U.S. Department of
Homeland Security

United States
Coast Guard

ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) MANUAL

COMDTINST M1510.2

U.S. Department of Homeland Security

United States Coast Guard

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COMMANDANT INSTRUCTION M1510.2

Subj: ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) MANUAL

Ref: (a) Personnel Manual, COMDTINST M1000.6 (series)
        (b) Training and Education Manual, COMDTINST M1500.10 (series)
        (c) Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series)

1. PURPOSE. This Manual prescribes the Enlisted Professional Military Education (E-PME) system. E-PME is a primary element in both the enlisted training and advancement systems. Included in the manual are rules for analysis, design, development, implementation, evaluation, and administration of the E-PME Requirements and system.

2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the provision of this Manual. Internet release authorized.

3. DIRECTIVES AFFECTED. Enlisted Performance Qualifications (EPQ) Manual, COMDTINST M1414.8, will be modified to remove E-2 and E-3 through E-9 Military Requirements (MRN).

4. MAJOR CHANGES. This Manual defines the new E-PME system and explains associated processes and procedures. The newly created E-PME system:

    a. Replaces the Military Requirements (MRN) system for personnel E-2 through E-9.

    b. Guides enlisted personnel through the required phases of leadership development training and educational programs necessary for advancement.

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	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	2	2	2	2	2	1	1		1	1		1	1	1	1	1	1		1		1					
B		8	10	4	12	3	3	9	3	11	10	14	6	15	6	1	10	10	10	2	6	6	35	2	1	1
C	3	2	1	3	3	1	1	1	1	1	1	2	1	5	2	1	1	1	2	1	1	1	1	1	1	1
D	1	1	1	5	1	1	1	1	1	1	1	1	1	1	1	1	1	1	10	1	1	1	1	1		1
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NON-STANDARD DISTRIBUTION:

c. Creates a holistic leadership development training and education program for enlisted personnel based on successive pay grades.

d. Standardizes the development process for the E-PME Requirements and courses.

e. Requires needs assessments and other related analysis as a basis for all substantial changes to E-PME Requirements.

f. Provides more flexibility to system managers and course developers needing to make updates to specific E-PME courses.

5. PROCEDURES.

a. Commandant (G-WT) manages and is responsible for the development and implementation of E-PME Requirements. Commandant (G-WT), in concert with training center course writers, shall develop and deliver resident and distance learning courses in accordance with this Manual. Additionally, Commandant (G-WT) shall provide new needs assessment data for E-PME Requirements development within the framework of the Apprentice, Journeyman, and Master (A-J-M) leadership model. New needs assessment for A-J-M levels will be delivered every two years, supporting a six-year cycle for the entire enlisted workforce. The A-J-M leadership model is simply an organizing principle that bands pay-grades in a logical fashion. Apprentice, in this model, refers to enlisted members E-2 through E-4. Journeyman refers to E-5 and E-6 members. Enlisted personnel in the grades of E-7 through E-9 will be considered master level personnel.

b. Commandant (G-WTT) shall provide recommended additions to the E-PME Requirements derived from program requirements or rating reviews. Commandant (G-WTT) performance consultants, program managers, and course developers shall be included as team members during:

1. The needs assessments process;

2. The development phase of establishing E-PME Requirements, and;

3. Course/curriculum development.

c. Commanding Officer/Officer in Charge shall ensure the Record of Enlisted PME Performance-based Requirements is administered in accordance with this Manual.

6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATION CONSIDERATIONS. Environmental considerations were examined in the development of this manual and have been determined to be not applicable.

7. <u>FORMS</u>. The individual sheets for the Record of Enlisted PME Performance-based Requirements (Forms CG-1510-1, CG-1510-2, CG-1510-3), contained in this Manual are not available through the supply system; local reproduction of these forms is required and authorized. Official distribution will also be made via the U. S. Coast Guard Directives System CD-ROM, Intranet site http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/welcome.htm, and Internet site http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm.

JAMES C. VAN SICE /s/
Director of Reserve and Training

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Record of Changes

Date Submitted	Section Name and Change Description	Changed Pages

CHAPTER 1. INTRODUCTION AND DEVELOPMENT OF THE E-PME

A. ***GENERAL.*** Enlisted Professional Military Education (E-PME) provides a standardized continuum of leadership training and education based on successive pay grades. The E-PME enables Coast Guard enlisted personnel to acquire the knowledge, skills, and abilities required for advancement to positions of greater responsibility within the organization.

B. ***POLICY.*** Commandant (G-WT) uses the standards identified in this Manual to develop, publish, and administer all E-PME requirements and courses.

C. ***WHY THE E-PME?*** The E-PME is a holistic system that consists of professional development, knowledge, and tools for enlisted members to develop into high performers. This education is separate from a member's particular specialty or expertise (e.g., electrician, mechanic, etc.). Specifically, the E-PME is geared more toward leadership and management development and less toward technical aspects of an enlisted member's world of work. The E-PME program exists to support job performance, leadership development, and to build an Esprit de Corps within the Coast Guard's enlisted workforce.

D. ***CONCEPT.*** The E-PME Study Guide is based on training and education solutions used by other military services, and changes in the development of rating-specific correspondence courses. The final product is meant to be a single-source for professional and leadership development for enlisted personnel E-3 through E-9. The E-PME Study Guide does not replace source policy documents (e.g., commandant instructions and manuals), rather is intended to be an efficient source for learning. The E-PME Study Guide will be revised based on field feedback, changes to policy, and new needs survey data. The Advancement Qualification Exams (AQE) will be based solely on the contents of the Study Guide at three levels: E-4, E-6, and E-8. The AQE replaces what was formerly known as the End of Course Test (EOCT). The Service Wide Exams (SWEs) will be based on the contents of the Study Guide along with the E-PME requirements that form the basis for E-2 Recruit training.

    1.   <u>Delivery Forms</u>. In accordance with Commandant initiatives, the E-PME Study Guide will be published in three forms. The same information will be included in all formats. The first two formats, web-based training and computer-based training, will include additional information and interesting facts that are not testable. These three forms include:

        a.   **Web-Based Training (WBT).** Coast Guard Intranet and Internet. Members should maximize use of this delivery format.

        b.   **Computer-Based Training (CBT).** Compact Disc-Read Only Memory (CD-ROM). The CG Institute will distribute this format.

        c.   **Paper-Based.** The CG Institute will distribute this format.

E. **DEVELOPMENT PROCESS.** The development and maintenance of the E-PME Study Guide will mirror the development of Performance Qualifications Guides (PQG) and correspondence courses.

CHAPTER 2. E-PME REQUIREMENTS

A. ***E-PME REQUIREMENTS.*** An E-PME requirement is a concise description of a job task (performance requirement) or knowledge factor (knowledge requirement) based on validated data that enlisted personnel need in order to acquire the knowledge, skills, and abilities required for advancement to positions of greater responsibility. Headquarters Program Managers will develop and gain approval for all changes to E-PME performance or knowledge requirements using field feedback, changes to policy, and new needs survey data. A requirements review team, similar to Qualifications Review Teams, will then submit recommended feedback to Commandant (G-WTL). Headquarters Program Managers and course writers will review the E-PME Study Guide annually. Once it is necessary to update the study guide, procedures found in this manual shall be followed.

B. ***PERFORMANCE REQUIREMENTS.*** The performance requirements consist of three major sections and a fourth optional section:

1. <u>Action Statement</u>. Actions performed on-the-job. See Figure 2.1.

    Figure 2.1

    > ***SUBMIT*** *an enlisted evaluation of a subordinate…*

2. <u>Condition</u>. The condition describes the surroundings or circumstances under which the performance requirement occurs. Conditions include resources, manuals, equipment, tools, etc., which are required for the performance of a task. See Figure 2.2.

    Figure 2.2

    > (**SUBMIT** an enlisted evaluation of a subordinate) *using a Coast Guard SWS-III and appropriate software*

3. <u>Standard</u>. Each performance requirement is based on a prescribed standard level of acceptable performance. The criterion for measuring performance is typically found in official Coast Guard manuals, instructions, policy, law, etc., and is referenced within the E-PME Study Guide for your convenience. See Figure 2.3.

    Figure 2.3

    > (**SUBMIT** an enlisted evaluation of a subordinate using a Coast Guard SWS-III and appropriate software) *as presented in the E-PME Study Guide*

4.   Supervisory Guidelines. In some cases, an additional statement is added to help amplify the meaning or intent of the requirement. See Figure 2.4.

Figure 2.4

> **SUBMIT** an enlisted evaluation of a subordinate using a Coast Guard
> SWS-III and appropriate software in accordance with the E-PME Study Guide.
> **This requirement need not be aligned with annual or semi-annual evaluation
> requirements. The purpose is to have the member fully complete an evaluation of a
> subordinate as if they were that member's supervisor.**

C.   KNOWLEDGE REQUIREMENTS. The knowledge requirements consist of what a person needs to know, comprehend, and apply in concrete and abstract situations, to support performance of their duty and professional development, and to build an enlisted Esprit de Corps. Normally, each knowledge requirement begins with one of the following two cognitive terms:

1.   Know. This means the ability to recall and recognize previously learned material (fact, theories, etc.) in essentially the same form as presented.   See Figure 2.5.

Figure 2.5

> **KNOW** the process improvement tools that are used to generate ideas and identify
> opportunities for improvement presented in the E-PME Study Guide.

2.   Comprehend. This means the ability to see relationships, concepts, and abstractions beyond the simple remembering of material. Typically, comprehension involves translating, interpreting, and estimating future trends. It displays a higher level of **KNOW**. See Figure 2.5.

Figure 2.6

> **COMPREHEND** reserve duty status categories, as presented in the E-PME Study Guide.

D.   APPLICATION. Commandant (G-WT) uses knowledge-based requirements in conjunction with performance requirements when developing all resident and distance learning E-PME courses. We will publish in the **Record of Enlisted PME Performance Requirements** all knowledge and performance requirements. However, only the performance requirements require supervisor signature to annotate completion of each task. We will build knowledge-based requirements into all courses and test each member using a criterion-referenced testing system to measure effectiveness of training and education.

E. HOW ARE THE E-PME REQUIREMENTS USED? The E-PME Requirements are used as follows:

1. They serve as a "work order" to USCG and Contracted course developers that will develop course curricula and other training and education interventions.

2. They serve as a permanent record of an enlisted member's attainment of E-PME requirements.

3. They are used as an advancement eligibility criterion.

4. They provide analysts with a baseline for the enlisted workforce's required knowledge, skills, and abilities.

5. They provide Headquarters (HQ) Force Managers, Program Managers, Facility Managers, Assignment Officers, etc., a catalogue of performance requirements and knowledge factors.

F. HOW DO E-PME REQUIREMENTS RELATE TO ENLISTED PERFORMANCE QUALIFICATIONS (EPQS)?

1. Enlisted Performance Qualifications (EPQs). EPQs are performance qualifications developed from Occupational Analysis (OA) data. OAs are performed every 3 to 5 years and help determine a list of core and strand rating-specific performance qualifications that become the basis for class "A" school, class "C" school, job aids, correspondence courses, and Performance Qualifications Guides (PQG). As such, EPQs serve the needs of headquarters Rating Force Managers, Program Managers, and Training Managers in all aspects of enlisted training with respect to rating-specialties. EPQs are managed and administered in accordance with the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series).

2. E-PME. E-PME requirements, formerly known as MRN performance qualifications within the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series), are based on pay grade-specific needs survey data. Such needs surveys are performed on a 6-year cycle using the Apprentice, Journeyman, Master (A-J-M) model as shown in Figure 2.7. Results from needs surveys help determine the curriculum for all resident leadership development (e.g., Recruit Training, Petty Officer Development Course, Leadership and Management School (LAMS), Chief Petty Officer (CPO) Academy, Command Master Chief Course, etc.) and distance learning leadership courses (e.g., E-PME Study Guide).

Figure 2.7

Apprentice Level	Journeyman Level	Master Level
E-2 through E-4	E-5 and E-6	E-7 through E-9

G. WHO ARE THE STAKEHOLDERS AND HOW ARE THEY LINKED TO THE E-PME SYSTEM? The E-PME stakeholders are as follows:

1. Enlisted Personnel. The E-PME is a tool that helps Coast Guard enlisted personnel acquire the knowledge, skills, and abilities required for advancement to positions of greater responsibility within the organization.

2. Supervisors. The E-PME system provides supervisors a standard for training and educating enlisted personnel in their professional military development.

3. Commanding Officer/Officer in Charge. The E-PME system helps to prepare enlisted personnel for the challenges associated with supporting the missions of their unit and ultimately the Coast Guard.

4. Master Chief Petty Officer (MCPO) of the Coast Guard. The MCPO of the Coast Guard is the principal advocate for enlisted personnel and a key stakeholder in the E-PME system.

5. Commandant (G-WTL). Commandant (G-WTL) is the principal advocate for ensuring systematic professional leadership development for all enlisted personnel throughout their career, is the Program Manager for the E-PME system, and is responsible for the composition, currency, and content of E-PME requirements and courses.

6. Commandant (G-WTT). Commandant (G-WTT) is the Program Manager for all Training Centers and the Coast Guard Institute (CGI), provides assistance with regard to performance consulting, Occupational Analysis (OA), Front-End Analysis (FEA), workforce needs assessment, etc., all of which helps define E-PME requirements.

7. Leadership Develop Center (LDC). The LDC develops the curricula and courses for the resident leadership training for all E-3 through E-9 personnel.

8. Training Centers. TRACEN Cape May, NJ develops Recruit Training curricula for enlisted accession into the Coast Guard. TRACEN Petaluma, CA assists in the development of the E-PME Study Guide, maintains the E-PME web site, creates the Advancement Qualification Exams (AQE) and the service wide exam (SWE) questions for both the enlisted training and advancement systems.

9. Commandant (G-WP). Commandant (G-WP) is the Program Manager for the advancement system, which uses E-PME products (SWE, AQE, etc.) as one of many criteria to qualify and rank order enlisted personnel for advancement to the next highest pay grade.

10. Coast Guard Institute (CGI). The CGI provides distribution of E-PME Study Guide materials (CD-ROM and paper-based versions) and AQEs.

11. <u>HQ Programs</u>. Major HQ programs provide input to the development of E-PME requirements to ensure accuracy and consistency with enlisted training and educational needs.

12. <u>Personnel Service Center (PSC)</u>. The PSC distributes and scores SWEs.

H. *THE FUTURE OF THE E-PME SYSTEM?* Many stakeholders will shape the future of the E-PME system and all its products. General principles that will guide future development include:

1. <u>Cyclic Needs Survey</u>. The E-PME system will remain in alignment with the mission and human resource needs of the Coast Guard, as defined and developed in future workforce needs surveys. To maintain the alignment, there must be periodic revalidation of each element of the system. This validation may result in adjustments or additions to curricula or courses, whether resident training (e.g., Recruit Training) or distance learning (e.g., E-PME Study Guide).

2. <u>A-J-M Model</u>. In order to support the E-PME system on a long-term basis, Commandant (G-WT) will sponsor a new enlisted workforce needs survey every two years based on the A-J-M model. This survey will gather data from a sample of the Coast Guard using surveys, interviews, and focus groups. An E-PME requirements review team, comprised of training and subject matter experts, will analyze the raw data and determine its application. The results of the survey process will determine adjustments to applicable programs. This cycle will continue to repeat itself fully, updating all E-PME courses every six years. See Figure 2.8.

Figure 2.8

Each Iteration	Workforce Focus	Application
Second year	Apprentice level (E-2 through E-4)	Generate new requirements for the Recruit Training curriculum, the Petty Officer Development Course, and updates to the E-PME Study Guide for the E-2 through E-4 ratings
Fourth year	Journeyman level (E-5 and E-6)	Generate new LAMS curriculum with updates to the E-PME Study Guide for the E-5 and E-6 ratings
Sixth year	Master level (E-7 through E-9)	Generate new CPO Academy and Senior Enlisted Capstone curricula and updates to the E-PME Study Guide for the E-7 through E-9 ratings

I. *SUMMARY.* The E-PME establishes a standardized continuum of leadership development based on successive pay grades. The E-PME enables Coast Guard enlisted personnel to acquire the knowledge, skills, and abilities required for advancement to positions of greater responsibility, and to successfully perform Coast Guard mission requirements.

CHAPTER 3. HOW TO USE THE E-PME SYSTEM

A. ***OVERVIEW.*** This information is provided to members and employees who supervise enlisted members. It is intended to help supervisors effectively use the E-PME.

B. ***GENERAL INFORMATION.***

1. Record of E-PME Performance Requirements. This Manual contains the approved Record of Enlisted PME Performance Requirements (CG Form 1510-2) for E-3 through E-9 personnel.

2. Types of E-PME Requirements:

   a. All E-2 level E-PME requirements form the basis for resident Recruit training and education for enlisted accession at TRACEN Cape May, NJ.

   b. All E-3 through E-9 E-PME requirements form the basis for all other resident and distance learning courses for enlisted professional leadership development.

   c. E-2 and E-3 through E-9 E-PME requirements are comprised of performance or knowledge requirements.

   d. For all performance requirements, the enlisted member must successfully perform the required action, under the conditions and standards listed, while being supervised.

   e. For knowledge requirements, the member must pass a criterion-based examination (e.g., AQE, SWE).

3. Record of E-PME Performance Requirement Form Composition. An E-PME performance requirement is identified by a series of numbers and a letter.   In the example of requirement 2-3.01-K, the breakdown of the numbering system is shown in Figure 3.1.

   Figure 3.1
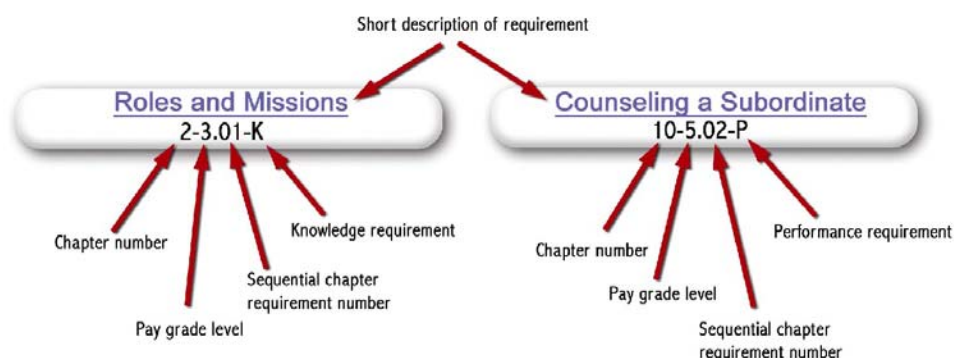
The number following the chapter designation consists of two sets of digits separated by a period (e.g., 3.01 or 5.02). The first digit equates to the pay-grade to which the requirement applies. For example, the 3 in 3.01 signifies a requirement for a member attempting to advance to E-4. All E-5 personnel must successfully perform this requirement and have it annotated by a designated supervisor in order to advance to the next higher pay grade. The second digit identifies the requirement number. The .01 in 3.01 refers to it being the first E-PME performance or knowledge requirement under the appropriate chapter/category (Chapter 8: Standards of Appearance, Chapter 11: Supervisory Responsibility, etc.) on the form.

4. <u>Recording Completion of E-PME Performance Requirements</u>. After successful completion of all requirements at a particular pay grade, personnel must have unit administrative personnel record the completion in the member's official record. In the future, this information will be contained in Direct Access under Competencies.

C. *FUNCTIONALITY OF THE E-PME.*

1. <u>Commanding Officer</u>. Used as a measure of human resource needs for unit and mission-specific performance.

2. <u>Supervisor</u>. Used as a standard to train subordinates for the next pay grade.

3. <u>Member</u>. Used as a measure of career progression and leadership development by pay grade.

4. <u>Training Centers/Course Writers</u>. Used as a work order for curricula development or modification of existing curricula.

D. *ADMINISTRATION OF THE E-PME PERFORMANCE REQUIREMENTS.*

1. <u>Commanding Officer/Officer in Charge</u>.

   a. Ensures that the Record of E-PME Performance Requirements is consistently and effectively administered by all supervisors of personnel under training.

   b. Ensures the E-PME performance requirements are completed prior to the eligibility deadline.

2. <u>Supervisor</u>. "Supervisor" in this Manual is defined as any senior person <u>designated</u> by the Commanding Officer/Officer in Charge as competent to sign off E-PME performance requirements. The following standards apply for signing off E-PME requirements.

a. Ensure the specific requirement is completed in accordance with the standards indicated on the Record of E-PME Performance requirements.

b. Ensure that the specific requirement for the next higher pay grade is completed prior to the eligibility deadline contained in reference (a) Section 5-C (1 February for Active Duty and 1 July for Reserves).

c. Completion of E-PME Performance requirements cannot be permanently waived. The requirements, however, can be deferred by the command for a member to advance to the next higher pay grade if not practicable by the eligibility deadline (e.g., necessary equipment is not available). Members must still complete the deferred E-PME performance requirement prior to being advanced. Commands must annotate the deferral in the member's record of E-PME performance requirements and notify the Personnel Support Center (PSC) advancements section of both deferral and final completion.

3. Member.

a. Must have the most current copy of the E-PME performance requirements available. The first eligibility deadline for which the requirements must be completed for the next higher pay grade will be indicated on the form.

b. Complete all requirements for the next higher pay grade by the eligibility deadline for the next SWE. Members may complete higher pay grade requirements beyond the next pay grade with command approval.

NOTE: Changes to the E-PME performance requirements will be published in a timely manner. This will allow members sufficient time to complete new requirements. Additionally, timely changes will ensure members study the correct material for the SWE and AQE.

E. CHANGES AND UPDATES TO STUDY GUIDE

1. Study Guide Changes. Commandant (G-WT) will review the recommendations and approve any changes to the E-PME Study Guide prior to their implementation. Headquarters Program Managers and training center course writers must determine the most effective and efficient means for making changes to the E-PME Study Guide, including the use of contractors. All three formats (WBT, CBT, and paper-based) should reflect changes any simultaneously, and as early in the SWE cycle as possible.

2. Updating the Study Guide. After approval from Commandant (G-WT) for the new product, publication, marketing, and distribution should be made in a timely manner. Updates and version changes will be announced via ALCOAST and available in all formats.

a. **WBT:** TRACEN Petaluma's E-PME course writer will maintain the web-based version. All personnel are encouraged to use the WBT version of the E-PME Study Guide. To verify the version, check date of the last update on the welcome page or the updates and changes page in the introduction.

b. **CBT:** The computer-based version (CD-ROM) will be numbered as any typical software application beginning with version 1 (Version 1.0). Any updated version of the CD-ROM will use a numerical gradation (e.g., Version 1.01 or Version 2.0, depending on the magnitude of the update).

c. **Paper-based:** Updates made to the paper-based versions may be made via two methods. The preferred method is for members to access the link to the latest changes on the E-PME website, and download or print the pages added/modified to the paper-based version. Adding these changes to the existing book is the most efficient and effective method for keeping up to date. The second method is to order the new paper-based version, also using numeric gradation (Version 1.1, etc.) for each update.

CHAPTER 4. THE E-PME AND THE ENLISTED ADVANCEMENT SYSTEM

A. ***POLICY.*** The enlisted advancement system is governed by policy contained in the Personnel Manual, COMDTINST M1000.6 (series) and managed by Commandant (G-WPM). Section 5-C of the manual contains all the requirements and prerequisites for enlisted personnel to compete for advancement to the next higher pay grade. This manual will effect change in that section upon approval.

B. ***THE E-PME'S EFFECT(S) ON ENLISTED ADVANCEMENT PREREQUISITES.*** The new E-PME system will have the following impact on enlisted advancement prerequisites.

   1.   <u>E-PME Performance Requirements</u>. Beginning with the Nov 2005 active duty SWE and the October 2006 Reserve SWE cycles, enlisted members must complete all E-PME performance requirements for the next higher pay grade by the eligibility deadline contained in reference (a) Section C.

   2.   <u>E-PME Advancement Qualification Exam (AQE)</u>. Beginning with the Nov 2005 active duty SWE and the October 2006 Reserve SWE cycles, enlisted members competing or qualifying for advancement to the pay grades of E-4, E-6, or E-8 shall successfully complete the AQE by the deadline set in the CG Personnel Manual.

       a.   **E-4 AQE:** Shall consist of criterion-based questions based on all E-3 and E-4 level requirements contained in the E-PME Study Guide.

       b.   **E-6 AQE:** Shall consist of criterion-based questions based on all E-5 and E-6 level requirements contained in the E-PME Study Guide.

       c.   **E-8 AQE:** Shall consist of criterion-based questions based on all E-7 and E-8 level requirements contained in the E-PME Study Guide.

   3.   <u>E-PME and the Service Wide Exam (SWE)</u>. Service wide exams (SWE) currently have a number of multiple-choice questions based on Military Requirements Qualifications (MRN). The May 2005 SWE will be the first SWE to replace the MRN questions with ones based on the new E-PME Study Guide and E-2 E-PME requirements.

C. ***TRANSITION NOTE.*** A six-month transition period will begin on 1 Nov 04 and end on 30 Apr 05. During this transition period:

   1.   MRN and E-PME requirements will coexist and either set will meet advancement requirements for the eligibility deadline of 1 Feb 05 (active duty) and
1 Jul 05 (reserve).

   2.   AQEs are not required for the eligibility deadline of 1 Feb 05.

3.   The first SWE based on E-PME requirements will be the May 05 (active duty) and Oct 05 (reserve).

4.   Beginning 1 May 05 (active duty) or 1 Jul 05 (reserve), enlisted members will use the E-PME requirements for sign off.

5.   Beginning 1 May 05 (active duty) or 1 Jul 05 (reserve), AQE will be based on E-PME requirements. Enlisted members will be required to pass the E-PME based AQE to be eligible for advancement to the next higher paygrade via a supplemental list, SWE, Striker Program, or "A" school

CHAPTER 5. RECORD OF E-PME PERFORMANCE REQUIREMENTS

A.   **POLICY.** This section contains the Record of Enlisted Professional Military Education (E-PME) forms, which are used to document performance requirements for enlisted members. Enlisted personnel are to complete all performance requirements before taking an AQE. In addition, all performance requirements are to be signed off by a designated supervisor as proficiency in each requirement is demonstrated. Although knowledge requirements are listed, they are not required to be signed-off when completed. The SWE can include questions based on knowledge and performance requirements.

Detailed instructions are available in each TAB. The tabs are broken into three distinct sections detailing performance and knowledge requirements, as follows:

1.   TAB 1 addresses E-PME knowledge and performance requirements for E-2.

2.   TAB 2 addresses E-EME performance requirements for E-3 through E-9.

3.   TAB 3 addresses E-PME knowledge requirements E-3 and E-9 E-PME.

TAB 1

E-PME REQUIREMENTS FOR E-2

TAB 1 OF THE ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) MANUAL

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-1510-1	RECORD OF ENLISTED PROFESSIONAL MILITARY EDUCATION (PME) PERFORMANCE & KNOWLEDGE REQUIREMENTS FOR E-2

INSTRUCTIONS

COAST GUARD ORIENTATION PERFORMANCE REQUIREMENTS shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Professional Military Education (E-PME) Manual, COMDTINST M1510.2. As proficiency in each requirement is demonstrated, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all Performance Requirements. Requirements previously demonstrated, dated, and initialed off are not required to be re-certified.

COAST GUARD ORIENTATION KNOWLEDGE REQUIREMENTS are based on the Nonrate Workforce Structure Study (NWSS). They contain knowledge elements taken from the NWSS and are especially suited for recruit basic training. Knowledge Requirements are not required to be signed-off as completed. These requirements begin on page 10.

The PME categories are formatted for consistency between the Performance and Knowledge Requirements. In some cases there are no "Performance Requirements" in the categories listed on this form, which means either the category item is covered under the "Knowledge Requirements" in this tab or it is reserved for future development.

REQUIREMENTS NUMBERING SYSTEM – EXAMPLE: A.2.01-P
The letter **A** indicates the subject section of the Requirements.
The number **2.01** indicates an E-2 Requirement level and the first (1st) Requirement in the subject section.
The letter **P** indicates that this is a Performance Requirement (Knowledge Requirements have letter **K** designators).

REFERENCES – a comprehensive list of references has been provided at the end of these performance requirements. Where applicable, Internet and Intranet addresses have been included. As more publications are converted to electronic form, they will be added to future revisions of the E2 Requirements. Service members have the option to access and view references from several sources:

> ➢ Unit's hardcopy (paper) library of Directives and Publications.
> ➢ U. S. Coast Guard Directives System CD-ROM accessible from the Start Menu under USCG Applications.
> ➢ U. S. Coast Guard Directives System Intranet site accessible at http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/welcome.htm.
> ➢ U. S. Coast Guard Directives System Internet site accessible at http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm.

Title: E2 PME Requirements	Abbreviation: E2
Date Completed:	
NAME (Last, First, Middle Initial)	EMPLID #

TAB 1 OF THE ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) MANUAL

SIGNATURE OF SUPERVISOR				
Date	**NAME/SIGNATURE**	**INITIALS**	**RATE**	**UNIT**

Remarks:

NAME (Last, First, Middle Initial)	Employee I.D. Number

TAB 1 OF THE ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) MANUAL

E2 PERFORMANCE REQUIREMENTS	INIT	DATE
A. COURTESIES, DRILLS AND CEREMONIES **2.01-P RENDER** a hand salute in accordance with the Marine Corps Drill and Ceremonies Manual, COMDTINST M5060.11 (series). **2.02-P RENDER** a greeting appropriate to rank and time of day in accordance with the Marine Corps Drill and Ceremonies Manual, COMDTINST M5060.11 (series). **2.03-P** As a member of a Colors team, **EXECUTE** the following flag procedures in accordance with the Marine Corps Drill and Ceremonies Manual, COMDTINST M5060.11 (series): a. Hoist the Prep Pennant. b. Lower the Prep Pennant to half-mast. c. Lower the Prep Pennant. d. Hoist the National Ensign. e. Tend the lanyards to prevent fouling. f. Hoist the National Ensign to half-mast. g. Lower the National Ensign from full and half-mast. h. Hoist the Coast Guard Ensign. i. Lower the Coast Guard Ensign. j. Fold the National and Coast Guard Ensigns. k. Hoist the Union Jack. j. Lower the Union Jack. k. Hoist the Church Pennant. l. Lower the Church Pennant. **2.04-P RENDER** military courtesies to the National Ensign or Anthem under the following conditions in accordance with the Naval Telecommunications Procedures Manual, Chapter 13, Flags, Pennants and Customs (NTP 13 series): a. standing in ranks b. in uniform and covered c. in uniform and uncovered but not in ranks d. in a boat e. in civilian clothes f. outdoors, flag in view g. outdoors, flag not in view h. outdoors under a covering, in uniform, and covered i. outdoors under a covering, in uniform, and not covered j. in a vehicle when traffic safety permits halting the vehicle k. flag ceremony inside a building l. flag passing in parade m. anthem played inside a building, flag not displayed		
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TAB 1 OF THE ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) MANUAL

E2 PERFORMANCE REQUIREMENTS	INIT	DATE

2.05-P PERFORM rifle movements for order arms, right and left shoulder arms, trail arms, port arms, and present arms in accordance with the Marine Corps Drill and Ceremonies Manual, COMDTINST M5060.11 (series).
 	
2.06-P PERFORM a rifle salute at order arms, trail arms, and right shoulder arms in   accordance with the Marine Corps Drill and Ceremonies Manual, COMDTINST M5060.11 (series).
 	
2.07-P PERFORM the following drill movements with and without arms in accordance with the Marine Corps Drill and Ceremonies Manual, COMDTINST M5060.11 (series):
 	
   a.   position of attention
   b.   right/left face
   c.   about face
   d.   half right/half left face
   e.   parade rest
   f.   at ease
   g.   dress right dress
   h.   close interval dress right/left dress
   i.   open/close ranks
   j.   break ranks
   k.   report front and center and post for award ceremonies
   l.   cover/uncover (without arms only)
   m.   eyes right/eyes left
 	
2.08-P PERFORM the following marching movements with and without arms in accordance with the Marine Corps Drill and Ceremonies Manual, COMDTINST M5060.11 (series):
 	
   a.   forward march
   b.   right/left flank
   c.   double time
   d.   halt
   e.   mark time
   f.   half-step
   g.   right/left step
   h.   back step
   i.   to the rear (without weapons only)
   j.   change step
   k.   column left/right
   l.   eyes right/left
   m. right/left oblique		

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TAB 1 OF THE ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) MANUAL

E2 PERFORMANCE REQUIREMENTS	INIT	DATE

B.   MILITARY JUSTICE AND CODE OF CONDUCT

(See Coast Guard Knowledge Requirements for E2)

C.   SECURITY REGULATIONS

(See Coast Guard Knowledge Requirements for E2)

D.   SEAMANSHIP

2.01-P EXECUTE the following helm commands as directed using a helm simulator and proper response, execute and advise terminology in accordance with The Coast Guardsman's Manual (current edition).

    a. Right/Left five (ten, etc.) degrees rudder
    b. Right/Left standard rudder
    c. Right/Left full rudder
    d. Increase your rudder to_____degrees
    e. Ease your rudder_____to degrees
    f. Shift your rudder
    g. Mind your helm
    h. How's your rudder
    i. Mark your head
    j. Command Sir/Ma'am
    k. Come right/left to_____degrees
    l. Steering Course_____, checking course_____

2.02-P PERFORM line-handling procedures in accordance with The Coast Guardsman's Manual (current edition), the Boat Crew Seamanship Manual, COMDTINST M16114.5 (series) and the Personnel Qualification Standard for Deck Seamanship (NAVEDTRA 43127 (current edition)).

2.03-P TIE knots in accordance with the Boat Crew Seamanship Manual, COMDTINST M16114.5 (series) and The Coast Guardsman's Manual (current edition):

    a. Square Knot
    b. Bowline
    c. Clove Hitch
    d. Slip Clove Hitch
    e. Round Turn with Two Half Hitches

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TAB 1 OF THE ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) MANUAL

E2 PERFORMANCE REQUIREMENTS	INIT	DATE

2.04-P IDENTIFY and **STATE** in writing the different types and characteristics of line in accordance with the Boat Crew Seamanship Manual, COMDTINST M16114.5 (series) and The Coast Guardsman's Manual (current edition).
 	
2.05-P DON, REMOVE and **STOW** a OFF-SHORE LIFEJACKET Type-1 PFD in accordance with the Coast Guard Rescue and Survival Systems Manual, COMDTINST M10470.10 (series), the Boat Crew Seamanship Manual, COMDTINST M16114.5 (series) and the Manufacturers Instructions as written on the inside of the lifejacket.
 	
2.06-P APPLY paint with a brush or roller in accordance with the Coatings and Color Manual, COMDTINST M10360.3 (series) and The Coast Guardsman's Manual (current edition).
 	
E.   UNIFORM STANDARDS, MEDALS, AND AWARDS
 	
2.01-P WEAR the following uniforms in accordance with the Uniform Regulations Manual, COMDTINST M1020.6 (series):
 	
    a. Full dress blue
    b. Service dress blue "B"
    c. Tropical Blue Long
    d. Operational Dress Uniform
 	
F.   CAREER DEVELOPMENT
 	
2.01-P COMPLETE the E-Resume in accordance with the Personnel Manual, COMDTINST M1000.6 (series), and the Personnel and Pay Procedures (PPPM) Manual, PSCINST M1000.2 (series).
 	
2.02-P COMPLETE Montgomery GI Bill form (DD-2366) in accordance with Montgomery GI Bill (MGIB) Active Duty Education Assistance Program, COMDTINST 1760.9 (series).		

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TAB 1 OF THE ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) MANUAL

E2 PERFORMANCE REQUIREMENTS	INIT	DATE

G.   FIRST AID & SURVIVAL

2.01-P PERFORM basic CPR in accordance with certification standards set forth in the U. S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume II, COMDTINST M16114.33 (series) and the American Red Cross.

2.02-P PERFORM basic First Aid in accordance with certification standards set forth in the U. S. Coast Guard Boat Operations and Training (BOAT Manual, Volume II, COMDTINST M16114.33 (series) and U. S. Navy Fleet Exercise Publication 4, Rev. A (FXP 4 REV A).

2.03-P RESPOND to simulated personnel injuries and casualties in accordance with certification standards set forth in the U. S. Coast Guard Boat Operations and Training (BOAT Manual, Volume II, COMDTINST M16114.33 (series) and U. S. Navy Fleet Exercise Publication 4, Rev. A (FXP 4 REV A).

2.04-P DEMONSTRATE the survival float techniques outlined in the U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume II, COMDTINST M16114.33 (series).

2.05-P COMPLETE the following by entering the water feet first from a minimum height of 1.5 meters and:

   a. Swim 100 meters unassisted within five minutes
   b. Remain afloat unassisted for an additional five minutes

H. FITNESS, WELLNESS, & QUALITY OF LIFE

2.01-P MEET the physical fitness standards outlined in the Boat Crew Seamanship Manual, COMDTINST M16114.5 (series) and U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I, COMDTINST M16114.32 (series).

2.02-P COMPLETE a personal wellness plan in accordance with Fit & Well, 5th edition, by Fahey, Insel, & Roth.

I.   COAST GUARD HISTORY, TRADITIONS, AND VALUES

   (See Coast Guard Knowledge Requirements for E2)

J.   SAFETY

   (See Coast Guard Knowledge Requirements for E2)

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TAB 1 OF THE ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) MANUAL

E2 PERFORMANCE REQUIREMENTS	INIT	DATE

K.   DAMAGE CONTROL

2.01-P PARTICIPATE as a member of a flooding repair team in accordance with the Naval Ships' Technical Manual, (NSTM Chapter 079 Vol. 2) and the Special and Emergency Operations and Procedures (SEOPS) Training Manual, LANTAREAINST M3502.1 (series).

2.02-P PARTICIPATE as a member of a fire-fighting team in accordance with the Naval Ships' Technical Manual, Chapter 555, Vol. 1, Surface Ship Firefighting (NSTM S9086-S3-STM-010 (current edition)), the Shipboard Firefighting Learning Reference Guide (Chapter 6) of the Special and Emergency Operations and Procedures (SEOPS) Training Manual, LANTAREAINST M3502.1 (series) and The Coast Guardsman's Manual (current edition).

L.   SMALL ARMS

2.01-P FIRE the Coast Guard Basic Pistol Marksmanship Course (CGBPMC) in accordance with the Ordnance Manual, COMDTINST M8000.2 (series).

M.   COAST GUARD ORGANIZATION

(See Coast Guard Knowledge Requirements for E2)

N.   COMMUNICATIONS

2.01-P PERFORM basic VHF radio voice procedures in accordance with the Radiotelephone Handbook, COMDTINST M2300.7 (series).

2.02-P PRONOUNCE the phonetic alphabet and numbers 0-9 as stated in the Radiotelephone Handbook, COMDTINST M2300.7 (series) and The Coast Guardsman's Manual (current edition).

2.03-P OPERATE a sound powered headset as outlined in the Sound Powered Telephone Talkers Manual, COMDTINST M9430.1 (series).

O.   WATCHSTANDING

2.01-P STATE in writing, the duties, responsibilities and techniques of standing a shipboard engineering watch in accordance with The Coast Guardsman's Manual (current edition).

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TAB 1 OF THE ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) MANUAL

E2 PERFORMANCE REQUIREMENTS	INIT	DATE
2.02-P STATE in writing, the duties, responsibilities and techniques of standing a lookout watch in accordance with the Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), The Coast Guardsman's Manual (current edition), and the Shipboard Lookout Manual, CG-414.		
2.03-P COMPLETE a proper security watch walk-through in accordance with the Shipboard Regulations Manual, COMDTINST M5000.7 (series), section 2-64-1, The Coast Guardsman's Manual (current edition), and Physical Security & Force Protection Program, COMDTINST M5530.1.		
P. ADMINISTRATION & PERSONAL FINANCES		
2.01-P COMPLETE a "First Unit Reporting Guide" for your first unit Permanent Change of Station (PCS) move in accordance with United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series), Chap 7-5-9-B.		
2.02-P SELECT Permanent Change of Station entitlements that best suit your needs according to the Personnel and Pay Procedures (PPPM) Manual, PSCINST M1000.2 (series).		
Q. LEADERSHIP AND SUPERVISION		
2.01-P PRIORITIZE a set of assigned tasks given time-management principles outlined in First Things First, (by Covey, Stephen R.; New York, NY: Simon & Schuster 1989).		
R. PUBLIC AFFAIRS		
(See Coast Guard Knowledge Requirements for E2)		
END OF PERFORMANCE REQUIREMENTS		
NAME (Last, First, Middle Initial)	**EMPLID #**	

TAB 1 OF THE ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) MANUAL

E2 KNOWLEDGE REQUIREMENTS	INIT	DATE
COAST GUARD KNOWLEDGE REQUIREMENTS FOR E2		

A.   COURTESIES, DRILLS AND CEREMONIES

(See Coast Guard Performance Requirements for E2)

B.   MILITARY JUSTICE AND CODE OF CONDUCT

2.01-K EXPLAIN how the six articles of the Code of Conduct relate to the Coast Guard core values in accordance with Executive Order 10631 (as Amended) and U.S. Coast Guard Publication 1.

2.02-K IDENTIFY UCMJ violations and corresponding punishments one may receive for them as outlined in the U.S. Manual for Court Martial (current edition), Part IV Punitive Articles.

2.03-K EXPLAIN the requirements of Article 137 and how they pertain to you in accordance with the U.S. Manual for Court Martial (current edition), Part IV Punitive Articles.

C.   SECURITY REGULATIONS

2.01-K LIST the procedures for securing and reporting unsecured classified material as outlined in the Classified Information Management Program, COMDTINST M5510.23 (series) and Telecommunications Manual (TCM), COMDTINST M2000.3 (series).

2.02-K EXPLAIN the importance of operational security in accordance with the Classified Information Management Program, COMDTINST M5510.23 (series).

2.03-K LIST the personal information that may be released without the member's consent in accordance with The Coast Guard Freedom of Information and Privacy Acts Manual, COMDTINST M5260.3 (series).

D.   SEAMANSHIP

2.01-K IDENTIFY the following shipboard structures, deck fittings, components, directions, and design and stability terminology in accordance with the Boat Crew Seamanship Manual, COMDTINST M16114.5 (series) and The Coast Guardsman's Manual (current edition):

  a. Bulkhead
  b. Deck
  c. Bow
  d. Stern
  e. Foc'sle

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TAB 1 OF THE ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) MANUAL

E2 KNOWLEDGE REQUIREMENTS	INIT	DATE
f. Superstructure g. Mast h. Fantail i. Stanchion j. Cleat k. Ground tackle l. Capstan m. Chock n. Bitt o. Bollard p. Stem q. Hatch r. Door s. Scuttle t. Ladder u. Brow v. Jackstaff w. Flagstaff x. Port y. Starboard z. Port/Starboard Bow aa. Port/Starboard Quarter bb. Windward/Leeward cc. Inboard/Outboard dd. Athwartship ee. Waterline ff. Draft gg. Freeboard hh. Beam ii. Displacement **2.02-K LIST** the basic duties of the following boat crew members as outlined in the Boat Crew Seamanship Manual, COMDTINST M16114.5 (series): a. Coxswain b. Engineer c. Boat Crew member **2.03-K STATE** in writing the action taken by all hands during emergencies as directed by the Watch Quarter and Station Bill (WQSB) as outlined in The Coast Guardsman's Manual (current edition): a. Man Overboard b. Abandon Ship c. General Emergency d. General Quarters		
NAME (Last, First, Middle Initial	**EMPLID #**	

TAB 1 OF THE ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) MANUAL

E2 KNOWLEDGE REQUIREMENTS	INIT	DATE

2.04-K IDENTIFY the commands and responsibilities of a boat lowering detail as outlined in The Coast Guardsman's Manual (current edition) and the Navy Personnel Qualification Standard for Deck Seamanship NAVEDTRA 43127 (current edition).

2.05-K IDENTIFY the commands and responsibilities of an anchoring detail as outlined in The Coast Guardsman's Manual (current edition) and the Navy Personnel Qualification Standard for Deck Seamanship NAVEDTRA 43127 (current edition).

E.   UNIFORM STANDARDS, MEDALS, AND AWARDS

2.01-K RECOGNIZE ratings and pay grades E1 through E9 and the Master Chief Petty Officer of the Coast Guard by sleeve insignia and collar devices as outlined in the Personnel Manual, COMDTINST M1000.6 (series) and The Coast Guardsman's Manual (current edition).

2.02-K RECOGNIZE Coast Guard officer's ranks by identifying their shoulder boards, collar devices, sleeve markings, and head gear as outlined in the Personnel Manual, COMDTINST M1000.6 (series) and The Coast Guardsman's Manual (current edition).

2.03-K RECOGNIZE the corresponding breast insignia or badge for the positions listed below in accordance with the Uniform Regulations, COMDTINST M1020.6 (series):

   a. Officer in Charge (OIC) ashore
   b. Officer in Charge (OIC)-afloat
   c. Command ashore
   d. Command afloat
   e. Command Master Chief (CMC) badge

2.02-K LIST the requirements for earning a Coast Guard Good Conduct Medal according to the CG Medals and Awards Manual, COMDTINST M1650.25 (series) and the Personnel Manual, COMDTINST M1000.6 (series).

2.03-K DEMONSTRATE proper grooming standards in accordance with the Uniform Regulations, COMDTINST M1020.6 (series).

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TAB 1 OF THE ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) MANUAL

E2 KNOWLEDGE REQUIREMENTS	INIT	DATE

F.   CAREER DEVELOPMENT

2.01-K IDENTIFY CG ratings by duties, typical assignments, advancement opportunity, and sea/shore rotations in accordance with the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series), the Personnel Manual, COMDTINST M1000.6 (series), and the Enlisted Billet Manual, COMDTINST M5320.6 (series).

2.02-K OUTLINE the path of advancement from E-2 to E-4 for a specific rating in accordance with the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series), the Enlisted Professional Military Education Manual, COMDTINST M1510.2 (series) and the Personnel Manual, COMDTINST M1000.6 (series).

2.03-K EXPLAIN how the assignment process effects your career in accordance with the Personnel Manual, COMDTINST M1000.6 (series), Chapter 4.D and the Personnel and Pay Procedures (PPPM) Manual, PSCINST M1000.2 (series), Chapter 5.D.13.

2.04-K OUTLINE the enlisted to officer advancement programs in accordance with the Personnel Manual, COMDTINST M1000.6 (series).

2.05-K EXPLAIN how a mentor can help you with your career choices in accordance with the Coast Guard Mentoring Program, COMDTINST 5350.24 (series).

2.06-K IDENTIFY your "A" school eligibility in accordance with the Personnel Manual, COMDTINST M1000.6 (series) and Training and Education Manual, COMDTINST M1500.10 (series).

2.07-K LIST the benefits offered by the Educational Services Programs as outlined in the Education Services Officer Procedures, Vol. III (CGI P1550.1A) and the Coast Guard Institute Internet Site (http://www.uscg.mil/hq/cgi/index.html).

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TAB 1 OF THE ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) MANUAL

E2 KNOWLEDGE REQUIREMENTS	INIT	DATE

G.   FIRST AID & SURVIVAL

2.01-K SELECT the following signaling equipment for its appropriate use in accordance with the Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), the Coast Guard Boat Operations and Training (BOAT) Manual, Volume II, COMDTINST M16114.33 (series), the Coast Guard Survival Systems Manual, COMDTINST M10470.10 (series) and The Coast Guardsman's Manual (current edition).

    a. Signal Mirror
    b. Illumination Signal Kit (MK-79 MOD-0)
    c. Smoke and Illumination Signal Kit (MK-124 MOD-0)
    d. Personal Marker Light
    e. Signal Whistle
    f. Distress Signal Light (strobe light)
    g. Signal Illumination, White Star Parachute (MK-127A1)

2.02-K STATE the purpose and launching sequence of a life raft and **DEMONSTRATE** the procedure to manually launch a life raft from it's cradle in accordance with the Coast Guard Rescue and Survival Systems Manual, COMDTINST M10470.10 (series), the Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), and The Coast Guardsman's Manual (current edition).

H.   FITNESS, WELLNESS, & QUALITY OF LIFE

2.01-K DESCRIBE the symptoms of stress and methods for effectively overcoming stress in accordance with StressMap: Personal Diary Edition and the Coast Guard Stress Management Program (http://www.uscg.mil/hq/g-w/g-wk/wkw/HP/stress_mgt.htm

2.02-K LIST examples, signs, and symptoms of addictive behavior and the resources available to you for effectively dealing with addictive behavior in accordance with Fit & Well, 5th edition, by Fahey, Insel, & Roth.

2.03-K LIST potential consequences of using controlled substances and how these consequences would affect a member's CG career as outlined in Fit & Well, 5th edition, by Fahey, Insel, & Roth, the Personnel Manual, COMDTINST M1000.6 (series) and Coast Guard Health Promotion Manual, COMDTINST M6200.1 (series).

2.04-K LIST the different methods of contraception in accordance with Brady Emergency Care (current edition), by Michael O'Keefe, Fit & Well, 5th edition, by Fahey, Insel, & Roth.

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TAB 1 OF THE ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) MANUAL

E2 KNOWLEDGE REQUIREMENTS	INIT	DATE

2.05-K LIST causes, symptoms, and prevention methods of Sexually Transmitted Diseases and HIV (AIDS) in accordance with Brady Emergency Care (current edition) by Michael O'Keefe.

2.06-K EXPLAIN your role in suicide prevention in accordance with The Surgeon General's Call to Action to Prevent Suicide 1999 and Suicide Prevention, COMDTINST 1734.1 (series).

2.07-K LIST the procedures for reporting rape and sexual assault in accordance with Reporting of Rape and Sexual Assault, COMDTINST 1754.10 (series).

I.   COAST GUARD HISTORY, TRADITIONS, AND VALUES

2.01-K LIST and **DEMONSTRATE** Coast Guard core values in accordance with U.S. Coast Guard Publication 1.

2.02-K IDENTIFY significant CG heroes and events from 1716 to the present in accordance with U.S. Coast Guard Publication 1.

2.03-K DESCRIBE your personal role in carrying forth the legacy of CG history, traditions and values stated in U.S. Coast Guard Publication 1.

2.04-K CITE examples of the following as referred to in U. S. Coast Guard Publication 1.

    a. Honor
    b. Respect
    c. Devotion to Duty
    d. Patriotism
    e. Unit Commitment
    f. Guardian of the Sea

J.   SAFETY

2.01-K SELECT proper workplace safety procedures in accordance with Safety and Environmental Health Manual, COMDTINST M5100.47 (series), Coatings and Color Manual, COMDTINST M10360.3 (series), Ordnance Manual, COMDTINST M8000.2 (series), Electronics Manual, COMDTINST M10550.25 (series), Naval Engineering Manual, COMDTINST M9000.6 (series), Brady Emergency Care (current edition) by Michael O'Keefe, and the Code of Federal Regulations 33CFR159-7 and 33CFR151-57.

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TAB 1 OF THE ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) MANUAL

E2 KNOWLEDGE REQUIREMENTS	INIT	DATE

K.   DAMAGE CONTROL

2.01-K IDENTIFY the four classes of fire, fire tetrahedron, fire terms, fire prevention measures and **SELECT** the appropriate fire extinguishing method and firefighting equipment for each class of fire in accordance with the Naval Ships' Technical Manual, Chapter 555, Vol. 1, Surface Ship Firefighting (NSTM S9086-S3-STM-010 (current edition)), the Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Special and Emergency Operations and Procedures (SEOPS) Training Manual, LANTAREAINST M3502.1, and The Coast Guardsman's Manual (current edition).

2.02-K DEMONSTRATE knowledge of the procedures to follow upon discovery of a fire in accordance with the Naval Ships' Technical Manual, Chapter 555, Vol. 1, Surface Ship Firefighting (NSTM S9086-S3-STM-010 (current edition)), and the Shipboard Firefighting Learning Reference Guide (Chapter 6) of the Special and Emergency Operations and Procedures (SEOPS) Training Manual, LANTAREAINST M3502.1.

L.   SMALL ARMS

(See Coast Guard Performance Requirements for E2)

M.   COAST GUARD ORGANIZATION

2.01-K DEMONSTRATE the proper use of your Chain of Command as outlined in The Coast Guardsman's Manual (current edition).

2.02-K IDENTIFY the Coast Guard's components, roles and missions in accordance with the Commandant's Direction, COMDTINST 16010.12 (series), Coast Guard Publication 1, and The Coast Guardsman's Manual (current edition).

2.03-K IDENTIFY various types of units, vessels and aircraft as listed in The Coast Guardsman's Manual (current edition).

N.   COMMUNICATIONS

2.01-K DEMONSTRATE effective communications in accordance with Learn to Communicate, by USCG Performance Systems School; (1996:Crisp Publications), Listen Up! Hear What's Being Said (by Dugger, J. West Des Moines, IA: Nation Press Publications, and Handbook for Facilitators (by Pfeiffer, J. W. and J. E. Jones, LaJolla, CA: University Associates).

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TAB 1 OF THE ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) MANUAL

E2 KNOWLEDGE REQUIREMENTS	INIT	DATE

2.02-K IDENTIFY the following flags and pennants and their use in accordance with Naval Telecommunications Procedures Manual, Chapter 13, Flags, Pennants and Customs (NTP 13 series) and The Coast Guardsman's Manual (current edition):
 	
   a. Bravo
   b. Oscar
   c. Prep
   d. SOPA
   e. Third Substitute
   f. Papa
 	
O.   WATCHSTANDING
 	
   (See Coast Guard Performance Requirements for E2)
 	
P.   ADMINISTRATION & PERSONAL FINANCES
 	
2.01-K INTERPRET the contents of a Leave and Earnings Statement in accordance with the Personnel, Pay, and Procedures (PPPM) Manual, PSCINST M1000.2, Appendix "You and Your LES."
 	
2.02-K LIST the services and resources available within the Financial Management Program in accordance with Coast Guard Human Resource Flag Voice 37 and the Coast Guard Work Life Website at http://www.uscg.mil/hq/g-w/g-wk/wkw/index.htm.
 	
2.03-K INTERPRET a Personal Data Extract form in accordance with the Personnel Manual, COMDTINST M1000.6 (series).
 	
2.04-K MATCH personal and family needs with the following Coast Guard programs and benefits in accordance with the Personnel Manual, COMDTINST M1000.6 (series), Chapter 18, Medical Manual, COMDTINST M6000.1 (series), and the TRICARE Handbook, TSO / DOD Pub 6010.46 :
 	
   a. TRICARE and United Concordia
   b. Supplemental Health Insurance
   c. Commissary/Exchange privileges
   d. I.D. Cards
   e. Leave and Liberty		

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TAB 1 OF THE ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) MANUAL

E2 KNOWLEDGE REQUIREMENTS	INIT	DATE
2.05-K IDENTIFY the eligibility requirements for different types of pay and allowances in accordance with the U.S. Coast Guard Pay Manual, COMDTINST M7220.29 (series). **2.06-K LIST** the functions of Work Life and Command Support Personnel as outlined in the Coast Guard Work Life Beneficiary Guide and the Coast Guard Work Life Program homepage: http://www.uscg.mil/hq/g-w/g-wk/wkw/index.htm **2.07-K STATE** the reasons for and consequences of the different types of discharges in accordance with the Personnel Manual, COMDTINST M1000.6 (series). **Q. LEADERSHIP AND SUPERVISION** **2.01-K DEMONSTRATE** ethical conduct in accordance with Code of Federal Regulations 49 CFR Part 99 and Standards of Ethical Conduct, COMDTINST M5370.8 (series). **2.02-K DEMONSTRATE** respect for others in accordance with the Coast Guard Equal Opportunity Program Manual, COMDTINST M5350.4 (series). **2.03-K LIST** the qualities of an effective follower as outlined in the Coast Guard Unit Leadership Program (Version 3/98) and The Power of Followership, by Robert E. Kelly; (Doubleday: 1992). **2.04-K EXPLAIN** the Enlisted Performance Evaluation System (EPES) and how it relates to advancement and retention as outlined in the Personnel Manual, COMDTINST M1000.6 (series). **R. PUBLIC AFFAIRS** **2.01-K LIST** the requirements each Coast Guard member must observe when dealing with the public in accordance with the Public Affairs Manual, COMDTINST M5728.2 (series), Section 1.D.7. **END OF KNOWLEDGE REQUIREMENTS**		
NAME (Last, First, Middle Initial)	**EMPLID #**	

TAB 1 OF THE ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) MANUAL

GLOSSARY

APPLY - 1. To put on.   Example: Apply base coat of paint. 2. To use practically. 3. To concentrate. Use of "apply" often leads to unobservable or un-measurable task statements. Example of improper use: Apply the principles of war.

CITE - to announce formally; to quote by way of example, authority, or proof

COMPLETE - 1. To bring to an end and especially into a perfected state. 2. Follow a process or procedure from initial identification to submission of any required reports or forms.

DEMONSTRATE - 1. To show by reasoning. 2. To show the operation or working of.   3. To explain by using examples, experiments, or action. 4. To show proficiency in accomplishing a task by simulation or actual performance without actual follow through due to safety or efficiency consequences. (Examples: Cardio-Pulmonary Resuscitation). Demonstrate Like "define", "demonstrate" is usually indicative of an enabling objective.

DON - To put on or dress in.

EXPLAIN - To make understandable. To give reason or cause for.

EXECUTE - To carry out fully or put completely into effect. To do what is provided or required to finish.

FIRE - To discharge a weapon.

IDENTIFY - 1. To ascertain the origin, nature, or definitive characteristics of.   2. To determine critical or necessary conditions or other factors. Example: Identify all specified and implied missions.   3. To determine the specific model of an item. Example: Identify threat armored vehicles.

INTERPRET - To determine or delineate the meaning of a proper notion or process.

LIST - To speak or write sequential items that belong to a certain category or relative group; enumerate.

MATCH - Items suitably associated; an exact counterpart.

MEET - To conform to a standard or requirement.

OUTLINE - To indicate the principal steps, features or different parts of a process.

OPERATE - 1. To cause a piece of equipment to function. 2. To perform a function. "Operate" is to turn on, control, and turn off a piece of equipment.

PARTICIPATE - To have a part or share in something; to play a role in a procedure.

PERFORM - 1. To carry out an action or pattern of behavior. 2. To begin a task and carry through to completion in accordance with applicable instructions and regulations.

PRIORITIZE - To put in order or rank. Note: Especially for the purpose of allocating resources. Usually indicates a step or enabling objective.

TAB 1 OF THE ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) MANUAL

PRONOUNCE - To recite or say correctly; to declare authoritatively.

RECOGNIZE - To determine the identity, category or relative group of an item.

REMOVE - To take away or displace.

RENDER - To give a performance or action in acknowledgment of obligation; to do (a service) for another.

RESPOND - To react in an appropriate way or give an answer.

SELECT - To choose from among others to meet specific standards or criteria.

STATE - To declare, or set forth; a condition. Recall and recite with authority.

STOW - To put away, store; to lock up for safekeeping.

TIE - To form a knot or bow using line; to fasten, attach, or close lose ends.

WEAR - To adorn, bear or have on the person. (see don)

TAB 1 OF THE ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) MANUAL

REFERENCES

This page provides a comprehensive reference list to assist the member with completing the Non-Rate Performance Requirements. Internet hyperlink addresses have been included for the publications that are currently available on-line. Future up-dates to this list will be posted to the E-PME Web site --- http://cgweb.tcpet.uscg.mil/tpf/mrnsms/mrnsms.htm

1. Adolescent Suicide: Assessment and Intervention, Alan L. Berman, David A. Jobes; Washington, DC: American Psychological Association; 1991

2. American Red Cross standards

3. U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume II, COMDTINST M16114.33 (series)

4. Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)

5. U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I, COMDTINST M16114.32 (series)

6. Brady Emergency Care, O'Keefe, Michael, et al. (current edition), New Jersey: Brady, (ISBN 0835950891)

7. Classified Information Management Program, COMDTINST M5510.23 (series)

8. Coatings and Colors Manual, COMDTINST M10360.3 (series)

9. The Coast Guard Freedom of Information and Privacy Acts Manual, COMDTINST M5260.3 (series)

10. Coast Guard Helmsman Manual (Cape May)

11. Coast Guard Mentoring Program, COMDTINST 5350.24 (series)

12. Coast Guard Mutual Assistance Program

13. The Coast Guard Organization Manual, COMDTINST M5400.7 (series)

14. U.S. Coast Guard Pay Manual, COMDTINST M7220.29 (series)

15. Personnel and Pay Procedures (PPPM) Manual, PSCINST M1000.2 (series)

16. Personnel Manual, COMDTINST M1000.6 (series)

17. Coast Guard Publication 1

18. United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

19. Rescue and Survival Systems Manual, COMDTINST M10470.10 (series)

20. Coast Guard Unit Leadership Program (Ver 3/98)

21. Coast Guard Work Life Beneficiary Guide

22. Coast Guard Work Life Programs

23. The Coast Guardsman's Manual (current edition)

24. Code of Federal Regulations 33 CFR 159-7 and 33 CFR 151-57

25. Code of Federal Regulations 49 CFR Part 99

TAB 1 OF THE ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) MANUAL

26. Commandant's Direction, COMDTINST 16010.12 (series)

27. Education Services Officer Procedures Vol. II, CGI Pub. P1550.1

28. Electronics Manual, COMDTINST M10550.25 (series)

29. Employee Assistance Program

30. Enlisted Billet Manual, COMDTINST M5320.6 (series)

31. Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series)

32. Coast Guard Equal Opportunity Program Manual, COMDTINST M5350.4 (series)

33. Equipment Tag Out Procedures, COMDTINST 9077.1 (series)

34. First Things First, by Covey, Stephen R.; New York, NY: Simon & Schuster 1989

35. Fit & Well, 5th edition, by Fahey, Insel, & Roth; McGraw Hill: Boston 2003 (ISBN 0767405366)

36. Handbook for Facilitators, by Pfeiffer, J. W. and J. E. Jones, LaJolla, CA: University Associates

37. Hazardous Communication for Workplace Materials, COMDTINST 6260.21 (series)

38. Hazing Awareness Training, COMDTINST 1610.1 (series)

39. Homework in Counseling and Psychotherapy, by Charles C. Thomas Pub Ltd: 1982

40. Learn to Communicate, by USCG Performance Systems School, Crisp Publications: 1996

41. Listen Up! Hear What's Being Said, by Dugger, J. West Des Moines, IA: Nation Press Publications

42. Marine Corps Drill and Ceremonies Manual, COMDTINST M5060.11 (series)

43. CG Medals and Awards Manual, COMDTINST M1650.25 (series)

44. Medical Manual, COMDTINST M6000.1 (series)

45. Montgomery G.I. Bill (MGIB) - Education Assistance Program, COMDTINST 1760.9 (series)

46. Naval Engineering Manual, COMDTINST M9000.6 (series)

47. Naval Ships Technical Manual, Chapter 300, Electric Plant-General

48. Naval Ships' Technical Manuals, Chapter 555, Vol. 1, Surface Ship Firefighting (NSTM S9086-S3-STM-010 (current edition))

49. Special and Emergency Operations and Procedures (SEOPS) Training Manual, LANTAREAINST M3502.1 (series) and associated Learning Reference Guides (current editions)

50. Naval Telecommunications Procedures Manual, Chapter 13, Flags, Pennants and Customs (NTP 13 series)

51. Navy Education and Training Manual, Personnel Qualification Standard for Deck Seamanship NAVEDTRA 43127 (current edition). http://www.cnet.navy.mil

52. Navy Education Manual, Tools and their Uses (NAVEDTRA 12085-new/ 10085-B2-old) http://www.cnet.navy.mil/

53. Navy Safety Precautions for Forces Afloat, OPNAVINST 5100.19 (series)

54. Technical Guide: Practices for Respiratory Protection, COMDTINST M6260.2 (series)

55. Public Affairs Manual, COMDTINST M5728.2 (series), Section 1.D.7

TAB 1 OF THE ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) MANUAL

56. Radiotelephone Handbook, COMDTINST M2300.7 (series)

57. Safety and Environmental Health Manual, COMDTINST M5100.47 (series)

58. Shipboard Lookout Manual, COMDTINST M9450.1 (series)

59. Ordnance Manual, COMDTINST M8000.2 (series)

60. Coast Guard Health Promotion Manual, COMDTINST M6200.1 (series)

61. Sound-Powered Telephone Talkers Manual, COMDTINST M9430.1 (series)

62. Standards of Ethical Conduct, COMDTINST M5370.8 (series)

63. Telecommunications Manual (TCM), COMDTINST M2000.3 (series)

64. The Power of Followership; by Kelly, Robert El (Doubleday, 1992)

65. Training and Education Manual, COMDTINST M1500.10 (series)

66. TRICARE Handbook, TSO / DOD Pub 6010.46 (series)

67. Uniform Regulations, COMDTINST M1020.6 (series)

68. United States Code Manual, Title 10, Chapter 37 General Service Requirements, section 651: {Required Service}

69. United States Code Manual, Title 10, Chapter 47 Uniform Code of Military Justice, Section 937, Article 137 "Articles to be Explained"

70. United States Code Manual, Title 10, Chapter 47 Uniform Code of Military Justice, section 802, {Executive Order 10631 dated Aug.1955}(as amended)

71. United States Manual for Courts-Martial (current series)

72. USPHS Pamphlet *Suicide as a Public Health Problem*

73. Shipboard Regulations Manual, COMDTINST M5000.7 (series)

74. Enlisted Professional Military Education Manual, COMDTINST M1510.2 (series)

75. Physical Security & Force Protection Program COMDTINST M5530.1 (series)

END

TAB 2

E-PME PERFORMANCE REQUIREMENTS
(E-3 THROUGH E-9)

TAB 2 OF THE ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) MANUAL

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-1510-2	RECORD OF ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) PERFORMANCE REQUIREMENTS E3 - E9

INSTRUCTIONS

RECORD OF E-3 THROUGH E-9 PERFORMANCE REQUIREMENTS shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Professional Military Education (E-PME) Manual, COMDTINST M1510.2 (series). As proficiency in each requirement is demonstrated, the DATE and INITIALS column shall be completed by the designated supervisor at your unit. Personnel are required to demonstrate proficiency in all requirements. Requirements previously demonstrated, dated, and initialed off are not required to be re-certified.

REQUIREMENTS NUMBERING SYSTEM - _EXAMPLE_: 2-3.01-P

2 = The number 2 indicates this information is covered in Chapter 2 of the E-PME Study Guide.

3.01 = The number 3 designates this is an E-3 requirement, and the .01 signifies it's the 1st E-3 requirement in the chapter and subsection which precedes it.

P = Performance requirement.

NOTE: A comprehensive listing of additional reference sources are included in the E-PME Study Guide. These additional references are not testable material.

The E-PME Manual can be located via:

➤ U.S. Coast Guard Directives System Internet site accessible at http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm.
➤ U.S. Coast Guard Directives System Intranet site accessible at http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/welcome.htm.
➤ U.S. Coast Guard Directives System CD-ROM accessible from the Start Menu under
➤ USCG Applications.
➤ Your unit's hardcopy (paper) library of Directives and Publications.

The E-PME Study Guide can be located:

➤ On-line at the E-PME Study Guide internet Web Site: http://www.learning.uscg.mil/epme
➤ By ordering a CD-ROM or paper-based copy from the U.S. Coast Guard Institute.

E-PME Study Guide support is available:

➤ By contacting the Subject Matter Specialists at U.S. Coast Guard Training Center Petaluma at (707) 765-7374. In addition, to view frequently asked questions and/or to provide feedback, access http://www.uscg.mil/hq/tcpet/tpf/mrnsms/mrnsms.htm.

Title: E-PME PERFORMANCE-BASED REQUIREMENTS (Note: Sign offs are not required for the MAY 2005 Active Duty SWE and the OCT 2005 Reserve SWE. However, the MAY 2005 Active Duty and the OCT 2005 SWE questions will be based on E-PME requirements from the new E-PME Study Guide.	Abbreviation E-PME

Date Completed

E3	E4	E5 .
E6	E7	E8	E9 .

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TAB 2 OF THE ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) MANUAL

	SIGNATURE OF DESIGNATED SUPERVISOR			
DATE	**NAME/SIGNATURE**	**INITIALS**	**RATE**	**UNIT**

Remarks

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TAB 2 OF THE ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) MANUAL

PROFESSIONAL MILITARY EDUCATION (PME) PERFORMANCE REQUIREMENTS	INITIALS	DATE

SECTION 1: COAST GUARD PURPOSE

1. Global Coast Guard
No performance requirements at this time. See Tab 3 of the E-PME Manual for knowledge requirements for this chapter.

2. Coast Guard Organization
No performance requirements at this time. See Tab 3 of the E-PME Manual for knowledge requirements for this chapter.

3. Coast Guard History
No performance requirements at this time. See Tab 3 of the E-PME Manual for knowledge requirements for this chapter.

4. Enlisted Heritage
No performance requirements at this time. See Tab 3 of the E-PME Manual for knowledge requirements for this chapter.

5. Enlisted Ranks
No performance requirements at this time. See Tab 3 of the E-PME Manual for knowledge requirements for this chapter.

SECTION 2: COAST GUARD ENLISTED CORE FUNCTIONS

6. Leadership

No performance requirements at this time. See Tab 3 of the E-PME Manual for knowledge requirements for this chapter.

7. Standards of Conduct

7-4.01-P   **STATE** situations that could result in a conflict of interest, as presented in the E-PME Study Guide.

8. Standards of Appearance

8-3.01-P   **LIST** in the correct order of precedence the following ribbons/medals as presented in the E-PME Study Guide.

> ➤ CG Distinguished Service Medal
> ➤ CG Sea Service Ribbon
> ➤ CG Good Conduct Medal

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TAB 2 OF THE ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) MANUAL

PROFESSIONAL MILITARY EDUCATION (PME) PERFORMANCE REQUIREMENTS	INITIALS	DATE
➢ CG Commendation Medal ➢ CG Expert Rifle Medal ➢ National Defense Service Medal ➢ CG Achievement Medal ➢ CG Meritorious Unit Commendation ➢ CG Medal ➢ CG Expert Pistol Medal ➢ CG Legion of Merit ➢ CG Unit Commendation ➢ CG Meritorious Team Commendation ➢ Humanitarian Service Medal		
8-7.01-P **INSPECT** a unit member ensuring his or her uniform is in good condition, properly worn, and that the person meets grooming standards, as presented in the E-PME Study Guide. (Intent: It is not necessary to conduct a formal personnel inspection to meet this requirement. Uniform of the day meets this requirement.)		

9. Enforcing Standards

9-4.01-P   **PREPARE** a CG-4910, Report and Disposition of Offense, as presented in the E-PME Study Guide.

10. Supervisory Responsibility

10-3.01-P   Using the Non-rated performance evaluation factors, **SUBMIT** a self-evaluation to your supervisor, as presented in the E-PME Study Guide. (Intent: To support and provide input on your performance.)

10-4.01-P   Using the Petty Officer performance evaluation factors, **SUBMIT** a self-evaluation to your supervisor, as presented in the E-PME Study Guide. (Intent: To support and provide input on your performance).

10-5.01-P   **SUBMIT** an evaluation of a subordinate to your supervisor, as presented in the E-PME Study Guide.

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TAB 2 OF THE ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) MANUAL

PROFESSIONAL MILITARY EDUCATION (PME) PERFORMANCE REQUIREMENTS	INITIALS	DATE
10-5.02-P Under direct supervision, **COUNSEL** a subordinate on their performance evaluation, as presented in the E-PME Study Guide.		

10-6.01-P   **SUBMIT** an Administrative Remarks Sheet (CG-3307) to your supervisor for review on the following Performance and Discipline behaviors, as presented in the E-PME Study Guide:
 	
    ➢ General - Positive
    ➢ General - Negative		

10-6.02-P **INSTRUCT** personnel on the current requirements to compete for advancement to their next pay grade, as presented in the E-PME Study Guide.		
10-6.03-P **PREPARE** an award recommendation on a Coast Guard member and submit it to your supervisor for review, as presented in the E-PME Study Guide.		
10-7.01-P Using the Master, Senior, and Chief Petty Officer performance evaluation factors, **SUBMIT** a self-evaluation to your supervisor, as presented in the E-PME Study Guide.		

10-7.02-P   **SUBMIT** an evaluation of a subordinate to your supervisor, using the DIRECT ACCESS Employee Review software, on his or her leadership abilities in accordance with the following performance dimensions. Use the Direct Access reference guides and the E-PME Study Guide for reference.
 	
    ➢ Communication
    ➢ Responsibility
    ➢ Directing Others
    ➢ Working with Others
    ➢ Developing Subordinates
    ➢ Looking Out for Others
    ➢ Setting an Example
    ➢ Military Bearing		

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TAB 2 OF THE ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) MANUAL

PROFESSIONAL MILITARY EDUCATION (PME) PERFORMANCE REQUIREMENTS	INITIALS	DATE

> ➢ Customs and Courtesies
> ➢ Integrity
> ➢ Loyalty
> ➢ Respecting Others
> ➢ Human Relations

11. <u>Personnel Issues</u>

No performance requirements at this time. See Tab 3 of the E-PME Manual for knowledge requirements for this chapter.

12. <u>Management Functions</u>

12-5.01-P   **VERIFY** the content of the training summary and competencies sections within Direct Access, as presented in the E-PME Study Guide.

12-5.02-P   **IDENTIFY** the training available, and the process for requesting Class "C" schools, as presented in the E-PME Study Guide.

12-5.03-P   **PREPARE** a Procurement Document, manually or electronically, as presented in the E-PME Study Guide.

> ➢ Accounting Data
> ➢ Limitations

12-6.01-P   **VERIFY** the accuracy of Directives and Publications in your work center's library, as presented in the E-PME Study Guide. (Intent: define work center; to include identifying improvements and ordering changes)

12-7.01-P   **SUBMIT** a departmental budget, as presented in the E-PME Study Guide.

12-8.01-P   **IDENTIFY** required training for personnel (billets) at your unit and recommend changes, as presented in the E-PME Study Guide.

12-8.02-P   **REVIEW** the PME requirements and submit recommended changes, via your command, to Commandant (G-WTL-2).

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TAB 2 OF THE ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) MANUAL

PROFESSIONAL MILITARY EDUCATION (PME) PERFORMANCE REQUIREMENTS	INITIALS	DATE

12-8.03-P **REVIEW** your Rating Enlisted Performance Qualifications and submit recommended changes to your Rating Force Master Chief, as presented in the E-PME Study Guide.

12-9.01-P **OUTLINE** the budgetary process from Resource Proposal development through budget allocation, including timeline.

13. Personnel Systems

13-4.01-P **PREPARE** an electronic resume (e-Resume), as presented in the E-PME Study Guide.

13-4.02-P **PREPARE** a travel claim, as presented in the E-PME Study Guide.

13-5.01-P **VERIFY** the accuracy of your electronic PDE for the following, as presented in the E-PME Study Guide:
- ➢ Time in Service
- ➢ Time in Pay Grade
- ➢ Award Points
- ➢ Creditable Sea Time
- ➢ Performance Evaluation
- ➢ Commanding Officer's Recommendation
- ➢ Completion of End of Course Test
- ➢ Completion of EPQ's/E-PME's

SECTION 3: COAST GUARD READINESS

14. Mission Preparedness

14-7.01-P **INSTRUCT** personnel on the application of the Operational Risk Management (ORM) process, as presented in the E-PME Study Guide.

15. Safety

15-3.01-P **LOCATE** your Right To Know Station and discuss with your unit safety coordinator the contents of your

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TAB 2 OF THE ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) MANUAL

PROFESSIONAL MILITARY EDUCATION (PME) PERFORMANCE REQUIREMENTS	INITIALS	DATE

Material Safety Data Sheet (MSDS), as presented in the E-PME Study Guide.

15-5.01-P   **CONDUCT** a training session on your workplace safety procedures, as presented in the E-PME Study Guide.

15-5.02-P   **CONDUCT** a safety inspection of your workspace, report discrepancies to the appropriate personnel, checking for the following: use E-PME Study Guide for reference. (Intent: This list is not all-inclusive, and should include other applicable requirements at your unit.)

- Electrical cord problems
- Personal Protective Equipment (PPE) availability
- Functioning Safety Devices
- Tagged or locked-out equipment
- U.S. Coast Guard Safety and Environmental Health Checklists

16.   Security

No Performance Requirements at this time. See Tab 3 of the E-PME Manual for Knowledge Requirements.

SECTION 4: COAST GUARD COMMUNICATION

17.   Communicating

17-4.01-P   **PERFORM** the following functions using a Coast Guard Standard Work Station, as presented in the E-PME Study Guide:
- Create, edit, and print a document using word processing software
- Draft and send E-mail messages, with attachments

17-4.02-P   **STATE** the Coast Guard and your unit's policy governing the release of official information to the public, as presented in the E-PME Study Guide.

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TAB 2 OF THE ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) MANUAL

PROFESSIONAL MILITARY EDUCATION (PME) PERFORMANCE REQUIREMENTS	INITIALS	DATE

17-4.03-P **INSTRUCT** subordinates on Coast Guard policy regarding the release of photographs, video, and audio of Coast Guard activities, as presented in the E-PME Study Guide.

17-5.01-P **INSTRUCT** personnel at your unit, as presented in the E-PME Study Guide: (Intent: To utilize rating, GMT, PQS or other Coast Guard related subject matter)

17-5.02-P **UTILIZE** the following tools using a Coast Guard Standard Work Station, as presented in the E-PME Study Guide:
  ➤ Adobe Forms.pdf/Jet Form Filler
  ➤ Publications and Directives
  ➤ FEDLOG
  ➤ CGMS
  ➤ Direct Access

17-6.01-P **DRAFT** the following Coast Guard correspondence, as presented in the E-PME Study Guide:
  ➤ Coast Guard Business Letter
  ➤ Coast Guard Memorandum

17-6.02-P **PREPARE** a Coast Guard message using proper format for drafting, as presented in the E-PME Study Guide.

17-8.01-P **LEAD** a team through a project, as presented in the E-PME Study Guide. (Intent: to use a project management process to accomplish a unit need or function)

GLOSSARY

APPLY The ability to use learned material in new and concrete situations, including the application of rules, methods, concepts, principles, laws, and theories. A higher degree of **COMPREHEND**.

COMPREHEND To see relationships, concepts, and abstractions beyond the simple remembering of material. Typically involves translating, interpreting, and estimating future trends. A higher degree of **KNOW.**

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TAB 2 OF THE ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) MANUAL

PROFESSIONAL MILITARY EDUCATION (PME) PERFORMANCE REQUIREMENTS	INITIALS	DATE
CONDUCT To use proper procedures and processes to accomplish a specific task or goal.		
INSPECT Examine, test, measure, or evaluate people, spaces, or equipment for installation, operation, and performance in accordance with established standards, specifications, drawings, technical manuals, directives, policies or other requirements.		
INSTRUCT To make proficient by conveying knowledge and skills.		
KNOW The recall and recognition of previously learned material (fact, theories, etc.) in essentially the same form as presented.		
LEAD To exercise direct control over an activity or process.		
LIST To arrange information in logical form and order for self or others.		
LOCATE To determine or set the position of.		
OUTLINE To give the main features or various aspects of; to summarize process and forwarding it to the prescribed authority.		
PERFORM To begin a task and carry through to completion in accordance with applicable instructions and regulations.		
PREPARE Plan, gather, and assemble information to produce a document (i.e. forms and schedules).		
REVIEW To go over for the purpose of determining correctness or currency.		
SUBMIT To prepare and deliver a report or form following a defined criteria.		
UPDATE Change existing information and records to accurately align them with correct or most recent data.		
UTILIZE To perform a task using proper tools, equipment, and procedures in accomplishing a necessary goal.		
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TAB 3

E-PME KNOWLEDGE REQUIREMENTS
(E-3 THROUGH E-9)

The first TED for which the requirements must be completed for the next higher pay grade will be indicated on the form(s).

TAB 3 OF THE ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) MANUAL

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-1510-3	**RECORD OF ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) KNOWLEDGE REQUIREMENTS E3 - E9**

INSTRUCTIONS

KNOWLEDGE REQUIREMENTS (K) must be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Professional Military Education (E-PME) Manual, COMDTINST M1510.2 (series). The knowledge requirements consist of what a person needs to know, comprehend, and apply in concrete and abstract situations, to support performance of their duty and professional development, and to build an enlisted Esprit de Corps.

Knowledge requirements do not require a signature of completion, but members will be tested on the material through an E-PME Advancement Qualification Exam (AQE), (formally known as an End of Course Test) and/or Service Wide Exams (SWE).

KNOWLEDGE REQUIREMENTS NUMBERING SYSTEM - *EXAMPLE*: 6-4.01-K

6 = The number 6 indicates this information is covered in Chapter 6 of the E-PME Study Guide.

4.01 = The number 4 designates this is an E4 requirement, and the .01 signifies it's the 1st E-4 requirement in the chapter.

K = Knowledge requirement.

NOTE: A comprehensive listing of additional reference sources are included in the E-PME Study Guide. These additional references are not testable material.

The E-PME Manual can be located via:
- U.S. Coast Guard Directives System Internet site accessible at http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm.
- U.S. Coast Guard Directives System Intranet site accessible at http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/welcome.htm.
- U.S. Coast Guard Directives System CD-ROM accessible from the Start Menu under USCG Applications.
- Your unit's hardcopy (paper) library of Directives and Publications.

The E-PME Study Guide can be located:
- On-line at the E-PME Study Guide internet Web Site: http://www.learning.uscg.mil/epme
- By ordering a CD-ROM or paper-based copy from the U.S. Coast Guard Institute.

E-PME Study Guide support is available:
- By contacting the Subject Matter Specialists at U.S. Coast Guard Training Center Petaluma at (707) 765-7374. In addition, to view frequently asked questions and/or to provide feedback, access http://www.uscg.mil/hq/tcpet/tpf/mrnsms/mrnsms.htm.

TITLE E-PME Knowledge Requirements	Abbreviation E-PME
(NOTE: the MAY 2005 Active Duty and the OCT 2005 SWE questions will be based on E-PME requirements from the new E-PME Study Guide.)	
NAME (Last, First, Middle Initial)	Employee I.D. Number

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ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) KNOWLEDGE REQUIREMENTS

SECTION 1: COAST GUARD PURPOSE

1. **Global Coast Guard**

1-7.01-K   **COMPREHEND** the current Coast Guard Commandant's Direction as presented in the E-PME Study Guide.

2. **Coast Guard Organization**

2-3.01-K   **COMPREHEND** the Coast Guard's Roles and Missions as presented in the E-PME Study Guide.

2-3.02-K   **COMPREHEND** the organizational role of the Coast Guard Reserve as presented in the E-PME Study Guide.

2-3.03-K   **KNOW** the Roles and Missions of the Coast Guard Auxiliary as presented in the E-PME Study Guide.

2 4.01-K   **KNOW** the relationship between the Coast Guard and the following, as presented in the E-PME Study Guide.

> ➢ President
> ➢ Department of Homeland Security
> ➢ Department of Defense

2-5.01-K   **KNOW** the Coast Guard's Organizational Structure as presented in the E-PME Study Guide.

2-7.01-K   **COMPREHEND** the Headquarters Organizational Structure, as presented in the E-PME Study Guide.

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3. <u>Coast Guard History</u>

3-3.01-K   **KNOW** the origins and significance of each item below as presented in the E-PME Study Guide.

- National Ensign
- Coast Guard Ensign
- The Coast Guard Flag (Standard)
- Battle Streamers
- Union Jack
- Commissioning Pennant
- Coast Guard Seal
- Coast Guard Emblem
- Coast Guard Shield
- Coast Guard Slash (Racing Stripe)
- Coast Guard Motto

3-5.01-K   **OUTLINE** the Coast Guard's role during the following armed conflicts as presented in the E-PME Study Guide.

- Quasi-War
- War of 1812
- Mexican-American War
- Spanish-American War
- Civil War
- World War I
- World War II
- Korean War
- Vietnam
- Desert Shield / Storm

3-5.02-K   **KNOW** what historical events led to the establishment of the following missions as presented in the E-PME Study Guide.

- Search and rescue
- Environmental protection
- Law enforcement
- Ice operations
- Aids to navigation
- Boating safety
- Military readiness
- Coast Guard Reserve
- CG Auxiliary
- Homeland Security

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4. **Enlisted Heritage**

   4-4.01-K   **KNOW** the heritage that led to the creation of the Petty Officer as presented in the E-PME Study Guide.

   4-4.02-K   **KNOW** the heritage that led to the creation of the MCPO-CG, as presented in the E-PME Study Guide.

   4-5.01-K   **KNOW** the significant achievements of enlisted personnel as presented in the E-PME Study Guide.

   4-7.01-K   **KNOW** the heritage that led to the creation of the following rates, as presented in the E-PME Study Guide.

   - ➢ Chief Petty Officer
   - ➢ Senior Chief Petty Officer
   - ➢ Master Chief Petty Officer

5. **Enlisted Ranks**

   5-3.01-K   **KNOW** the functions of the following positions in the command support structure as presented in the E-PME Study Guide.

   - ➢ Command Master Chief (CMC-Gold Badge)
   - ➢ Command Chief Silver Badge
   - ➢ Command Drug and Alcohol Representative (CDAR)
   - ➢ Family Advocacy Specialist (FAS)
   - ➢ Career Development Advisor (CDA)
   - ➢ Educational Service Officer (ESO)
   - ➢ Civil Rights Officer
   - ➢ Voting Assistance Officer
   - ➢ Collateral Duty Equal Opportunity Counselor
   - ➢ Public Affairs Officer

   5-4.01-K   **COMPREHEND** the following as presented in the E-PME Study Guide.

   - ➢ Authority of a Petty Officer
   - ➢ Parameters of issuing a Lawful Order

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5-4.02-K   **KNOW** the statutory authority of Coast Guard petty officers under title 14, USC, Sec. 89.

5-4.03-K   **KNOW** the roles and purpose of Rating Force Master Chiefs as presented in the E-PME Study Guide.

5-5.01-K   **KNOW** the commissioning programs available for enlisted personnel as presented in the E-PME Study Guide.

> ➢ Chief Warrant Officer (CWO)
> ➢ Officer Candidate School (OCS)
> ➢ Pre-Commissioning Program (PPEP)
> ➢ Coast Guard Academy (CGA)
> ➢ Direct Commission Officer Program
> ➢ Selective Reserve Direct Commission Program

SECTION 2: CG ENLISTED CORE FUNCTIONS

6. Leadership

6-4.01-K   **KNOW** the definitions of the following, as presented in the E-PME Study Guide:

> ➢ Leadership
> ➢ Effective Leadership
> ➢ Leadership Development
> ➢ Leadership Competencies
> ➢ Leadership Performance Expectations

6-6.01-K   **COMPREHEND** the three (3) categories of the Coast Guard's 21 Leadership Competencies, as presented in the E-PME Study Guide.

> ➢ Self
> ➢ Working with Others
> ➢ Performance

6-7.01-K   **KNOW** the Chief Petty Officer's position; relationship with superiors, subordinates and others, and the overall traits of leadership, as presented in the E-PME Study Guide.

6-8.01-K   **KNOW** the 21 leadership competencies, as presented in the E-PME Study Guide.

6-9.01-K   **KNOW** the steps involved in developing Coast Guard policy from inception to implementation, as presented in the E-PME Study Guide.

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7. **Standards of Conduct**

   7-3.01-K   **KNOW** your rights and your responsibilities as they pertain to participation in political activities, as presented in the E-PME Study Guide.

   7-3.02-K   **KNOW** what a Status of Forces Agreement (SOFA) is, as presented in the E-PME Study Guide.

8. **Standards of Appearance**

   8-3.01-K   **KNOW** the Coast Guard's Policy regarding tattoos, brands and body piercing as presented in the E-PME Study Guide.

   8-3.02-K   **IDENTIFY** the insignia of all officer and enlisted grades from the seven branches of the U.S. Uniformed Services as presented in the E-PME Study Guide.

   8-3.03-K   **IDENTIFY** the rank insignia of the Coast Guard Auxiliary as presented in the E-PME Study Guide.

9. **Enforcing Standards**

   9-4.01-K   **KNOW** your rights and responsibilities as an enlisted member as they pertain to the following, as presented in the E-PME Study Guide.

   - ➢ Extra Military Instruction (EMI)
   - ➢ UCMJ Infractions
   - ➢ Search and Seizure
   - ➢ Rights of Accused
   - ➢ Right to Appeal

   9-6.01-K   **KNOW** your responsibility as an enlisted member as it pertains to the following, as presented in the E-PME Study Guide.

   - ➢ Extra Military Instruction (EMI)
   - ➢ Withholding of Privileges
   - ➢ Search and Seizure

   9-7.01-K   **KNOW** the duties and responsibilities of an enlisted member as they pertain to the following, as presented in the E-PME Study Guide.

   - ➢ Mast Representative
   - ➢ Preliminary Inquiry Officer (PIO)

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10. <u>Supervisory Responsibility</u>

10-4.01-K   **KNOW** the responsibilities of a Supervisor, Marking Official, Approving Official, and Appeal Authority in relationship to the Enlisted Performance Evaluation System as presented in the E-PME Study Guide.

10-5.01-K   **COMPREHEND** the supervisor's responsibility in the evaluation of personnel. Use the Direct Access reference guides and as presented in the E-PME Study Guide.

10-5.02-K   **COMPREHEND** the importance of documenting an individual's performance as presented in the E-PME Study Guide.

10-8.01-K   **KNOW** the purpose of the following Commandant awards as presented in the E-PME Study Guide.

> ➢ Commandant's Performance Challenge
> ➢ Commandant's Quality Award

10-8.02-K   **KNOW** the seven Commandant's Quality Award (CQA) criteria categories, as presented in the E-PME Study Guide.

11. <u>Personnel Issues</u>

11-3.01-K   **KNOW** the Commandant's policy on use of tobacco products, as presented in the E-PME Study Guide.

11-3.02-K   **KNOW** the Coast Guard's substance abuse policies, as presented in the E-PME Study Guide.

11-3.03-K   **IDENTIFY** the warning signs of stress, as presented in the E-PME Study Guide.

11-3.04-K   **IDENTIFY** the common warning signs of potential suicide, as presented in the E-PME Study Guide.

11-3.05-K   **KNOW** the function of the command Ombudsman, as discussed in the E-PME Study Guide.

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11-4.01-K   **COMPREHEND** the importance of good personal financial management in the following areas, as presented in the E-PME Study Guide:

> ➢ Savings Accounts
> ➢ Checking Accounts
> ➢ Credit Cards
> ➢ Investments
> ➢ Insurance Programs
> ➢ Credit History
> ➢ Loans
> ➢ Personal Budgeting

11-5.01-K   **KNOW** the various stress management interventions, as presented in the E-PME Study Guide.

11-5.02-K   **KNOW** the various suicide interventions available to assist at risk personnel, as presented in the E-PME Study Guide.

11-6.01-K   **COMPREHEND** the current policies and responsibilities regarding the following, as presented in the E-PME Study Guide.

> ➢ Coast Guard drug and alcohol policies
> ➢ Addiction Prevention Specialist (APS)
> ➢ Command Drug and Alcohol Representative (CDAR)
> ➢ How to recognize suspected alcohol abuse
> ➢ Alcohol situations
> ➢ Alcohol incidents
> ➢ Coast Guard required drug and alcohol training
> ➢ Alcohol Abuse Prevention Programs

11-6.02-K   **COMPREHEND** the Commandant's policies regarding the following, as presented in the E-PME Study Guide.

> ➢ Sexual Harassment Prevention Policy
> ➢ Interpersonal Relationships Policy
> ➢ Hazing Policy
> ➢ Equal Opportunity Policy
> ➢ Diversity Policy Statement

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12. <u>Management Functions</u>

12-5.01-K   **KNOW** the services provided by the Coast Guard Institute, as presented in the E-PME Study Guide.

12-5.02-K   **KNOW** the policies covering the utilization, disposal and surveying of Coast Guard property, as presented in the E-PME Study Guide.

12-6.01-K   **COMPREHEND** Reserve duty status categories, as presented in the E-PME Study Guide.

13. <u>Personnel Systems</u>

13-4.01-K   **KNOW** your Permanent Change of Station (PCS) entitlements, as presented in the E-PME Study Guide.

13-4.02-K   **KNOW** the enlisted assignment process, as presented in the E-PME Study Guide.

SECTION 3: READINESS

14. <u>Mission Preparedness</u>

14-3.01-K   **KNOW** the potential hazards and your responsibilities as a First Responder when a hazardous substance may be present, as presented in the E-PME Study Guide.

14-4.01-K   **KNOW** the meanings of the following Operational Risk Management (ORM) terms, as presented in the E-PME Study Guide.

> ➢ Operational Risk Management
> ➢ Risk
> ➢ Severity
> ➢ Probability
> ➢ Exposure
> ➢ Hazard
> ➢ Risk Assessment
> ➢ Risk Rating Scale

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14-4.02-K   **KNOW** the basic organizational structure of the Incident Command System, as presented in the E-PME Study Guide.

14-6.01-K   **KNOW** the seven steps of the Operational Risk Management (ORM) process, as presented in the E-PME Study Guide.

15. **Safety**

15-3.01-K   **KNOW** the procedures for tagging out equipment, as presented in the E-PME Study Guide.

15-4.01-K   **KNOW** all the applicable safety precautions when performing the following tasks, as presented in the E-PME Study Guide:

   ➢ Working on or around machinery
   ➢ Using hand and power tools
   ➢ Entering or working in tanks, voids, and unventilated spaces
   ➢ Performing watch standing duties in machinery spaces
   ➢ Working on or around electrical equipment
   ➢ Handling flammable or toxic materials.
   ➢ Working aloft
   ➢ Working over the side
   ➢ Bio-hazardous material

15-6.01-K   **KNOW** the mishap reporting procedures, as presented in the E-PME Study Guide.

16. **Security**

16-3.01-K   **KNOW** the following four levels of terrorist threat, as presented in the E-PME Study Guide.

   ➢   High
   ➢   Significant
   ➢   Moderate
   ➢   Low

16-3.02-K   **KNOW** the steps to take if you receive a bomb threat via the telephone, as presented in the E-PME Study Guide.

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16-4.01-K   **KNOW** the following terrorist force protection conditions, as presented in the E-PME Study Guide**.**

  ➢ FPCON Normal
  ➢ FPCON Alpha
  ➢ FPCON Bravo
  ➢ FPCON Charlie
  ➢ FPCON Delta

SECTION 4: COMMUNCIATION

17. Communicating

17-4.01-K   **KNOW** the guidelines for preparing a training session, as presented in the E-PME Study Guide.

17-5.03-K   **KNOW** the principles of effective verbal communication, as presented in the E-PME Study Guide.

17-8.01-K   **KNOW** the process improvement tools that are used to generate ideas and identify opportunities for improvement, as presented in the E-PME Study Guide.

17-9.04-K   **COMPREHEND** the best use of the analytical tools for understanding data, as presented in the E-PME Study Guide.

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GLOSSARY

COMPREHEND   To see relationships, concepts, and abstractions beyond the simple remembering of material. Typically involves translating, interpreting, and estimating future trends. A higher degree of **KNOW.**

IDENTIFY   To become aware by recognition of a pattern or set of attributes.

KNOW   The recall and recognition of previously learned material (fact, theories, etc.) in essentially the same form as presented.

OUTLINE   To summarize, usually in written form; highlights of a subject.