3.4.2 Navy Enlisted Classification Codes	Using applicable guidance and documentation, the learner will prepare documents for administering Navy Enlisted Classification codes with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Process	Apply	Tutorial/Scenario	PE/PA
3.4.3 Manpower Reports	Using applicable guidance and documentation, the learner will verify Manpower Management Reports with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Procedure	Apply	Tutorial/Scenario	PE/PA

3.4.4 Officer Manpower	Using applicable guidance and documentation, the learner will verify Officer manpower management Reports with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Procedure	Apply	Tutorial/Scenario	PE/PA
3.4.5 Special Duty Assignment Pay (SDAP)	Using applicable guidance and documentation, the learner will verify Special Duty Assignment Pay (SDAP) with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Process	Apply	Tutorial/Scenario	PE/PA

Media: Media will consist of graphics, photographs, 2D images, Flash animations, video, audio, or a combination thereof. Additional media will include the use of Personal Computers (PCs) to access Navy Administrative Toolsets and Administrative portals.

Learning Activities: This lesson consists of synchronously delivered classroom-based ILT that is led by the instructor to create scenario-based instruction for students to apply their cognitive understanding of the manning and manpower procedures found in the IMI. Students will be assessed using Practical Evaluation/Practical Assessments to validate they have gained the skill proficiency level required.

Module Title: Yeoman/Personnel Specialist Advanced Administration

Lesson 3.5 Title: Advancement

Terminal LOS: Without external aid, the learner will perform administrative procedures for advancement with a minimum of 80% accuracy on a practical evaluation

Time to Train: 6hr 0min

Table B-16: Lesson 3.5 Design Strategies

Section Titles	Enabling Objectives	Delivery Method	Level of Interactivity	Learning Type	ILE Content Type	ILE Content Use Level	Instructional Strategy	Assessment Strategy
3.5.1 Introduction	None.	ILT/LAB	Real Time	Skill	Process	Apply	Tutorial/Scenario	N/A
3.5.2 Advancement Worksheet	Using applicable guidance and documentation, the learner will prepare advancement worksheet with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Procedure	Apply	Tutorial/Scenario	PE/PA
3.5.3 Advancement Examination	Using applicable guidance and documentation, the learner will process advancement examination procedures with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Procedure	Apply	Tutorial/Scenario	PE/PA

3.5.4 Advancement Withdrawal	Using applicable guidance and documentation, the learner will draft advancement recommendation withdrawal messages and correspondence with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Procedure	Apply	Tutorial/Scenario	PE/PA

Media: Media will consist of graphics, photographs, 2D images, Flash animations, video, audio, or a combination thereof. Additional media will include the use of Personal Computers (PCs) to access Navy Administrative Toolsets and Administrative portals.

Learning Activities: This lesson consists of synchronously delivered classroom-based ILT that is led by the instructor to create scenario-based instruction for students to apply their cognitive understanding of the advancement procedures found in the IMI. Students will be assessed using Practical Evaluation/Practical Assessments to validate they have gained the skill proficiency level required.

Module Title: Yeoman/Personnel Specialist Advanced Administration

Lesson 3.6 Title: Personnel Legal Procedures

Terminal LOS: Without external aid, the learner will verify personnel administrative separation documents with a minimum of 80% accuracy on a practical evaluation

Time to Train: 10hr 0min

Table B-17: Lesson 3.6 Design Strategies

Section Titles	Enabling Objectives	Delivery Method	Level of Interactivity	Learning Type	ILE Content Type	ILE Content Use Level	Instructional Strategy	Assessment Strategy
3.6.1 Introduction	None.	ILT/LAB	Real Time	Skill	Process	Apply	Tutorial/Scenario	N/A
3.6.2 Deserters and Absentees DD Form 553	Using applicable guidance and documentation, the learner will process Deserter/Absentee Wanted by Armed Forces (DD FORM 553) data with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Process	Apply	Tutorial/Scenario	PE/PA
3.6.3 Administrative Remarks	Using applicable guidance and documentation, the learner will verify Administrative Remarks, NAVPERS 1070/613 with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Procedure	Apply	Tutorial/Scenario	PE/PA

3.6.4 Administrative Separation	Using applicable guidance and documentation, the learner will verify administrative separation documents with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Procedure	Apply	Tutorial/Scenario	PE/PA
3.6.5 Electronic Service Record	Using applicable guidance and documentation, the learner will verify Electronic Service Record entries with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Procedure	Apply	Tutorial/Scenario	PE/PA
3.6.6 Lost Time	Using applicable guidance and documentation, the learner will process lost time with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Process	Apply	Tutorial/Scenario	PE/PA

Media: Media will consist of graphics, photographs, 2D images, Flash animations, video, audio, or a combination thereof. Additional media will include the use of Personal Computers (PCs) to access Navy Administrative Toolsets and Administrative portals.

Learning Activities: This lesson consists of synchronously delivered classroom-based ILT that is led by the instructor to create scenario-based instruction for students to apply their cognitive understanding of the personnel legal procedures found in the IMI. Students will be assessed using Practical Evaluation/Practical Assessments to validate they have gained the skill proficiency level required.

Module Title: Yeoman/Personnel Specialist Advanced Administration

Lesson 3.7 Title: Casualty Reporting

Terminal LOS: Without external aid, the learner will perform casualty reporting procedures with a minimum of 80% accuracy on a practical evaluation

Time to Train: 6hr 0min

Table B-18: Lesson 3.7 Design Strategies

Section Titles	Enabling Objectives	Delivery Method	Level of Interactivity	Learning Type	ILE Content Type	ILE Content Use Level	Instructional Strategy	Assessment Strategy
3.7.1 Introduction	None.	ILT/LAB	Real Time	Skill	Procedure	Apply	Tutorial/Scenario	N/A
3.7.2 Emergency Personnel procedures	Using applicable guidance and documentation, the learner will process emergency personnel procedures with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Process	Apply	Tutorial/Scenario	PE/PA
3.7.3 Personnel Casualty Procedures	Using applicable guidance and documentation, the learner will verify personnel casualty reporting procedures with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Procedure	Apply	Tutorial/Scenario	PE/PA

3.7.4 Servicemember's Group Life Insurance (SGLI)	Using applicable guidance and documentation, the learner will verify data recorded on a Servicemember's Group Life Insurance Election and Certificate with a minimum of 80% accuracy on a practical evaluation.	ILT/LAB	Real Time	Skill	Procedure	Apply	Tutorial/Scenario	PE/PA

Media: Media will consist of graphics, photographs, 2D images, Flash animations, video, audio, or a combination thereof. Additional media will include the use of Personal Computers (PCs) to access Navy Administrative Toolsets and Administrative portals.

Learning Activities: This lesson consists of synchronously delivered classroom-based ILT that is led by the instructor to create scenario-based instruction for students to apply their cognitive understanding of the non-routine procedures associated with personnel emergencies, casualties, and Servicemember's Group Life Insurance election presented at the element level. Students will be assessed using Practical Evaluation/Practical Assessments to validate they have gained the skill proficiency level require.

B-1 LEARNING STRATEGY

The recommended Learning Strategy for this effort will use the resident asynchronous IMI for repurposing into a more updated format. The sequence of learning delivery and method will remain the same as it currently sits. Students will access the Navy eLearning suite to gain access and enroll in the series of CSS IMI to gain the knowledge proficiency (KPL1 assessed at the KPL2 level) required to attend the synchronous classroom portion of the training. Once they have obtained a quota for classroom attendance, students will perform as administrative personnel under the guidance of the classroom instructor to gain the required skill proficiency necessary (SPL1 assessed at the SPL2 level).

The method by which students will achieve the end goal of training is to use the IMI to deliver the direct supporting knowledge in a remote or distance-based learning. Students will be required to complete all requisite IMI prior to obtaining a class quota. Understanding of material will be assessed through the NeL LMS, where students will be required to take end of lesson examinations that require application and understanding of the knowledge components. Once students have completed all examinations and have passed with a minimum score of 80%, they will print their successful completion certificate and will maintain this for classroom attendance.

Once students obtain a classroom quota and begin attendance of the classroom ILT, they will use classroom computers to access Navy administrative systems, perform advanced administration using Word documents and PDFs, and will act in group/peer forums where they will roleplay various scenario and situations to enact actual Navy administration. Within the classroom environment, the instructor will guide and facilitate student interactions and use of the computer resources. Students will be assessed by the instructor using Job Sheets and practical application of the material, with the instructor providing the assessment on each student using a practical assessment rubric.

The use of lab times and assessments will happen within the classroom and do not need a separate location for student application of the material. Lab bottleneck periods are reduced by allowing all students access to computers within the classroom, with the instructor providing oversight and curriculum control.

B-2 INSTRUCTIONAL SYSTEMS DESIGN (ISD) CONSIDERATIONS

The current YN/PS Advanced Administration, A-510-0024 is a formal curriculum currently being instructed at learning site Norfolk, VA., and San Diego, CA. There is limited reuse with this effort, as the primary shift from cognition to skill application limits the possibility of reuse. Repurposing of material, especially for the IMI, will be the predominant means of R3 consideration for this training content.

IMI will be used to provide the cognitive baseline of understanding, with all students having to complete the asynchronous portion of training, prior to classroom attendance. The IMI content and structure have already been obtained, as part of the up-front documentation, NLOS, and FEA. The IMI will provide approximately forty (40) hours of instruction to the student and will be completed at their own pace. The LMS will bookmark where each student leaves off in the courseware and will provide completion status and page view. Students will complete end of lesson examinations, with a minimum score of 80% before they are awarded a complete status.

The synchronous, ILT portion of training, will leverage the IMI knowledge components, and will allow students to apply those concepts in a classroom instructional environment. Students will follow instructor prompting to apply the cognitive elements, and will use actual Navy administrative systems and tools to complete the ILT tasking. All learning will be at the

skill basis, with students acting individually, in group settings, and using role play to provide realistic, yet secure training.

Below are the input data used to define our student parameters:

Safety Hazard Severity	Minor
Criticality of Performance	Minor
Task Delay Tolerance	High delay tolerance
Frequency of Performance	At least monthly, but less than twice per week
Probability of Inadequate Performance	Less often than other tasks
Difficulty of Performance	Task may be learned in 1 to 2 weeks
Task Learning Difficulty	Task may be learned in 1 to 2 weeks
Percent Performing	75 to 100% of the personnel perform this task
Percent of Time Spent on Performance	Same amount of time spent on this task as most others
Immediacy of Performance	Task first performed within 6 months after assignment

B-3 LESSON OUTLINE

The following content outline is for Lesson 1.1: Administrative Procedures:

1.1.1 Introduction

1.1.2 Management Tools

1.1.3 Mail and Correspondence

1.1.4 Executive Correspondence

1.1.5 Official Files and Records

1.1.6 Letters of Authority

1.1.7 Award Recommendations

1.1.8 Government Travel Card

The following content outline is for Lesson 1.2: Personnel Procedures:

1.2.1 Introduction

1.2.2 ID Cards DD Form 1172

1.2.3 Dependency Application

1.2.4 Agreement to Extend

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1.2.5 Agreement to Recall or Extend

1.2.6 Reenlistment Contracts

1.2.7 Selective Reenlistment

1.2.8 Relational Administrative Data Management System

The following content outline is for Lesson 1.3: Military Pay:

1.3.1 Introduction

1.3.2 Waivers of Indebtedness

1.3.3 Active Duty Pay

1.3.4 Adoption Reimbursement

1.3.5 Military Allowances

1.3.6 Advance Pay

The following content outline is for Lesson 1.4: Advancement and Promotion:

1.4.1 Introduction

1.4.2 Enlisted Programs Eligibility

1.4.3 Service School and Eligibility

1.4.4 Change in Rate

1.4.5 Substitute Advancement Examinations

1.4.6 Meritorious Advancement

1.4.7 Officer Promotions

1.4.8 Officer Promotion Zones

The following content outline is for Lesson 1.5: Manning and Manpower:

1.5.1 Introduction

1.5.2 Manpower Management

1.5.3 Distribution Navy Enlisted Code

1.5.4 Billet Sequence Code

1.5.5 Personnel Routing Instructions

1.5.6 Availability Procedures

1.5.7 Delay in Reporting

1.5.8 Individual Augmentee

The following content outline is for Lesson 1.6: PCS Travel:

1.6.1 Introduction

1.6.2 Overseas Assignment

1.6.3 Passport Request

1.6.4 Consecutive Overseas Tour

1.6.5 Environmental Morale Leave

1.6.6 Overseas Tour Extension Incentive Program

1.6.7 Early Return of Dependents

1.6.8 Overseas Travel for Dependents

The following content outline is for Lesson 1.7: Reserve Procedures:

1.7.1 Introduction

1.7.2 Reserve Unit Assignment Document

1.7.3 Reserve Pay

1.7.4 Active Duty for Training

1.7.5 Active Duty for Special Work

1.7.6 Conditional Release

1.7.7 Mobilization and Demobilization

The following content outline is for Lesson 1.8: Legal Procedures:

1.8.1 Introduction

1.8.2 Unauthorized Absence

1.8.3 Court Memorandum

1.8.4 Administrative Separation

1.8.5 Congressional Inquiry

The following content outline is for Lesson 2.1: Advanced Administrative Procedures:

2.1.1 Introduction

2.1.2 Naval Correspondence

2.1.3 Administrative Assist Visit

2.1.4 Officer and Enlisted Evaluations

2.1.5 Social Protocol

2.1.6 Security Clearance

2.1.7 Directive Issuance

2.1.8 Awards

The following content outline is for Lesson 2.2: Travel Procedures:

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2.2.1 Introduction

2.2.2 Travel Documents

2.2.3 Travel Claims

2.2.4 Travel Claim Submission and Liquidation

The following content outline is for Lesson 2.3: Administrative Legal Procedures:

2.3.1 Introduction

2.3.2 Report of Disposition of Offenses

2.3.3 Non-Judicial Punishment

2.3.4 Administrative Separation

The following content outline is for Lesson 3.1: Personnel Procedures:

3.1.1 Introduction

3.1.2 Activity Gain

3.1.3 Activity Loss

3.1.4 Expired Gain Events

3.1.5 Expired Loss Events

3.1.6 Personnel Transaction Ticklers

3.1.7 PERSTEMPO, ITEMPO, and Sailing Diaries

3.1.8 Audit Preparedness

3.1.9 Transaction Online Processing System (TOPS)

The following content outline is for Lesson 3.2: Military Pay:

3.2.1 Introduction

3.2.2 Military Pay

3.2.3 Military Pay Account (MMPA) Transactions

3.2.4 Pay Transaction Ticklers

3.2.5 Final Pay

The following content outline is for Lesson 3.3: PCS Travel:

3.3.1 Introduction

3.3.2 Leave and Travel Time

3.3.3 Special Duty

The following content outline is for Lesson 3.4: Manning and Manpower:

3.4.1 Introduction

3.4.2 Navy Enlisted Classification Codes

3.4.3 Manpower Reports

3.4.4 Officer Manpower

3.4.5 Special Duty Assignment Pay (SDAP)

The following content outline is for Lesson 3.5: Advancement:

3.5.1 Introduction

3.5.2 Advancement Worksheet

3.5.3 Advancement Examination

3.5.4 Advancement Withdrawal

The following content outline is for Lesson 3.6: Personnel Legal Procedures:

3.6.1 Introduction

3.6.2 Deserters and Absentees DD Form 553

3.6.3 Administrative Remarks

3.6.4 Administrative Separation

3.6.5 Electronic Service Record

3.6.6 Lost Time

The following content outline is for Lesson 3.7: Casualty Reporting:

3.7.1 Introduction

3.7.2 Emergency Personnel Procedures

3.7.3 Personnel Casualty Procedures

3.7.4 Servicemember's Group Life Insurance (SGLI)