



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
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NETCINST 1500.11B
N007
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NETC INSTRUCTION 1500.11B

From: Commander, Naval Education and Training Command

Subj: NAVY MILITARY TRAINING PROGRAM

- (a) OPNAVINST 5354.1H
- (b) OPNAVINST 5370.2E
- (c) OPNAVINST 6110.1K
- (d) OPNAVINST 5100.23H
- (e) SECNAVINST 1610.2A
- (f) JAGINST 5800.7G
- (g) NAVPERS 15655J, United States Navy Uniform Regulations
- (h) NAVEDTRA 135D of August 2018
- (i) NAVEDTRA 130B of September 2009
- (j) SECNAVINST 5100.13F
- (k) E.O. 12674 (As Amended by E.O. 12731)
- (l) MILPERSMAN 1306-953

1. Purpose. To establish policy and provide guidance to implement and conduct the Navy Military Training (NMT) program per references (a) through (k).

2. Cancellation. NETCINST 1500.11A.

3. Background. Reference (a) is the Navy Harassment Prevention and Military Equal Opportunity Program Manual. Reference (b) is the Navy Fraternalization Policy. Reference (c) establishes policy and requirements for the Navy's Physical Readiness Program. Reference (d) is the Safety and Occupational Health Program. Reference (e) is the Department of the Navy (DON) Policy on Hazing. Reference (f) is the Manual of the Judge Advocate General. Reference (g) is the United States Navy Uniform Regulations. Reference (h) is the Navy School Management Manual. Reference (i) is the Task Based Curriculum Development Manual. Reference (j) is the Navy and Marine Corps Tobacco Policy. Reference (k) is the Principles of Ethical Conduct for Government Officers and Employees. Reference (l) is the policy and requirements for Instructor Duty.

4. Policy. NMT is a program conducted at Naval Education and Training Command (NETC) "A" and follow-on "C" school designed to continue the professional and personal development of junior enlisted Sailors during their initial phase of Naval service. This performance-based military training process, provided by military instructors, enables transition from a highly structured recruit training environment to one of personal accountability and responsibility. This instruction provides NETC domain activities direction and guidance for managing the NMT program for new Sailors.

5. Responsibilities

a. NETC. Define the NMT program, establish policy, and provide resources for effective implementation.

b. NETC Training Commands

(1) The execution of NMT is a shared responsibility. The Training Support Organization is responsible for the management and execution of the NMT program. Learning Sites (LS) will provide staffing support. Refer to Chapter 1 to accomplish the extensive after-class and in-barracks mentoring program elements.

(2) The commands responsible for conducting the NMT program will:

- (a) Implement the NMT program.
- (b) Give emphasis to military and technical training.
- (c) Ensure NMT staff meet instructor certifications.
- (d) Provide programmatic feedback to NETC Force Master Chief (FORCM).
- (e) Make no additions or deletions to the NMT program without the consent and approval of NETC FORCM.
- (f) Provide student control support for graduations.

c. Training commands that are not part of the NETC domain. Training commands that do not fall under the NETC domain, such as schools in the Bureau of Medicine and Surgery domain, Navy Nuclear Power, or inter-service training sites, are strongly urged to follow the guidelines set forth in this instruction to ensure standardized delivery of training for all new Sailors. Recommend development of a local command NMT instruction utilizing this instruction as a guideline.

d. Commanding Officers (CO). COs within the NETC domain will meet the goals and training objectives of NMT as set forth in this instruction.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

7. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10

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years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



K. BECK
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC Public Web Site (www.netc.navy.mil), via the NETC Reference Library in DON TRACKER, or by e-mail at netc_directives@navy.mil.

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NAVY MILITARY TRAINING (NMT) PROGRAM

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CHAPTER 1

PROGRAM ADMINISTRATION

1. Overview. NMT requires leadership and supervision to ensure it is executed in a manner that enhances and builds upon the foundation of discipline, military bearing, Navy ethos, core values, and Sailorization (Appendix F) established in recruit training. All commands must recognize and fulfill their role in the continuing development of our Navy's new Sailors. NMT shall be fully integrated into every Sailor's daily routine and consist of development and maintenance of a military environment that promotes and reinforces pride and professionalism, culture of fitness, and academic excellence.
2. Manpower Requirements. NETC N1 (Total Force Manpower) will determine the instructor manpower requirements to provide the NMT environment.
3. Program Management. Commands will manage the NMT program as follows:
 - a. Oversee all NMT functions to include the quality of instruction. Instructor evaluations shall be per reference (h).
 - b. Manage administration necessary for the organization and instruction of training.
 - c. Promote and reinforce the effective training of all Sailors.
 - d. Provide assistance, additional training, mentoring, and counseling to assigned Sailors whose performance is less than satisfactory.
 - e. Manage training projects/requirements. This includes preparation of students for follow-on duty assignments by continuing to provide duties and tasks they would experience in the fleet (e.g., watch standing, field day, and section leader duties).
 - f. Ensure the highest standards of good order and discipline, cleanliness, and an environment conducive to study are maintained in student berthing facilities.
 - g. Maintain communication and integration with the NETC FORCM.
 - h. Enforce NETC and local liberty policies.
4. Evaluation. COs shall review evaluation and assessment data for NMT. NMT Coordinators are responsible for preparing the annual summary report on NMT progress (to include successes, shortfalls, and recommendations). The reports will be sent by 1 September each year to NETC FORCM via email (copy to: NETC Staff Senior Enlisted Advisor (SEA)) per Appendix D.

CHAPTER 2

STAFF TRAINING AND PREPARATION

1. Command Development

a. Fleet Petty Officers report to training commands as instructors with the intent to make a positive difference in the character development of Sailors reporting to the fleet. Commands shall plan staff development opportunities to capture the enthusiasm for the mission and channel it into developing self-disciplined, professional Sailors. In addition, training commands shall plan their staff development to continuously refine and build skills, renew commitment to the mission, and promote the core values to all staff members.

b. Staff members must be skilled in leading new Sailors in discussions of what the Navy is about, be able to communicate an appreciation of the Navy's unique role in forward operations, and be able to communicate their own personal pride and enthusiasm for their chosen profession. Balanced, reflective descriptions of the fleet environment help Sailors build confidence and understanding of the challenges to come. NMT staff must speak about the deep satisfaction they derive from rigorous challenges, personal sacrifice, successful missions, shipmates served with and deployments made, and the pride they feel from serving and defending our country.

2. NMT Staff Training. Upon completion of Navy Instructor Training Course (CIN A-012-0077 - NEC 9502) and reporting to their ultimate duty station, prospective NMT Instructors (NMTI) will be assigned a mentor to guide them through the certification process. Commands responsible for executing NMT will establish certifications that are unique and appropriate to that site using Appendix E and reference (h) as a guideline to build on for this certification process.

3. Military In-Service Training (IST)

a. Commands will conduct periodic IST in support of NMT at least annually or as needed to maintain staff proficiency and focus.

b. Lessons and plan of the week notes should be focused on core value discussions, continuous improvement, updates of skills required for military training (e.g., team work, goal counseling, uniform regulations, physical readiness), and emerging topics (e.g., latest trend or problem, seasonal shifts).

4. Staff Duties, Responsibilities, and Authority. The following examples of duties, responsibilities, and authority are provided to show the scope and depth of staff involvement required to properly establish the NMT program. This information is not intended to be an all-inclusive list.

a. Assign a training coordinator to liaise with the NETC FORCM.

b. Exercise active, engaged leadership and execute daily and weekly routines as prescribed by higher authority.

- c. Manage Sailor training requirements and provide feedback for Academic, Disciplinary, and Award boards.
 - d. Provide oversight for the NMT environment and administration of the Navy Physical Fitness Program per reference (c).
 - e. Manage student musters, formations, and other evolutions prescribed by the command's daily routine. NMT staff will ensure supervision of student marching to and from classes, and to and from meals, as appropriate, and where safety permits.
 - f. Conduct inspections as outlined in Chapter 8.
 - g. Manage daily routine as prescribed by command directives.
 - h. Manage Extra Military Instruction (EMI) per local directives. Guidance for assignment of EMI is the responsibility of the local Non-Judicial Punishment authority.
 - i. Contact security and submit reports of theft or vandalism.
 - j. Process special request chits. Action on request chits should be completed and requester notified of results within 3 working days of submission.
 - k. Provide guidance and counseling on personal, military, and administrative matters to assigned Sailors.
 - l. Display the highest standards of military integrity, appearance, bearing, courtesy, and pride in service as a personal example to new Sailors (leadership by example).
 - m. Perform all assigned duties.
5. Mentoring. Commands shall establish a mentoring program which pairs successful staff members with newly reporting staff. The intent of this program is not to supersede or replace the Command Sponsor Program, but to inspire reporting staff with the sense of responsibility necessary to complete the command mission. NMTIs will be provided military mentorship training.
6. Standards of Conduct. All personnel will adhere to the highest standards of conduct and ethics both on and off duty. A military member's conduct should always be in keeping with the Navy's Core Values. For additional guidance see Appendix B.

CHAPTER 3

GENERAL POLICY AND GUIDANCE

1. Purpose. To provide amplifying instruction and guidance concerning various functions and operational requirements.
2. Base/Command Indoctrination. Prior to any training, students shall receive a standardized "Welcome Aboard" command indoctrination for the purpose of providing immediate orientation for the Sailor in their new environment. For example: Medical, Dental, Barracks, Fleet and Family Support Centers, Financial Responsibility Training, Morale Welfare and Recreation (MWR), and Personnel Support Detachment check-in.
3. Gender Integration. Appropriate interaction that occurs between males and females in the training command is beneficial in preparing new Sailors to operate in the mixed gender environment they will encounter aboard ship. With this in mind, the learning objectives for gender integration are:
 - a. Students will understand that performance, not gender, will determine how far and fast a Sailor will progress in the Navy.
 - b. Sailors will live and work together. They can and must depend upon each other in daily operations and in combat.
 - c. We are all members of the same team and are trained and held accountable to the same standards of excellence.
4. Student Berthing. Configuration and policy guidelines for berthing are set to prepare Sailors for gender integrated living at the operational level. Berthing for men and women should be in the same building, emulating shipboard environment whenever possible. Gender privacy and dignity are paramount and all berthing will be secure and well supervised.
 - a. As student loading and facility availability permits, students should be berthed together by class, school, and command.
 - b. Within the same building, separate and secure berthing areas on separate decks and/or wings with permanent physical barriers, immobile partitions, between genders will be maintained.
 - c. Males and females will not share head or bath facilities, living rooms, or kitchens between adjacent rooms. Joint male and female use of common areas such as laundry facilities, television rooms, and study lounges is authorized.
 - d. Bachelor Quarters (BQ) for Enlisted "A" School Students:
 - (1) Berthing configuration per UFC 4-721-10 will be 2+2 modules (two bedrooms per module) to house two students in each bedroom with shared head and bath facilities. Preference is to install two showers in lieu of a tub/shower in bathing area and provide interior corridors using the Interior Access Plan.

(2) Minimum assignment standard is 90 net square feet per person. When berthing capacity is insufficient, the host Activity should be notified as soon as possible in order for that Activity to submit a request to Commander, Navy Installations Command to house students below assignment standards.

(3) Male and female students will not be intermixed within berthing modules.

e. Staff or student watches shall never be required to enter the berthing area of the opposite gender during after-hours period unless in an emergency (see Chapter 6). During indoctrination, it shall be stressed to student personnel that berthing areas of the opposite sex are off limits during after-hour periods.

f. Staff personnel will conduct inspections and perform maintenance during the normal daily routine hours only.

g. Any time staff personnel of the opposite gender must enter the berthing area, they will announce, "Male/Female on deck!" at least three times prior to entering such area.

h. Appropriate attire, as prescribed by local authority, must be worn when outside bathing areas or individual berthing spaces.

i. Sailors who attend night classes shall not be berthed with students assigned day classes, except when full barracks use necessitates.

j. Material for official bulletin boards shall specify policies on equal opportunity, grievance procedures, safety reading, command issues, Department of Defense (DoD)/DON Hotline Complaints, Bachelor Enlisted Quarters/Bachelor Officer Quarters policies, and daily routine. Additionally, information regarding sexual harassment, sexual assault, and points of contact for the Sexual Assault Response Coordinator and/or Victim Advocate shall be centrally posted.

5. Liberty Policy

a. A key component of the liberty policy must be an understanding of the balance required between personal and professional life and that the provision of liberty is dependent on all military, training, and work requirements being completed. This policy provides students a phased and sequential transition from recruit training to an environment more like that experienced by Sailors in the fleet allowing them to demonstrate responsible decision-making in a moderately controlled environment. Commands will establish requirements specific to their region and will inform their Immediate Superior in Command accordingly. Liberty programs shall strongly encourage the use of the buddy system, and foster teamwork. Commands may be more restrictive in the use of the buddy system, as necessary, in order to maintain good order and discipline.

b. The following phase ladder of liberty policy privileges is applicable to those students who are reporting for any type of school:

(1) Phase I - Defined as the first 2 weeks following reporting to the LS.

(a) Local command policy will promulgate the buddy system policy.

(b) On-base liberty only is authorized during the training week; off-base weekend liberty is authorized, if eligible; all liberty will expire no later than 2200.

(c) Consumption of alcoholic beverages while in Phase 1 liberty is not authorized regardless of age.

(d) Civilian attire is not authorized. Commands will dictate uniform policy for liberty.

(e) Sailors in Phase I liberty status are not authorized to operate a privately owned or rental vehicle.

(2) Phase II - Sailors may be advanced to Phase II liberty status following the initial 2 weeks onboard under Phase I provided they are within Body Composition Assessment (BCA) standards, or making significant progress toward, per reference (c), and maintain satisfactory uniform appearance, academic standards, and military performance. The following limitations apply during Phase II liberty status:

(a) The buddy system will continue to be promulgated according to local command policy for Phase II liberty status.

(b) Off-base liberty during the training week is authorized. Liberty will expire at 2200 on training nights and 2400 on non-training nights.

(c) Legal and responsible consumption of alcohol is authorized beginning with Phase II liberty.

(d) Appropriate civilian attire is authorized during both on- and off-base liberty.

(e) Use of privately owned or rental vehicles is authorized if Sailor has completed "Driving for Life" course prior to Phase II liberty. Sailors must provide a valid training certificate with Phase II liberty request.

(3) Phase III - Sailors may be advanced to Phase III liberty status following 3 weeks in Phase II. Maintaining standards as prescribed in Phase II is still mandatory. The buddy system will continue to be promulgated according to local command policy for Phase III liberty status. The following limitations apply during Phase III liberty status:

(a) Overnight liberty is authorized at the discretion of the CO/Officer in Charge (OIC).

(b) Students continuing to a "C" school from "A" school may be placed in Phase III liberty status at the discretion of the CO/OIC.

(c) Legal and responsible consumption of alcohol is authorized.

(4) Fleet Returnee Sailors

(a) Because of their proven performance and demonstrated maturity, Sailors who are assigned to a school from a fleet command may move directly to Phase III liberty status at the CO/OIC's discretion.

(b) Fleet Returnees may be reassigned to Phase I or II if additional military training is warranted at the discretion of the CO/OIC.

(c) The influence that fleet students have on recent Recruit Training graduates must be used positively. Fleet Returnee Sailors should be informed of their responsibilities as military examples and their ability to provide a positive influence on their shipmates.

(d) Fleet Returnees shall be placed in positions of responsibility such as Class Leader, Section Leader, or Assistant Section Leader when and wherever possible.

(5) Accompanied Sailors Attending School

(a) Although infrequent, Sailors who have dependents may at times be assigned to a school in a Permanent Change of Station (PCS) status. This allows for the transfer of their families into the geographic area. Accompanied Sailors will follow the same liberty policy guidelines as their unaccompanied counterparts until their family executes the move and is in the same geographic area. Once the family has executed the PCS move and is in the same geographic area, they will be placed in a normal fleet non-training environment liberty posture to allow them to reside with their family. This does not exclude accompanied Sailors from being assigned duty section or other NMT program requirements.

(b) Commands will establish policy and guidelines to ensure that accompanied Sailors meet all requirements prior to moving their families into the geographic area. This includes, but is not limited to, arranging housing, establishing Basic Allowance for Housing, meeting all local policies with regard to privately owned vehicles, etc.

(6) Sailors attending school who are berthed off base or berthed in BQs not under NMT Staff supervision. Sailors attending a school that requires them to be berthed off base (hotel/motel) due to a lack of facilities or berthed in BQs that are not under NMT staff cognizance may not be able to be held to all of the same policies as Sailors berthed in BQs under NMT Staff cognizance. Sailors falling under these circumstances must sign a NAVPERS 1070/613 (Page 13) that explains all the facets of the Phased Liberty Policy (PLP).

(7) Sailors attending an "inter-service" school where the number of Sailors in attendance is minimal. Rating schools shared with other branches of the military and Sailors attending these schools are met with unique circumstances. The use of the buddy system in this situation may not be practical due to the low number of Sailors attending a school. In this

instance, the buddy system will continue to be strongly encouraged and all other requirements of PLP remain in effect.

(8) Sailors transferring from a previous school. In the event where a Sailor may have been ordered to attend a different school due to academic drop or other circumstances, phase liberty will be at the discretion of the chain of command (COC) as to that Sailor's Phase of Liberty.

(9) Phase Liberty Setback. The COC may recommend that Sailors be set back, Phase Liberty Setback, to a previous liberty phase as an administrative measure to correct a training deficiency. Examples of training deficiencies include a Sailor's failure to maintain fitness standards, unacceptable uniform standards, or unacceptable berthing standards. The setback process and corrective actions taken for the Sailor to regain earlier liberty status will be appropriately documented. Personnel authorized to effect setbacks must be given this authority in writing by the CO. As an administrative corrective measure, phase liberty setbacks are not to be used as a disciplinary measure if a Sailor violates the Uniform Code of Military Justice (UCMJ) or the liberty policy itself.

(10) Accelerated Liberty Phase. The COC may recommend accelerated individual students Liberty Phase status based on demonstrated maturity and performance.

6. Tobacco Policy. Activities shall maintain an environment that supports smoking abstinence, discourages use of any tobacco products, and complies with reference (j).

7. Civilian Clothes Policy. Commands will adhere to a civilian clothes standard per reference (g) and the highest standards of appearance. Sailors shall be educated on appropriate civilian attire. The policy for civilian attire should be consistent throughout the command (i.e., same for staff and students) and vigorously enforced.

8. Uniform Policy. Navy personnel shall wear the uniform of their respective rate or rank per reference (g), as prescribed by the designated uniform prescribing authority.

a. All uniform discrepancies will be corrected, including necessary tailoring and alterations and the replacement of missing uniform articles.

b. Staff members shall provide guidance to trainees in correcting uniform discrepancies. Should major discrepancies be identified in those uniforms issued from boot camp concerning poor fit, inferior quality, or associated problems, discrepancies may be corrected at no cost to the member. Commands shall contact Naval Station Great Lakes, Recruit Uniform Issue, at DSN: 792-6824, COMM: (847) 688-6824, regarding uniform issues. NMT staff will provide individual name, DoD Identification Number, recruit division number, length of time out of boot camp, and nature of problem (i.e., tailoring, size difference, etc.).

9. Alcoholic Beverages. Possession and consumption of alcoholic beverages or containers in "A" school berthing and lounge areas are specifically prohibited. Personnel who may legally consume alcoholic beverages shall not

do so within 8 hours of training or duty and must ensure they are "FIT FOR DUTY" at all appropriate times. Individuals who are intoxicated or incapacitated for duty because of prior consumption of alcoholic beverages are in violation of the UCMJ. Staff will encourage appropriate individual responsibility with respect to alcohol consumption.

10. Students not Under Instruction (UI). A separate division(s) will be operated to provide for berthing, supervision, and employment of students not UI. The following categories apply: Students who are unable to continue training, and graduates whose departure is delayed awaiting orders, passports, medical holds, and similar situations. It will include personnel not transferred to a Transient Personnel Unit. Personnel awaiting separation or transfer for disciplinary reasons will be segregated from the students awaiting transfer. Personnel arriving from Recruit Training Command (RTC) who are awaiting instruction/training will be subject to NMT policy including phase liberty standards and privileges. Department heads and OICs shall liaise with the Student Management Officer to ensure students in an awaiting instruction, interrupted instruction, or awaiting transfer status are assigned to this status no longer than necessary.

11. Instructional Training Exercise (ITE) and EMI. During the Recruit Training process of transforming civilians into Sailors, the Recruit Division Commander is authorized to use motivational tools such as ITEs (ordering a recruit to perform pushups, jumping jacks, etc., on demand). The purpose of ITE and EMI is to provide a quick means of motivation in correcting substandard performance. After completion of Recruit Training, the use of ITE is not appropriate and is not authorized. The use of EMI is authorized. EMI may only be awarded by those with the authority to give EMI. Additionally, EMI may only be issued per reference (f).

CHAPTER 4

DAILY ROUTINE

1. Policy. The daily routine for student personnel is the basic tool to prepare students for the rigors of Navy life. To ensure Sailors are provided with sufficient time to complete all training requirements, supervisors must be completely familiar with the daily routine.
2. Daily Routine. Commands shall establish a daily routine that facilitates completion of all training requirements. Daily routines shall be published and enforced. Daily routines will include normal Navy routines (e.g., reveille, quarters, scheduled inspections, watch training, sweepers, taps, duty sections, etc.).
3. NMT Schedule. NMT represents a variety of teaching and learning experiences in conjunction with technical training. A valid and reliable training schedule is vital for both the student and the NMTI. The schedule will include at a minimum: staff-led Physical Training (PT); sea bag, personnel, and berthing inspections; deployability counseling; military formation; and marching, where appropriate and safe to conduct. The NMT schedule will be coordinated with the technical training Course Master Schedule. Any additional NMT topics for discussion shall be provided prior to or after the students' technical training day. NMTIs should give consideration to students' receptiveness to learn (e.g., time of day, mental alertness).
4. Field Days. All Hands Field Days will be scheduled on a not-to-interfere basis with other training requirements. Field Days shall not extend after Taps.

CHAPTER 5

LEADERSHIP

1. Leadership. Sailors look for an appropriate role model to emulate, and will follow leaders who gain their confidence and respect. Our newest Sailors have volunteered to serve their country and are influenced by the actions of their leadership. They should be dealt with professionally, treated fairly, and held accountable for their own actions. The high standards of performance, conduct, and appearance we expect can only be met when leadership is passed down from the most senior officer to the newest Sailor. The process of complete and effective participation by leadership is not automatic; it takes commitment, planning, organization, knowledge, skill, and reassessment.

2. Chain of Command (COC). The COC is the vital link in Sailor development. No one facet of NMT will have greater impact on Sailor development than the internalized sense of responsibility as a Sailor. The COC will not only have to provide this opportunity, but also deliberately reinforce this behavior in each individual Sailor. No amount of "instruction" will replace the value of leaders displaying appropriate behavior, and being available to correct, guide, and commend assigned Sailors.

a. Commands shall establish, publish, explain, and enforce the COC structure for assigned Sailors. Each Sailor must know to whom they report, and who is in their COC.

b. Commands will ensure the COC provides and maintains a positive and properly supervised military environment.

c. Commands will ensure the COC encourages assigned personnel to come forward with problems before a disciplinary, academic, or emotional crisis occurs.

d. Commands will ensure the COC provides guidance and counseling on personal, military, and administrative matters to assigned personnel, placing emphasis on preventing problems by timely involvement and intrusive leadership.

e. Commands will model, at every opportunity and at every level, all those ideal qualities and characteristics that they profess to expect of every Sailor.

f. Accountability is the key to good leadership. The entire command's involvement at all levels is necessary to ensure good order and discipline and the highest standards of military bearing.

3. Student Leadership. The opportunity to exercise responsibility for group performance is a significant step in leadership development. Practicing leadership skills within a controlled environment should provide a positive experience, foster a keen sense of responsibility, develop an appreciation for high moral standards, facilitate communication, and encourage a desire to maintain good order and discipline.

a. Commands shall establish specific student leadership positions. The positions shall have written performance criteria that are watch stations (e.g., duty section leader). They shall have Personnel Qualification Standards (PQS) or Job Qualification Requirements (JQR) prepared per Chapter 6. Positions will not all be assigned to Fleet Returnees. Student leadership positions may include:

- (1) Class Leader/Assistant Class Leader
- (2) Section Leader
- (3) Master-at-Arms
- (4) Yeoman
- (5) Training Petty Officer
- (6) PT Leader
- (7) MWR Petty Officer

NOTE: Students assigned to leadership positions shall not act to filter communication or block access to staff personnel. Student leaders will not be assigned staff responsibilities or duties. Accountability and responsibility for other students will not be delegated.

b. Training/Feedback. Student leaders must be trained on their responsibilities and given both positive and constructive feedback on their performance. Training and feedback shall be provided on a regularly scheduled basis and as situations require.

c. Rotation. Commands may define periodic rotation of leadership responsibilities to allow maximum student participation and opportunity.

4. Recognition

a. The realistic appraisal and recognition of outstanding performance is essential to command effectiveness and morale. The positive reinforcement of a Sailor's outstanding performance is crucial to individual personal development and motivation. A single word of encouragement can make a difference.

b. Commands shall establish processes that recognize outstanding achievement, and set recognition criteria. Suggested methods include, but are not limited to:

(1) Assignment to performing units such as color or honor guard, drill team, choir, flags, or marching units.

(2) Exemption from personnel inspection if previous inspection was outstanding.

- (3) Exemption from berthing inspection if previous inspection was outstanding.
- (4) Assignment to other positions of responsibility.
- (5) Letter of Commendation.
- (6) Honor Graduate recognition.

CHAPTER 6

GENERAL WATCHSTANDING REQUIREMENTS

1. Purpose. Student watches shall be maintained whenever possible, with the goal of emulating the shipboard environment by teaching the principles of responsibility, authority, and teamwork. Sailors must devote time to learning the skills that will enable them to qualify as watchstanders.
2. Watchstanding. Watchstanding must prepare Sailors to join the U.S. Navy warfighting team. All watchstanding duties shall be designed to teach students the skills necessary for correct watchstander performance: Forehandedness, vigilance, judgment, leadership, and technical knowledge. Routines, including watch preparation, relieving the watch, watch conduct, and turning over the watch, shall be supervised, as necessary, to ensure a taut watch is the command standard.
3. Duty Sections. A duty section will be composed of command staff and student personnel. No person in the duty section shall leave the assigned area during assigned hours of duty unless authorized by the Staff Duty Officer (SDO) or higher authority.
4. Eligible Watchstanders. Student participation in watchstanding is required and all student personnel are eligible watchstanders unless specifically excused by the Division Leading Chief Petty Officer. Students assigned to mandatory remedial training will not be assigned to watches that prevent their attendance at the remedial training. No "under instruction" (UI) student may be assigned a watch during the academic training day.
5. Watch Relief. Student personnel, whether married or single, while in a duty status, shall not leave the base confines without authorization of the SDO. Relief watches shall eat early meals and proceed directly to their post to relieve the watch.
6. Watch Indoctrination. All watchstanders shall be properly indoctrinated as to the basic function, duties, responsibilities, and authority of the watch prior to being assigned watch.
7. Watch Qualification. A rigorous qualification process improves the skill of the watchstanders, develops alert Sailors, and true watchstanding teams.
 - a. All watchstanders shall properly train and qualify in the function, duties, responsibilities, and authority of a watch prior to being assigned the watch.
 - b. All students shall qualify as watchstanders using PQS, where available, or locally prepared JQRs.
 - c. Commands shall establish a watch qualification program to include qualification cards, written tests, and oral boards.
8. Uniform. Watchstanders shall report for duty in the uniform prescribed by command policy.

9. Entry/Exit Monitoring. A policy of entry and exit monitoring of all personnel at all schools is required. Personnel assigned to duty throughout the command shall be thoroughly familiar with this policy and instructed to vigorously enforce it.
10. Watch Requirements. Local directives will establish watch requirements. Watches shall not be assigned as a disciplinary action. However, watches assigned as remediation for watch knowledge are permitted. Students UI shall not be assigned a watch longer than 2 hours in duration between 0001 and 0600 on days preceding training. Split shift student watch schedules should be adjusted accordingly.
11. Watch Responsibilities. A copy of the basic function, duties, responsibilities, and authority of each watch shall be available where the watch is posted.
12. Watch Log. Watch Log requirements and contents shall be established by command instruction.
13. Watchbill. The Watchbill will be reviewed and approved by the staff Watchbill Coordinator at least 3 days prior to execution.
14. Duty Section Muster. Duty section musters should be kept to a minimum.
15. Safety and Security. Major factors to consider when establishing watches are safety, security, and proper operation of the command. No student watch shall ever be required to enter the berthing area of the opposite gender except in an emergency. A training program will be established to ensure watchstanders know which situations require an emergency entry into opposite gender berthing. Protocol established in Chapter 3 (paragraph 4g) will be followed.
16. Watch Training. Training of watchstanders improves the readiness of the command and increases professionalism. Commands will establish a regular training program to maintain the proficiency of their watchstanders.
17. Quarterdeck. The dignity and appearance of the quarterdeck are traditional symbols of the professionalism of a crew.
 - a. Each command shall establish formal quarterdecks at selected student entry points, normally the barracks where students reside or school building where classes are conducted.
 - b. Each person entering a quarterdeck shall salute the national ensign if displayed. They shall stop on entering the quarterdeck, face the national ensign, and render the salute, after which they shall salute the watch, present their identification card (if required), and request permission to come onboard. On leaving the quarterdeck, they shall render the salutes in reverse order. The watch shall return both salutes. When in civilian attire, appropriate honors will be rendered by facing the flag and standing at attention. If covered, headdress (hats) will be removed with the right hand and held at the left shoulder, the hand being over the heart.

c. The quarterdeck is reserved for the proper conduct of official and ceremonial functions. Watchstanders shall not have visitors. Persons not on official business shall not loiter on or near the quarterdeck. All personnel in uniform shall remain covered while on the quarterdeck. Eating or drinking shall not be allowed on the quarterdeck. Open beverages or foodstuffs shall not be carried across the quarterdeck.

18. Staff Watchstanding. BQs will be manned 24 hours a day, 7 days a week (24/7) by a combination of staff and student population.

CHAPTER 7

PHYSICAL TRAINING (PT)

1. Purpose. All training commands are directed to follow and adhere to the PT guidelines per reference (c).
2. General. All training commands shall schedule and complete a minimum of three 1-hour periods of physical exercise per week. An official Physical Fitness Assessment (PFA) will be conducted for students in pipeline training for periods greater than 20 weeks (i.e., ACC 342) per reference (c), and documented in Physical Readiness Information Management Systems. All commands shall perform a risk assessment for their PT area. Additionally, an Emergency Action Plan shall be developed with standard procedures to follow in the event of a mishap (i.e., numbers to call, means to call for help, etc.).
3. PT Program. During indoctrination, staff and students will receive orientation on the command's PT Program. This program shall consist of warm-up, stretching, calisthenics, strength building, and aerobic exercise with a cool-down period. Students received without a completed Risk Factor Screening must complete one, per reference (c), prior to entrance into the PT program and be screened to determine if they are within current BCA standards. Any individuals identified as having potential medical problems will be referred to a medical officer for evaluation prior to participating in physical exercise.
 - a. Students shall participate in staff-led and supervised physical exercise, a minimum of 1 hour in duration, 3 days each week. All sessions will be conducted in the Navy PT Uniform. A maximum staff/student ratio 1/50 plus 1 for every 25 after that will be maintained during any scheduled physical exercise session to provide for adequate safety considerations.
 - b. One session each week may be a team sport activity supervised by the command.
 - c. When a temporary medical waiver is granted, to minimize the extent and loss of physical fitness during the waived period, the student will pursue an alternative conditioning program consistent with the treatment of the waived condition as determined by a medical doctor.

CHAPTER 8

MILITARY STANDARDS

1. Standards. Military standards are based on long-established customs, practices, and regulations, most of which are common to all services. Without exception, the standards of any unit form the reputation for smartness, or lack thereof, that the unit carries throughout the Navy. The expectation of high standards of military bearing is established in RTC and is to be continued throughout all technical training.

2. Inspections. Inspections are an important, fundamental part of the Navy. They are not merely a traditional or ceremonial drill, but fulfill a vital function as a means of evaluating the efficiency, morale, and quality of discipline in a military unit. They are directly related to mission readiness.

a. Commands shall establish routine inspections to maintain the highest standards of appearance and uniform serviceability, and to ensure good health and hygiene.

b. A formal personnel inspection shall be scheduled and conducted weekly (inspection uniform shall be determined by the inspecting officer). Uniform inspections will also be conducted as appropriate during daily student musters.

c. Formal berthing inspections will be conducted at a minimum of once per week. All berthing shall be maintained per local standards. Commands shall establish, publish, explain, and enforce standards for assigned Sailors.

d. Formal seabag inspections shall be conducted at a minimum, upon arrival from RTC (see Chapter 3, paragraph 8b) and prior to transfer to first permanent duty station in order to verify each Sailor has been issued a complete seabag and to ensure Sailors report to the fleet with a complete seabag. Additional seabag inspections may be conducted as required in order to ensure both requirements have been met utilizing Tables 3-1-1 (male) and 3-1-2 (female) of reference (g). Ownership markings, serviceability, and item quantity shall be maintained at 100 percent. For Reservists and Fleet Returnees, replacement of missing items will be coordinated at the discretion of the CO/OIC.

CHAPTER 9

TEAM BUILDING

1. Purpose. The Navy is organized to meet the requirements for battle. Operational units establish functional groups and teams to carry out activities necessary for mission accomplishment. A strong sense of unity and duty, precise and efficient efforts, and harnessing individual goals to team objectives are Navy standards. Teamwork emphasis must remain consistent as Sailors transfer to functional components of the U.S. Navy warfighting team.

2. Teamwork. Maintenance of team skills, including identifying team behaviors and demonstrating adaptability and flexibility in a changing environment, is essential.

a. Commands will establish a team environment within the COC. Examples of normal team composition would include a class, duty section, or barracks area that remains together for functional performance. Similar to fleet practices, Sailors can expect to be members of more than one team.

b. Commands will establish team recognition methods that reinforce team performance and the attainment of high standards. Methods may include, but are not limited to, Captain's Cup trophy, special recognition flags, and plaques. Special attention must be given to the development of healthy competition that does not detract from core values in the way of "gaming" the system or cheating.

c. Commands will establish processes for participation in team events, team projects, military projects, community projects, and technical training projects that add to teambuilding. Command partnering opportunities with the local community, especially opportunities for community service, are particularly valuable. Sailor initiatives should be encouraged, but the processes to practice team skills must be built into the students' training pipelines along with opportunities for team leadership development.

d. Commands will encourage participation in multicultural and diversity activities such as monthly heritage observations. Monthly observations and programming materials are available at: <https://www.defenseculture.mil/human-relations-toolkit/special-observances/>.

e. At LSs where marching is appropriate and safe to conduct, staff personnel will establish guidance for marching per local conditions. Marching, while not mandated by this instruction, is a visible manifestation of team performance and the safest way to move large numbers of Sailors in a smart and timely manner.

3. Mentoring. It is vitally important that Sailors are able to balance their personal lives with the responsibilities inherent to Naval service.

a. Commands will establish an active mentoring program to assist Sailors in becoming full contributors to the Navy warfighting team. Mentoring may take several forms including staff-student, Fleet Sailor-student, senior class-junior class, or peer-peer depending on command structure.

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b. Commands will also establish mentoring opportunities for all NMTIs and with the express purpose of ensuring delivery of a NMT program of the highest quality for continued Sailorization throughout the technical training pipeline.

CHAPTER 10

HERITAGE

1. Background

a. Our faith and pride in the United States, and all that our country stands for, are affirmed by our oath to defend our Nation. Our Core Values (Appendix F) promote the essential behaviors that set the foundation for the Navy. These high standards of performance are based on the customs and traditions of the sea and the American culture. It is these customs, traditions, and examples throughout Naval history that shape who we are as professionals today, and must be passed on to our newest Sailors.

b. In their quest to become members of our profession, these new Sailors will look not only to the example in front of them, but also to those who have gone before them as models of behavior and character. Navy history and heritage can be used to demonstrate the importance of good character by integrating the stories of our heroes and examples of our Navy's history. The American history, with its significant Naval heritage, is a rich source of heroes and outstanding individuals who personified these ideal models of behavior and character, and routinely displayed the Navy's Core Values.

c. Development of good character is, by far, one of the most critical aspects of what we do. In fact, all that we do ties in one way or another to this character development. As members of a proud service, we must foster an understanding of our history and heritage to pass on to the next generation. We are the measure of our country's future. We must not lose sight of our ultimate responsibility amid the press of day-to-day concerns.

2. Patriotism and Heritage

a. Commands shall establish guidelines for command observances of holidays and U.S. Navy history. Observances will be conducted for significant occasions (e.g., National POW/MIA Recognition Day, the Navy Birthday, or any of the cultural heritage month observances).

b. Commands shall encourage participation in diversity celebrations and foster environments, including posters and settings, which positively display Navy pride as described in Chapter 9, paragraph 2d.

c. Commands shall facilitate increased student participation in events including awards ceremonies, reenlistments, and retirement ceremonies. Student graduation ceremonies should include Navy history lessons and appropriate guest speakers. The example of and reinforcement of high standards of military bearing are expected at all times.

3. Honors and Courtesies. Honors and courtesies shall be conducted in a manner that reflects the highest credit on the U.S. Navy and the country while reinforcing a sense of pride and respect within our Sailors. Commands shall ensure all evolutions, official and routine, are structured to provide appropriate interactions between Sailors. Rendering required military courtesies including salutes, greetings, proper address and military bearing shall be the initial checkpoints of senior-junior interactions.

CHAPTER 11

DEPLOYABILITY

1. Purpose. When transferring, Sailors enter an environment they have never before experienced. The goal is a seamless transition wherein each Sailor is prepared for their transfer, their first day aboard, and meeting their immediate goals. Prior to "A"/"C" school graduation, the focus of mentoring should shift toward an effective and successful transition, concentrating on the Sailor's future needs for success in the fleet.

2. Deployability. Sailors must be ready to set sail at any time. They should be ready to serve unencumbered by medical, dental, psychological, physical, personal, spiritual, or financial hindrances.

a. A formal transfer counseling session will be scheduled and conducted with each student. Commands shall ensure Sailors are fully briefed, oriented, and prepared for their transfer and potential immediate deployment. Commands will complete the transfer questionnaire (Appendix C) with each Sailor prior to transfer. Commands are encouraged to maintain a file copy of Appendix C with barracks management for a period of 30 days in order to facilitate Fleet Handoff, as needed. Each Sailor will be given a copy of the completed form.

b. Commands shall ensure Sailors maintain the medical and dental qualifications necessary for transfer.

c. Commands shall provide support (e.g., phone, internet, Fleet and Family Support Center referral) and assist transferring Sailors in contacting their gaining commands to ensure they are assigned sponsors, receive welcome aboard packages, and are provided any pertinent information prior to transfer.

3. Fleet Handoff. The partnership between the transferring and gaining commands to ensure an effective training continuum is of great importance. Its tangible links are effective communication, complete service records, and deployability readiness. The Sailor's first 72 hours aboard their new permanent duty station constitute a critical period for mental and emotional adjustment. Staffs shall ensure that each detaching Sailor makes contact with their gaining command prior to transfer. Commands shall include the following in the transferring Sailor's service record:

- a. Seabag inspection checklists (Reference (g))
- b. Transfer Questionnaire (Appendix C)

APPENDIX A

NMT STAFFING GUIDELINES

1. Guidelines for NMTIs

a. Student In-processing/Out-processing. Assign berthing, issue/collect key card, issue/collect linen, log check-in/check-out, create Alpha Roster, conduct barracks indoctrination, create student training jacket, and manage student data.

b. Student Assistance. Provide base location assistance, (e.g., directions to Fleet and Family Support Center, Navy Legal Service Office, Navy Relief). Provide barracks policy and procedure assistance and direct student to urinalysis collection point.

c. Musters. Conduct morning muster, conduct lunch muster, conduct muster for assignments, conduct barracks muster, conduct evening muster, conduct situational muster, and conduct class-up and badge-up muster.

d. Prepare Reports. Prepare Daily Muster Report, Daily Room Report, Available Berthing Report, Military Infraction Report, Safety Inspection Report, Annual Report, Summary Report and Personal Injury Report, and update Not-Under-Instruction Report.

e. Manage student berthing facilities and daily routine.

f. Manage student duty section and watchstanding.

g. Labor of Opportunity. Personnel in an Awaiting Instruction or Awaiting Training Hold status who cannot be placed into additional training opportunities may be used as labor of opportunity for both military and community service. Such labor will not interfere with or interrupt the necessary actions of the LS to facilitate the immediate placement of those personnel into a UI or Transferred status. Management and supervision of Labor of Opportunity assets and tasking is the responsibility of the servicing LSs. Specific guidance for such action will be contained in the student management section of the applicable instruction. Upon request by a supported NETC command, LS may delegate supervisory duties to the requesting command but may not transfer overall management responsibilities of the Labor of Opportunity program.

h. Inspections. Conduct the following inspections:

- (1) Walk-Throughs
- (2) Liberty Ladder Phase I formal inspection
- (3) Liberty Ladder Phase II formal inspection
- (4) Failure Re-inspection
- (5) Daily Uniform Inspection

- (6) Receipt Seabag Inspection
- (7) Transfer Seabag Inspection
- (8) Special Seabag Inspection and Re-inspection
- (9) Health and Comfort Inspection
- (10) Safety Inspection

i. Student Counseling. Counsel student and perform spot correctional counseling.

j. Student Escort. In disciplinary cases, provide student escort to the Legal Office, Naval Criminal Investigative Service, OIC's Mast, CO's Mast, Restricted Barracks, Correctional Custody Unit (CCU) or Brig, CCU or Brig Leading Chief Petty Officer visits, Civil Court, and escort from Brig to special assignment.

k. Student Transfer Brief. Conduct Student Transfer and Deployment briefing, discuss orders with student, and discuss any special considerations or circumstances.

l. PFA. Conduct PFA.

m. Manage team-building activities.

n. Manage student Phased-Liberty program.

o. Manage Miscellaneous NMT Program Tasks. To be determined by local NMT Coordinator.

2. Personnel Qualifications. The following terms and definitions associated specifically with NMT are provided for clarification:

a. NMT Coordinator. When possible, a Chief Petty Officer or above. They must be within physical readiness standards per reference (c). They will be an example of military bearing and a model for new Sailors. They must have no alcohol, disciplinary incidents, or financial problems.

b. NMTI. Must be an E-5 or above. They must have marks of "Promotable" or higher on a minimum of last two reporting periods, and they must be within physical readiness standards per reference (c). They will be an example of military bearing and a model for new Sailors. They must have no alcohol, disciplinary incidents, or financial problems.

APPENDIX B

NMTI STANDARDS OF CONDUCT

Military members will conduct themselves at all times in a manner that is in keeping with the Navy's Core Values of Honor, Courage, and Commitment. At times, staff members may need a clear definition of what is unacceptable vice acceptable conduct, to prevent not only their own errors but to also identify and halt any improper actions of others.

1. Address of Students. The use of vulgar, obscene, profane, humiliating, racially, or ethnically-slanted language to address or refer to a student directly or indirectly is prohibited. Students will be addressed only by rating and last name.

2. Personal Services. Any attempt to use a student as a personal servant is prohibited. Some examples are cleaning, polishing, or providing any service on shoes, clothing, or other personal belongings; being sent to the Navy Exchange to make purchases or running personal errands (i.e., post office, retrieving Leading Petty Officer's automobile, keys, etc.).

3. Supervisory Actions. All assigned personnel are expressly prohibited from touching the person or clothing of a student either directly or by use of a material object, except at such times as they are acting within the scope of their authority. When touching a student for any of the purposes enumerated above, no person shall come in physical contact with a greater portion or with greater force with the person or equipment of the student than is reasonable or necessary to accomplish the authorized purpose.

4. Hazing. Per reference (f), hazing is any action taken without COC approval that subjects a Sailor to physical, mental, or verbal abuse; any act, including horseplay that would even remotely subject a member to injury, ridicule, or degradation; any situation where a person assumes the authority to coerce a Sailor to participate in cruel, humiliating, unsafe, or meaningless conduct. (Note: Whether an individual consents or volunteers is immaterial.) Hazing is prohibited.

5. Giving or Receiving Gifts. 5 C.F.R. § 2635.301 prohibits an employee from giving, donating to, or soliciting contributions for a gift to an official superior and an official superior from accepting a gift from an employee receiving less pay than himself, unless the item is excluded from the definition of a gift or falls within one of the exceptions set forth below.

a. 5 C.F.R. § 2635.304 provides that on an occasional basis, including any occasion on which gifts are traditionally given or exchanged, the following may be given to an official superior or accepted from a subordinate or other employee receiving less pay:

(1) Items, other than cash, with an aggregate market value of \$10 or less per occasion;

(2) Items such as food and refreshments to be shared in the office among several employees;

(3) Personal hospitality provided at a residence which is of a type and value customarily provided by the employee to personal friends;

(4) Items given in connection with the receipt of personal hospitality if of a type and value customarily given on such occasions.

b. Special, infrequent occasions. A gift appropriate to the occasion may be given to an official superior or accepted from a subordinate or other employee receiving less pay:

(1) In recognition of infrequently occurring occasions of personal significance such as marriage, illness, or the birth or adoption of a child; or

(2) Upon occasions that terminate a subordinate-official superior relationship, such as retirement, resignation, or transfer.

c. Gifts from a group that includes a subordinate. Pursuant to the Joint Ethics Regulation, 5500.7-R, regardless of the number of DoD employees contributing to a gift or gifts on a special, infrequent occasion as permitted by 5 C.F.R. §2635.304(c)(1), a DoD employee may not accept a gift or gifts from a donating group if the market value exceeds an aggregate of \$300 and if the DoD employee knows or has reason to know that any member of the donating group is his subordinate.

6. Alcoholic Beverages. Instructors are prohibited from drinking alcoholic beverages with students except when authorized by the CO/OIC at authorized command sponsored events. The term "alcoholic beverages" means wines, distilled spirits, malt beverages, mock-alcohol (near-beer), or any consumable beverages containing alcohol.

7. Prohibited Staff and Student Relations. Per reference (b), relationships must remain at a professional level at all times whether on or off duty. Personal relationships or socializing which are unduly familiar are detrimental to good order and discipline.

8. Missing Meals. Assignment of extra military duties or additional PT during scheduled meal periods for a student or work center is prohibited.

9. Disciplinary Relief from Assigned Duties. NMTIs awaiting disciplinary action for alleged abuses shall immediately be relieved of duties involving direct contact with students, pending disposition, at the discretion of the CO. Personnel found to have committed such violations will be permanently removed from duties involving direct contact with students.

APPENDIX C

NAVY MILITARY TRAINING TRANSFER QUESTIONNAIRE

To be completed by all students leaving Training Commands

NAME					RATING		
Detaching Command:							
Gaining Command:					Gaining Command phone #		
I intend		do not intend		To take leave prior to reporting to Gaining Command			
Leave Address:							
Street				City		State, ZIP Code	
Primary Contact Number							
Secondary Contact Number							
Current Marital Status:	Single		Married		Spouse Name and Location		
Total Number of Dependents:							
Children's Names							
Ages							
Locations							
Transportation Plan:							
What method of travel will be used en route to leave address?							
What method of travel will be used en route to new duty station?							
Port Call Information:							
The method of shipping my personal property will be:							
Please select below; if b or c is checked you will need to make an appointment with the Personal Property Office to arrange shipment.							
a. Baggage only		b. Unaccompanied		c. Household goods			
Weight Limits:							
Without dependents		Pounds	With dependents		Pounds		
<20 weeks TEMDU		225	<20 weeks TEMDU		225		
>20 weeks under instruction E1/2		1500	>20 weeks under instruction E1/2		5000		
>20 weeks under instruction E3		2000	>20 weeks under instruction E3		5000		
I have a private automobile that I will be taking to my new command:					Yes		No
I have		have not		received a welcome aboard package from my new command.			
Mailing address of new command:							
FAX number of new command				Date notified:			

My new command has been called and notified of the following:

Date of arrival: _____

Method of transportation: _____

Comments/concerns: _____

Student Signature

Date

NMT Staff Signature

POV Notes:

1. Parking is limited on Naval bases; you may be required to park off base.
2. Valid auto insurance is required on base.
3. POV travel requests may not be granted due to needs of the Navy.
4. If transferring to a deployed unit or overseas, car storage may be provided by the Government. Check with your Personal Property Office.
5. POV travel entitles you to travel time, mileage, and flat rate per-diem.
6. Travel time is computed at 400 miles for the first day and one additional day for every 350 miles thereafter.
7. Mileage is computed per mile for the shortest distance to your next duty station. Current mileage rates are available through the Defense Travel System website.
8. Per diem rates for location of dependents are available through the Defense Travel System website.
9. Proceed time (1-4 days) is granted en route to ships, deployed squadrons, and overseas units. Check your orders or Command Pay and Personnel Administrator for eligibility.

STORAGE ONBOARD SHIPS AND DEPLOYED SQUADRONS IS VERY LIMITED. YOU WILL BE RESPONSIBLE FOR SHIPPING EXCESS PERSONAL ITEMS HOME.

Items to take:

- Full Sea Bag
- Limited amount of civilian clothes
- Small personal items

Prohibited Items:

- Personal computers (laptop is permitted but be sure it can be secured)
- Large stereos
- Televisions
- Weapons
- Payment of bills

If your command is overseas or deployed away from homeport, you will need to consider the following:

- How you will access your bank accounts
- Disposition of POV/HHG. Generally the government will store HHGs for 180 days.
- Location of dependents

Relatives and dependents need to be briefed on how to contact you in case of emergency:

- Red Cross notification procedures
- Locations of important documents
- Support agencies (Family Services, Navy Legal, Navy/Marine Corps Relief, Navy Housing Office, Personal Property)

For members with dependents:

- Financial arrangements, how will you and your spouse access and track money.
- Power of Attorney - general or limited
- Personal Will and its location
- Page 2 up to date
- Ombudsman's phone number, address, email address

APPENDIX D

NAVY MILITARY TRAINING ANNUAL REPORT TEMPLATE

From:
To: Commander, Naval Education and Training Command (Attn:
Force Master Chief)
Via: Applicable Learning Center
Subj: NAVY MILITARY TRAINING PROGRAM ANNUAL FEEDBACK AND DATA REPORT
Ref: (a) NETCINST 1500.11B

1. Per reference (a), the following information is submitted:

a. Navy Military Training (NMT) Staff on board: _____

b. Current NMT Student on board: _____

c. NMT Student throughput for the year: _____

d. Ratings onsite: _____

e. Length of school for ratings (in weeks):

(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

(6) _____

(7) _____

(8) _____

f. Program/Curriculum Successes:

g. Program Shortfalls:

(1) Reasons for Disciplinary Reviews and number (to target lesson):

(2) Reasons for Non-Academic Attrition and number (to target lesson):

h. Program recommendations (improvements, errors in lessons,
deficiencies):

i. Good Practices/Lessons Learned (to be shared with NMT Coordinators):

- i. General comments, suggestions or questions:
- 2. Point of Contact:

Signature

Copy to:
NETC Staff SEA

APPENDIX E

NAVY MILITARY TRAINING INSTRUCTOR CERTIFICATION PROGRAM

1. Purpose. Establish policy and guidance for qualification as NMTI per this instruction and references (h) and (l).
2. Discussion. The objective of NMT is to strengthen Core Values and foster student pride and professionalism by providing leadership and mentorship that will enhance and build upon the foundation of discipline and military development formed in recruit training. To accomplish this, the NMTI must maintain the highest standards in military bearing, conduct, and personal appearance. Due to the demanding duties of this position, it is of the utmost importance that only the top performers are assigned as NMTIs. They must complete all of the steps toward certification as listed below. Upon completion, they will be authorized to perform the duties as an NMTI.
3. Action. All personnel assigned duties as an NMTI must be certified prior to performing these duties. Designation as NMTI will follow successful nomination, qualification, and certification.
4. Nomination. Company Commanders or department heads will forward nominations to the NMT Coordinator. The NMT Coordinator will forward nominations for NMTI to the CO via the COC. The following requirements must be met prior to nomination of an individual for NMTI designation:
 - a. Must be an E-5 or above.
 - b. Must possess NEC 9502 or 9518.
 - c. Must be rated as "PROMOTABLE" or above on evaluation/fitrep for at least two reporting periods.
 - d. Must be within physical readiness standards, have passed a current physical readiness test, and be fully capable of doing Physical Training with the students.
 - e. Must maintain a correct, sharp uniform and display exemplary military appearance and conduct.
 - f. Must be morally and mentally fit, the appropriate role model for new Sailors.
5. Nominee Interview. Nominees for NMTI will be interviewed by the NMT staff and be screened for attitude towards the program, appearance, evaluation trends, leadership and counseling skills, instructional ability, initiative, and general understanding of the NMT program. Upon successful interview, the nominee will be recommended to the CO for approval. When approved, the nominee will commence the qualification phase.

6. Qualification. Personnel pursuing qualification are to have only minimal interaction with students unless accompanied by a certified NMTI. This phase includes, but is not limited to:

a. Completing the NMTI in-service JQR of this appendix.

b. Completing a minimum 2-week supervised break-in period with students. For NMTI, the minimum 2-week period consists of 1 week of day shift and 1 week of night shift.

c. Reading and becoming familiar with the instructions referred to in the NMTI JQR of this appendix and the references in the instruction itself.

7. Certification. The NMTI review board will review the nomination documentation, interview nominees, and select deserving candidates to serve as NMTIs. The Command Master Chief or Senior Enlisted Leader will chair the Review Board with composition consisting of, but not limited to, the NMT Coordinator and NMT staff.

a. The NMT Coordinator will set up the review board. Upon unanimous approval by the board, a recommendation will be forwarded to the CO for approval.

b. Non-selection by the review board will automatically place the nominee in a probationary status for a period of 4 weeks. The nominee will be given feedback on area(s) in which the board had concerns. After the probationary status is completed, the NMT Coordinator will schedule another review board. Failure to select on second occasion will result in the return of the selectee to their normal instructor duties.

JOB QUALIFICATION REQUIREMENT (JQR)
FOR
NAVY MILITARY TRAINING INSTRUCTOR (NMTI)

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<u>NAME</u>	<u>RANK</u>	<u>RATING</u>

INTRODUCTION AND RECOMMENDATION/APPROVAL

1. NMT JQR Program. This JQR is designed to qualify personnel to perform the necessary duties as an NMTI. It is a compilation of the knowledge and skills required to be successful as an NMTI. This JQR program is not designed as a training program, but provides many training objectives.
2. Applicability. This JQR is applicable to all personnel assigned to _____ (learning location) as an instructor.
3. Qualifier. Qualifiers are normally personnel permanently assigned to _____ (learning location) who have completed the prescribed JQR.
4. Contents. This is comprised of a list of topics and instructions necessary for satisfactorily understanding the duties of an NMTI.
5. Trainee. Your supervisor will assist you in determining which section to complete first. Your professional attitude towards this program will ensure a satisfactory qualification. Contact your supervisor or any qualifiers to ask questions about the topics you do not understand.

Recommended: _____ Date: _____
NMT LPO

Recommended: _____ Date: _____
NMT Coordinator

Recommended: _____ Date: _____
Department Head

Recommended: _____ Date: _____
 Command Master Chief

Recommended: _____ Date: _____
 Executive Officer

Approved: _____ Date: _____
 Commanding Officer

INTRODUCTION TO FUNDAMENTALS

1. Introduction. This JQR begins with a fundamental section covering the basic instruction, knowledge, and principles needed to understand duties and responsibilities of an NMTI. You have already acquired some of the knowledge at basic training and in your time with the fleet. Your personal experience will aid you in completing this booklet.
2. Safety. Because safety is a paramount consideration, each individual will become thoroughly familiar with all safety instructions and bulletins associated with assigned duties.
3. How to complete. You should read all instructions for each section prior to moving to another topic. The knowledge gained from these instructions will help you understand the responsibilities and duties covered in each section. When you completely understand one or more sections, contact a designated qualifier. You are expected to satisfactorily answer all lines in each section before the qualifier signs it.
4. Certification. An oral review board is required for final certification.

INSTRUCTIONS

1. U.S. Navy Uniform Regulations (Chapters 2, 3, and 6)

Signature

Date

2. Your Command Inst XXXX.X - Military Leave and Liberty

Signature

Date

3. Your Command Inst XXXX.X - Special Request

Signature

Date

4. Your Command Inst XXXX.X - Watch Plan

Signature

Date

5. Your Command Inst XXXX.X - Command Managed Equal Opportunity

Signature Date

6. Your Command Inst XXXX.X - Standards of Conduct

Signature Date

7. Your Command Inst XXXX.X - Disciplinary Review Board

Signature Date

8. Your Command Inst XXXX.X - Academic Review Board

Signature Date

9. Your Command Inst XXXX.X - Health and Physical Readiness

Signature Date

10. Your Command Inst XXXX.X - Sailor of the Quarter

Signature Date

11. JAGMAN 0103 - Extra Military Instruction

Signature Date

12. OPNAVINST 5370.2 (series) - Fraternalization

Signature Date

13. Your Command Inst XXXX.X - Search and Seizure Inspection

Signature Date

14. MCM RCM Rule 303 - Preliminary Inquiries

Signature Date

15. OPNAVINST 1720.4 (series) - Suicide Prevention Program

Signature Date

16. NAVMC2691 - Marine Corps Drill and Ceremonies Manual Chapters 6 and 9

Signature Date

17. OPNAVINST 6110.1 (series) - Physical Readiness Program (safety guidelines, local heat stress protocol, cold weather protocol, marching requirements or local doctrine concerning black flag conditions, BCA standards, etc.).

Signature Date

NAVY MILITARY TRAINING INSPECTIONS

1. Conduct a personnel inspection.

Signature Date

2. Conduct a full seabag inspection.

Signature Date

3. Conduct a formal BQ inspection.

Signature Date

4. Conduct a daily standards BQ inspection.

Signature Date

5. Conduct a health and comfort BQ inspection.

Signature Date

LIBERTY POLICY

Conduct training on liberty and the phase policy set forth by NETCINST 1500.11B.

Signature Date

REPORT CHITS AND EXTRA MILITARY INSTRUCTION (EMI) POLICY

Properly fill out disciplinary documents to include: Counseling Chit, EMI Document, and Report Chit.

Signature Date

SPECIAL REQUEST CHITS AND LEAVE CHITS

Conduct training on the proper procedure for filling out a Special Request Chit and Leave Chit.

Signature Date

STUDENT INDOCTRINATION

Conduct indoctrination for newly arrived students.

Signature Date

PHYSICAL TRAINING

1. Validate Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) qualification.

Signature Date

2. Form up and conduct three Physical Training sessions with the student body.

Signature Date

Signature Date

Signature Date

COUNSELING

Provide guidance and counseling to assigned personnel on personal and military matters.

Signature Date

[YOUR LEARNING LOCATION]
NAVY MILITARY TRAINING INSTRUCTOR (NMTI) CERTIFICATION SHEET

NAME _____ RATE _____

The nominee is interviewed and screened for attitude towards the Navy Military Training program, appearance, evaluation trends, leadership and counseling skills, instructional ability, initiative, and general knowledge of the NMT program.

Nominee interviewed and recommended to proceed to the Certification Phase.

_____ NMT Coordinator	_____ Signature	_____ Date
--------------------------	--------------------	---------------

CERTIFICATION

1. Completed e-Learning Topic: Personal Financial Management

_____ Name and Title	_____ Signature	_____ Date
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2. Completed 1-week break-in period with a certified NMTI on a day shift.

_____ Name and Title	_____ Signature	_____ Date
-------------------------	--------------------	---------------

3. Completed 1-week break-in period with a certified NMTI on an after-hours shift.

_____ Name and Title	_____ Signature	_____ Date
-------------------------	--------------------	---------------

4. Completed Job Qualification Requirements.

_____ Name and Title	_____ Signature	_____ Date
-------------------------	--------------------	---------------

5. Recommend nominee be considered for selection as an NMTI at the next NMT Review Board scheduled for: _____

_____ Name and Title	_____ Signature	_____ Date
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6. Certification Board. Nominee completed all required signatures and assignments and appeared before a board composed of the following:

BOARD CHAIRPERSON	NMT COORDINATOR	SAT/UNSAT
BOARD MEMBER	NMT INSTRUCTOR	SAT/UNSAT
BOARD MEMBER	NMT INSTRUCTOR	SAT/UNSAT

REMARKS

APPROVED / DISAPPROVED:

CO NAME	SIGNATURE	DATE
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APPENDIX F

SAILORIZATION

"The Navy process that recruits, indoctrinates, trains, mentors and invests in its members to ensure they are anchored in the war fighting culture of being a United States Sailor. A phased, standardized continuum of knowledge, skills, and abilities, enhancing personal and professional growth that directly contributes to mission accomplishment through the continuing reinforcement of professional military knowledge."

BMT/NMT Board of Advisors to
NETC and NSTC

THE 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.

THE SAILOR'S CREED

I am a United States Sailor.

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

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

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

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

CORE VALUES CHARTER

As in our past, we are dedicated to the Core Values of Honor, Courage, and Commitment to build the foundation of trust and leadership upon which our strength is based and victory is achieved. These principles on which the U.S. Navy and the U.S. Marine Corps were founded continue to guide us today. Every member of the Naval Service, active, reserve, and civilian, must understand and live by our Core Values. For more than 200 years, members of the Naval Service have stood ready to protect our nation and our freedom. We are ready today to carry out any mission, deter conflict around the globe, and if called upon to fight, be victorious. We will be faithful to our Core Values of Honor, Courage, and Commitment as our abiding duty and privilege.

"HONOR"

"I will bear true faith and allegiance ..." Accordingly, we will: Conduct ourselves in the highest ethical manner in all relationships with peers, superiors and subordinates; Be honest and truthful in our dealings with each other, and with those outside the Navy; Be willing to make honest recommendations and accept those of junior personnel; Encourage new ideas and deliver the bad news, even when it is unpopular; Abide by an uncompromising code of integrity, taking responsibility for our actions and keeping our word; Fulfill or exceed our legal and ethical responsibilities in our public and personal lives twenty-four hours a day. Illegal or improper behavior or even the appearance of such behavior will not be tolerated. We are accountable for our professional and personal behavior. We will be mindful of the privilege to serve our fellow Americans.

"COURAGE"

"I will support and defend ..." Accordingly, we will have: courage to meet the demands of our profession and the mission when it is hazardous, demanding, or otherwise difficult; Make decisions in the best interest of the navy and the nation, without regard to personal consequences; Meet these challenges while adhering to a higher standard of personal conduct and decency; Be loyal to our nation, ensuring the resources entrusted to us are used in an honest, careful, and efficient way. Courage is the value that gives us the moral and mental strength to do what is right, even in the face of personal or professional adversity.

"COMMITMENT"

"I will obey the orders ..." Accordingly, we will: Demand respect up and down the chain of command; Care for the safety, professional, personal and spiritual well-being of our people; Show respect toward all people without regard to race, religion, or gender; Treat each individual with human dignity; Be committed to positive change and constant improvement; Exhibit the highest degree of moral character, technical excellence, quality and competence in what we have been trained to do. The day-to-day duty of every Navy man and woman is to work together as a team to improve the quality of our work, our people and ourselves.

APPENDIX G

ACRONYMS

Acronym	Definition
BCA	Body Composition Assessment
BQ	Bachelor Quarters
CCU	Correctional Custody Unit
CO	Commanding Officer
COC	Chain of Command
DoD	Department of Defense
EMI	Extra Military Instruction
FORCM	Force Master Chief
IST	In-Service Training
ITE	Instructional Training Exercise
JQR	Job Qualification Requirements
LS	Learning Site
NETC	Naval Education and Training Command
NMT	Navy Military Training
NMTI	Navy Military Training Instructor
OIC	Officer in Charge
PCS	Permanent Change of Station
PFA	Physical Fitness Assessment
PLP	Phased Liberty Policy
PQS	Personnel Qualification Standards
PT	Physical Training

RTC	Recruit Training Command
SDO	Staff Duty Officer
TSD	Training Support Department
UCMJ	Uniform Code of Military Justice
UI	Under Instruction