



# OHIO MILITARY RESERVE

203.00

Standing Operating Procedure

# **BASIC ENTRY LEVEL TRAINING STANDARDS**

Headquarters, Ohio Military Reserve  
Deputy Commander - Operations  
1000 Lawrence Road  
Camp Perry Training Site  
Port Clinton, Ohio  
43402-2921

**01 January 1998**

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Deputy Commander - Operations  
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Port Clinton, Ohio 43402-2921

OHMR-DC (Opns)

01 Jan 98

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Basic Entry Level Training Standards SOP 203.00

1. REFERENCES

OHMR Tng Cir 350-90-2 Basic Entry Level Training (BELT)  
FM 21-1 Soldier's Manual of Common Tasks (SMCT)  
TRADOC Pam 600-4 Basic Training Handbook  
FM 22-5 Drill and Ceremony  
FM 21-11 First Aid  
STP 19-95B1-SM Soldier's Manual, MOS 95B, Military Police, Skill Level 1

2. GENERAL

This SOP describes the requirements and training standards for entry level training.

3. PURPOSE

To ensure the mission readiness and effective operation of any organization, its troops must be trained to a standard. Such training, and its documentation, will better allow a unit to do the task set before it with the best chances for success, safety and effectiveness while minimizing the opportunities for error, failure and liability.

4. SCOPE

This SOP applies to all personnel under the command and control of the Commander, Ohio Military Reserve.

5. RESPONSIBILITY

Basic entry level training is offered annually, or more frequently, by the Corps Training School. Regardless, it is the obligation of the S-3 Section of each Brigade to see that the BELT Course is offered at least once annually to all units under its command, either at corps level, brigade level or at the unit level. It will also be the responsibility of this section to ensure that any in-house BELT Course taught is in accordance with current OHMR standards and doctrine.

6. STANDARDS

a. All newly enlisted personnel, regardless of entry rank or experience, who are non-prior service members, or who served exclusively in the U.S. Coast Guard, U.S. Navy or U.S. Air Force, or their National Guard and Reserve components, or any foreign service, or have been out of the service for more than ten years, are required to complete BELT (Annex A) during their first year of enlistment. If this is impossible due to extenuating circumstances, a grace period which extends until the next BELT course is offered will go into effect. *Failure to complete the training in its second offering during an individual's enlistment or within eighteen months of enlistment will result in involuntary discharge.*

b. Individuals who have served in the U.S. Army or the U.S. Marine Corps, or their National Guard or Reserve components, and have been out of the service for less than ten years, are only required to complete the History and Traditions, Chain of Command, and Basic MP Tasks section of the BELT course to receive total credit for the course.

c. Individuals will not be promoted beyond E-2, or higher than their enlistment grade if enlisted at E-3 or above, until BELT requirements are completed.

d. Upon completion of BELT training at the local level, BELT students will be tested on their retained skill and knowledge. This will be done by a representative of the G-3 Section at a location to be selected by the G-3 Section. Testing will consist of a written test and hands-on testing with a score of 75% correct required to pass. This testing not only tests the student, but the local unit's ability to train as well. Students will be given three consecutive opportunities (not more than three months) to pass the testing. Failure to do so after the third test will result in involuntary discharge.

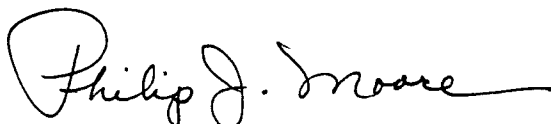
e. Upon completion of BELT requirements and successful testing, individuals will be awarded a completion certificate at an appropriate ceremony. The back of the certificate will list all tasks taught as part of the BELT program. Copies of the certificate will be placed in the Individual Training Record File and forwarded to OHMR-G1 for the individual's Corps level 201 file. Certificates for graduating students may be ordered from OHMR-G3. Plan on a six weeks lead time for ordering.

#### 7. GENERAL

Deviation from this policy is not permitted unless approved in writing by the OHMR-G3.

Annex:  
A - BELT Requirements

DISTRIBUTION:  
Corps SOP Binder  
All Bde Cdrs  
All Bn Cdrs



PHILIP J. MOORE  
Brigadier General, OHMR  
Deputy Commander, Operations

**ANNEX A (Basic Entry Level Training Requirements) to SOP 203.00**

**BASIC ENTRY LEVEL TRAINING**  
**COMPOSITE TASK LISTING**

<b>Section Number</b>		
<b>Task Number</b>	<b>Task Title</b>	<b>Reference</b>
<b><u>Section 1 - History and Traditions</u></b>		
No Task Number	History and Traditions	BELT Manual
No Task Number	Chain of Command	BELT Manual
<b><u>Section 2 - Wearing the Uniform</u></b>		
No Task Number	Wearing the Uniform	Pam 600-4
071-326-0014	Recognize Insignia of Rank	Pam 600-4
No Task Number	Grooming Standards	Pam 600-4
<b><u>Section 3 - Military Justice</u></b>		
No Task Number	The UCMJ/OCMJ	ORC
No Task Number	Article 15 Proceedings	PAM 600-4
<b><u>Section 4 - Military Customs and Courtesies</u></b>		
No Task Number	Customs and Courtesies	Pam 600-4
071-326-0010	Report to an Officer (Indoors)	Pam 600-4
071-326-0011	Report to an Officer (Outdoors)	Pam 600-4
071-326-0012	React to an Approaching Officer	Pam 600-4
071-326-0013	React to an Approaching NCO	Pam 600-4
071-326-0015	React to Passing Colors	Pam 600-4
071-326-0016	React to the Playing of The National Anthem	Pam 600-4
071-331-0050	React to an Inspecting Officer	Pam 600-4
<b><u>Section 5 - Drill and Ceremony</u></b>		
No Task Number	History of Drill and Ceremony	FM 22-5
071-326-0030	Execute Drill Movements Without Arms	FM 22-5
071-326-0031	Execute Drill Movements With Arms	FM 22-5
<b><u>Section 6 - First Aid</u></b>		
No Task Number	Infection Control and Personal Protective Equipment	BELT Manual
081-831-1043	Practice Preventive Medicine	FM 21-1
071-326-0500	Move a Casualty from the Immediate Danger Area	FM 21-11
081-326-1000	Evaluate a Casualty	FM 21-1
081-831-1002	Perform CPR on an Adult Using the One-Man Method	FM 21-11
081-831-1003	Clear Object from the Throat of an Conscious Casualty	FM 21-1
081-831-1005	Prevent Shock	FM 21-1
081-831-1007	Give First Aid for Burns	FM 21-1
081-831-1008	Recognize and Give First Aid for Heat Injuries	FM 21-1

081-831-1009	Give First Aid for Frostbite	FM 21-1
081-831-1016	Put on a Field or Pressure Dressing	FM 21-1
081-831-1017	Put on a Tourniquet	FM 21-1
081-831-1025	Apply Dressing to an Open Abdominal Wound	FM 21-1
081-831-1026	Apply Dressing to an Open Chest Wound	FM 21-1
081-831-1033	Apply Dressing to an Open Head Wound	FM 21-1
081-831-1034	Splint a Suspected Fracture	FM 21-1
081-821-1040	Transport a Casualty Using a One-Man Carry	FM 21-1
081-831-1041	Transport a Casualty Using a Two Man Carry or Improvised Litter	FM 21-1
101-515-1900	Perform Search, Recovery, Evacuation and/or Burial of Remains	FM 21-1

#### Section 7 - NBC Skills

031-503-1004	Put On and Wear, Remove and Store an M-17 Series Protective Mask	FM 21-1
No Task Number	Enter Gas Room; Remove, Replace and Clear M-17 Series Protective Mask	FM 21-1
031-503-1005	Maintain an M-17 Series Protective Mask	FM 21-1
031-503-1006	Drink from Canteen While Wearing Protective Mask	FM 21-1
031-503-1007	Decontaminate Your Skin and Your Personal Equipment	FM 21-1
031-503-1018	React to Nuclear Hazard	FM 21-1
031-503-1019	Recognize and React to Chemical or Biological Hazards and Identify Standard NBC Markers	FM 21-1

#### Section 8 - Map Reading and Land Navigation

071-329-1000	Identify Topographic Symbols on a Map	FM 21-1
071-329-1001	Identify Terrain Features on a Map	FM 21-1
071-329-1002	Determine Grid Coordinate of a Point on a Map Using the Military Grid Reference System	FM 21-1
071-329-1003	Determine Magnetic Azimuth Using a Compass	FM 21-1
071-329-1005	Determine a Location on the Ground by Terrain Association	FM 21-1
071-329-1008	Measure Distance on a Map	FM 21-1
071-329-1012	Orient a Map to the Ground by Map Terrain Association	FM 21-1
071-329-1018	Determine Direction Using Field Expedient Methods	FM 21-1

#### Section 9 - Reporting and Communications

071-331-0803	Collect/Report Information (SALUTE)	FM 21-1
071-326-0512	Estimate Range and Distance	FM 21-1
113-600-1015	Install and Operate a Field Telephone (TA-1/PT or TA-312/PT)	FM 21-1
113-587-2001	Operate Radio Set AN/PRC-25 or AN/PRC-77	STP 19-95B1
No Task Number	Operation of Radio Set AN/VRC-64	FM 24-18
113-587-2063	Operation of Receiver-Transmitter RT-524/VRC (VRC 12 Series)	STP 19-95B1
113-571-1016	Send a Radio Message	FM 21-1
113-596-1018	Install RC-292 Antenna	STP 19-95B1
113-571-1020	Establish and Close a FM Radiotelephone Net	STP 19-95B1
113-571-1021	Enter and Leave a FM Radio Telephone Net	STP 19-95B1
113-573-8006	Use an Automated CEOI (SOI)	STP STP21-24
No Task Number	World Times Zones (24 Hour Clock) and Conversion Table	PAM-600-4

### Section 10 - Small Unit Movement Formations

071-326-0501	Move as a Member of a Fire Team	STP 19-95B1
071-326-0502	Move Under Direct Fire	FM 21-1
071-326-0503	Move Over, Through or Around Obstacles	FM 21-1
071-326-0513	Select Temporary Fighting Positions	FM 21-1
071-331-0815	Practice Noise, Light and Litter Discipline	FM 21-1
071-331-0804	Perform Surveillance Without the Aid of Electronic Devices	FM 21-1
071-326-0600	Use Visual Signals to Control Movement (Dismounted)	STP 19-95B1

### Section 11 - Code of Conduct and Laws

181-906-1505	Conduct Operations According to the Laws of War	FM 21-1
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### Section 12 - Basic MP Tasks

191-376-4121	Use A Riot Baton	STP 19-95B1
191-376-4122	Position Yourself in Riot Control Formations	STP 19-95B1
191-376-5106	Determine the Level of Force Required	STP 19-95B1
191-376-4112	Patrol a Restricted Area	STP 19-95B1
191-376-4114	Control Entry and Exit from a Controlled Area	STP 19-95B1
191-381-1252	Perform Operator's Maintenance on 12-Gauge Shotgun	STP 19-95B1
191-381-1253	Load, Reduce Stoppage, and Clear 12-Gauge Shotgun	STP 19-95B1
191-381-1254	Fire 12-Gauge Shotgun For Qualification	STP 19-95B1
071-331-0801	Use Challenge and Password	FM 21-1
071-331-0051	Summon Commander of Relief	PAM 600-4
071-331-0052	Challenge Unknown Persons (Night)	PAM 600-4

### Section 13 - Miscellaneous Soldier Skills and Knowledge

No Task Number	Military Time	Pam 600-4
No Task Number	Phonetic Alphabet	Pam 600-4
No Task Number	Wind Chill	Pam 600-4
No Task Number	Appearance Hints	Pam 600-4
No Task Number	Packing for the Field	Pam 600-4
No Task Number	Road Marches	Pam 600-4
No Task Number	Cooking in the Field - Magic with MREs	Pam 600-4
No Task Number	Do's and Don'ts for Cold Weather	Pam 600-4
No Task Number	Hot Weather Tips	Pam 600-4