



Basic Military Training Core Competencies Manual

October 2016





Oath of Enlistment

"I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice. So help me God."



Mission

Develop civilians into smartly disciplined, physically fit, basically trained Sailors and instill in them the highest standard of Honor, Courage, and Commitment.

Supplying the fleet with top-quality Sailors, ready for follow-on training, is why we are here.

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INTRODUCTION

Since 1911, Recruit Training Command (RTC) has transformed millions of civilians into Sailors who embody the Navy's Core Values of Honor, Courage, and Commitment. Through times of war and peace, RTC ensures these men and women are basically trained, physically fit, and motivated to serve in the world's most powerful Navy. As the Navy's only "bootcamp," RTC is where every Sailor begins their journey.

RTC is a large organization with over 1,000 military and civilian staff and over 4,000 recruits training at any given time. The demand on our organization is high which is why we need to have a clear and synchronized training plan. RTC cannot possibly prepare recruits for every scenario that they may face throughout their Navy careers. However, we will provide them with a foundation of knowledge, skills, and abilities to anticipate and respond effectively to social, economic, physical and technological challenges.



WE ARE THE QUARTERDECK OF THE NAVY.

GUIDING PRINCIPLES AND CORE ATTRIBUTES

For over 240 years, the Navy has successfully overcome challenges by upholding basic principles and core values. Each Sailor who has joined the naval service since the days of the Continental Navy, accepts these values by pledging an oath to support and defend the Constitution that guides the United States in peace and in war. It is an oath that will require most to go into harm's way in service to their country.

To support our Navy's mission, we induct recruits into the profession-of-arms by inculcating them with a set of guiding principles and core attributes during eight weeks of training. These guiding principles and core attributes are tied to the *Navy Ethos* and CNO's *Design for Maintaining Maritime Superiority*, and they exemplify our culture as a 21st century, professional fighting force.

Since the Navy operates across a broad range of unforgiving and dynamic environments, Recruit Training Command insists on rigorous adherence to these guiding principles and core attributes which serve as the cornerstone of our basic military training. They are woven into academic lessons and reinforced during hands-on training. The staff of Recruit Training Command does more than just talk about Navy Core Values – we live and breathe them every day.

Guiding Principles

We develop dedicated Sailors who operate as a team and are mission-focused.

We develop professional Sailors who show initiative and are ready for follow-on training.

We develop physically fit and motivated Sailors who are committed to personal growth.

We develop resilient Sailors who overcome challenges and prevail in the face of adversity.

We develop well-disciplined Sailors and instill in them the highest standards of Honor, Courage, and Commitment.

Core Attributes Expected of a Basically Trained Sailor

Honest  Committed

Professional  Respectful

Selfless  Tough

Loyal  Accountable

Resilient  Reliable

“If we abide by these attributes, our values should be clearly evident in our actions.”

~ ADM John M. Richardson, 31st Chief of Naval Operations

LETTER OF PROMULGATION

This inaugural Basic Military Training Core Competencies (BMTCC) Manual was guided by many strategic imperatives from the office of the Chief of Naval Operations; Chief of Naval Personnel; Commander, Naval Education and Training Command (NETC); and Commander, Naval Service Training Command (NSTC) to ensure that basic military training is aligned with senior leadership principles while defining the knowledge, skills, and abilities required of all enlisted Sailors entering naval service.

This manual is synchronized with the Oath of Enlistment and the Sailor's Creed. It is nested in the guidance of the Navy Leader Development Strategy (NLDS) which establishes the framework for a comprehensive, career-long *Navy Leader Development Continuum*. This continuum integrates four elements – *experience, education, training, and personal development*. Experience, the primary means by which Sailors develop, merely starts at “bootcamp.” *Education and training* enable new Sailors to better learn from experience. These core competencies operationalize this continuum and form the initial foundation that binds “committed Sailors” together as trusted members of a profession-of-arms.

After a 16-year hiatus, a formal Training Requirements Review (TRR) was initiated in November 2015 to review basic military training (BMT), its appropriateness and effectiveness. During the process, feedback was gathered from across all communities in the Fleet using an innovative, crowd-sourcing platform called MMOWGLI (Massive Multiplayer Online Wargame Leveraging the Internet). This feedback was shared with an Enlisted Board of Advisors (EBOA), which was comprised of the Navy's Fleet and Force Master Chiefs. Members of the EBOA analyzed and prioritized the feedback then developed recommendations for the Executive Steering Committee (ESC) on how to improve basic military training. The ESC, comprised of Navy Flag and SES officials, met in August 2016 to make final decisions which are reflected throughout the manual.

As “core” competencies of a profession are naturally enduring, much of the specific content of this manual is unchanged from the basic course of instruction. However, the content is reorganized into six competency areas as explained in the Executive Summary and better defines what a basically trained Sailor is and should be expected to know upon graduating from Recruit Training Command (RTC). The content ties together the Naval Standards (E-1 to E-3) which represent the paygrade-specific skills and knowledge, other than those defined by occupational standards, which are essential to the overall effectiveness of enlisted personnel in their performance of duty.

Ultimately, this manual is intended to be a higher-level view of the training conducted at RTC over the course of eight weeks; it is a foundation of “Sailorization.”

While minimum standards based on fleet requirements are delineated, this manual does not intend to limit the depth or breadth to which these competencies can be covered. This manual shall be referenced when developing/updating enlisted BMT as part of the three-year, NETC mandated TRR process. With the exception of Congressional or DoD mandates, no changes or additional training shall be added to course of instruction A-950-0001 without the approval of the Commander, Naval Service Training Command.

Recommendations for changes to this manual should be submitted using the Feedback Procedures in Appendix B.

This manual is approved for implementation upon receipt.

REVIEWED AND APPROVED:



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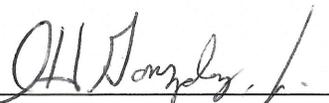
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FLTCM April Beldo
President, Enlisted Board of Advisors (2016)

“People are the Navy’s most precious resource and our asymmetric advantage.”

~ VADM Robert P. Burke, Chief of Naval Personnel

EXECUTIVE SUMMARY

This Basic Military Training Core Competencies (BMTCC) Manual is aligned to strategic imperatives and delineates the knowledge, skills and abilities that basically trained Sailors must possess upon graduation from Recruit Training Command, according to regulations and the E1- E3 Naval Standards. It sets the standard and defines the guiding principles and core attributes expected of basically trained Sailors.

Basic military training requirements fall into the following six major competency areas:

- I. MILITARIZATION
- II. SEAMANSHIP
- III. PROGRAMS AND POLICIES
- IV. FIREFIGHTING AND DAMAGE CONTROL
- V. WATCHSTANDING
- VI. PERSONAL FINANCIAL AND PROFESSIONAL DEVELOPMENT

An individual appendix for the Veterans Orientation program outlines the specific course content and/or deviations from the basic core competencies required of veterans returning to active duty in the Navy. It is understood that these veterans previously completed basic military training in other branches of the military and possess a level of knowledge and experience different from new recruits. The content and instruction is meant to properly indoctrinate these veterans on their new way of life in the Navy and ensure their smooth transition to the Fleet.

APPENDIX A Veterans Orientation and Training

DEFINITION OF MEASUREMENT TERMS

The hierarchy of learning behaviors used by educators and instructional design specialists is known as Bloom's taxonomy. It is categorized into three interrelated and overlapping learning domains: cognitive (knowledge), affective (attitude), and psychomotor (skills).

The cognitive domain involves knowledge and the development of intellectual skills and is further divided into six categories: remembering, understanding, applying, analyzing, evaluating, and creating. The affective domain involves the manner in which we deal with things emotionally: our feelings, values, motivations, and attitudes. The psychomotor domain involves physical movement and coordination; development of these skills requires practice and repetition.

These different levels of learning build upon one another and are used to establish desired outcomes when developing the content and curricula for basic military training. Throughout the manual, learning objectives are described using the language of Bloom's taxonomy. It is easy to understand that *knowing* something is quite different than *demonstrating* something. Knowing (cognitive domain) how to march, swim, or fire small arms weapons is different than demonstrating (psychomotor domain) these activities. Moreover, in order to demonstrate something you need to perform it or have the equipment to support that function. For example, in order to demonstrate the proper use of a Navy cutlass you actually need to have a cutlass.

The following are definitions and examples of action verbs used throughout the manual to establish the desired level of knowledge or skill regarding a particular topic:

I. **Know:** Recruits will recall or recognize information, ideas, and principles in the approximate form and time available in which they learned.

Example: Know U.S. Navy ships and aircrafts by type, mission, and weapons capability.

*other verbs include: *Define, Identify, Recognize, or State*

II. **Comprehend:** Recruits translate, explain, or interpret information based on prior learning.

Example: Comprehend the procedures for receiving a bomb threat by telephone.

*other verbs include: *Explain, Discuss, Describe, or Understand*

III. **Demonstrate:** Recruits select, transfer, and use data and principles to complete a problem or task with minimal direction.

Example: Demonstrate an egress from a dark, smoke and heat-filled compartment.

*other verbs include: *Complete, Apply, or Perform*

I. MILITARIZATION

A basically trained Sailor represents the fighting spirit of the Navy and is well-disciplined, loyal, and respectful. They must know and understand the fundamentals of naval service as a profession-of-arms and be ready to defend our country's freedoms. These fundamentals include but are not limited to the Oath of Enlistment, Navy core values, naval customs and traditions, military drill, uniform wear, and basic naval regulations.

- A. Know U.S. Navy ships and aircraft by type, mission, and weapons capability.
- B. Know a brief history of naval aviation and U.S. Navy ships.
- C. Know U.S. military officer and enlisted personnel by their insignia and headgear.
- D. Know the definitions of Navy terms related to pay grade and job specialty.
- E. Know the purpose and requirements for earning service stripes.
- F. Comprehend the origin, significant events, and people involved in the tradition, mission, and evolution of the U.S. Navy and Navy Reserve.
- G. Know the purpose of the U.S. Navy regulations.
 - 1. Comprehend the purpose and organization of the chain of command.
 - 2. Know the U.S. Navy, RTC, and recruit chain of command.
- H. Comprehend the future mission of the U.S. Navy according to CNO strategy.
- I. Demonstrate required military customs and courtesies.
 - 1. Know the definitions of the terms "customs" and courtesies."



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2. Comprehend the purpose and demonstrate procedures for rendering a hand salute and personal greetings.
 3. Know conditions when passing honors, side honors, and gun salutes are rendered.
 4. Know the definitions and policies related to recruit standards of conduct.
- J. Demonstrate firing small arms (M9 service pistol).
1. Complete M9 service pistol training on Navy Knowledge Online (NKO).
 2. Recognize the components of the M9 service pistol, its characteristics and functions.
 3. Recognize the components, characteristics, and functions of the M500 shotgun.
 4. Describe the precautions for personnel protection required during handling and firing small arms.
 5. Know the four universal weapons safety rules.
 6. Know the weapons conditions for the M9 service pistol.
 7. Know the definition and terms associated with deadly force and the use of force continuum.



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8. Comprehend the deadly force triangle and policy for use of firearms.
 9. Comprehend when deadly force is authorized.
 10. Demonstrate the standard M9 service pistol stances and appropriate hand placement.
 11. Know the definitions of the terms “hangfire” and “misfire.”
 12. Know the range safety commands used on a small arms firing range.
 13. Demonstrate the firing of a M9 service pistol when given range commands, observing all prescribed safety procedures, while using proper trigger control and sight alignment.
- K. Complete and pass all requirements for the Navy Physical Fitness Assessment (PFA).
1. Know the purpose and requirements of the Physical Readiness Program.
 2. Know the locations and proper attire for physical fitness training.
 3. Complete warm-up exercises required prior to an exercise session.
 4. Complete physical fitness evolutions required during recruit training.
 5. Complete cool-down and flexibility exercises required following an exercise session.
- L. Comprehend U.S. Navy uniform regulations, rules of military etiquette and bearing, and grooming standards.
1. Comprehend general regulations pertaining to the proper wear of civilian clothing and tattoos.
 2. Comprehend the purpose of U.S. Navy uniform regulations.



3. Comprehend appropriate care, cleaning, and replacement of Navy uniforms.
4. Demonstrate proper wear of working, service, and dress uniforms and related items.
5. Demonstrate proper wear of uniform outer garments.
6. Know uniform accessories and their proper wear.

M. Comprehend the purpose and content of military orders.

1. Know the difference between military transfer orders and temporary assignment for duty orders.
2. Comprehend the contents of military transfer orders.

N. Maintain the recruit berthing compartment and recruit bunks.

1. Know compartment related terms.
2. Comprehend the layout of the recruit berthing compartment.
3. Know the requirements for maintaining recruit berthing compartments.
4. Demonstrate the folding and stowage of uniforms and associated articles.
5. Know required items for bunk make-up.
6. Complete a personnel inspection meeting the criteria outlined in the U.S. Navy uniform regulations.





7. Complete bunk make-up and locker assessment.
 8. Complete identification marking procedures on Navy uniforms and related articles.
- O. Know the procedures for operating in the Recruit barracks.
1. Know the procedures for entering or exiting an office.
 2. Know the procedures for crossing a quarterdeck.
 3. Demonstrate galley serving line procedures.
 4. Comprehend Recruit Training Command mail procedures.
- P. Demonstrate military drill by marching in formation while following verbal commands.
1. Know the purpose of military drill.
 2. Know military drill terminology.



3. Complete column and mass formation maneuvers.

Q. Know the purpose of military order and discipline.

R. Know the purpose and meaning of the Navy Core Values.

1. Understand how to use the Navy Core Values in identifying appropriate behavior.

2. Know behaviors that detract from Navy Core Values.

3. Comprehend the teamwork needed to achieve a common goal.

4. Comprehend behaviors that undermine teamwork.

5. Know and recite the Sailor's Creed, RTC Maxim, and Navy Core Values.

S. Comprehend mentoring procedures as both a mentor and protégé.

1. Know terms related to mentorship.

2. Know the roles and characteristics of a mentor and protégé.

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3. Know the five essentials of a mentorship relationship.
 4. Comprehend the six-step mentoring process.
 5. Navigate to the mentoring links of Navy Knowledge Online (NKO) website.
- T. Comprehend principles of leadership, interpersonal and personal behaviors through classroom discussions.
- U. Know the Navy Operational Risk Management (ORM) process.
- V. Complete Battle Stations 21, the capstone event of Navy basic military training.



II. SEAMANSHIP

As a seagoing service, a basically trained Sailor must know how to swim and understand how to survive at sea. They must be reliable and know how to safely operate onboard a ship. Core competencies in this area include but are not limited to basic line handling, shipboard and deck equipment terminology, and man overboard procedures.

- A. Know the definitions of basic line handling and anchoring terms.
- B. Know ship components, frame numbering, and compartment identification.
- C. Recognize appropriate shipboard terminology including use of deck seamanship terms.
- D. Recognize the purpose and characteristics of common deck equipment.
- E. Know the types, characteristics, and sizes of lines and wire rope.
- F. Know the purpose and characteristics of the sound-powered telephone system and its components.
 - 1. Communicate with a sound-powered telephone using proper terminology.
 - 2. Know the purpose and the pronunciations of the phonetic alphabet and numbers.
 - 3. Know the terminology associated with sound-powered telephone communications and their meanings.
 - 4. Comprehend the procedures for sending and receiving messages using a sound-powered telephone system.



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5. Demonstrate the procedures to break out, don, connect, test, operate, and secure a sound-powered telephone.
- G. Demonstrate basic line handling procedures while communicating via sound-powered telephone system and observing appropriate safety precautions.
 - H. Know basic signal flags and pennants.
 - I. Know the purpose of a clove hitch, bowline, bowline on a bight, and square knot.
 - J. Demonstrate tying a square knot, a bowline, a bowline on a bight, and a clove hitch.
 - K. Know the procedures to secure equipment for sea.
 - L. Demonstrate the uniform configuration for battle dress.
 - M. Demonstrate techniques required to survive a mishap at sea.
 1. Complete the 3rd Class swim qualification.



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2. Demonstrate the procedures for using personal flotation devices.
 3. Demonstrate the procedures to inflate clothing to remain afloat.
 4. Know and demonstrate actions to take during a man overboard or survival situation.
 5. Demonstrate the procedures for abandon ship when given a training tank, elevated platform, abandon ship scenario, and necessary equipment.



III. PROGRAMS AND POLICIES

A basically trained Sailor must act professionally and possess a working knowledge of Navy programs and policies. The core competencies in this area include but are not limited to Uniform Code of Military Justice, Antiterrorism/Force Protection program, and family care programs.

- A. Demonstrate proper conduct and precautions for Navy personnel ashore.
 - 1. Know the authority and functions of the military police and shore patrol personnel.
 - 2. Know the purpose and content of a Status of Forces Agreement (SOFA).
 - 3. Know the term “unauthorized absence” (UA) and the consequences of going UA.

- B. Comprehend the Department of Defense Antiterrorism/Force Protection Program.
 - 1. Know types of terrorism and related terms.
 - 2. Comprehend the categories of motivation for terrorists.
 - 3. Know the types of acts committed by terrorists.
 - 4. Know the term “improvised explosive device” and the places where terrorists might hide one.
 - 5. Understand the procedures for receiving a bomb threat by telephone.
 - 6. Know the procedures to take during an active shooter situation.
 - 7. Know the U.S. counterterrorism policy and terrorist related current events.
 - 8. Comprehend shipboard terrorist Force Protection Condition (FPCON) measures.
 - 9. Comprehend the Homeland Security Advisory System.



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10. Know individual antiterrorism/force protection measures.
 11. Know expectations for future terrorist actions.
- C. Comprehend the purpose and provisions of the Law of Armed Conflict, Code of Conduct, and Geneva Convention.
 - D. Know the programs that enlisted personnel can use to become commissioned officers.
 - E. Know the U.S. Navy's policy regarding personal responsibilities and consequences of drug and alcohol abuse.
 1. Know the purpose of the Navy Alcohol and Drug Abuse Prevention and Control instruction OPNAVINST 5350.4 series.
 2. Know the terms associated with drug and alcohol abuse.
 3. Know the characteristics, reactions, and terms associated with designer drugs.
 4. Know the major provisions of the U.S. Navy drug and alcohol policy.
 5. Describe the Navy's responsible drinking campaign, "Keep What You've Earned."
 - F. Know the U.S. Navy's policy regarding the use of tobacco products.
 1. Know the major provisions of the U.S. Navy tobacco policy.
 - G. Know protections afforded to service members by the Service Members Civil Relief Act of 2003.
 - H. Comprehend the Navy's Equal Opportunity policy.
 1. Know equal opportunity terms including harassment, unlawful discrimination, and sexual harassment.
 2. Know how social background affects prejudice and unlawful discrimination, including its relationship to race, color, religion, sex, national origin, sexual orientation or gender identity.



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3. Know extremist behavior groups and their beliefs.
 4. Know the Navy policy on participating in supremacist and discriminatory activities.
 5. Know the Navy's policy on harassment, unlawful discrimination, and sexual harassment.
 6. Recognize types of behavior that are considered sexual harassment.
 7. Know the Navy's Command Managed Equal Opportunity (CMEO) program.
 8. Understand personal responsibilities in dealing with equal opportunity.
 9. Know the procedures for reporting and resolving sexual harassment/equal opportunity complaints.
- I. Understand the differences between equal opportunity and diversity.

1. Comprehend diversity.
2. Know factors that contribute to and detract from a diverse Navy culture.

J. Know the Navy's fraternization policy.

K. Comprehend the procedures for Navy personnel to vote by absentee ballot.



L. Know sexual assault prevention and consent in accordance with Department of Defense directives.

1. Know the procedures to follow if victimized by sexual assault.
2. Describe the roles and responsibilities of the Sexual Assault Response Coordinator (SARC) and Victim Advocate (VA).
3. Describe the reporting options available to a sexual assault victim.
4. Recognize potential sexual assault situations.

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5. Describe methods used to safely intervene in actual or potential sexual assault situations.

M. Know the Navy's policies regarding pregnant service women and family care.

1. Know your personal responsibility for planning a family.
2. Know the economic and professional considerations for planning a family.
3. Know a service women's responsibility regarding pregnancy.
4. Know the Navy's responsibility to provide obstetrical care.
5. Know the Navy policies for the assignment or separation of pregnant service women.
6. Know the Navy policy for post-delivery convalescent leave.
7. Know the Navy family care policy.
8. Understand the consequences for failing to maintain a family care plan.



N. Know the definition and purpose of the Uniform Code of Military Justice (UCMJ).

1. Know the rights service members have and who is subject to the UCMJ.
2. Know the criteria for "lawful" and "unlawful" orders and comprehend the meanings of UCMJ Articles 7 through 14 and Articles 77 through 134.
3. Know the rules governing non-judicial punishment (UCMJ Article 15).
4. Understand judicial punishment in terms of its definition, types, court-martial personnel, and regulations (UCMJ Articles 25, 27, 31, 38, and 55).
5. Know the types of punitive and administrative discharges.
6. Understand the reasons for general and other-than-honorable discharges.





IV. FIREFIGHTING AND DAMAGE CONTROL

A basically trained Sailor must know and understand firefighting and damage control (DC). Understanding these principles and procedures will provide the confidence and skills needed to save a ship, a shipmate, or one's own life. The core competencies in this area include but are not limited to basic firefighting and damage control procedures, portable and fixed DC equipment and systems, chemistry and classes of fires, emergency breathing devices, first aid, and chemical, biological, and radiological defense.

- A. Know basic shipboard damage control principles, terms and equipment.
- B. Complete an egress from a dark, smoke and heat-filled compartment using a firefighting trainer.
- C. Demonstrate procedures to prevent and extinguish fires while wearing breathing protection, using a firefighting trainer.
- D. Know the term “watertight integrity.”
- E. Know the purpose of watertight compartments.
- F. Know compartment locations and functions according to the Navy system of ship compartment identification.
- G. Comprehend the functions and components of a watertight door, hatch, and escape scuttle.
- H. Know and find watertight fitting locations according to the Navy system of watertight fitting identification.



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- I. Know the Navy material conditions of readiness and reasons for setting them.
 - J. Know the purpose of Damage Control (DC) central and Central Control Station (CCS).
 - K. Know the purpose and locations of the DC closure log and Compartment Check-Off List (CCOL).

L. Know methods of damage control communication and their descriptions.

M. Recognize the characteristics of the general, chemical, and collision emergency alarms.

N. Know the methods of shoring, pipe patching and plugging holes to fix damage to the ship.

O. Know the purpose and characteristics of a P-100, eductor, and electric submersible pump.

P. Know the purpose and characteristics of the Emergency Escape Breathing Device (EEBD) and its components.

1. Comprehend the procedures for donning and activating an EEBD.
2. Know EEBD safety precautions.

Q. Know the purpose and characteristics of the self-contained breathing apparatus (SCBA) and its components.

1. Demonstrate SCBA pre-donning inspection, donning, securing and doffing procedures.
2. Know SCBA-related safety precautions.



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- R. Know the elements of the fire triangle and fire tetrahedron.
1. Comprehend the principle of the fire triangle and the fire tetrahedron as it applies to extinguishing a fire.
 2. Know the characteristics of the four classes of fire and the agents used to extinguish them.
 3. Know procedures to prevent fire and for firefighting readiness.
- S. Know the purpose, characteristics, components, operating procedures and safety precautions for fixed and portable fire extinguishing systems.
- T. Comprehend the characteristics and coiling procedures for a standard Navy fire hose.
1. Know the characteristics, procedures to control water flow and the applications for the use of the vari-nozzle.
 2. Demonstrate the procedures to control a wild hose.
- U. Know the purpose and characteristics of a portable inline eductor and its accessories.



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- V. Comprehend the procedures to follow when discovering a shipboard fire.
1. Comprehend the methods of sounding the alarm for a fire aboard a ship.
 2. Comprehend the procedures for responding to a shipboard fire alarm.
 3. Comprehend fire party procedures for extinguishing a fire.
- W. Demonstrate procedures for personal protection against chemical, biological, and radiological attack.
1. Know the purpose and characteristics of Mission Oriented Protective Posture (MOPP) levels as they apply to individual personal protective equipment.
 2. Know the procedures for donning an Advanced Chemical Protective Garment (ACPG), Joint Service Lightweight Integrated Suit Technology (JSLIST) over garment, and an MCU-2/P Chemical- Biological Mask.
 3. Demonstrate proper wear of a MCU-2/P or M50 chemical-biological mask.



X. Know first aid procedures for medical emergencies.

1. Know the definition of first aid.
2. Know the purpose, rules and objectives of first aid.
3. Know the procedures for demonstrating the three primary tasks of first aid.
4. Know the characteristics and proper treatment of skin wounds and injuries to the bone and muscles.
5. Classify the types of burns and scalds by their degree of severity.
6. Comprehend the proper treatment for burns and scalds.
7. Know the characteristics and proper treatment of heat/chill injuries.
8. Know the importance of cardiopulmonary resuscitation (CPR) training.



V. WATCHSTANDING

A basically trained Sailor must understand and demonstrate how to stand a proper watch. When met with potential threats to personnel or property, the watchstander is the first line of defense, and must be ready and able to take charge of their post. The core competencies in this area include but are not limited to: the General Orders of a Sentry, official log keeping, responsibilities and procedures for watchstanding.

- A. Understand the purpose and responsibilities of proper watchstanding.
- B. Know the purpose of the General Orders of a Sentry.
 - 1. State the eleven General Orders of a Sentry.
- C. Know the types of orders followed during watchstanding.
- D. Know the consequences of improper watchstanding.
- E. Know watchstander procedures during a breach of security.
- F. Understand Material Safety Data Sheets (MSDS) and associated hazardous material handling procedures.



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- G. Comprehend the purpose of the official watch log.
 - H. Know the purpose of the watch, quarter, and station bill.
 - I. Demonstrate the proper procedures for making entries in an official watch log.
 - J. Demonstrate proper weapons turnover procedures.
 - K. Know the duties and responsibilities of various shipboard and barracks watches.
 - L. Demonstrate appropriate watchstanding procedures.
 - 1. Perform standard reveille and taps procedures.
 - 2. Perform standard daily and evening routine procedures.
 - 3. Perform the procedures for observing morning and evening colors.



VI. PERSONAL FINANCIAL AND PROFESSIONAL DEVELOPMENT

A basically trained Sailor is responsible, resilient, and accountable for their actions. They must understand the importance of personal financial responsibility and how their decisions can impact their professional development. The core competencies in this area include but are not limited to benefits associated with naval service, advancement requirements, financial security, communication and listening skills, stress management and coping with change, and nutrition.

A. Know the opportunities and benefits associated with a Navy career.

1. Describe Navy leave and liberty benefits.
2. Describe medical and dental benefits.
3. Know the education and training benefits provided by a Navy career.
4. Know retirement, space available travel, commissary and exchange benefits.



B. Know the general requirements for retention and advancement from E-1 through E-4.

1. Know the factors that affect a person's advancement in rate.
2. Describe general requirements of the Career Navigation Program.

C. Comprehend the procedures to maintain personal financial security.

1. Know military pay entitlements and deductions.
2. Know the purpose, content and how to use the myPay website.

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3. Know the purpose of the military Leave and Earnings Statement (LES).
 4. Describe the purpose and benefits of the direct deposit system (DDS).

5. Describe the differences between credit unions and banks.

6. Describe checking and savings accounts.

7. Understand the need for emergency funds.

8. Comprehend basic bank account and check book management techniques.



9. Describe difference between debit/ATM and credit cards.

10. Comprehend the purpose and use of the Navy Exchange (NEX) Card.

D. Comprehend and compare the educational benefits of the Montgomery GI Bill (MGIB) and Post 9/11 GI Bill.

1. Know the purpose of the MGIB and its eligibility requirements.

2. Know the entitlements of the MGIB and its supplemental programs.

3. Know the pay deduction requirements for the MGIB program.

4. Know the purpose of the Post 9/11 GI Bill and its eligibility requirements.

5. Know the entitlement requirements of the Post 9/11 GI Bill.

6. Know other Veteran's Education Assistance Programs.

7. Know the differences between the Montgomery and Post 9/11 GI Bills.

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- E. Describe the procedures to plan for retirement using the Thrift Savings Plan (TSP).
1. Know the definition and purpose of the TSP.
 2. Know the characteristics of the TSP.
 3. Know the TSP investment funds and their characteristics.



- F. Know the purpose, use, and content of popular Navy websites.
1. Know the purpose and procedures of how to use a Common Access Card (CAC).
 2. Know the purpose, use and content of the BUPERS On-line (BOL) website.
 3. Know the purpose, use and content of the Navy Knowledge On-Line (NKO) website.
 4. Know the purpose, use and content of the DoD Self-Service Logon and eBenefits (DS Logon) website.
 5. Know the purpose, use and content of the Electronic Service Record (ESR) on the Navy Standard Integrated Personnel System (NSIPS) website.
- G. Demonstrate skills for listening, note-taking, and test-taking when in Navy classes.

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1. Practice active listening and know how an active listener prepares to listen.
 2. Know distractions that may inhibit learning and how to overcome them.
 3. Discuss the five steps for taking and using notes.
 4. Know helpful note-taking tips and the purpose of taking notes during class.
 5. Practice using notes for studying purposes.
 6. Know the purpose of tests.
 7. Discuss how to prepare for a test and the procedures for taking a test.
- H. Describe what constitutes a payday loan, other predatory lending practices, strategies for avoiding payday loans, and alternatives to payday lenders.
1. Recognize payday loans and discuss other predatory lending practices.
 2. Discuss strategies for avoiding predatory lending practices.



3. Describe alternatives to payday lenders.

I. Recognize the causes of stress and the methods (tools) available to effectively deal with all types of stress.

1. Know stress and types of stressors.

2. Know the Stress Continuum Model.

3. Recognize indicators of stress in self and others.

4. Describe methods (tools) to help deal with stress.



5. Discuss resources that are available for dealing with stress.

6. Know the steps toward stress management.

7. Discuss the relationship between stress and performance.

J. Describe the benefits of good nutrition and how your nutritional status impacts your performance.

1. Discuss guidelines on changing nutritional habits.

2. Discuss the Navy Operational Fitness and Fueling Series (NOFFS).

3. Discuss the five fundamental principles in developing a successful nutrition plan.

4. Discuss the history of our diet and how one's health is affected by their choices.

5. Discuss general nutrition guidelines and how to develop healthy eating habits.

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6. Recognize the MyPlate program including food groups and portion control.
 7. Discuss food choice options available in Navy galleys including labeling options and benefits associated with different foods.



8. Discuss the concept of workout recovery.
- K. Discuss how you can manage change.
1. Know how the Navy helps personnel to cope with change.
 2. Know the steps that people go through when they encounter changes in their life.
 3. Know procedures that can be used to accept change.
 4. Know ways to enhance self-esteem.
 5. Know the importance of self-motivation.
 6. Understand the concept of personal strengths and the steps to overcome challenges in life.

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- L. Describe the concepts of risk management and decision-making in the Navy.
1. Know terms associated with Time Critical Risk Management (TCRM).
 2. Comprehend long-term and short-term decision-making situations.
 3. Describe the four decision-making styles and how they can be applied.
 4. Know steps to wise decision-making and common decision making mistakes.
- M. Know the importance, benefits, and steps to successful goal setting.
- N. Comprehend the characteristics of a good leader.
1. Know how the terms "enthusiasm" and "optimism" apply to leadership.
 2. Comprehend the characteristics of the six leadership styles.



APPENDIX A

VETERANS ORIENTATION

Veterans returning to active duty from other branches of the military possess a level of knowledge and experience different from a new recruit. It is understood that these veterans previously completed basic training in another branch of the military and may have served for many years before joining the Navy.

The Veterans Orientation program at Recruit Training Command is approximately two weeks long and involves a host of administrative activities. It is meant to properly indoctrinate these veterans into their new way of life and ensure their smooth transition.

The learning objectives covered in the Veterans Orientation program are less than normal basic military training and some do not apply. However, each objective was categorized using the same six competency areas listed in Parts I-VI.

MILITARIZATION

- A. Define the Navy Core Values.
 - 1. Explain values and their influence on a person's behavior.
 - 2. Identify behaviors that detract from the Navy Core Values.
 - 3. Explain the goals of Navy Core Values.
 - 4. Explain the relationship between teamwork and behavior according to the Navy Core Values.
 - 5. Explain the Navy Core Values and their use in identifying appropriate behavior in accordance with basic military requirements.
 - 6. Explain the relationship between the Navy Core Values, grooming standards and the proper wear of uniforms.

- B. Comply with U.S. Navy uniform regulations, grooming standards, and rules of military etiquette and bearing.
 - 1. Explain the purpose of U.S. Navy uniform regulations.
 - 2. Explain proper grooming standards.
 - 3. Explain appropriate care, cleaning, and replacement of Navy uniforms.
 - 4. Explain proper wear of enlisted (E-1 through E-6) uniforms and related items.
 - 5. Explain general regulations pertaining to the proper wear of civilian clothing and tattoos.

PROGRAMS AND POLICIES

- A. Explain personal responsibilities regarding family planning in accordance with U.S. Navy Family Care Policy.
 - 1. Identify your personal responsibility for planning a family.
 - 2. Identify the personal, financial, and professional considerations for planning a family.
 - 3. Explain service women's responsibilities regarding pregnancy.
 - 4. Explain the Navy's responsibility to provide obstetrical care.
 - 5. Explain the Navy policy for separating pregnant service women from the Navy.
 - 6. Explain the Navy policy for assignment of pregnant service women.
 - 7. Explain the Navy policy for post-delivery convalescent leave.
 - 8. Explain the Navy family care policy.
 - 9. Explain the consequences of failing to maintain an up-to-date family care plan.

- B. Explain proper conduct and precautions for Navy personnel afloat and ashore in accordance U.S. Navy Regulations and basic military requirements.
 - 1. Identify the authority and functions of the military police and shore patrol.
 - 2. Explain Navy policies concerning conduct and precautions afloat.
 - 3. Identify the purpose and content of a Status of Forces Agreement.

WATCHSTANDING

- A. Perform appropriate watchstanding procedures in accordance with U.S Navy regulations and basic military requirements.
 - 1. Explain the purpose and responsibilities of proper watchstanding.
 - 2. Identify the types of orders followed during watchstanding.
 - 3. Explain the consequences of improper watchstanding.
 - 4. Explain the purpose of the official watch log and watch, quarter, and station bill.
 - 5. Explain the proper procedures for making entries in an official watch log.
 - 6. Identify the duties and responsibilities of various shipboard and barracks watches.

PERSONAL FINANCIAL AND PROFESSIONAL DEVELOPMENT

- A. Identify opportunities and benefits associated with a Navy career and general requirements for advancement from E-1 through E-4.
 - 1. Explain the education and training benefits provided by a Navy career.
 - 2. Explain Navy leave and liberty benefits.
 - 3. Explain the factors that effect a Sailor's advancement in rate.

- B. Explain the procedures to financially plan for retirement using the Thrift Savings Plan (TSP) in accordance with "Personal Financial Management for Service Members."
 - 1. Identify the definition and purpose of the TSP.
 - 2. Identify the TSP investment funds and their characteristics.

- C. Describe what constitutes a payday loan, other predatory lending practices and strategies for avoiding payday loans.
 - 1. Define payday loans in accordance with the "Report on Predatory Lending Practices Directed at Members of the Armed Forces and their Dependents."
 - 2. Identify other predatory lending practices.
 - 3. Discuss strategies for avoiding predatory lending practices.
 - 4. Describe alternatives to payday lenders.

SEAMANSHIP

Topics from Part II will be covered as necessary but are not a part of the normal Veterans Orientation program.

FIREFIGHTING AND DAMAGE CONTROL

Topics from Part III will be covered as necessary but are not a part of the normal Veterans Orientation program.

APPENDIX B

FEEDBACK PROCEDURES

This appendix provides a mechanism by which individual units, ISICs, training commands and enterprises can make recommendations or request a change to the Basic Military Training Core Competencies Manual. Inputs should be sent to Naval Service Training Command using the following standard message format.

FM (Submitting Command)
TO NSTC GREAT LAKES IL
INFO (Chain of Command)
(Classification)
MSGID/GENADMIN/(Originator)//
SUBJ/BASIC MILITARY TRAINING CORE COMPETENCIES MANUAL
REF/A/DOC/NSTC/OCTOBER 2016
REF/B/(as necessary)
NARR/ BASIC MILITARY TRAINING CORE COMPETENCIES MANUAL.
(Other references).//
POC/(Point of Contact)
GENTEXT/REMARKS/1. Briefly state problem or query (ensure remarks include area of BMTCC Manual affected).
2. Identify recommended corrective action.//
BT

APPENDIX C

REFERENCES

The references below provided guidance for the Basic Military Training Core Competencies Manual (BMTCC). While some of these documents were not specifically used to write BMTCC content, they were absolutely critical from an alignment perspective with regard to development for basically trained Sailors.

<u>REFERENCE</u>	<u>TITLE</u>
10 U.S. Code § 502	The Oath of Enlistment
10 U.S. Code Chapter 47, 64 Stat. 109	The Uniform Code of Military Justice
U.S. Navy Regulations, Ch. 2	The Department of Navy
U.S. Navy Regulations, Ch. 10	Precedence, Authority, and Command
U.S. Navy Regulations, Ch. 11	General Regulations
DoDD 1322.16	Montgomery GI Bill (MGIB) Program
DoDD 6490.14 CH-1	Defense Suicide Prevention Program
DoDD 6495.01 CH-2	Sexual Assault Prevention and Response (SAPR) Program
DoDD 8100.02	Use of Commercial Wireless Devices, Services and Technologies in the Department of Defense and Global Information Grid
DoDI 6495.02 CH-2	Sexual Assault Prevention and Response (SAPR) Program Procedures
DoDI 1342.22	Military Family Readiness
DoDI 2000.16 CH-2	DoD Antiterrorism (AT) Standards
SECNAVINST 1000.9A	Code of Conduct for Members of the Armed Forces of the United States
SECNAVINST 1610.2A	Department of the Navy Policy on Hazing
SECNAVINST 1730.8B CH1	Accommodation of Religious Practices
SECNAVINST 1740.4	Department of the Navy Personal Financial Management (PFM) Education, Training, and Counseling Program
SECNAVINST 1752.4B	Sexual Assault Prevention and Response
SECNAVINST 3300.1C	Department of the Navy Law of War Program
SECNAVINST 3300.2B	Department of the Navy Antiterrorism (AT) Program

SECNAVINST 5211.5E	Department of the Navy Privacy Program
SECNAVINST 5239.3C	Department of the Cybersecurity Policy
SECNAVINST 5300.26D	Department of the Navy Policy on Sexual Harassment
SECNAVINST 5300.28E	Military Substance Abuse Prevention and Control
SECNAVINST 5300.40	Department of the Navy 21st Century Sailor and Marine Initiative
SECNAVINST 5350.15C	Department of the Navy Core Values Charter and Ethics Training
SECNAVINST 5350.16A	Equal Opportunity within the Department of the Navy
SECNAVINST 5510.30B	Department of the Navy Personnel Security Program (PSP) Instruction
SECNAV M-5216.5	Department of the Navy Correspondence Manual
OPNAVINST 1000.24C	Personnel Recovery
OPNAVINST 1560.9A	Voluntary Education (VOLED) for Navy Sailors
OPNAVINST 1720.4A	Suicide Prevention Program
OPNAVINST 1740.4D	U.S. Navy Family Care Plan Policy
OPNAVINST 1740.5C	U.S. Navy Personal Financial Management Program
OPNAVINST 1742.1C	Navy Voting Assistance Program
OPNAVINST 1752.1C	Navy Sexual Assault Prevention and Response Program
OPNAVINST 1752.2B	Family Advocacy Program
OPNAVINST 2201.3B	Communications Security Monitoring of Navy Telecommunications and Information Technology Systems
OPNAVINST 3120.32D	Standard Organization and Regulations of the U.S. Navy
OPNAVINST F3300.53C	Navy Antiterrorism Program
OPNAVINST 3432.1A	Operations Security
OPNAVINST 3500.39C	Operational Risk Management
OPNAVINST 3541.1G	Surface Ship and Submarine Survivability Training Requirements
OPNAVINST 3591.1F	Small Arms Training and Qualification
OPNAVINST 4700.7L	Maintenance Policy for U.S. Navy Ships
OPNAVINST 4790.4F	Ship's Maintenance and Material Management System Policy

OPNAVINST 5100.12J	Navy Traffic Safety Program
OPNAVINST 5100.25C	Navy Recreation and Off-Duty Safety Program
OPNAVINST 5350.4D	Navy Alcohol and Drug Abuse Prevention and Control
OPNAVINST 5354 .1F CH-1	Navy Equal Opportunity Policy
OPNAVINST 5370.2D	Navy Fraternalization Policy
OPNAVINST 6000.1C	Navy Guidelines Concerning Pregnancy and Parenthood
OPNAVINST 6100.2A	Health and Wellness Promotion Program
OPNAVINST 6110.1J	Physical Readiness Program
OPNAVINST 6520.1A	Operational Stress Control Program
BUPERSINST 1610.10D CH-1	Navy Performance Evaluation System
NAVPERSCOMINST 5530.1E	Physical Security, Loss Prevention, and Anti-Terrorism
NAVPERS 15560D	Naval Military Personnel Manual (MILPERSMAN)
NAVPERS 15665I	U.S. Navy Uniform Regulations
NAVPERS 18068F	Navy Enlisted Occupational Standards Manual – Volume 1
NETC P1552/16 (07-16)	Navy Swimming and Water Survival Instructor's Manual
NSTM 555	Surface Ship Firefighting
NTTP 3-20.31	Surface Ship Survivability
PUB 102	International Code of Signals

OTHER REFERENCES

The Constitution of the United States	Blue Jackets Manual, 24 th Edition
Department of Defense Diversity and Inclusion Strategic Plan 2012-2017	Chief of Naval Operations - Professional Reading Program “A Design for Maintaining Maritime Superiority”
Department of Defense Strategic Plan for Language Skills, Regional Expertise, and Cultural Capabilities	Navy Leader Development Strategy
Department of the Navy: The Future of Naval Innovation	
Ethics in the U.S. Navy	
Navy Core Values	
Navy Ethos	



We are the United States Navy, our Nation's sea power - ready guardians of peace, victorious in war.

We are professional Sailors and Civilians - a diverse and agile force exemplifying the highest standards of service to our Nation, at home and abroad, at sea and ashore.

Integrity is the foundation of our conduct; respect for others is fundamental to our character; decisive leadership is crucial to our success.

We are a team, disciplined and well-prepared, committed to mission accomplishment. We do not waver in our dedication and accountability to our shipmates and families.

We are patriots, forged by the Navy's core values of Honor, Courage and Commitment. In times of war and peace, our actions reflect our proud heritage and tradition.

We defend our Nation and prevail in the face of adversity with strength, determination, and dignity.

We are the United States Navy.

I am a United States Sailor.

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

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

**I proudly serve my country's Navy
combat team with Honor, Courage
and Commitment.**

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







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