



Naval Education and
Training Command

NAVEDTRA12018
September 1999
0502-LP-013-5930

Training Manual
(TRAMAN) and
Nonresident Training
Course (NRTC)

Basic Military Requirements

Only one answer sheet is included in the NRTC. Reproduce the required number of sheets you need or get answer sheets from your ESO or designated officer.

NOTICE

Pages 4-22, 4-23, 4-25, 4-26, 4-27, 4-28, 4-29, 4-30, and 13-15 must be printed on a **COLOR** printer.

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Although the words “he,” “him,” and “his” are used sparingly in this manual to enhance communication, they are not intended to be gender driven nor to affront or discriminate against anyone reading this text.

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SPECIAL INSTRUCTIONS FOR COMPLETING BASIC MILITARY REQUIREMENTS (NAVEDTRA 12018)

Please ignore instructions in Appendix VI on pages AVI-1 and AVI-2 of the bound Basic Military Requirements

CHAPTER COMPREHENSIVE TESTS

The chapter comprehensive tests are at the end of each chapter. Study the chapter carefully before attempting to answer the questions. Pay close attention to tables and illustrations and read the learning objectives. The learning objectives state what you should be able to do after studying the material. Answering the questions correctly helps you accomplish the objectives.

SELECTING YOUR ANSWERS

Read each question carefully, then select the BEST answer. You may refer freely to the text. The answers must be the result of your own work and decisions. You are prohibited from referring to or copying the answers of others and from giving answers to anyone else taking the course.

SUBMITTING YOUR COMPREHENSIVE TESTS

To have your comprehensive tests graded, you must be enrolled in the course with the Nonresident Training Course Administration Branch at the Naval Education and Training Professional Development and Technology Center (NETPDTC). Following enrollment, there are two ways of having your comprehensive tests graded: (1) use the Internet to submit your comprehensive tests as you complete them, or (2) send all the comprehensive tests at one time by mail to NETPDTC.

Grading on the Internet: Advantages to Internet grading are:

- you may submit your answers as soon as you complete a comprehensive test, and
- you get your results faster; usually by the next working day (approximately 24 hours).

In addition to receiving grade results for each comprehensive test, you will receive course completion confirmation once you have completed all the comprehensive tests. To submit your comprehensive test answers via the Internet, go to:

<http://courses.cnet.navy.mil>

Grading by Mail: When you submit answer sheets by mail, send all of your comprehensive tests at one time. Do NOT submit individual answer sheets for grading. Mail all of your comprehensive tests in an envelope, which you either provide yourself or obtain from your nearest Educational Services Officer (ESO). Submit answer sheets to:

COMMANDING OFFICER
NETPDTC N331
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32559-5000

Answer Sheets: All courses include one “scannable” answer sheet for each comprehensive test. These answer sheets are preprinted with your SSN, name, assignment/comprehensive test number, and course number. Explanations for completing the answer sheets are on the answer sheet.

Do not use answer sheet reproductions: Use only the original answer sheets that we provide—reproductions will not work with our scanning equipment and cannot be processed.

Follow the instructions for marking your answers on the answer sheet. Be sure that blocks 1, 2, and 3 are filled in correctly. This information is necessary for your course to be properly processed and for you to receive credit for your work.

COMPLETION TIME

Courses must be completed within 12 months from the date of enrollment. This includes time required to resubmit failed comprehensive tests.

PASS/FAIL ASSIGNMENT PROCEDURES

If your overall course score is 3.2 or higher, you will pass the course and will not be required to resubmit comprehensive tests. Once your comprehensive tests have been graded you will receive course completion confirmation.

If you receive less than a 3.2 on any comprehensive tests and your overall course score is below 3.2, you will be given the opportunity to resubmit failed comprehensive tests. **You may resubmit failed comprehensive tests only once.** Internet students will receive notification when they have failed a comprehensive test--they may then resubmit failed comprehensive tests on the web site. Internet students may view and print results for failed comprehensive tests from the web site. Students who submit by mail will receive a failing result letter and a new answer sheet for resubmission of each failed comprehensive test.

COMPLETION CONFIRMATION

After successfully completing this course, you will receive a letter of completion.

ERRATA

Errata are used to correct minor errors or delete obsolete information in a course. Errata may also be used to provide instructions to the student. If a course has an errata, it will be included as the first page(s) after the front cover. Errata for all courses can be accessed and viewed/downloaded at:

<http://www.advancement.cnet.navy.mil>

STUDENT FEEDBACK QUESTIONS

We value your suggestions, questions, and criticisms on our courses. If you would like to communicate with us regarding this course, we encourage you, if possible, to use e-mail. If you write or fax, please use a copy of the Student Comment form that follows this page.

For subject matter questions:

E-mail: n314.products@cnet.navy.mil
Phone: Comm: (850) 452-1001, Ext. 1827
DSN: 922-1001, Ext. 1827
FAX: (850) 452-1370
(Do not fax answer sheets.)
Address: COMMANDING OFFICER
NETPDTC N314
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32509-5237

For enrollment, shipping, grading, or completion letter questions

E-mail: fleetservices@cnet.navy.mil
Phone: Toll Free: 877-264-8583
Comm: (850) 452-1511/1181/1859
DSN: 922-1511/1181/1859
FAX: (850) 452-1370
(Do not fax answer sheets.)
Address: COMMANDING OFFICER
NETPDTC N331
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32559-5000

NAVAL RESERVE RETIREMENT CREDIT

If you are a member of the Naval Reserve, you may earn retirement points for successfully completing this course, if authorized under current directives governing retirement of Naval Reserve personnel. For Naval Reserve retirement, this course is evaluated at 15 points.

Unit 1—12 points upon satisfactory completion of chapter comprehensive tests 1 through 17

Unit 2—3 points upon satisfactory completion of chapter comprehensive tests 18 through 22

(Refer to *Administrative Procedures for Naval Reservists on Inactive Duty*, BUPERSINST 1001.39, for more information about retirement points.)

COMMANDING OFFICER
NETPDTC
6490 SAUFLEY FIELD RD
PENSACOLA, FL 32509-5236

ERRATA #1

07 Mar 2001

Specific Instructions and Errata for the
TRAMAN/NRTC (PDF VERSION)

BASIC MILITARY REQUIREMENTS (BMR), NAVEDTRA 12018

1. No attempt has been made to issue corrections for errors in typing, punctuation, etc., that do not affect your ability to answer the question or questions.
2. Make the following changes to the text, review questions and answers, and chapter comprehensive tests of the BMR:

<u>Page</u>	<u>Change</u>
1-7	Under the heading " REVIEW 3 QUESTIONS ," delete questions Q1 and Q2."
1-11	Column two, bullet two, delete ". . . at 1-800-552-3451."
1-25	Under heading " REVIEW 3 ANSWERS ," delete answers A1 and A2.
1-26	Under heading " REVIEW 6 ANSWERS ," answer A5, line three, delete the words "military member."
1-30	Delete questions 17 and 18.
1-32	Delete questions 41, 42, and 45
2-44	Delete question 28.
2-45	Delete questions 36, 40, and 42.
3-19	Under heading " REVIEW 1 ANSWERS ," change A4, column 2, titled "CONDITION" to read " Condition II, Condition III, and Condition I " vice " Condition I, Condition II, and Condition III. "
3-21	Delete question 8.
3-22	Delete question 18.
4-35	Delete question 11.
4-36	Delete question 12.
5-39	Under heading " REVIEW 3 ANSWERS ," change "A6. Commander George Dewey . . ." to read "A6. Commodore George Dewey . . ."
5-42	Delete question 8.
8-22	Column one, first line, change "launchers, two 5'/54 caliber . . ." to read "launchers, two 5"/54 caliber . . ."
8-45	Under heading " REVIEW 1 ANSWERS ," change " <u>PORT</u> " to read " <u>STARBOARD</u> " and " <u>STARBOARD</u> " to read " <u>PORT</u> ."
8-53	Delete question 33.
9-20	Column two, change "b. In uniform and uncovered, place your hand over your heart ," to read "b. In uniform and uncovered, stand at attention ."
10-12	Under heading " REVIEW 2 QUESTIONS ," delete question Q1."
10-38	Under heading " REVIEW 2 ANSWERS ," delete A1.
10-41	Delete question 14.
12-29	Delete questions 2 and 8.
12-32	Delete question 46.
14-39	Delete question 38.
16-6	Column one, fifth paragraph, line three, change to read "BIBs at the NETPDTC web site (www.cnet.navy.mil/netpdtc)." vice "BIBs at the same Internet address as the PARS."
16-16	Column one, last line, change to read "8. Personnel Advancement Requirements (no longer required)."
16-22	Under heading " REVIEW 5 QUESTIONS ," delete question Q5.
16-29	Under paragraph titled "Naval Reserve Officer Programs," delete item 5.

<u>Page</u>	<u>Change</u>
16-33	Under heading " REVIEW 9 QUESTIONS ," delete question Q4.
16-34	Under heading " REVIEW 2 ANSWERS ," A9, delete b. " Complete the PARS "
16-35	Under heading " REVIEW 5 ANSWERS ," delete A5.
16-36	Under heading " REVIEW 9 ANSWERS ," delete A4.
16-38	Delete questions 14.
17-3	Column one, paragraph titled " Basic Allowance for Housing " change text to read "Basic allowance for quarters and variable housing allowance are a single allowance called <i>basic allowance for housing</i> (BAH). Your LES will show the BAH amount."
17-6	Under heading " REVIEW 1 QUESTIONS ," change question Q4 to read "As and E-4, you have served more than 4 years active duty . . ."
17-6	Under heading " REVIEW 1 QUESTIONS ," delete question Q6.
17-19	Under heading " REVIEW 1 ANSWERS ," delete A6.
17-19	Under heading " REVIEW 4 ANSWERS ," change A2 to read "The FAP can help a family through—"
17-20	Delete questions 8 through 11 of the Chapter Comprehensive Test.
17-21	Change question 18 to read "What is the maximum number of days leave you can earn in a year?"
19-23	Under heading " REVIEW 12 QUESTIONS ," change Q1 to read "Heat exhaustion and heat stroke are life threatening. List the signs of heat stress conditions."
19-26	Column two, third bullet, line three, change "OUT-OF-CALIBRATION labels" to read "OUT-OF-CALIBRATION (orange) labels."
19-35	Delete question 12.
19-36	Delete question 20.
21-6	There are no questions for assignment 21.
22-1	Wherever the term, "Geneva Prisoners of War Convention" is cited, change to read through "Geneva Convention."
22-24	
AI5	Column two, add "FOC'SLE—after term "FLOOD."



BASIC MILITARY REQUIREMENTS

NAVEDTRA 12018



*1999 Edition Prepared by
OMC(SW) Paula Romdall*

*Assisted by
IMC(SW) L. Terry Ryan
DCC Arthur Stoddard
EOC Rick Baptista*



PREFACE

Basic Military Requirements, NAVEDTRA 12018, is a self-study training manual (TRAMAN)/nonresident training course (NRTC) that covers the basic knowledges required of the men and women of the U.S. Navy and Naval Reserve. This TRAMAN/NRTC provides subject matter that directly relates to the naval standards for the apprenticeship (E-2/E-3) rates. The naval standards are found in the *Manual of Navy Enlisted Manpower and Personnel Classification and Occupational Standards* (Volume 1), NAVPERS 18068F.

This TRAMAN/NRTC was prepared by the Naval Education and Training Professional Development and Technology Center, Pensacola Florida, for the Chief of Naval Education and Training. Safety reviews were conducted by the Naval Safety Center. Technical support was provided by the Recruit Training Command, Great Lakes.

1999 Edition

**Stock Ordering No.
0502-LP-013-5930**

Published by
NAVAL EDUCATION AND TRAINING PROFESSIONAL
DEVELOPMENT AND TECHNOLOGY CENTER

UNITED STATES
GOVERNMENT PRINTING OFFICE
WASHINGTON, D.C.: 1999

THE UNITED STATES NAVY

GUARDIAN OF OUR COUNTRY

The United States Navy is responsible for maintaining control of the sea and is a ready force on watch at home and overseas, capable of strong action to preserve the peace or of instant offensive action to win in war.

It is upon the maintenance of this control that our country's glorious future depends; the United States Navy exists to make it so.

WE SERVE WITH HONOR

Tradition, valor, and victory are the Navy's heritage from the past. To these may be added dedication, discipline, and vigilance as the watchwords of the present and the future.

At home or on distant stations as we serve with pride, confident in the respect of our country, our shipmates, and our families.

Our responsibilities sober us; our adversities strengthen us.

Service to God and Country is our special privilege. We serve with honor.

THE FUTURE OF THE NAVY

The Navy will always employ new weapons, new techniques, and greater power to protect and defend the United States on the sea, under the sea, and in the air.

Now and in the future, control of the sea gives the United States her greatest advantage for the maintenance of peace and for victory in war.

Mobility, surprise, dispersal, and offensive power are the keynotes of the new Navy. The roots of the Navy lie in a strong belief in the future, in continued dedication to our tasks, and in reflection on our heritage from the past.

Never have our opportunities and our responsibilities been greater.

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CREDITS

The illustrations indicated below are included in this edition of *Basic Military Requirements* through the courtesy of Mr. Francis Jeffery. Permission to use these illustrations is gratefully acknowledged.

FIGURES

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5-17, 5-18, 5-19

THE UNITED STATES NAVY

Throughout its history, the Navy has successfully met all its challenges. America's naval service began during the American Revolution, when on Oct. 13, 1775, the Continental Congress authorized a few small ships. Creating the Continental Navy. Esek Hopkins was appointed commander in chief and 22 officers were commissioned, including John Paul Jones.

From those early days of naval service, certain bedrock principles or core values have carried on to today. They consist of three basic principles.

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.

These are the CORE VALUES of the United States Navy.

SAILOR'S CREED

*I am a United States Sailor
I will support and defend the Constitution
of the United States of America
and obey the orders of my superiors.
I represent the fighting spirit of Navy Bluejackets
who have gone before me to defend freedom
and democracy around the world.
I proudly serve my country's combat team with
honor, courage and commitment.
I am committed to excellence
and the fair treatment of all.*

STUDY TIPS

Congratulations on entering Recruit Training. We hope this course will help you meet the goals you have set for your naval career. Starting Recruit Training is an important first step. You will find that Recruit Training is set up in a way that gives you more responsibility for your education than other classes you have taken.

There are many things that you can do to help yourself get the most out of Recruit Training. Here are some suggestions that can help you.

❑ **Plan your time.**

You can choose when you study. It is very important that you plan your study time and then follow your plan. Decide the specific number of hours you will study. One way to organize the information is to make a weekly study plan. Write the schedule out and post it where you can see it.

❑ **Set up a good study environment.**

Choose a quiet place and make sure you are comfortable. You will need good lighting and enough room to work comfortably. Make sure you get everything together that you will need, like pencils and paper.

❑ **Set priorities.**

Make the lesson you are working on top priority. Give the lesson your undivided attention. Shut out other thoughts and distractions.

❑ **Pay careful attention to the learning objectives.**

Look at the material you are about to study. The learning objectives will help you to focus on important information.

The objectives are like a road map that will help you get where you need to go. Like a map, refer to the objectives as you move along to make sure you stay on track.

❑ **Ask questions.**

As you read the information, ask yourself questions. Asking questions about the information will help you see if you are understanding what you are reading.

Sometimes you will have to read a chapter or part of a chapter several times before you understand what is being presented.

❑ **Look for key information.**

When examples or reviews are presented, pay very careful attention. Be sure you understand the information contained in the example or review before you go on.

If you miss a question, work it again until you understand what you did wrong. You can be sure that tests will contain similar questions.

❑ **Work all the reviews.**

The questions in the reviews are like the ones you will need to answer on the tests. Be sure to clear up anything you don't understand before you get to the test.

❑ **Think of test questions.**

As you go through the material, write down possible test questions and answers. As you study, refer to these sample questions to check your understanding of the information.

❑ **Read carefully.**

When you take the tests, read each question very carefully. Try to think back over the material you read and the reviews you worked. Don't get in a hurry.

❑ **Learn from your mistakes.**

Pay close attention to the material. If a sample problem is given, try to understand how it is worked and what mistake you made.

Work all the reviews until you understand the material.

❑ **You are the key.**

Remember, **you** are the most important part of this course.

REMEMBER—

- ✓ Plan your time.
- ✓ Set up a good study environment.
- ✓ Pay careful attention to the learning objectives.
- ✓ Ask questions.
- ✓ Look for key information
- ✓ Work all the problems and exercises.
- ✓ Think of test questions.
- ✓ Read carefully,
- ✓ Learn from your mistakes.

and remember—

You are the key!

ATTENTION

**INSTRUCTIONS FOR COMPLETING
THE CHAPTER COMPREHENSIVE TESTS
(NONRESIDENT TRAINING COURSE) ARE
CONTAINED IN APPENDIX VI.**