

Chart the Course (CTC) FAQs

Updated 4 Jan 2016

Items in RED are new since last update.

What is Chart the Course (CTC)?

Chart the course is all-hands training to emphasize positive professional behavior and decision-making. This interactive training will help Sailors determine how to make the right decisions and behave professionally when facing difficult situations.

Is CTC different from BI2F? Do we need to do a BI2F "refresher" in FY16, or can our command conduct such a refresher in place of CTC?

Although they both focus on destructive behaviors, CTC and BI2F are two separate training requirements, and they cannot be interchanged. BI2F was a one-time requirement for FY15 and there is no requirement to complete it again this year or to "catch up" any Sailors who do not have BI2F reflected in their training records. CTC is a one-time requirement for FY16 and must be completed by all uniformed Navy members prior to 30 Sep 2016.

What format is the training?

CTC training is conducted using a series of video vignettes which are used to spur discussion and interaction among the training audience. There are no PowerPoint slides. Each session is approximately 2 hours in length.

Who must receive CTC training?

All uniformed Navy military personnel (active and reserve components) must receive CTC training. Training is not required for civilian personnel.

Is there a deadline?

All military personnel must be trained no later than 30 Sep 2016.

How do I get trained?

Command Facilitators (CF) selected by each command will deliver CTC training in small, peer-level groups at each command. Peer-to-peer training is a critical element of CTC designed to encourage open, frank dialogue among those of similar age and experience level.

What constitutes a peer group?

Commanding officers should define the peer groupings in their command in such a way as to maximize the consistency of age, experience and background among group members.

Recommended peer groupings are: Junior Level: E5 and below; Mid-Level: E6-E8, CWO2-CWO4 and O1-O4; Senior Level: E9 and O5 and above.

Is there a maximum class size for CTC training?

CTC training is designed for small group sessions. *Recommended* maximum size for each session is 30 participants.

Who are Command Facilitators (CF)?

CFs are those personnel selected to deliver CTC within their individual commands. CFs do not have to be certified instructors, but they should be exemplary, dynamic facilitators who have the ability to actively engage Sailors while delivering the CTC course material.

How many CFs do I need to designate for my command?

Commanding Officers must select at least 2 CFs for each of the peer groups they define within the command, as CTC training is co-facilitated. Commands may designate multiple CFs per peer group as command size warrants, in order to more quickly and efficiently deliver CTC to the entire command.

How are CFs trained to deliver CTC?

Once selected by their commands, CFs must attend a 3-hour CF Certification course taught by CTC Task Force Master Mobile Training Teams (MMTT). CF Certification will be offered in Fleet Concentration Areas worldwide beginning in January 2016.

What if I was a Command Facilitator for Bystander Intervention to the Fleet (BI2F)? Can I facilitate CTC?

All certified BI2F CFs will be grandfathered to teach CTC, upon completion of an online “refresher” course. To access the refresher course, visit the CTC page on milSuite at <https://www.milsuite.mil/book/groups/navy-ctc> and look for the “CTC Intro-Facilitation Refresher” video under Key Content and Places on the right side of the page. The video will take approximately 15 minutes to view.

I’ve been selected as a CF. Where to I find the CF Certification schedule and how do I sign up for a certification course?

CF Certification schedules and registration may be found on the ESAMS webpage at https://esams.cniv.navy.mil/esams_gen_2/loginesams.aspx.

For those without a current ESAMS account:

From the main ESAMS page, complete the following steps:

1. Click on Training Registration button at bottom of screen.
2. Click “Search/Enroll in Classes” from Options menu at left.
3. Select “Chart the Course (CTC) Command Facilitator Certification” from menu. (Course ID is 5422).
4. Follow the search tool prompts to find a certification course by region, installation, or date range.

For those with a current ESAMS account:

From the main ESAMS page, complete the following steps:

1. Log into ESAMS.
2. Locate the “Classroom Training Schedule” link under the “My Links” section.
3. Search for classes (default is current month; select future months at top). Classes are listed in order of the day that they are being conducted on and then alphabetically.

4. Enroll by selecting the “Enroll Me” or “Enroll Other” link (depending on whether user is enrolling self or other command members) located next to each available class on the far right of the page. Selecting the “Enroll Others” link opens a search screen that allows users to find personnel that they can enroll.** The user may search by filling in any or all fields available in the search window. Once the search criteria have been filled in, users must click the “Search” button. This opens a window that displays the personnel found by the search. Personnel can be enrolled by selecting the box next to their name(s) and then clicking either “Enroll” button. All personnel in the window can be enrolled in the class by choosing the “Select All” box and then clicking the “Enroll” button. After the “Enroll” button is selected, the user is taken back to the Scheduled Classes page. **Note: Once the “Enroll” button has been selected, the user will not be able to disenroll any personnel. This may only be done by the CTC class administrators or by the personnel themselves.**

Note: you must have ESAMS Level 2 (aka Motorcycle Safety Supervisor) access to enroll others. Those you are enrolling must also already have an existing ESAMS account.

Why is ESAMS listing all CF Certification courses as full?

Only the column titled “Wait List” displays full, as this is the default value when wait lists are not made available. Members should look at the “Seats Available” column to determine if there are any seats remaining in a particular session (this number will count down to zero as registrations are received). If no seats are available, members should select a different course date/time.

Can I just show up for a CF Certification Course without registering in ESAMS?

Due to capacity of training sites and the need to maintain correct ratio of students to instructors, students should not show up for certification without pre-registering. Walk-ins may be turned away at the discretion of the Master Mobile Training Team conducting the training.

There don’t seem to be any CF Certification classes near my location. How do I get trained?

Commands should attempt to send CFs to the nearest available CF Certification, which may involve some TAD / travel. Commands are responsible for the cost associated with this training. Additional training locations may be added; however the emphasis is on hitting major areas of Navy command concentration.

I am having trouble finding the facilitator guide to bring to my CF Certification class.

All Guides are in ESAMS attached to every course. Log into ESAMS, go to MY LINKS-Classroom Training Schedule. Look for the CTC training and every course has a view documents button under Class Documents.

I attended the CF Certification course or I am a “grandfathered” BI2F CF. How do I gain access to the training materials needed to train the rest of my command on CTC?

All course materials and relevant updates will be hosted on the CTC milSuite page at <https://www.milsuite.mil/book/groups/navy-ctc>. Log onto this page using a CAC and request access. All Navy commands were also mailed a DVD with CTC training videos using addresses

on the Standard Navy Distribution List. If your command did not receive a DVD, please contact us at the email above with correct command address and POC, and we can mail a replacement.

My command is currently deployed. How do we get CFs trained?

Deployed commands may get CFs trained in OCONUS Fleet Concentration Areas if operational schedules permit, or may train upon conclusion of deployment. Commanding Officers should schedule accordingly to ensure all CTC training is completed by the 30 Sep 2015 deadline.

I've been trained as a CF. Can I train someone else in my command to deliver CTC in case I am unavailable?

No. Only CFs who attend and complete CF Certification conducted by the CTC Task Force MMTTs, or who are grandfathered BI2F CFs, may deliver CTC to their commands. Individual commands are not authorized to "train-the-trainer."

I was certified as a Command Facilitator, but record of my training does not show up in my FLT MPS training history. How do I update my training record?

Upon conclusion of CF certification, you will be marked as "pass" for the course in ESAMS. ESAMS then completes an automatic data push to FLT MPS to populate completion of the course NETC-CTC-CF-CERT, which will be the entry you see in FLT MPS. The data transfer can take 1-2 weeks following completion of your CF certification course. If you do not see this reflected in FLT MPS after this time, please contact us at ctc_tf@navy.mil with date and location of your training so that we can make a manual update to FLT MPS. For those BI2F CFs who are grandfathered to teach CTC, your FLT MPS record will be automatically populated with the new course.

We are a small command, or have only a few Navy billets embedded in a joint command. How do we get our personnel trained on CTC?

Small commands or elements may wish to coordinate with other local/regional commands to have their personnel receive CTC training at the larger commands. Each commanding officer remains responsible for ensuring that all assigned Navy personnel receive the BI2F training from certified facilitators.

How do I document who has received CTC training at my command?

Commands should use the Fleet Training Management Planning System (FLT MPS) and record completion in the FLT MPS learning event completion form under the report group "Chart the Course": NETC-CTC Peer Level Training.

Does FLT MPS merge completion statistics for the CF Certification Course into the Peer Level course for determining my command's overall CTC completion rate?

No. Although the CF Certification course completed by your CFs satisfies the CTC requirement for FY16, those numbers will not automatically be added to the Peer Level course numbers when running FLT MPS reports. Commands must manually input CTC completion of the Peer Level course by their CFs using the procedures above if they wish to capture the total completions in FLT MPS reporting.

Does CTC replace any other training?

Yes. CTC satisfies General Military Training requirements for Hazing, Operational Risk Management (ORM), and Alcohol, Drug, and Tobacco Awareness Command-Assigned Readiness-Enhancement (CARE) General Military Training. When completion of the NETC-CTC course is entered by the command in FLT MPS, FLT MPS will automatically record completion of these GMT courses on the same date.