



Basic Military Training Core Competencies Manual

April 2019





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.**





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.”

We are here to supply the fleet with top-quality Sailors ready for follow-on training.

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INTRODUCTION

In 1994, Recruit Training Command (RTC) Great Lakes became the Navy's only recruit training facility. Better known as "boot camp", recruit training involves a change in the mental and physical capacity of the new recruit. From the first day at RTC through graduation day when new Sailors board the bus to depart, recruits find themselves in a whirl of activity. Every recruit entering the Navy today will remember RTC as their introduction to Navy life.

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 warfighter knowledge, skills, and abilities to anticipate and respond effectively under stress to the challenges they will face in the fleet.



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. Every Sailor joining the naval service accepts these values by pledging an oath to support and defend the Constitution that guides the United States in peace and in war. In fulfilling that oath, many will 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, RTC 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 RTC 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 Basic Military Training Core Competencies (BMTCC) Manual was written to fulfill the requirements laid out in guidance from the Chief of Naval Operations; Chief of Naval Personnel; Commander, Naval Education and Training Command (NETC); and Commander, Naval Service Training Command (NSTC). It is designed to reflect the basic warfighter competencies today's Navy demands, and to inculcate in the Navy's newest enlisted Sailors the skills, knowledge and ethos required to carry out the Nation's missions.

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 “boot camp.” Continued education and training enable new Sailors to better learn from their experience. These elements operationalize this continuum and form the initial foundation that binds “committed Sailors” together as trusted members of a profession-of-arms.

This manual also incorporates the Naval Standards which represent the paygrade-specific (E-1 to E-3) 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 provide the foundation for “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. With the exception of Congressional or Department of Defense (DoD) mandates, no changes or additional training shall be added to course of instruction A-950-0001 without approval from 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. The BMTCC Manual (October 2016) is hereby cancelled and superseded. This manual will be reviewed on a quadrennial basis hereafter.

REVIEWED AND APPROVED:



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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 RTC, 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 seven major competency areas:

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

Appendix A	Veterans Orientation and Training
Appendix B	Feedback Procedures
Appendix C	References

DEFINITION OF MEASUREMENT TERMS

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 the purpose of military order and discipline.

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

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

Example: Comprehend the purpose and requirements of the Physical Readiness Program.

*other verbs include: *Explain, Discuss, Describe, and Understand.*

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

Example: Demonstrate the hand salute and professional personal greeting.

*other verbs include: *Complete, Apply, and Perform.*

I. WARRIOR TOUGHNESS

A basically trained Sailor must develop mental and physical toughness to achieve success in their naval career and personal life. The core competencies in this area include but are not limited to understanding and controlling your response to stressful situations and developing the attributes of toughness, accountability, integrity, and initiative.

- A. Understand terms associated with warrior toughness.
 - 1. Define Toughness.
 - 2. Identify methods of training toughness.
 - 3. Define Character Development (CD).
 - 4. Demonstrate CD.
- B. Understand how the mind works as it relates to your personal core values, and the stress-response.
 - 1. Explain the role of foundational values in toughness.
 - 2. Identify the stress response in the brain and body.
 - 3. Discuss adaptive and maladaptive responses to stress.
 - 4. Discuss mindfulness and the brain.
 - 5. Perform a Progressive Muscle Relaxation exercise.
- C. Demonstrate mindfulness practices.
 - 1. Define mindfulness, how it works in the brain, and its benefits.
 - 2. Identify how to practice mindfulness.
 - 3. Perform mindfulness exercises.

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- D. Understand the reason behind your own actions and how to evaluate them.
 - 1. Identify adaptive nature of emotions and their benefits and consequences.
 - 2. Define relationships between thoughts, feelings and behaviors.
 - 3. Describe moral living and how to evaluate it.
 - E. Identify the four CNO attributes of toughness, accountability, integrity, and initiative and the role of the role of sea stories in teaching these attritubes.
 - F. Define toughness.
 - 1. Define CNO's definition of toughness.
 - 2. Describe individuals who are tough.
 - 3. Describe situations that require toughness.
 - 4. Recognize the importance of resiliency.
 - 5. Identify sources of toughness.
 - 6. Explain toughness as defined by ADM Richardson in "A Design for Maintaining Maritime Superiority."
 - G. Define integrity.
 - 1. Define the CNO's definition of integrity.
 - 2. Identify where sailors did and did not exercise integrity onboard USS HUE CITY.
 - 3. Identify where sailors did and did not exercise integrity at NPTU Charleston.
 - H. Define initiative.
 - 1. Identify the intersection between initiative and toughness.
 - 2. Identify places where initiative was used onboard USS COLE.
 - 3. Identify how Honor, Courage and Commitment are necessary to maintain initiative.
 - I. Define accountability.

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1. Define CNO's definition of Accountability.
 2. Identify who we are accountable to as a Navy and as individuals.
 3. Identify where sailors exercised accountability given a case study.
 4. Identify the intersection between accountability and toughness.
- J. Describe the role of the Chaplain Services at RTC.
1. Define 100% Confidentiality as it pertains to Chaplain Counseling Services.
 2. Discuss recruit personal similarities and reasons for joining the U.S. Navy.
 3. Describe positive team-building communication and conflict resolution.
- K. Identify the difference between Sea Service Ethics and other organizations' ethics and apply simulated application of Navy ethics to two case studies.



II. 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. Identify U.S. Navy ships by type, mission and history.
- B. Identify the types, missions and history of U.S. Navy aircraft.
- C. Identify the origin, significant events and people involved in the tradition, mission and evolution of the U.S. Navy, which ships were made famous through significant events, and the names of the enlisted heroes who served above and beyond the call.
 - 1. Identify ageless ships of the U.S. Navy.
 - 2. Comprehend which ships of the U.S. Navy were made famous through significant events.
- D. Identify the definitions of Navy terms related to paygrade and specialty.
- E. Identify U.S. military Officer and Enlisted personnel by their insignia and headgear.
 - 1. Identify Navy Officer rank insignia and headgear.
 - 2. Identify Navy line and staff Officers by their insignia.
 - 3. Identify Navy enlisted rate insignia, headgear, and service stripes.
 - 4. Identify officer paygrade and insignia of the other U.S. Armed Services.
 - 5. Identify enlisted paygrade and insignia of the other U.S. Armed Services.
- F. Identify the purpose of the U.S. Navy Regulations.
- G. Define the Chain of Command and its purpose.



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- H. State the mission of the U.S. Navy in the future, according to the SEA POWER 21 Plan.
 - I. Recognize military customs and courtesies and how they are observed.
 - 1. Identify the definitions of the terms “customs and courtesies.”
 - 2. Demonstrate the hand salute and professional personal greeting.
 - 3. Identify the procedures for rendering passing honors, side honors, and gun salutes.
 - 4. Recognize the purpose and procedures for rendering the hand salute.
 - 5. Identify the personal responsibility as related to recruit standards of conduct.
 - 6. Identify procedures for performing military ceremonies.
 - 7. Understand appropriate military etiquette.
 - J. Perform Physical Fitness Training.
 - 1. Comprehend the purpose and requirements of the Physical Readiness Program.
 - 2. Understand the locations and attire for physical fitness training.
 - 3. Perform warm-up exercises, physical fitness evolutions, and cool-down/flexibility exercises required following an exercise session.
 - 4. Perform a Physical Fitness Assessment.
 - K. COMPLY with U.S. Navy Uniform Regulations, rules of military etiquette and bearing, and grooming standards.
 - 1. Describe the basic rules and regulations pertaining to the wearing of civilian clothing, drug depiction, and tattoos IAW U.S. Navy Uniform Regulations.
 - 2. Understand appropriate care, cleaning, and replacement of the U.S. Navy uniform IAW U.S. Navy Uniform Regulations.

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3. Comprehend proper grooming standards.
 4. Demonstrate proper wear of the U.S. Navy Working Uniform and its outer garments.
 5. Demonstrate proper wear of the U.S. Navy dress uniform and its outer garments.



L. Identify the terms, layout, and maintenance for a recruit berthing compartment.

1. Comprehend berthing compartment terms.
2. Understand berthing compartment layout.
3. Describe requirements for maintaining the berthing compartment.
4. Perform folding and stowing of uniforms and place at night and day stow.
5. Identify the purpose of folding and stowing of uniforms.
6. Describe locker compartment layout.
7. Perform stowing of uniforms and miscellaneous items in the garment bag.
8. Perform bunk make-up.

M. Perform procedures required for a personnel inspection.

1. Perform standing a personnel inspection.
2. Perform marking uniform articles.

N. Identify the personal responsibility concerning RTC ship and compartment procedures.

1. Identify the personal responsibility concerning the compartment office entering procedures.
2. Identify the personal responsibility for entering and exiting the ship.

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3. Identify the personal responsibility concerning the galley practices, procedures, and routines.
 4. Know recruit mail procedures.
 5. Perform the position of forward instructional Guidance and General Quarters (GQ).
 6. Perform emergency egress during a fire drill.
 7. Understand personal hygiene and grooming.
 8. Identify the personal responsibility for proper berthing attire.
 9. Comprehend the purpose and procedures of the recruit demerit chit.
 10. Know the policies and procedures for recruit leave and liberty.
 11. Identify personal responsibility for medical sick-call procedures.
- O. Perform military drill.
1. Understand the purpose of military drill.
 2. Understand military drill terminology.
 3. Perform military drill formations.
 4. Perform basic military drill and marching movements.
 5. Perform street movement for the purpose of moving a division, element, or single recruit.
- P. Know the purpose of military order and discipline.
- Q. 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.
- R. Perform Battle Stations

III. 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. Comprehend basic line handling and anchoring terms.
- B. Comprehend basic seamanship characteristics and terminology.
- C. Define terms related to the structure of Navy ships.
- D. Know the purpose and characteristics of various seamanship equipment.
- E. Identify the types, characteristics and sizes of lines and wire rope.
- F. Perform seamanship line handling procedures while communicating via sound-powered telephone headsets and observing appropriate safety precautions.
 - 1. Know the purpose and characteristics of the sound-powered telephone system and components.
 - 2. Know the purpose and the pronunciations of the phonetic alphabet and numbers.
 - 3. Identify the terminology associated with sound-powered telephone communications and their meanings.
 - 4. Recognize the procedures for sending and receiving messages using a sound-powered telephone system.
 - 5. Describe the procedures to break out, don, connect, test, operate, and secure a sound-powered telephone.
 - 6. Identify the types, purposes, safety precautions, and characteristics of U.S. Navy small boats.
 - 7. Perform make-up and heave a heaving line.

G. Perform basic line handling.

1. Perform making a line ready for use by coiling and faking out.
2. Perform taking in mooring lines from a pier in preparation for getting a ship underway and mooring a ship to a pier.

H. Identify basic signal flags and pennants and their meanings.

I. Describe the uniform configuration for battle dress.

J. Demonstrate techniques required to survive a mishap at sea.

1. Perform 3rd class swim qualification.
2. Perform lifeboat procedures in a training tank.
3. Describe the procedures for abandon ship.
4. Perform the procedures for utilizing personal flotation devices.
5. Demonstrate proper lifeboat organization procedures in a training tank.
6. Perform the procedures for abandon ship when given a training tank, elevated platform, and abandon ship scenario.

K. Perform a man overboard drill.

1. Comprehend the duties and responsibilities of Sailors during a man overboard drill.
2. Understand the actions and procedures to be followed in case of a man overboard.
3. Describe a Sailor's personal responsibility during a man overboard.



IV. 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. Comprehend the definition and consequences of Unauthorized Absence (UA).
- B. Explain the Department of Defense (DoD) Antiterrorism Force Protection Program (ATFP).

- 1. Define terms related to terrorism IAW DoD ATFP policies and procedures.
- 2. Identify types of terrorism IAW DoD ATFP policies and procedures.
- 3. Explain the categories of motivation for terrorists.
- 4. Identify the types of acts committed by terrorists.



- 5. Define the term “improvised explosive device” and the places where terrorists might hide one.
- 6. Know the procedures for receiving a bomb threat by telephone.
- 7. Know the procedures to take during an active shooter situation.
- 8. Comprehend the U. S. Counterterrorism Policy.
- 9. Discuss terrorist-related current events.
- 10. Comprehend shipboard terrorist force protection condition (FPCON) measures.
- 11. Know the Homeland Security Advisory System.
- 12. Know individual ATFP measures.
- 13. Discuss expectations for future terrorist actions.

C. Comprehend the provisions of the Law of Armed Conflict, Articles of the Code of Conduct, and the Geneva Convention.

1. Identify the purpose and provisions of the Law of Armed Conflict.
2. Identify the purpose of the Articles of the Code of Conduct.
3. Comprehend the purpose and provisions of the Geneva Convention of 1949.



D. Comprehend the Navy Equal Opportunity (EO) program.

1. Know EO terms.
2. Know the EO program reporting procedures.
3. Understand the Command-Managed Equal Opportunity (CMEO) program.
4. Comprehend what sexual harassment conduct is and what it is not.
5. Know the sexual harassment reporting procedures.

E. Comprehend the U.S. Navy transgender policy.

1. Identify the terms and definitions related to the U.S. Navy transgender policy.
2. Comprehend how transgender sailors can serve openly.
3. Know the military readiness requirements for transgender sailors.
4. Understand the rights of transgender sailors.

F. Comprehend the Navy Sexual Assault Prevention and Response Program.

1. Identify procedures to follow if victimized by rape/sexual assault.
2. Explain the reporting options available to a sexual assault victim.
3. Comprehend the roles and responsibilities of the Sexual Assault Response Coordinator and Victim Advocate.

4. Explain ways for responding to a sexual assault.
5. Identify methods used to safely intervene in actual or potential sexual assault situations.

G. Describe the Navy Fraternalization Policy.

1. Know the purpose and background of the Navy Fraternalization Policy.
2. Know the RTC Fraternalization Policy.
3. Understand what a prohibited relationship encompasses.

H. Explain military order and discipline and its relationship to the Navy Core Values.

1. Identify the definition, purpose and who is subject to provisions of the Uniform Code of Military Justice (UCMJ) (Articles 2 and 3).
2. Identify the rights service members have in accordance with the UCMJ.
3. Recognize the punitive articles (Articles 77 through 134) and the difference between a “lawful” and “unlawful” order.
4. Recognize the meanings of articles 7 through 14 of the UCMJ.



5. Recognize the rules governing Non-Judicial Punishment (NJP), UCMJ article 15, the three types of judicial punishment (Courts Martial), the role of Courts Martial Personnel, and Courts Martial regulations (UCMJ articles 25, 27, 31, 38, and 55).
6. Recognize the purpose of the U.S. Navy Regulations, the types of Punitive and Administrative discharges, and the reasons for General and Other Than Honorable discharges.

V. 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 (DC) principles, terms and equipment.
- B. Perform egress from a dark, smoke, and heat filled compartment.
- C. Demonstrate procedures to prevent and extinguish fires while wearing breathing protection, using a firefighting trainer.
 - 1. Perform extinguishing a class "A" fire as a member of a fire party, using vari-nozzles and fire hoses connected to a firemain system while wearing a Self-Contained Breathing Apparatus (SCBA) and firefighting protective gear (FPG).
 - 2. Perform extinguishing a class "B" fire as a member of a fire party, using vari-nozzles and fire hoses connected to an aqueous film forming foam (AFFF) system, and discharging water while wearing a SCBA and FPG.
 - 3. Perform extinguishing a class "C" fire using a portable CO₂ fire extinguisher while wearing a SCBA and FPG.
- D. Identify basic shipboard DC principles and equipment.
- E. Identify the objectives of shipboard DC.
- F. Define the term "watertight integrity."
- G. Identify the purpose of watertight compartments.
- H. Identify compartment locations and functions according to the Navy System of Ship Compartment Identification.



- I. Explain the functions of the following types of shipboard closures and their securing devices: watertight door, hatch, and escape scuttle.
- J. Identify watertight fitting locations according to the Navy system of watertight fitting identification.
- K. Identify the meanings and reasons for setting Navy material conditions of readiness (X-ray, Yoke, Zebra, Dog Zebra, Circle William).
- L. Describe the purpose of Damage Control Central (DCC)/Central Control Station (CCS), and the location and purpose of the DC Closure Log and Compartment Check-Off List.
- M. Identify the methods of DC communications and their descriptions.
- N. Identify the characteristics of the General, Chemical, and Collision Emergency alarms and what to do when they sound.
- O. Identify the purposes of the following methods for combatting damage to the ship during emergencies: shoring, pipe-patching, and plugging.
 - 1. Explain the procedures to apply a Jubilee patch to a damaged section of pipe.
 - 2. Perform installation of a Jubilee patch to control flooding.
- P. Identify the purpose and characteristics of the following types of portable DC pumps and their components: P-100, eductor, and electric submersible pump.
- Q. Identify the purpose, characteristics, safety precautions, and procedures for donning and activating the Emergency Escape Breathing Device (EEBD).
- R. Identify the purpose and characteristics of the Self-Contained Breathing Apparatus (SCBA) and its components.
 - 1. Explain the SCBA procedures for pre-donning inspection, donning, activating, and securing and doffing.



2. Identify SCBA safety precautions.
- S. Identify the elements of the fire triangle and fire tetrahedron and Explain the principle of the fire triangle and fire tetrahedron as applied to extinguishing a fire.
1. Identify the characteristics of the four classes of fire and the agents used to extinguish them.
 2. Identify procedures to prevent fire and for firefighting readiness.



- T. Describe the purpose, characteristics, operating procedures and safety precautions for fire extinguishing agents used onboard ships and their components.
1. Comprehend the purpose, characteristics, and safety precautions for CO₂, Halon 1301, firemain, and AFFF extinguishing systems and their components.
- U. Know the characteristics and coiling procedures for a standard Navy fire hose.
1. Describe the characteristics and procedures to control water flow and applications for use of a vari-nozzle.
 2. Describe the causes and know the procedures to control a wild hose.

- V. Identify the purpose and characteristics of a portable inline eductor and its accessories.
- W. Describe the procedures to follow when discovering a shipboard fire.
 - 1. Understand the methods of sounding the alarm for a fire aboard a ship.
 - 2. Understand the procedures for responding to a shipboard fire alarm.
 - 3. Identify the duties of persons assigned to a fire party.
- X. Perform shipboard levels of readiness for chemical/biological agent attack utilizing the chemical, biological, and radiological defense procedures.
 - 1. Know the purpose and characteristics of Mission-Oriented Protective Posture (MOPP) levels as they apply to individual Personal Protective Equipment.
 - 2. Perform donning the MCU-2/P gas mask for protection when entering a space flooded with CS gas.
 - 3. Perform donning Advanced Chemical Protective Garment (ACPG) for protection when entering a space flooded with CS gas.



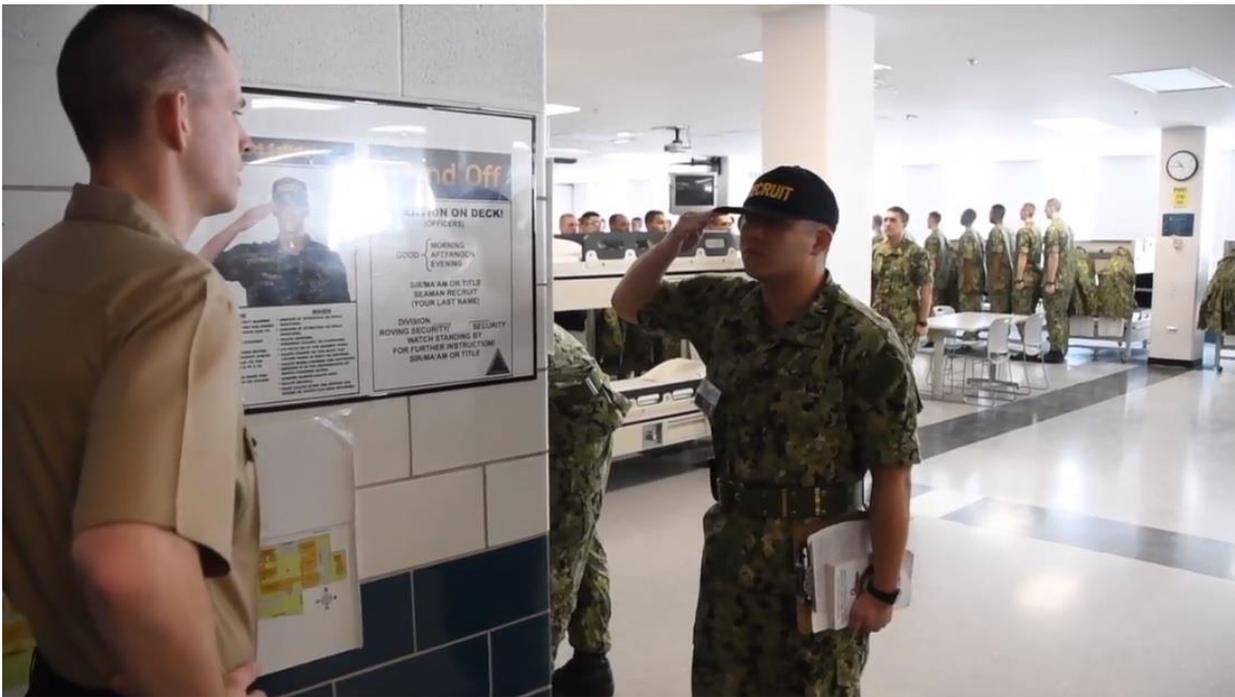
Y. Perform simulated first aid medical emergency procedures.

1. Know the definition of the term “first aid”.
2. Explain the objective of first aid.
3. Identify the general rules of first aid.
4. Explain the procedures for performing the three primary tasks of first aid.
5. Define terms associated with shipboard medical emergency response.
6. Define concepts of the 11 basic wounds.
7. Describe basic facts of conducting medical training.
8. Perform simulated first-aid.
9. Identify the characteristics and proper treatment of injuries to the bone and muscles.
10. Know the concepts and principles of performing triage for patients.
11. Perform a proper casualty transport.
12. Identify the importance of Cardiopulmonary Resuscitation (CPR).
13. Know the characteristics and proper treatment of heat and chill condition injuries.

VI. WATCHSTANDING

A basically-trained Sailor must know 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, and responsibilities and procedures for watchstanding.

- I. Perform watchstanding procedures.
- II. State and understand the purpose of the General Orders of a Sentry.
- III. Identify the types of orders followed during watchstanding.
- IV. Comprehend the consequences of improper watchstanding.
- V. Know watchstander procedures during a breach of security.
- VI. Know the purpose of the Watch, Quarter, and Station Bill.



- VII. Comprehend the proper procedures for making entries in the official watch log.
 1. Understand the purpose of the official watch log.
 2. Comprehend the relationship between CNO's core attributes and watchstanding.
 3. Demonstrate making proper entries in the division deck log.

VIII. Perform proper watchstanding weapons turnover.



IX. Demonstrate small-arms firing.

1. Know the general weapon safety, operation, and maintenance procedures for the M9 service pistol.
 - a. State applicable general weapons safety information.
 - b. State weapon-specific safety information for the M9 service pistol.
 - c. Recognize the major component groups of the M9 service pistol.
 - d. RECALL the technical specifications for the M9 service pistol.
 - e. Recognize the cycle of operation for the M9 service pistol.
 - f. Demonstrate weapons handling procedures for the M9 service pistol.
 - g. Perform simulated disassembly of the M9 service pistol at the field strip level.
 - h. Recognize the malfunctions, stoppages, and associated corrective procedures for the M9 service pistol.
 - i. Perform simulated assembly from fieldstrip condition of the M9 service pistol.
 - j. Know cleaning procedures of the M9 service pistol.

- k. Recognize the safety function check of the M9 service pistol.
 - l. Describe required precautions while handling or firing the M9 service pistol.
 - m. Identify the weapon condition codes for the M9 service pistol.
 - n. Know the universal weapons safety rules.
2. Perform the Navy handgun qualification course with the M9 pistol.
 3. Discuss deadly force, the use of force continuum, deadly force triangle, deadly force scenarios, the policy and guidance for use of firearms and when deadly force is authorized.
 4. Demonstrate the standard M9 pistol stances.
 5. Recognize the range operations, range commands, course of fire, and safety commands used on a small arms firing range.
 6. Know the proper use of the weapons clearing barrel.
 7. Demonstrate firing a weapon when given range commands, observing proper trigger control, sight alignment, and all prescribed safety procedures.

VII. 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, coping with change and nutrition.

A. Understand behaviors that demonstrate inappropriate or dangerous reactions to stress.

1. Define stress.
2. Comprehend the Stress Continuum Model.
3. Recognize stress indicators in self and family.
4. Comprehend the methods and resources for coping with stress.



B. Recognize the benefits of proper nutrition and how nutritional status affects performance.

1. Recognize guidelines on changing nutritional habits.
2. Explain Navy Operational Fitness and Fueling System (NOFFS).
3. Identify the five fundamental principles in developing a successful nutrition plan.
4. Identify general nutrition guidelines and develop healthy eating habits.
5. Explain the “MyPlate” program including food groups and portion control.
6. Discuss food choice options available in Navy galleys including labeling options used and benefits associated with different foods.
7. Discuss the concept of workout recovery.

- C. Know the Navy Operational Risk Management (ORM) process.
 - 1. Comprehend the ABCD model of Time Critical Risk Management (TCRM) component of the Navy ORM Process.
 - 2. Define Time Critical Risk Management (TCRM).
 - 3. Identify terms used with TCRM.
- D. Comprehend the importance, benefits, and steps to successful goal-setting.
- E. Know the opportunities and benefits associated with a Navy career.
 - 1. Identify Navy leave and liberty benefits.
 - 2. Identify the medical/dental benefits provided as part of a military career.
 - 3. Identify education and training benefits provided by a Navy career.
 - 4. Recognize the additional benefits provided by a Navy career, such as commissary and exchange, retirement, and space-available travel.
- F. Identify effective learning skills for listening, note-taking, and test-taking.
 - 1. Identify components of active listening.
 - 2. Recognize how to prepare and use notes for studying.
- G. Recognize how to prepare for a test, the types of test questions, and procedures for taking a test.



- H. Know the purpose and general requirements for retention and advancement from E-1 through E-4.
 - 1. Know the factors that affect a person's advancement in rate.
- I. Identify the purpose, content, and use of the "My Navy Portal," and "MyPay" websites.
 - 1. Understand military pay entitlements, deductions and retirements.
 - 2. Identify the purpose, content and how to use the MyPay website.
 - 3. Understand the purpose of the military Leave and Earnings Statement (LES).
 - 4. Understand the direct deposit system (DDS), the purpose of, benefits of, sign-up procedures for, and how to change accounts.

J. Describe the difference between credit unions and banks.

K. Describe checking and savings accounts.

L. Identify the needs for emergency funds.

M. Describe basic check-book register management techniques.

N. Describe ATM and check cards.

O. Know the policies, procedures and personal responsibility for the Navy Exchange (NEX) card.



P. Explain and compare the educational benefits and requirements of the Montgomery GI Bill and the Post 9/11 GI Bill.

- 1. Understand the purpose of the Montgomery GI Bill.
- 2. Identify eligibility requirements for the Montgomery GI Bill.
- 3. Identify benefits and supplemental programs provided by the Montgomery GI Bill.
- 4. Know the purpose and benefits of the Post 9/11 GI Bill.

5. Comprehend the eligibility requirements for the Post 9/11 GI Bill.
 6. Discuss the differences between the Montgomery GI Bill and Post 9/11 GI Bill.
- Q. Comprehend the purpose and key components of the Blended Retirement System (BRS).
1. Identify the purpose and key components of the Blended Retirement System (BRS).
 2. Understand resources, tools, and help available to manage financial growth and money.
 3. Comprehend the fundamentals of the Thrift Savings Plan (TSP) and your TSP account.
 4. Recognize how TSP contributions are made and affect your future retirement savings.
 5. Understand how to manage your retirement, your retirement savings, and how it affects your military pay.



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 RTC 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 six competency areas listed in Parts I-VII.

I. Warrior Toughness

Topics from Part I will be covered in their entirety for the Veterans Orientation program.

II. 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. Understand and 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.

III. Seamanship

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

IV. 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.

V. Firefighting and Damage Control

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

VI. 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.

VII. Personal, Professional, and Financial 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.

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 or email address listed below.

FM NAVCRUITRACOM GREAT LAKES IL

TO NSTC GREAT LAKES

IL

(Classification)

MSGID/GENADMIN/(Originator)//

SUBJ/BASIC MILITARY TRAINING CORE COMPETENCIES MANUAL

FEEDBACK//

REF/A/DOC/NSTC/MARCH 2019//

REF/B/(as necessary)//

NARR/REF A IS 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

Email address: NSTC_ADMIN@NAVY.MIL (attention Deputy Commander for Training and Development)

APPENDIX C

REFERENCES

The references below provide guidance for the Basic Military Training Core Competencies Manual (BMTCC).

<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 6495.01 CH-3	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-3.....	Sexual Assault Prevention and Response (SAPR) Program Procedures
DoDI 1342.22 CH-2.....	Military Family Readiness
DoDI O-2000.16	DoD Antiterrorism (AT) Standards
DoDI 6490.16 CH-2.....	Defense Suicide Prevention Program
SECNAVINST 1000.9B	Code of Conduct for Members of the Armed Forces of the United States
SECNAVINST 1610.2A	Department of the Navy Policy on Hazing
SECNAVINST 1730.7E	Accommodation of Religious Practices
SECNAVINST 1740.4A.....	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 3300.2C	Department of the Navy Antiterrorism (AT) Program
SECNAVINST 5211.5F.....	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 5300.28F	Military Substance Abuse Prevention and Control
SECNAVINST 5350.15D	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 CH-1	Department of the Navy Correspondence Manual
OPNAVINST 1000.24D	Personnel Recovery
OPNAVINST 1560.9A	Voluntary Education (VOLED) for Navy Sailors
OPNAVINST 1720.4B	Suicide Prevention Program
OPNAVINST 1740.4E.....	U.S. Navy Family Care Plan Policy
OPNAVINST 1740.5D	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 CH-1	Standard Organization and Regulations of the U.S. Navy
OPNAVINST F3300.53C	Navy Antiterrorism Program
OPNAVINST 3432.1A	Operations Security
OPNAVINST 3500.39D	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 .1G	Navy Equal Opportunity Policy
OPNAVINST 5370.2D	Navy Fraternalization Policy
OPNAVINST 6000.1D.....	Navy Guidelines Concerning Pregnancy and Parenthood

OPNAVINST 6100.2A.....Health and Wellness Promotion Program
 OPNAVINST 6110.1JPhysical Readiness Program
 OPNAVINST 6520.1A.....Operational Stress Control Program
 BUPERSINST 1610.10D CH-2.....Navy Performance Evaluation System
 NAVPERS 15560DNaval Military Personnel Manual (MILPERSMAN)
 NAVPERS 15665I.....U.S. Navy Uniform Regulations
 NAVPERS 18068F.....Navy Enlisted Occupational Standards Manual – Volume 1
 NSTM 555Surface Ship Firefighting
 NTPP 3-20.31Surface Ship Survivability
 PUB 102.....International Code of Signals

OTHER REFERENCES

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



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.



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