DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
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GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 4100.1
18 Mar 13

NAVAL STATION TRAINING COMMAND INSTRUCTION 4100.1

From: Commander, Naval Service Training Command

Subj: BATTLE STATIONS 21 CHANGE MANAGEMENT POLICY

Ref: (a) NAVEDTRA 130
       (b) NAVEDTRA 135C
       (c) NAVEDTRA 136
       (d) OPNAVINST 5100.76B

1. Purpose. To establish guidance as a means to obtain
approval from leadership when evaluating, recommending, and
implementing change to Battle Stations 21 (BST-21) at Recruit
Training Command (RTC).

2. References. Reference (a) is the governing instruction for
procedural management information for planning, analysis,
design, development, implementation, and evaluation of
curriculum. Reference (b) defines roles, responsibilities, and
authority in managing training programs and approval guidance in
the development delivery and evaluation of training programs.
Reference (c) pertains to life cycle management for systems that
use technology in their processes. Reference (d) defines Cog 2O
as Training Equipment or Simulators and assigns inventory
management and technical cognizance to Naval Air Warfare Center
Training Systems Division (NAWCTSD).

3. Discussion. BST-21 stakeholders shall utilize this
instruction as guidance when implanting change to BST-21
scenarios. Stakeholders include RTC, Naval Service Training
Command (NSTC), and Naval Air Systems Command. Any changes to
the BST-21 scenarios would logically be preceded by RTC
curriculum change. Proposed curriculum changes should rely on
Fleet input to ensure that the needs of the Fleet are met to the
maximum extent possible.

4. Responsibilities.

    a. All stakeholders will:

        (1) Notify Commander, NSTC, NSTC Chief of Staff, and
Commanding Office of RTC of recommended changes regarding BST-21

scenarios, performance measures, and performance outcomes. This notification excluded day-to-day operations including, but not limited to, staffing and Standard Operation Procedures (SOP's)

   (2) Contact the NSTC Program Manager (N41) regarding proposed changes affecting BST-21 equipment and technology;

   (3) Identify and prioritize recommendations regarding technology, learning outcomes, and operational procedures; and

   (4) Attend annual meetings to elevate whether current BST-21 scenarios accurately test the recruits' ability to demonstrate those skills imbued by the current curriculum.

   b.   The NSTC Program Manager will notify all stakeholders of pending and/or proposed changes to BST-21 equipment or technology.

   c.   RTC shall be responsible for:

   (1) The safe operation of the BST-21 facility;

   (2) The collection of performance data;

   (3) The facilitation and evaluation of recruits based on their ability to demonstrate each of the required skills in BST-21's realistic, high stress environment; and

   (4) Maintaining and adhering to BST-21 (SOPs), RTCINST 3000.5 (series).

   d.   (NAWCTSD) In-service Engineer (ISE) be responsible for:

   (1) Life Cycle Support of the BST-21 simulator and facility to include an on-site engineering liaison, configuration management, modification implementation, and maintenance support; and

   (2) Acting as the Assistant Contracting Officer's Representative (AOR) under the direction of the Contracting Officer's Representative (COR).

   e.   NSTC N3 shall be responsible for:

   (1) RTC curriculum changes; and

(2) Review of performance measures to ensure performance outcomes are congruent with content taught during Basic Military Training.

f. NSTC N4/6 shall be responsible for: (1) Acting as the COR for BST-21;

(2) Maintaining Program Management responsibility for BST-21;

(3) Life cycle support requirements in the NSTC Navy Training Systems Plan (NTSP);

(4) Ensuring appropriate budget and Program Objective Memorandum (POM) inputs for BST-21 are forwarded through the appropriate channels;

(5) Managing NSTC responsibilities for BST-21 engineering changes, including, but not limited to, configuration control and change management, according to references; and

(6) Defining information technology changes to BST-21 as required by stakeholders.
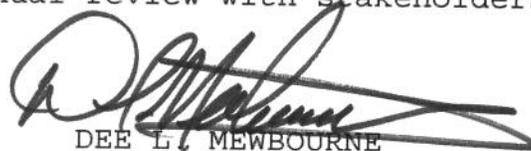
g. NSTC N9 shall be responsible for:

(1) Conducting trend analysis of data collected during Battle Stations 21 evolutions;

(2) Ensuring compliance with this instruction;

(3) Developing and maintaining the BST-21 Strategic Plan; and

(4) Leading BST-21 annual review with stakeholders.

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(2) Review of performance measures to ensure performance outcomes are congruent with content taught during Basic Military Training.

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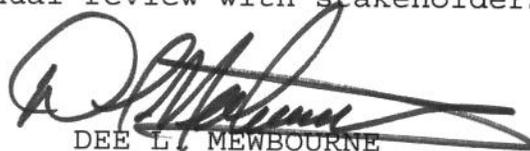
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