

U.S. Department of Homeland Security
United States Coast Guard

E2-E4 E-PME Occupational Analysis Report



**Performance Technology Center
Performance Analysis Branch
U.S. Coast Guard Training Center
Yorktown, VA**



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Executive Fact Sheet

Item:	See Page:
46.1% of the total population who responded to the survey were E4s	7
96.3% of the E4s and below who responded to the survey were on Active Duty	27
The most common units all respondents are currently assigned to are Stations (23.6%) and Air Stations (13.8%)	29-30
26.1% of the E4s and below who responded to the survey were at their present unit for 1-2 years	31
Of the E4s and below who responded, 44.3% were on their first assignments	34
On a scale of 1 to 9, the highest Job Satisfaction score for E4s and below was "The way I get along with my superiors" at 6.6 and the lowest was for "The pay I receive for the amount of work done," with a 5.4	35
Upon entering the Coast Guard, 32.2% of the E4s and below who responded to the survey planned to do their obligated service and get out	36
42.8% of the E4s and below who responded to the survey intend to stay in for at least 20 years	37
56.1% of the E4s and below who responded to the survey agreed that their career as an enlisted member has been what they thought it would be	38

Preface

This Occupational Analysis (OA) report represents the results of a Coast Guard-wide data collection survey and subsequent analysis. The entire Coast Guard population was surveyed simultaneously. At Training Center Yorktown, the OA team of CWO4 G. Dean Clark and Ms. Brittany Noelle Davis conducted this project in partnership with LCDR Mark McManus, Performance Consultant, CG-1321, and MSTCM Diane LaCumsky, E-PME Manager, CG-133, both at Coast Guard Headquarters, Washington, D.C.

Copies of this report were distributed to the Performance Consultant at CG-1321, E-PME Manager, CGHQ Performance Qualifications Manager, and other interested parties. Additional copies are available upon request to:

Mr. William Seletyn, (757) 856-2027
William.D.Seletyn@uscg.mil

CWO4 G. Dean Clark, (757) 856-2842
Dean.G.Clark@uscg.mil

SCPO Mark A. Pearson, (757) 856-2735
Mark.A.Pearson@uscg.mil

Ms. Brittany Noelle Davis, (757) 856-2070
Brittany.N.Davis@uscg.mil



Introduction

We conducted this OA to present a current picture of the E2-E4 “world of work” in the U.S. Coast Guard. We used Statistical Package for the Social Sciences (SPSS) software to analyze the data generated by the responses to this survey. The results of that analysis are presented throughout this report. The OA Team will maintain data generated by the survey for future analysis.

Description of the Functions of E2s-E4s

Apprentices are E2s and E3s who perform the simple duties of seamen, firemen and airmen while under close supervision.

Seaman are non-rated personnel in training for a rating in deck, ordnance, electronics, administrative, and clerical or miscellaneous groups other than engineering. They perform general deck and other detail duties and maintain deck equipment, compartments, lines, rigging, and decks. They perform as members of gun crews, small-boat crews, and security and fire watches.

Firemen are non-rated personnel in training for an engineering rating. They operate pumps, motors, and turbines, light off boilers, maintain and clean engineering machinery and compartments, record gauge and instrument readings, and stand security and engineering watches.

Airmen are non-rated personnel in training for an aviation rating. They assist in the maintenance of aircraft, associated aeronautical equipment, and aircraft ground-support equipment. They service and clean aircraft and assist in aircraft handling. They stand security and fire watches and perform other duties peculiar to the operation of an aviation activity.

E4s are considered petty officers and must have basic aptitudes related to their specialty, plus training, experience, knowledge and skills. E4s primarily perform rating-specific tasks under supervision. There are nineteen ratings in the Coast Guard. All ratings fall under one of the following categories: aviation group, deck and ordnance, engineering and hull, or administrative and scientific.

**Project
Methodology**

We initiated this E-PME OA during an alignment meeting with LCDR Mark McManus, Performance Consultant, and MSTCM LaCumsky, E-PME Manager, on 17 May 2006. This meeting established the parameters and expectations for the survey, analysis and final report, as well as the costs and time frame of the project.

**Survey
Development**

We developed the core content of the survey with the help of a group of knowledgeable enlisted Coast Guard members, who possessed a wide variety of field experience. The list developed by this panel of experts formed the basis for the core content of the OA survey.

A Task Validation Meeting (TVM) was held August 1-3, 2006 onboard TRACEN Yorktown. At this meeting, the PTC's facilitators guided the survey development panel through a process in which current E-PME content was reviewed and validated and additional knowledge and performance statements were identified as candidates for inclusion in the study.

LCDR Mark McManus (CG 1321) approved the final content of the survey.

The demographic questions are standardized for OA surveys.

**Survey
Development Panel**

The panel of experts for this analysis were:

BMCS Alfred Burnett, TRACEN Yorktown
MSTC Patrick Nichols, Sector Los Angeles/Long Beach
AMTC Scot Hardwick, ATTC Elizabeth City
YNC Jose Collazo, TRACEN Petaluma
FS1 Christian Melendez, Station Lake Worth Inlet
MK1 Matthew Strubhar, Station South Portland
AET1 Sean Lott, ATTC Elizabeth City
DC1 Chad Wilson, TRACEN Yorktown
BM1 Kenneth Harper, LANTAREA

Thanks to all of the above for their time and efforts in developing the OA survey.

Once the final survey content was established, we designed an on-line OA survey instrument (see Appendix E). See page 7 of this report for survey return data.

Survey Makeup

The survey consisted of nine sections:

- 1) **Demographics:** For E4 and below, posed 7 general demographic questions.
 - 2) **Job Satisfaction:** For E4 and below, asked 32 questions about those factors that impact one's satisfaction with working conditions, interactions with others, and career opportunities.
 - 3) **Knowledge Inventory:** Consisted of 212 questions in 17 categories. For each of these questions, E4s and below were asked to rate their knowledge level on a scale of 0 to 5.
 - 4) **Performance Inventory:** Consisted of 55 questions in 9 categories. For each of these questions, E4s and below were asked if they perform the task.
 - 5) **Pay grade assignment:** For each item in the knowledge and performance categories, E5s and above were asked to recommend the pay grade they felt was most appropriate to the knowledge or performance statement.
 - 6) **Importance rating:** For each item in the knowledge and performance categories, E5s and above were asked to rate the importance of each knowledge item or performance statement on a scale of 0-5.
 - 7) **Career Intentions:** Asked E4s and below three questions to illustrate the divergence between career plans when they entered the Coast Guard and at the time of this survey.
 - 8) **Survey Administration:** Asked three questions relating to the functionality of and time required for survey administration.
 - 9) **Member Comments:** Invited all respondents to convey comments and/or concerns about the E-PME program. The consolidated comments were entered into a MS Excel file and provided to CG-1321.
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Survey Makeup (cont'd)

The core content of the E-PME survey was separated into the following categories:

Knowledge Functional Area Categories

KNOWLEDGE FUNCTIONAL AREA CATEGORIES	QUESTION NUMBERS
Administration and Personal Finances	1-24
Leadership	25-30
Career Development	31-51
Communications	52-59
CG Organization	60-64
Uniform, History, Traditions, and Values	65-103
Damage Control	104-111
Enlisted Ranks	112-116
First Aid and Survival	117-131
Fitness, Wellness, and Quality of Life	132-164
Military Justice and Code of Conduct	165-171
Mission Preparedness	172-184
Public Affairs	185-187
Safety	188-195
Seamanship	196-204
Standards of Conduct	205-208
Supervisory Responsibility	209-212

Survey Makeup (cont'd)

Performance Functional Area Categories

The following performance functional area categories also were part of the survey:

PERFORMANCE FUNCTIONAL AREA CATEGORIES	QUESTION NUMBERS
Administration and Personal Finances	213-222
Leadership	223-227
Career Development	228-230
Courtesies, Drills, and Ceremonies	231-243
Damage Control	244-247
First Aid and Survival	248-252
Seamanship	253-259
Small Arms	260-263
Watchstanding	264-267

Survey Distribution

Surveys were made available on-line to all members of the Coast Guard. ALCOAST message 455/06 was released on 7 September 2006. The message included a link to the survey as well as background information on the project and points of contact.

Survey Return Data

Commanding Officers were encouraged to ensure that all E2-E4 personnel complete the survey. Overall return rate for E2-E4 was approximately 34% or 4,295 from a population of 13,670. Of this total, 248 were E2s, 1,407 were E3s, and 2,640 were E4s. This response was large enough to produce a statistically valid sample.

Additionally, it was requested that each command have at least one direct supervisor and one command representative complete the survey. Total survey returns for personnel E-5 and above was 1436. Of these, 714 provided recommendations on the pay grade to which they felt the knowledge or performance statement should be assigned. The remaining 722 rated the importance of each knowledge or performance to the E2-E4 workforce.

The input was collected from members of both the active duty and reserve communities as well as enlisted and officer corps.

Survey Analysis

Metrica, the company contracted to host the survey on-line, provided data from completed surveys to the OA Team. This data was loaded into an SPSS file for analysis. To enhance the statistical validity of returned survey data, we “conditioned” the data by screening it for obvious “gun-decking” responses, such as respondents who indicated that they performed all or none of the survey items. Invalid data was identified and removed prior to final analysis.

We analyzed four aspects of the survey data:

For responses from individuals E4 and below:

- Rating of personal achievement level in knowledge categories
- Indication of individual performance items

For responses from individuals E5 and above:

- Recommended E-PME pay grade assignment for all knowledge and performance categories
- Importance rating for all knowledge and performance categories

This data suggests an array of potential changes to E-PME. Please see page 42 for the OA Team’s final recommendation.



Explanation of Master Data Table Fields

The E-PME Master Data Table on the following pages summarizes the data resulting from survey input. Please see the table below for an explanation of the fields included in the master table:

Interpreting the E-PME Master Data Table													
Knowledge Items	Statements by category, as written on the survey												
Performance Tasks	Statements by category, as written on the survey												
E4 and Below Knowledge Level	<p>In the knowledge section, it is the overall rating assigned to the knowledge statement by E4 and below. The ratings were based on the following scale:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td>0</td><td>None</td></tr> <tr><td>1</td><td>Very Low</td></tr> <tr><td>2</td><td>Low</td></tr> <tr><td>3</td><td>Medium</td></tr> <tr><td>4</td><td>High</td></tr> <tr><td>5</td><td>Very High</td></tr> </table>	0	None	1	Very Low	2	Low	3	Medium	4	High	5	Very High
	0	None											
1	Very Low												
2	Low												
3	Medium												
4	High												
5	Very High												
	<p>In the performance section, it is the overall percentage of E4 and below who indicated that they performed the task</p>												
Recommendations for Pay grade Assignment	The percentage of E5 and above who recommended that the knowledge or performance statement be assigned to that pay grade												
Importance Rating	<p>The overall E5 and above importance rating given to the knowledge or performance statement. The ratings were based on the following scale:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td>0</td><td>Not Important</td></tr> <tr><td>1</td><td>Minimal</td></tr> <tr><td>2</td><td>Low</td></tr> <tr><td>3</td><td>Moderate</td></tr> <tr><td>4</td><td>High</td></tr> <tr><td>5</td><td>Critical</td></tr> </table>	0	Not Important	1	Minimal	2	Low	3	Moderate	4	High	5	Critical
0	Not Important												
1	Minimal												
2	Low												
3	Moderate												
4	High												
5	Critical												
E-PME Reference	If a current E-PME, the pay grade assigned to the original knowledge item or performance statement												

Survey Question	Knowledge Items	E4 & Below Knowledge Level (N=4295) 0 – 5 Scale	Recommendations for Paygrade Assignment by E5 and Above (N=714)								Importance Rating by E5 and Above (N=722) 0 – 5 Scale	Current E-PME Pay Grade
			E2	E3	E4	E5	E6	E7	E8	E9		
	Administration and Personal Finances											
12	Importance of personal budgeting	3.7	77.5	11.2	6.6	2.1	1.7	0.8	0.1	0.0	3.8	E-4
4	Government travel card regulations	3.0	32.6	19.7	38.0	4.9	3.2	1.3	0.0	0.3	3.8	New
13	Leave and Earnings Statement	3.8	85.6	7.1	4.2	1.8	1.1	0.0	0.0	0.1	3.7	E-2
8	Importance of Credit history/rating	3.9	83.6	8.5	3.6	1.1	2.0	1.0	0.0	0.1	3.7	E-4
5	Permanent Change of Station entitlements	2.8	34.2	26.9	26.8	6.4	4.2	1.1	0.0	0.4	3.7	E-2
18	Leave and Liberty Policies	3.8	82.8	7.6	5.3	2.5	1.0	0.7	0.0	0.1	3.6	E-2
7	Importance of Checking Accounts	4.0	86.0	7.4	2.4	1.4	2.0	0.6	0.0	0.3	3.6	E-4
1	Policies governing appropriate use of Government property/equipment	3.4	53.1	19.9	18.6	5.0	2.4	1.0	0.0	0.0	3.5	New
22	Renters rights for members in the military	2.7	54.9	20.9	17.1	3.1	2.9	0.7	0.4	0.0	3.5	New
6	Importance of Savings Accounts	3.8	85.9	7.3	2.8	1.4	1.8	0.6	0.0	0.3	3.5	E-4
19	Eligibility requirements for different types of pay and allowances	3.1	44.7	23.2	22.5	5.6	3.2	0.4	0.1	0.1	3.5	E-2
16	TRICARE (Military Health Care Provider)	3.0	64.6	17.1	11.6	3.6	2.1	0.4	0.1	0.4	3.5	E-2
2	Government vehicle operating regulations	3.6	65.0	21.4	8.8	2.4	1.8	0.4	0.0	0.1	3.5	New
9	Importance of Investments	3.6	70.4	12.9	10.6	2.2	1.8	1.5	0.1	0.3	3.4	E-4
14	Personal Data Extract form	2.4	33.2	24.8	36.6	2.9	1.5	0.7	0.3	0.0	3.4	E-2
17	I.D. Cards	3.6	77.3	10.5	7.0	2.8	2.2	0.0	0.0	0.1	3.3	E-2
23	Types of loans (i.e., auto, home and education)	3.0	58.5	21.4	13.0	2.9	2.9	0.8	0.3	0.0	3.3	E-4
24	Temporary Duty Entitlements	2.7	29.6	28.0	34.5	4.2	2.9	0.8	0.0	0.0	3.3	New
21	CG Mutual Assistance Programs	3.0	60.6	18.8	11.9	4.8	2.8	0.8	0.1	0.1	3.3	New
10	Importance of DoD/Coast Guard sponsored Insurance Programs	2.7	64.4	17.9	10.5	3.2	2.1	1.4	0.0	0.4	3.1	E-4
20	Different types of discharges	3.3	45.0	19.2	21.4	8.8	4.2	1.1	0.1	0.1	3.1	E-2

Survey Question	Knowledge Items	E4 & Below Knowledge Level (N=4295) 0 – 5 Scale	Recommendations for Paygrade Assignment by E5 and Above (N=714)								Importance Rating by E5 and Above (N=722) 0 – 5 Scale	Current E-PME Pay Grade
			E2	E3	E4	E5	E6	E7	E8	E9		
15	United Concordia	1.8	55.2	19.3	16.5	4.2	3.2	0.8	0.0	0.7	3.1	E-2
11	Veterans Eligibility requirements for home loans	2.2	17.9	11.5	45.2	16.2	6.9	1.7	0.3	0.3	2.8	New
3	Overseas Screening Processes	2.3	19.3	21.7	34.9	12.3	7.8	3.4	0.1	0.4	2.6	New
Leadership												
26	Ethical conduct	3.6	54.9	17.4	19.5	4.9	2.4	1.0	0.0	0.0	3.8	E-2
30	Role of first line supervisors in response to others actions	3.4	18.5	18.2	46.9	12.3	3.5	0.6	0.0	0.0	3.8	E-7
29	Commandant policies regarding respect and diversity	3.6	66.1	15.5	12.3	3.5	1.8	0.7	0.0	0.0	3.7	E-4
27	Qualities of an effective follower	3.6	57.3	23.4	14.3	2.5	1.8	0.7	0.0	0.0	3.7	E-2
28	Coast Guard's definition of Leadership	3.5	31.8	24.4	35.7	5.7	1.8	0.4	0.1	0.0	3.6	E-4
25	Work Group dynamics	2.8	18.9	16.7	42.7	13.7	5.9	1.7	0.3	0.1	3.0	New
Career Development												
42	Path of advancement from E-2 to E-4 to obtain a specific rating	3.7	79.4	12.2	3.5	2.5	1.5	0.7	0.0	0.1	3.8	E-2
46	"A" school eligibility requirements	3.6	57.6	33.3	4.3	2.0	2.1	0.4	0.1	0.1	3.8	E-2
43	How the assignment process affects your career	3.3	33.6	41.3	18.5	2.9	2.1	1.4	0.1	0.0	3.8	E-2
36	How the Enlisted Employee Review System (EERS) relates to advancement	2.9	38.7	28.0	21.0	6.7	3.5	2.0	0.0	0.1	3.7	New
39	Service Wide Exam (SWE) Process	2.8	9.4	37.0	44.7	5.3	2.2	1.1	0.3	0.0	3.7	New
40	Duties of CG ratings	3.6	57.1	31.0	6.6	2.5	1.5	1.1	0.0	0.1	3.6	E-2
47	Educational benefits offered by the Educational Services Programs	2.9	51.3	29.4	11.1	4.2	2.7	1.0	0.4	0.0	3.5	E-2
41	Typical assignments for CG ratings	3.4	41.9	42.9	9.4	2.5	1.7	1.3	0.3	0.1	3.4	E-2
32	Tuition Assistance for education.	2.9	37.8	25.4	25.2	7.3	3.2	1.0	0.1	0.0	3.4	New

Survey Question	Knowledge Items	E4 & Below Knowledge Level (N=4295) 0 – 5 Scale	Recommendations for Paygrade Assignment by E5 and Above (N=714)								Importance Rating by E5 and Above (N=722) 0 – 5 Scale	Current E-PME Pay Grade
			E2	E3	E4	E5	E6	E7	E8	E9		
34	Function of Educational Service Officer (ESO)	3.1	40.8	21.3	14.1	7.1	9.8	6.0	0.8	0.0	3.3	E-3
51	How to request your transcript of college credits through the CG Institute	2.4	32.1	25.5	31.0	6.6	3.4	1.3	0.1	0.1	3.2	New
48	How to submit a training request	2.7	19.2	31.0	39.4	7.6	2.0	0.7	0.1	0.1	3.2	New
45	Coast Guard mentor/mentee programs	2.7	39.2	22.8	21.6	10.2	4.6	1.3	0.1	0.1	3.2	E-2
44	Enlisted to officer advancement programs	2.7	22.3	26.8	31.5	14.0	3.4	1.7	0.1	0.3	3.1	E-2
33	Function of Career Development Advisor (CDA)	2.6	33.2	21.3	21.7	10.4	8.3	4.5	0.6	0.1	3.1	E-3
50	CG sponsored advanced educational opportunities (i.e. ACET, AAIWS, USASMA)	2.2	25.2	21.1	33.2	12.0	4.8	2.9	0.3	0.4	3.1	New
37	Individual Development Plans	3.1	58.3	16.0	14.8	5.6	3.8	1.4	0.0	0.1	3.1	New
31	Guidelines for preparing a training session	2.9	4.6	17.6	55.2	18.3	3.4	0.7	0.1	0.0	3.0	E-4
35	Function of Collateral Duty Equal Opportunity Counselor	2.6	35.9	17.4	20.2	10.6	9.0	5.7	0.7	0.6	2.9	E-3
38	The First 72 Hours video	2.3	79.1	8.3	6.6	2.4	1.8	1.0	0.1	0.7	2.6	New
49	Mutual transfer procedures	2.4	21.1	29.7	37.3	6.0	3.2	2.2	0.3	0.1	2.5	New
Communicatons												
59	Signs of distress (smoke, flares, upside down national ensign)	4.0	73.4	18.6	5.3	1.4	0.7	0.3	0.1	0.1	3.8	New
52	Use of the Bravo flag	3.5	61.5	24.2	11.2	1.4	0.8	0.4	0.0	0.4	3.0	New
53	Use of the Oscar flag	3.5	61.3	24.1	11.1	1.7	0.7	0.4	0.1	0.6	2.9	New
55	Use of the SOPA pennant	3.4	60.4	23.2	12.0	2.0	1.1	0.4	0.1	0.7	2.7	New
56	Use of the Third substitute pennant	3.2	60.6	23.4	11.6	1.7	1.3	0.4	0.0	1.0	2.7	New
57	Use of the Papa flag	3.1	59.9	23.7	11.8	2.0	1.3	0.4	0.1	0.8	2.7	New

Survey Question	Knowledge Items	E4 & Below Knowledge Level (N=4295) 0 – 5 Scale	Recommendations for Paygrade Assignment by E5 and Above (N=714)								Importance Rating by E5 and Above (N=722) 0 – 5 Scale	Current E-PME Pay Grade
			E2	E3	E4	E5	E6	E7	E8	E9		
54	Use of the Prep pennant	3.3	60.1	24.1	11.8	1.5	1.3	0.4	0.0	0.8	2.7	New
58	Use of the church pennant	3.0	60.2	22.5	12.9	1.8	1.4	0.4	0.0	0.7	2.5	New
CG Organization												
60	Chain of Command	4.2	85.9	9.2	2.8	0.6	1.0	0.3	0.0	0.3	4.3	E-2
61	Coast Guard's roles and missions	4.1	78.3	14.6	4.2	1.5	0.8	0.1	0.1	0.3	3.9	E-2
62	Types of CG units, vessels and aircraft	4.0	72.8	20.0	4.8	0.8	1.1	0.0	0.0	0.4	3.6	E-2
63	Organizational role of the Coast Guard Reserve	3.3	43.1	25.8	22.5	5.2	1.8	1.0	0.3	0.3	3.0	E-2
64	Roles and Missions of the Coast Guard Auxiliary	3.2	38.7	25.8	24.9	6.6	2.5	0.8	0.3	0.4	2.6	E-2
Uniform, History, Traditions and Values												
92	Coast Guard Core Values	4.1	83.9	9.1	4.2	1.1	0.8	0.6	0.0	0.3	4.1	E-2
69	Proper grooming standards	4.2	90.1	4.1	2.8	1.5	0.7	0.6	0.1	0.1	4.0	E-2
68	Uniform requirements for Operational Dress Uniform	4.1	84.6	7.7	4.5	1.5	0.7	0.7	0.3	0.0	3.9	E-2
67	Uniform requirements for Tropical Blue Long	4.0	82.9	8.4	5.0	2.0	0.8	0.6	0.1	0.1	3.8	E-2
71	Pay grades E1 through E9 by sleeve insignia and collar devices	4.2	86.4	7.7	2.5	1.3	0.7	0.8	0.3	0.3	3.8	E-2
84	Placement of collar devices and hat device	4.0	65.1	20.6	11.3	1.3	0.7	0.7	0.1	0.1	3.7	New
66	Uniform requirements for Service dress blue "B"	3.8	79.8	9.4	6.4	2.1	1.3	0.7	0.3	0.0	3.7	E-2
74	Coast Guard officers' insignia and sleeve devices	4.0	83.8	8.7	4.1	1.7	0.8	0.7	0.3	0.0	3.7	E-2
70	Coast Guard's Policy regarding tattoos, brands and body piercing	3.9	87.8	4.9	3.2	1.8	1.0	0.8	0.3	0.1	3.7	E-3

Survey Question	Knowledge Items	E4 & Below Knowledge Level (N=4295) 0 – 5 Scale	Recommendations for Paygrade Assignment by E5 and Above (N=714)								Importance Rating by E5 and Above (N=722) 0 – 5 Scale	Current E-PME Pay Grade
			E2	E3	E4	E5	E6	E7	E8	E9		
91	Origin and significance of the National Ensign	3.8	66.2	17.2	10.8	3.8	1.0	0.6	0.1	0.3	3.6	E-3
75	Coast Guard Chief Warrant Officers' insignia and sleeve devices	3.7	73.7	13.0	8.5	1.7	1.4	0.8	0.6	0.3	3.6	E-2
83	Requirements for earning a Coast Guard Good Conduct Medal	3.7	59.4	25.4	11.3	1.8	1.0	0.8	0.3	0.0	3.5	E-2
72	Rating insignia	4.0	78.6	12.6	5.9	1.0	0.8	0.7	0.4	0.0	3.5	E-2
73	Master Chief Petty Officer of the Coast Guard's sleeve insignia and collar devices	4.0	78.7	11.6	5.3	1.5	0.7	1.3	0.4	0.4	3.5	E-2
65	Uniform requirements for Full dress blue	3.7	69.9	13.2	10.6	3.2	1.8	1.0	0.1	0.1	3.5	E-2
90	Origins and significance of Coast Guard Ensign	3.5	63.7	17.4	12.6	3.8	1.5	0.6	0.0	0.4	3.5	E-3
87	Authorized uniform accessories (i.e. LE belt, flight jacket, coveralls)	3.4	60.2	19.7	14.4	2.9	1.7	0.7	0.3	0.0	3.5	New
94	Origins and significance of The Coast Guard Flag (Standard)	3.3	61.3	17.5	13.0	3.9	2.1	0.8	0.0	1.3	3.4	E-3
100	Origins and significance of Coast Guard Motto	3.3	59.2	16.7	14.3	5.5	1.4	1.8	0.6	0.6	3.4	E-3
82	Badge for Command Master Chief (CMC)	3.5	53.9	22.7	14.8	3.9	2.8	1.4	0.3	0.1	3.4	E-2
77	Precedence of Ribbon	3.2	38.8	32.1	21.6	4.1	1.5	1.4	0.4	0.1	3.3	New
76	Precedence of medals	3.1	38.0	31.0	23.4	4.2	1.7	1.1	0.4	0.3	3.2	New
93	Significant CG heroes and events from 1790 to the present	3.2	51.1	19.0	16.8	5.7	4.3	1.3	0.1	1.5	3.2	E-2
98	Origins and significance of Coast Guard Shield	3.1	50.4	20.0	17.8	6.0	2.2	2.2	0.6	0.7	3.2	E-3
97	Origins and significance of Coast Guard Emblem	3.1	50.1	20.3	17.6	5.9	2.2	2.4	0.6	0.8	3.2	E-3

Survey Question	Knowledge Items	E4 & Below Knowledge Level (N=4295) 0 – 5 Scale	Recommendations for Paygrade Assignment by E5 and Above (N=714)								Importance Rating by E5 and Above (N=722) 0 – 5 Scale	Current E-PME Pay Grade
			E2	E3	E4	E5	E6	E7	E8	E9		
102	Heritage that led to the creation of the Petty Officer	2.9	26.1	30.7	33.1	3.4	3.6	2.5	0.3	0.4	3.2	E-4
78	Breast insignia or badge for Officer in Charge (OIC) ashore	3.4	44.7	25.9	19.7	4.6	3.4	1.4	0.1	0.1	3.2	E-2
79	Breast insignia or badge for Officer in Charge (OIC) afloat	3.3	44.3	25.8	20.4	4.1	3.8	1.4	0.3	0.0	3.2	E-2
99	Origins and significance of Coast Guard Slash (Racing Stripe)	3.1	49.6	21.1	18.1	5.5	2.2	2.2	0.4	0.8	3.2	E-3
96	Origins and significance of Coast Guard Seal	3.1	49.6	20.0	17.4	6.6	2.8	2.2	0.6	0.8	3.2	E-3
80	Breast insignia or badge for Command ashore	3.3	44.8	24.9	20.2	4.9	3.4	1.5	0.1	0.1	3.2	E-2
81	Breast insignia or badge for Command afloat	3.3	44.7	25.1	19.9	5.0	3.5	1.4	0.4	0.0	3.2	E-2
101	Heritage that led to the creation of the Chief Petty Officer	2.8	25.1	13.3	21.8	6.9	21.8	10.4	0.3	0.4	3.2	New
85	Insignia of officer and enlisted grades from the seven branches of the U.S. Uniformed Services	2.9	42.2	20.2	23.2	7.4	3.8	2.4	0.6	0.3	3.1	E-3
103	Heritage that led to the creation of the MCPO-CG	2.7	27.0	14.1	22.3	5.7	15.1	11.2	1.5	2.9	3.1	E-4
88	Origins and significance of the union jack	3.1	53.6	21.1	16.7	4.8	1.7	0.7	0.1	1.3	3.1	E-3
89	Origins and significance of the commissioning pennant	3.0	52.0	22.3	16.8	5.2	1.4	1.0	0.3	1.1	3.1	E-3
95	Origins and significance of Battle Streamers	2.9	44.0	20.9	20.4	7.8	2.8	2.5	0.6	1.0	2.9	E-3
86	Rank insignia of the Coast Guard Auxiliary	2.5	33.9	19.9	24.8	10.8	4.1	2.8	0.8	2.9	2.3	E-3

Survey Question	Knowledge Items	E4 & Below Knowledge Level (N=4295)	Recommendations for Paygrade Assignment by E5 and Above (N=714)								Importance Rating by E5 and Above (N=722)	Current E-PME Pay Grade
			E2	E3	E4	E5	E6	E7	E8	E9		
		0 – 5 Scale	0 – 5 Scale									
Damage Control												
109	Procedures to follow upon discovery of a fire	4.0	84.7	10.9	2.7	0.8	0.6	0.1	0.1	0.0	4.2	E-2
107	Fire extinguishing agents for each class of fire	4.0	79.7	14.7	3.9	0.8	0.7	0.0	0.1	0.0	4.1	New
108	Fire prevention measures	4.0	81.5	14.3	2.7	0.8	0.6	0.1	0.0	0.0	4.1	E-2
105	Four classes of fire	4.1	79.8	14.6	3.8	1.0	0.7	0.0	0.1	0.0	4.1	E-2
110	Tools and equipment to control flooding	3.8	73.4	20.3	4.1	1.4	0.7	0.0	0.0	0.1	4.1	New
111	Material conditions of readiness (x-ray, yoke etc)	3.5	74.8	18.2	4.2	1.4	1.0	0.1	0.1	0.1	3.9	New
106	Fire tetrahedron	3.9	77.3	16.0	4.6	1.1	0.8	0.0	0.0	0.1	3.9	E-2
104	Nuclear, Biological, Chemical, Radiological (NBCR) or (NBC Warfare) / Weapons of Mass Destruction (WMD) Awareness	2.9	45.8	22.1	19.3	6.0	3.5	2.0	0.3	1.0	3.2	New
Enlisted Ranks												
114	Authority of a Petty Officer	3.6	38.5	30.5	26.9	1.3	1.4	0.7	0.4	0.3	3.8	E-4
115	Statutory authority of Coast Guard petty officers under Title 14, USC, Sec. 89	3.3	25.6	32.6	36.8	1.8	1.5	0.7	0.6	0.3	3.6	E-4
112	Function of Command Master Chief (CMC-Gold Badge)	3.1	41.3	23.7	18.1	6.0	4.6	4.5	1.0	0.8	3.5	E-3
113	Function of Command Chief Silver Badge	2.9	43.4	22.5	17.4	5.6	5.7	3.8	1.1	0.4	3.5	E-3
116	The roles and purpose of Rating Force Master Chiefs	3.0	17.1	22.1	44.0	5.2	4.9	4.1	1.5	1.1	3.3	E-4
First Aid and Survival												
121	Basic First Aid	4.0	84.6	12.0	2.2	0.4	0.3	0.3	0.0	0.1	4.3	E-2
122	Basic CPR	4.0	83.2	13.0	2.2	0.8	0.3	0.3	0.1	0.0	4.3	E-2

		E4 & Below Knowledge Level (N=4295)	Recommendations for Paygrade Assignment by E5 and Above (N=714)								Importance Rating by E5 and Above (N=722)	Current E-PME Pay Grade
			E2	E3	E4	E5	E6	E7	E8	E9		
Survey Question	Knowledge Items	0 – 5 Scale	0 – 5 Scale									
130	Emergency egress procedures at your unit	4.0	85.3	11.6	1.8	0.6	0.4	0.1	0.1	0.0	4.2	New
118	Procedures for donning Personal Floatation Device (PFD)	4.2	89.8	7.6	1.3	0.7	0.1	0.4	0.1	0.0	4.2	New
117	Basic survival skills	3.9	84.5	11.2	3.2	0.4	0.1	0.4	0.0	0.1	4.1	New
120	Survival float techniques	4.0	86.4	10.2	2.0	0.7	0.1	0.4	0.1	0.0	4.1	E-2
119	Procedures for manually launching a life raft	3.8	77.7	16.9	3.8	0.7	0.3	0.6	0.0	0.0	4.0	E-2
125	Use of Smoke and Illumination Signal Kit (MK-124 MOD-0)	4.1	82.8	13.4	2.5	0.6	0.3	0.4	0.0	0.0	3.9	E-2
124	Use of Illumination Signal Kit (MK-79 MOD-0)	4.1	82.4	13.9	2.4	0.7	0.4	0.3	0.0	0.0	3.9	E-2
126	Use of Personal Marker Light	4.1	85.2	11.2	2.4	0.6	0.3	0.3	0.1	0.0	3.9	E-2
123	Use of Signal Mirror	4.1	85.3	11.3	2.0	0.6	0.4	0.4	0.0	0.0	3.9	E-2
131	Survival gear contained in life raft	3.8	81.9	13.6	3.4	0.4	0.4	0.1	0.1	0.0	3.9	New
128	Use of Distress Signal Light (strobe light)	4.2	86.1	10.9	1.5	0.7	0.4	0.3	0.0	0.0	3.9	E-2
129	Use of Signal Illumination, White Star Parachute (MK-127A1)	4.0	81.0	14.3	3.5	0.4	0.7	0.1	0.0	0.0	3.9	E-2
127	Use of Signal Whistle	4.2	86.1	10.9	2.0	0.3	0.4	0.1	0.1	0.0	3.8	E-2
Fitness, Wellness, and Quality of Life												
153	Common warning signs of potential suicide	3.7	76.3	11.2	7.6	2.7	0.8	0.7	0.4	0.3	3.9	E-3
163	Rape and sexual assault reporting procedures	3.7	78.4	7.6	6.7	3.4	2.8	0.7	0.1	0.3	3.9	E-2
139	Weight Standards Program	3.8	73.5	12.9	8.1	2.5	1.1	1.1	0.4	0.3	3.8	New
152	Coast Guard's substance abuse policies	3.7	82.5	8.3	4.5	2.2	1.4	0.6	0.1	0.4	3.8	E-3
162	Your role in suicide prevention	3.8	75.9	8.7	9.8	3.2	1.4	0.7	0.1	0.1	3.8	E-2

Survey Question	Knowledge Items	E4 & Below Knowledge Level (N=4295) 0 – 5 Scale	Recommendations for Paygrade Assignment by E5 and Above (N=714)								Importance Rating by E5 and Above (N=722) 0 – 5 Scale	Current E-PME Pay Grade
			E2	E3	E4	E5	E6	E7	E8	E9		
159	Potential consequences of using controlled substances	3.7	80.4	9.7	5.2	2.2	1.4	0.6	0.4	0.1	3.8	E-2
138	Coast Guard Physical fitness standards	3.9	73.2	13.7	8.1	2.4	1.0	1.1	0.3	0.1	3.8	E-2
156	Methods for effectively overcoming stress	3.6	66.5	15.3	11.6	3.6	1.5	1.0	0.3	0.1	3.6	E-2
155	Symptoms of stress	3.7	66.2	15.7	11.1	4.3	1.4	0.8	0.3	0.1	3.6	E-2
161	Causes, symptoms, and prevention methods of Sexually Transmitted Diseases and HIV (AIDS)	3.9	86.3	6.6	3.1	1.5	1.0	0.6	0.3	0.7	3.6	E-2
141	Employee Assistance Program (EAP)	2.9	65.8	14.6	11.5	4.3	1.8	1.3	0.4	0.3	3.6	New
133	Function of Command Drug and Alcohol Representative (CDAR)	3.6	58.8	19.0	14.4	3.9	1.8	1.4	0.4	0.1	3.5	E-3
157	Examples, signs, and symptoms of addictive behavior	3.5	61.2	16.4	13.9	5.0	2.0	1.0	0.4	0.1	3.4	E-2
158	Resources available for effectively dealing with addictive behavior	3.4	59.0	16.0	13.7	5.7	3.9	1.1	0.3	0.3	3.4	E-2
154	Smoking/tobacco cessation program	3.3	74.9	12.3	7.4	3.1	1.1	0.7	0.1	0.3	3.4	New
160	Methods of contraception	3.7	85.2	6.7	3.9	1.3	1.1	0.4	0.1	1.3	3.4	E-2
143	Housing Programs	3.1	44.8	21.8	19.0	6.9	5.0	2.0	0.4	0.0	3.3	New
148	Sponsor program	3.0	50.4	18.6	20.0	6.0	3.1	1.7	0.1	0.0	3.3	New
144	Substance Abuse Free Environment (SAFE) Program	3.1	60.9	14.4	12.9	5.6	3.8	2.0	0.3	0.1	3.3	New
151	Commandant's policy on use of tobacco products	3.4	78.4	10.1	6.4	2.0	1.1	1.4	0.3	0.3	3.2	E-3
150	Morale, Well-Being & Recreation (MWR) programs	3.4	55.3	20.0	14.7	5.5	2.4	1.4	0.4	0.3	3.2	New
140	Child Care Programs	2.6	57.1	18.9	16.0	3.8	2.5	1.1	0.4	0.1	3.2	New
145	Special Needs Program	2.8	55.5	16.0	15.8	5.2	4.6	2.2	0.6	0.1	3.2	New

		E4 & Below Knowledge Level (N=4295)	Recommendations for Paygrade Assignment by E5 and Above (N=714)								Importance Rating by E5 and Above (N=722)	Current E-PME Pay Grade
Survey Question	Knowledge Items		E2	E3	E4	E5	E6	E7	E8	E9		
		0 – 5 Scale	0 – 5 Scale									
135	Function of Civil Rights Officer	3.3	56.2	18.6	15.3	5.6	1.8	2.1	0.4	0.0	3.2	E-3
134	Function of Family Advocacy Representative (FAR)	3.0	50.4	21.4	17.5	6.2	2.1	1.8	0.6	0.0	3.2	E-3
147	A personal wellness plan	3.3	60.5	19.5	11.3	4.5	2.7	1.3	0.3	0.0	3.2	E-2
146	Transition Relocation Manager	2.6	42.3	21.8	22.0	5.6	4.3	2.9	0.8	0.1	3.1	New
142	Health Promotion Coordinator	3.0	46.1	19.6	20.9	6.9	4.3	2.0	0.1	0.1	3.1	New
164	Partners in education program	3.1	50.0	17.1	21.3	6.6	2.7	1.8	0.1	0.4	3.1	New
137	Function of the Human Relations Council	3.1	52.7	20.9	15.7	6.9	1.4	1.8	0.6	0.1	3.1	New
149	Family Resource Specialist	2.6	49.3	18.6	17.2	6.0	4.9	3.1	0.4	0.4	3.0	New
136	Function of Voting Assistance Officer	3.0	52.4	19.7	17.4	5.9	2.1	2.1	0.3	0.1	3.0	E-3
132	Function of the command Ombudsman.	3.3	44.7	24.9	21.0	4.5	3.1	1.3	0.4	0.1	2.9	E-3
Military Justice and Code of Conduct												
165	Uniform Code of Military Justice (UCMJ)	3.5	66.9	11.9	12.5	4.2	3.4	0.8	0.1	0.1	3.9	E-2
170	Article 15 Hearing (Captain's Mast)	3.3	54.2	15.3	18.9	5.3	4.5	1.5	0.1	0.1	3.7	New
166	Extra Military Instruction (EMI)	3.5	59.9	12.6	17.8	4.9	3.6	0.8	0.1	0.1	3.7	E-4
169	Right to Appeal	3.3	48.0	15.7	23.7	5.7	5.3	1.3	0.1	0.1	3.5	E-4
168	Rights of Accused	3.3	46.5	15.5	24.9	5.7	5.7	1.3	0.1	0.1	3.5	E-4
171	Different types of Court Martials	3.2	44.5	17.5	22.5	7.3	5.5	2.4	0.1	0.1	3.4	New
167	Search and Seizure	3.4	39.4	15.1	32.6	6.4	5.0	1.3	0.0	0.1	3.4	E-4
Mission Preparedness												
176	Your unit Watch Quarter Station Bill	3.5	78.7	11.8	5.6	2.1	1.1	0.4	0.0	0.3	4.0	E-2
174	Proper military protocol	3.5	67.1	15.8	11.1	2.7	2.4	0.6	0.1	0.3	3.9	New
178	Responsibilities as a First Responder when a hazardous substance may be present	3.5	59.7	18.3	15.4	4.2	1.4	0.7	0.0	0.3	3.9	E-3
177	Emergency situation protocol	3.5	69.3	15.4	9.7	3.2	1.8	0.3	0.0	0.3	3.9	New

Survey Question	Knowledge Items	E4 & Below Knowledge Level (N=4295) 0 – 5 Scale	Recommendations for Paygrade Assignment by E5 and Above (N=714)								Importance Rating by E5 and Above (N=722) 0 – 5 Scale	Current E-PME Pay Grade
			E2	E3	E4	E5	E6	E7	E8	E9		
173	Importance of operational security	3.7	61.1	18.5	13.6	3.4	2.1	1.0	0.1	0.3	3.9	E-2
175	Bomb threat procedures	3.7	72.3	16.1	7.7	2.1	1.1	0.4	0.0	0.3	3.8	New
172	Procedures for securing and reporting unsecured classified material	3.6	50.6	17.5	23.9	3.4	3.5	0.8	0.0	0.3	3.8	E-2
184	CG Use of Force policy	3.5	30.7	30.8	30.8	4.2	1.5	1.5	0.0	0.4	3.6	New
180	Risk assessment tools (Operational Risk Management (ORM), Risk Based Decision Making (RBDM), Crew Resource Management (CRM))	3.3	35.0	17.9	28.3	9.7	5.3	2.8	0.4	0.6	3.4	E-4
181	National Terrorism Threat levels	3.5	50.1	18.5	19.2	5.6	3.9	1.4	0.4	0.8	3.3	New
182	Force Protection Condition (FPCON)	3.1	36.6	20.2	27.3	8.1	4.2	2.4	0.6	0.7	3.3	New
179	Incident Command System structure	3.3	28.4	16.8	32.1	10.4	7.0	3.9	0.1	1.3	3.1	E-4
183	National Incident Management Structure (NIMS)	3.0	19.9	18.6	34.5	10.5	9.5	4.8	0.8	1.4	2.9	New
Public Affairs												
187	Coast Guard's and your unit's policy governing the release of official information to the public	3.5	47.9	20.0	17.9	7.1	4.3	1.5	0.6	0.6	3.3	E-4
186	Coast Guard policy regarding the release of photographs, video, and audio of Coast Guard activities	3.4	42.6	21.7	21.4	7.7	3.9	1.7	0.4	0.6	3.2	E-4
185	Function of Public Affairs Officer	3.2	26.1	19.5	33.1	12.3	5.2	2.8	0.6	0.6	2.6	E-3
Safety												
188	Lock out/tag out procedures	3.6	55.0	21.8	18.6	2.9	1.0	0.4	0.0	0.1	3.7	New
195	Workplace hazards	3.7	68.9	13.3	12.7	3.1	1.1	0.6	0.0	0.3	3.7	New
194	Respiratory protection program	3.6	59.5	16.8	15.0	6.3	1.7	0.6	0.0	0.1	3.6	New
192	Hearing conservation program	3.6	64.1	16.7	12.2	4.1	2.2	0.4	0.1	0.1	3.6	New

Survey Question	Knowledge Items	E4 & Below Knowledge Level (N=4295) 0 – 5 Scale	Recommendations for Paygrade Assignment by E5 and Above (N=714)								Importance Rating by E5 and Above (N=722) 0 – 5 Scale	Current E-PME Pay Grade
			E2	E3	E4	E5	E6	E7	E8	E9		
189	Unit hazard communication program (MSDS)	3.7	58.7	20.3	14.7	4.5	1.1	0.4	0.0	0.3	3.6	New
191	Fatigue factors	3.8	65.3	18.6	11.1	3.1	1.4	0.4	0.0	0.1	3.6	New
190	Heat stress factors	3.8	65.3	19.6	10.6	2.9	1.0	0.4	0.0	0.1	3.6	New
193	Criteria for reportable mishap	3.4	35.4	15.7	33.3	9.7	4.6	1.0	0.0	0.3	3.3	New
Seamanship												
202	General deck seamanship commands and responses	3.6	64.0	26.8	6.4	1.5	0.6	0.3	0.0	0.4	3.5	New
197	Shipboard structures, deck fittings, components, directions and design	3.6	53.2	29.4	12.0	3.1	1.4	0.4	0.0	0.4	3.4	E-2
201	Basic duties of the Boat Crew member	3.6	45.5	41.7	9.7	1.8	0.7	0.1	0.1	0.3	3.3	E-2
200	Basic duties of the Engineer	3.5	27.0	39.6	28.0	3.9	0.6	0.4	0.1	0.3	3.2	E-2
199	Basic duties of the Coxswain	3.5	23.7	36.3	34.7	3.6	1.0	0.3	0.1	0.3	3.2	E-2
203	Types and characteristics of line	3.5	59.2	29.4	8.3	1.5	0.6	0.4	0.1	0.4	3.1	E-2
196	Basic navigation rules of the road	3.4	22.3	30.8	39.5	4.3	1.8	0.7	0.1	0.4	3.1	New
198	Stability terminology	3.4	28.3	28.9	27.5	9.0	4.1	1.5	0.3	0.6	3.0	E-2
204	Lead line markings	3.1	49.2	35.2	11.8	1.8	0.4	0.3	0.3	1.1	2.5	New
Standards of Conduct												
207	Conflict of interest policy	3.0	33.1	18.9	27.3	9.9	6.0	3.5	0.7	0.6	2.9	E-4
208	Foreign travel requirements	2.8	34.6	19.2	26.2	8.5	6.3	3.8	1.0	0.4	2.9	New
205	Your rights and responsibilities as they pertain to participation in political activities	3.0	46.4	20.3	21.0	5.2	3.5	2.2	0.8	0.6	2.9	E-3
206	Status of Forces Agreement (SOFA)	2.7	24.4	20.6	29.1	10.9	8.3	4.2	1.4	1.1	2.7	E-3
Supervisory Responsibility												
211	Enlisted Performance Evaluation Appeals process	2.9	40.5	20.7	23.1	7.3	4.9	2.9	0.4	0.1	3.6	New

Survey Question	Knowledge Items	E4 & Below Knowledge Level (N=4295) 0 – 5 Scale	Recommendations for Paygrade Assignment by E5 and Above (N=714)									Importance Rating by E5 and Above (N=722) 0 – 5 Scale	Current E-PME Pay Grade
			E2	E3	E4	E5	E6	E7	E8	E9			
212	Responsibilities of an Appeal Authority in relation to the Enlisted Employee Review System (EERS)	2.8	27.5	17.8	25.6	11.3	9.1	7.4	1.1	0.1	3.4	E-4	
209	Responsibilities of a Marking Official in relation to the Enlisted Employee Review System (EERS)	2.9	20.6	14.8	32.2	18.2	9.9	3.6	0.4	0.1	3.3	E-4	
210	Responsibilities of an Approving Official in relation to the Enlisted Employee Review System (EERS)	2.8	18.5	14.6	25.5	17.5	15.8	7.4	0.6	0.1	3.3	E-4	

Survey Question	Performance Tasks	E4 & Below Performance Level (N=4295) Percent Performed	Recommendations for Paygrade Assignment by E5 and Above (N=714)									Importance Rating by E5 and Above (N=722) 0 – 5 Scale	Current E-PME Pay Grade
			E2	E3	E4	E5	E6	E7	E8	E9			
Administration and Personal Finances													
220	Log on and navigate Direct Access	76.7	49.6	22.4	22.7	3.5	1.0	0.1	0.0	0.7	3.6	New	
218	Prepare an electronic resume (e-Resume)	50.3	22.1	37.1	35.6	3.1	0.8	0.6	0.1	0.6	3.6	E-4	
221	Log on and navigate T-PAX (Electronic Travel claims)	41.2	29.0	24.1	36.6	6.7	2.2	0.4	0.3	0.7	3.4	New	
214	Draft and send E-mail messages, with attachments using a Coast Guard Standard Work Station	79.2	36.0	30.5	27.3	4.1	0.8	0.6	0.4	0.3	3.2	New	
217	Log on to and navigate CG Central	57.7	43.8	25.2	23.4	4.3	1.4	0.6	0.3	1.0	3.2	New	

Survey Question	Performance Tasks	E4 & Below Performance Level (N=4295)	Recommendations for Paygrade Assignment by E5 and Above (N=714)								Importance Rating by E5 and Above (N=722)	Current E-PME Pay Grade
			Percent Performed									
213	Create, edit, and print a document using word processing software and using a Coast Guard Standard Work Station	72.4	31.7	27.9	32.9	5.5	0.6	0.7	0.4	0.4	3.2	E-4
216	Log on to and navigate CGMS	53.6	25.8	22.3	40.2	8.0	2.9	0.4	0.1	0.3	3.1	New
222	Complete a physical fitness plan	59.4	57.6	21.8	14.7	2.8	1.8	0.6	0.3	0.4	3.0	New
219	Complete a “First Unit Reporting Guide”	31.9	44.4	23.2	22.5	5.2	3.1	1.0	0.1	0.4	3.0	E-2
215	Draft a message utilizing CG Message System (CGMS)	31.6	11.6	13.0	52.5	16.4	5.0	0.8	0.1	0.4	2.9	New
Leadership												
224	Use effective leadership skills	71.6	10.9	25.2	49.9	11.1	1.8	1.0	0.1	0.0	3.6	New
227	Communicate in an informal setting	83.3	24.8	27.3	35.2	9.0	2.8	0.8	0.1	0.0	3.5	E-2
226	Communicate in a formal setting	71.2	16.4	20.6	38.2	17.6	5.7	1.1	0.1	0.1	3.5	E-2
223	Prioritize a set of assigned tasks	72.6	23.7	31.8	34.2	7.7	2.2	0.4	0.0	0.0	3.5	E-2
225	Perform as a first line supervisor	28.1	6.2	17.9	56.3	15.0	3.9	0.6	0.1	0.0	3.4	New
Career Development												
228	Provide supplemental enlisted performance input	43.3	25.9	25.6	32.9	10.6	3.2	1.5	0.0	0.1	3.4	New
230	Receive mid marks counseling	56.8	46.2	22.0	21.7	6.6	2.0	1.5	0.0	0.0	3.3	New
229	Utilize an Individual Development Plan	60.7	40.6	26.1	21.6	7.4	2.5	1.3	0.1	0.4	3.1	New
Courtesies, Drills, and Ceremonies												
235	Render military courtesies to the National Ensign	76.6	91.9	4.5	2.0	0.7	0.7	0.1	0.0	0.1	3.9	E-2
232	Render a hand salute	91.4	91.6	4.9	1.8	0.7	0.6	0.1	0.1	0.1	3.9	E-2
236	Render military courtesies to the National Anthem	64.6	91.2	5.2	2.0	0.6	0.6	0.4	0.0	0.1	3.9	E-2
233	Render a greeting appropriate to rank and time of day	91.0	91.5	5.2	2.2	0.4	0.3	0.3	0.0	0.1	3.8	E-2

		E4 & Below Performance Level (N=4295)	Recommendations for Paygrade Assignment by E5 and Above (N=714)								Importance Rating by E5 and Above (N=722)	Current E-PME Pay Grade
Survey Question	Performance Tasks	Percent Performed									0 - 5 Scale	
231	Use Flag etiquette (i.e. National Ensign)	69.3	80.0	10.9	5.6	2.1	0.7	0.4	0.0	0.3	3.8	E-2
234	Serve on a Colors Detail	50.4	83.1	11.9	3.5	0.7	0.7	0.0	0.0	0.1	3.4	E-2
243	Participate in a military function (i.e. honor guard, military funeral)	24.5	66.7	20.3	9.9	1.5	1.0	0.3	0.0	0.3	2.6	New
242	Perform marching movements without arms	17.9	86.7	7.7	3.2	1.1	0.6	0.0	0.0	0.7	2.4	E-2
240	Perform drill movements without arms	13.7	84.6	8.8	3.2	1.4	0.6	0.4	0.1	0.8	2.3	E-2
241	Perform marching movements with arms	14.4	84.0	9.0	4.1	1.0	1.0	0.1	0.0	0.8	2.2	E-2
237	Perform rifle movements	13.5	82.2	9.8	4.6	1.1	0.8	0.3	0.3	0.8	2.2	E-2
238	Perform a rifle salute	13.1	82.1	9.8	4.8	1.1	1.0	0.1	0.0	1.1	2.1	E-2
239	Perform drill movements with arms	12.5	83.1	8.8	4.6	1.3	0.8	0.3	0.3	0.8	2.1	E-2
Damage Control												
247	Operate a portable fire extinguisher	63.4	82.9	12.7	3.2	0.6	0.3	0.0	0.1	0.1	4.1	New
246	Participate as a member of a fire-fighting team	31.3	53.8	37.4	7.4	0.4	0.6	0.0	0.1	0.3	3.7	E-2
244	Participate as a member of a DC repair team	24.6	62.7	30.0	5.7	0.6	0.6	0.0	0.0	0.4	3.6	E-2
245	Participate as a member of the DC Central team	10.1	31.1	32.9	26.6	6.3	2.4	0.3	0.0	0.4	3.3	New
First Aid and Survival												
248	Respond to simulated personnel injuries and casualties	52.2	74.2	19.9	4.5	0.7	0.4	0.0	0.1	0.1	3.9	E-2
251	Inspect Personal Floatation Device (PFD)	55.4	71.7	17.9	8.7	0.8	0.6	0.0	0.3	0.0	3.7	New
250	Remain afloat unassisted for five minutes	53.0	90.5	6.0	2.0	0.6	0.7	0.1	0.0	0.1	3.7	E-2
252	Use various pyrotechnics	57.7	75.8	17.9	4.9	0.7	0.4	0.1	0.1	0.0	3.7	New

		E4 & Below Performance Level (N=4295)	Recommendations for Paygrade Assignment by E5 and Above (N=714)								Importance Rating by E5 and Above (N=722)	Current E- PME Pay Grade
Survey Question	Performance Tasks	Percent Performed									0 - 5 Scale	
249	Swim 100 meters unassisted within five minutes	45.2	89.6	6.7	2.0	0.8	0.4	0.0	0.1	0.3	3.6	E-2
Seamanship												
254	Perform line-handling procedures	52.1	83.2	13.4	2.1	0.4	0.3	0.0	0.1	0.4	3.5	E-2
253	Execute helm commands	42.1	73.2	20.9	3.6	1.0	0.6	0.1	0.3	0.3	3.3	E-2
255	Perform basic marlinspike seamanship	42.9	75.1	21.1	2.2	0.4	0.3	0.0	0.4	0.4	3.2	E-2
259	Make standard pipes using 1-MC or intercom system	50.5	69.2	24.4	5.0	0.7	0.3	0.1	0.1	0.1	3.2	New
257	Prep a surface for painting	54.1	80.4	16.9	1.4	0.4	0.4	0.0	0.3	0.1	3.0	New
256	Apply paint to a surface	55.9	80.0	17.4	1.1	0.6	0.6	0.1	0.1	0.1	3.0	E-2
258	Use a lead line	25.2	69.2	24.1	4.6	0.6	0.3	0.0	0.1	1.1	2.4	New
Small Arms												
260	Fire the Coast Guard Basic Pistol Marksmanship Course (CGBPMC)	54.5	73.0	19.6	6.2	0.7	0.3	0.0	0.0	0.3	3.7	E-2
261	Qualify for and carry Coast Guard personal defense weapon (9mm or .40 cal)	42.9	53.5	30.5	14.0	0.8	0.7	0.1	0.1	0.1	3.6	New
263	Qualify for and carry Coast Guard M-16	30.0	47.3	33.3	16.5	2.0	0.4	0.3	0.0	0.1	3.4	New
262	Qualify for and carry Coast Guard shotgun	33.3	46.8	34.0	16.7	1.5	0.6	0.1	0.0	0.3	3.4	New
Watch Standing												
267	Display proper military etiquette	90.9	89.1	8.5	1.3	0.6	0.3	0.0	0.0	0.3	4.1	New
266	Use proper phone etiquette	89.5	85.6	11.6	1.7	0.4	0.3	0.1	0.1	0.1	3.9	New
265	Complete a watch standing PQS	67.0	74.6	21.6	2.5	0.7	0.3	0.0	0.1	0.1	3.9	New
264	Complete a security watch	59.0	74.5	20.9	3.6	0.4	0.3	0.0	0.0	0.3	3.8	E-2

**Demographic
Data Analysis**

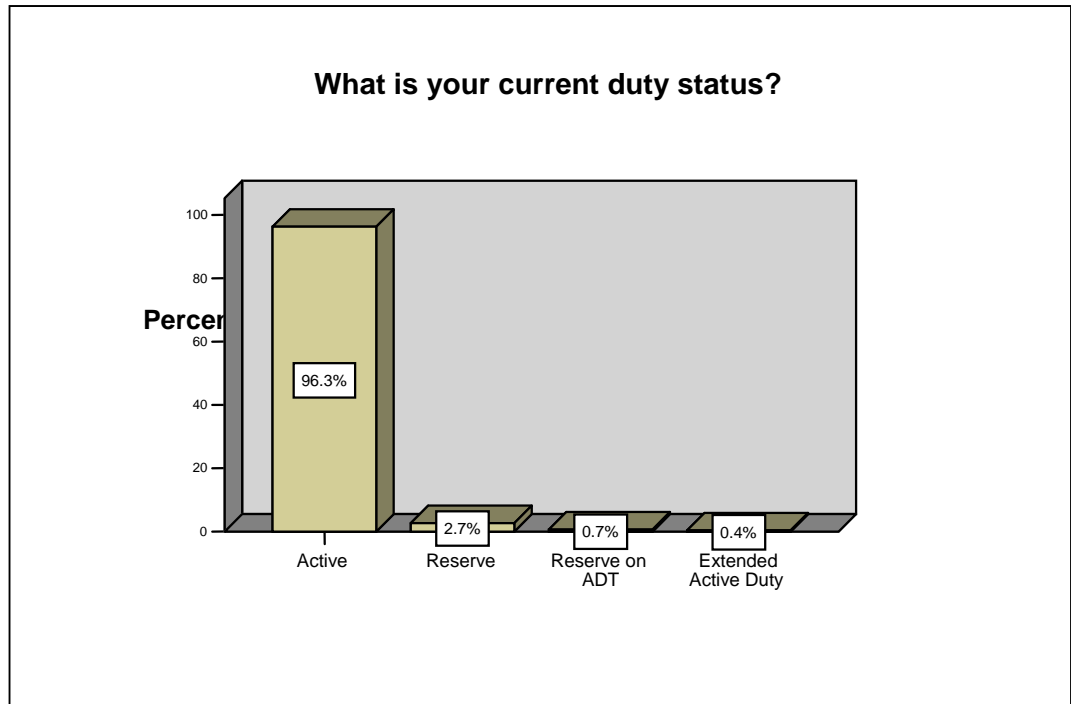
The demographic data on the following pages provide additional descriptions of the E2-E4 “world of work.” The tables and charts for these demographics are “snapshots” of the current workforce.

INTERPRETING DEMOGRAPHIC CHARTS	
N or Frequency	Number of responses
Missing System	Number of survey items for which the respondent selected no answer
Mean	Arithmetic average
Valid Percent	Excludes respondents that did not answer the question

Current Duty Status E4 and Below

What is your current duty status?

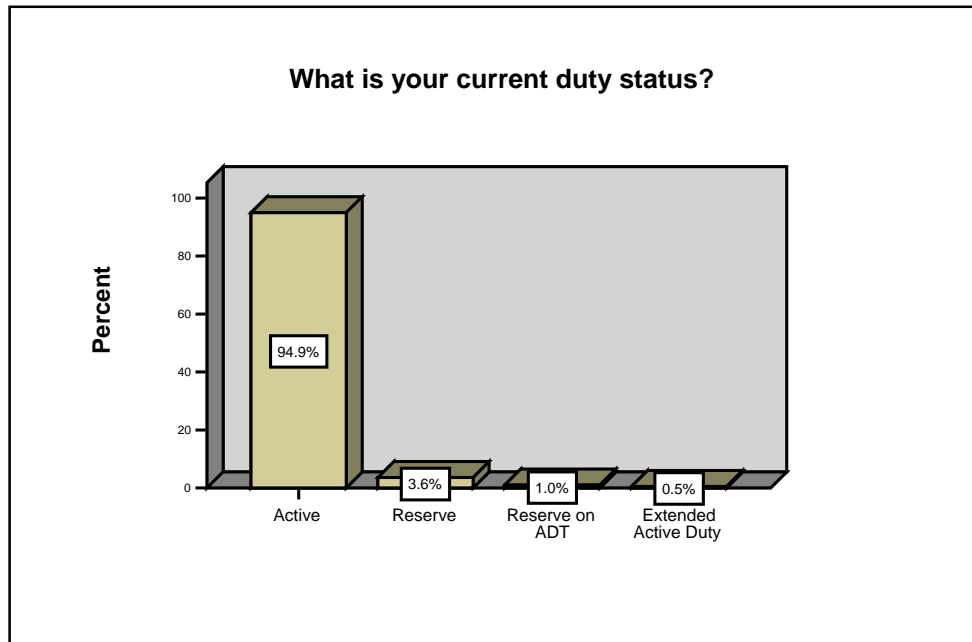
		Frequency	Valid Percent
Valid	Active	4134	96.3
	Reserve	116	2.7
	Reserve on ADT	29	.7
	Extended Active Duty	16	.4
	Total	4295	100.0



Current Duty Status (continued) **E5 and Above**

What is your current duty status?

		Frequency	Valid Percent
Valid	Active	1363	94.9
	Reserve	51	3.6
	Reserve on ADT	15	1.0
	Extended Active Duty	7	.5
	Total	1436	100.0



Current Unit Assignment

	Frequency	Valid Percent
Academy	18	0.3
Activities	15	0.3
Aids to Navigation Team (ATON)	206	3.6
Air Station	790	13.8
Aircraft Repair & Supply Center	14	0.2
Area Office	12	0.2
Aviation Technical Training Center (ATTC)	129	2.3
Aviation Training Center (ATC)	62	1.1
Base	25	0.4
C2 CEN	2	0.0
CAMSLANT	2	0.0
CAMSPAC	4	0.1
Communication Station	9	0.2
District Office	28	0.5
Electronics Systems Support Detachment	95	1.7
Electronic Systems Support Unit	24	0.4
Eng Logistics Center (ELC)	19	0.3
Facility Design And Construction Center	1	0.0
Finance Center	5	0.1
Group	54	0.9
Headquarters	25	0.4
HITRON-10	3	0.1
Institute	3	0.1
Integrated Support Command (ISC)	157	2.7
Loran Station	39	0.7
Loran Support Unit	1	0.0
Maintenance Assist Team (MAT)	18	0.3
Marine Inspection Office (MIO)	1	0.0
Marine Safety Detachment (MSD)	50	0.9
Marine Safety Office (MSO)	168	2.9
Maintenance and Logistics Command (MLC)	14	0.2
Marine Safety and Security Team (MSST)	70	1.2
National Pollution Funds Center (NPFC)	2	0.0
National Motor Lifeboat School	20	0.3
Navigation Center	8	0.1
Naval Engineering Support Unit (NESU)	61	1.1
Operations Systems Center (OSC)	1	0.0
Personnel Service Center	16	0.3
Port Security Unit (PSU)	42	0.7
Project Resident Office (PRO)	2	0.0
PSU Training Detachment Camp Lejeune	3	0.1

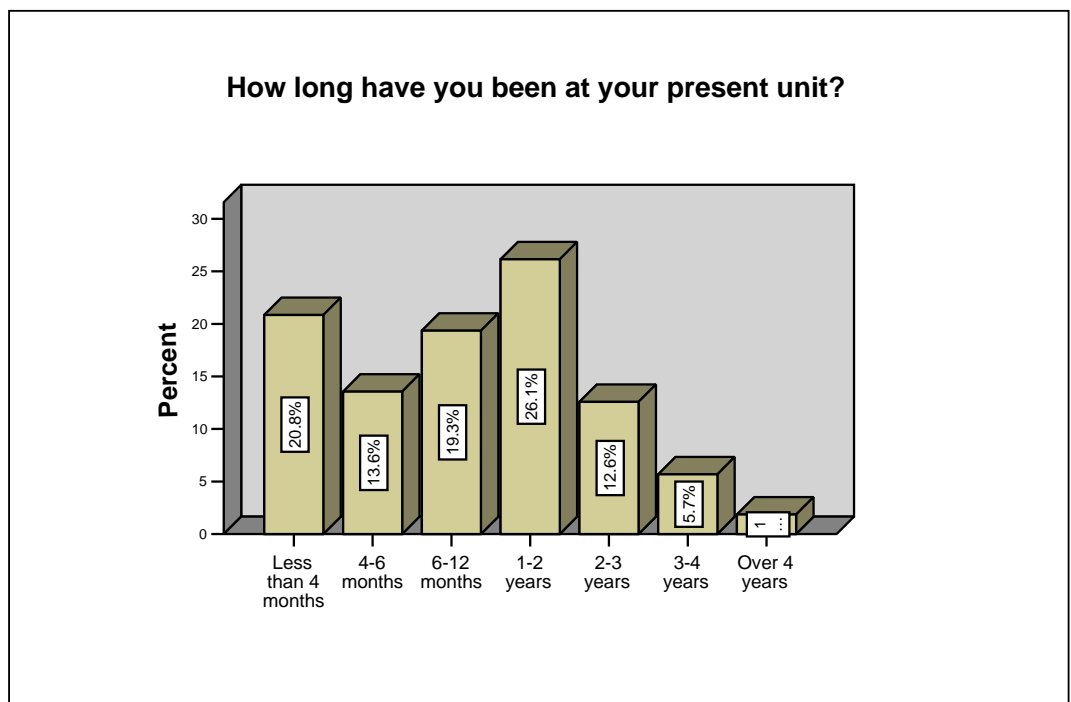
**Current Unit
Assignment
(Continued)**

	Frequency	Valid Percent
Sector Command	524	9.1
Station	1352	23.6
Support Center	13	0.2
Tactical Law Enforcement Team (TACLET)	1	0.0
TISCOM	3	0.1
TRACEN	160	2.8
Training Quota Management Center	7	0.1
Training Team	8	0.1
Yard	15	0.3
WAGB 399'	10	0.2
WAGB 420'	2	0.0
WHEC 378'	247	4.3
WIX 295'	19	0.3
WLB 225'	106	1.8
WLI 65'	2	0.0
WLI 100'	15	0.3
WLIC 75'	22	0.4
WLIC 160'	9	0.2
WLM 175'	54	0.9
WLR 65'	19	0.3
WLR 75'	63	1.1
WMEC 205'	1	0.0
WMEC 210'	204	3.6
WMEC 230'	28	0.5
WMEC 270'	171	3.0
WPB 87'	145	2.5
WPB 110'	115	2.0
WTGB 140'	67	1.2
WYTL 65'	15	0.3
Other	116	2.0
Total	5731	100.0

Time Aboard E4 and Below

How long have you been at your present unit?

		Frequency	Valid Percent
Valid	Less than 4 months	895	20.8
	4-6 months	582	13.6
	6-12 months	831	19.3
	1-2 years	1123	26.1
	2-3 years	540	12.6
	3-4 years	244	5.7
	Over 4 years	80	1.9
	Total	4295	100.0

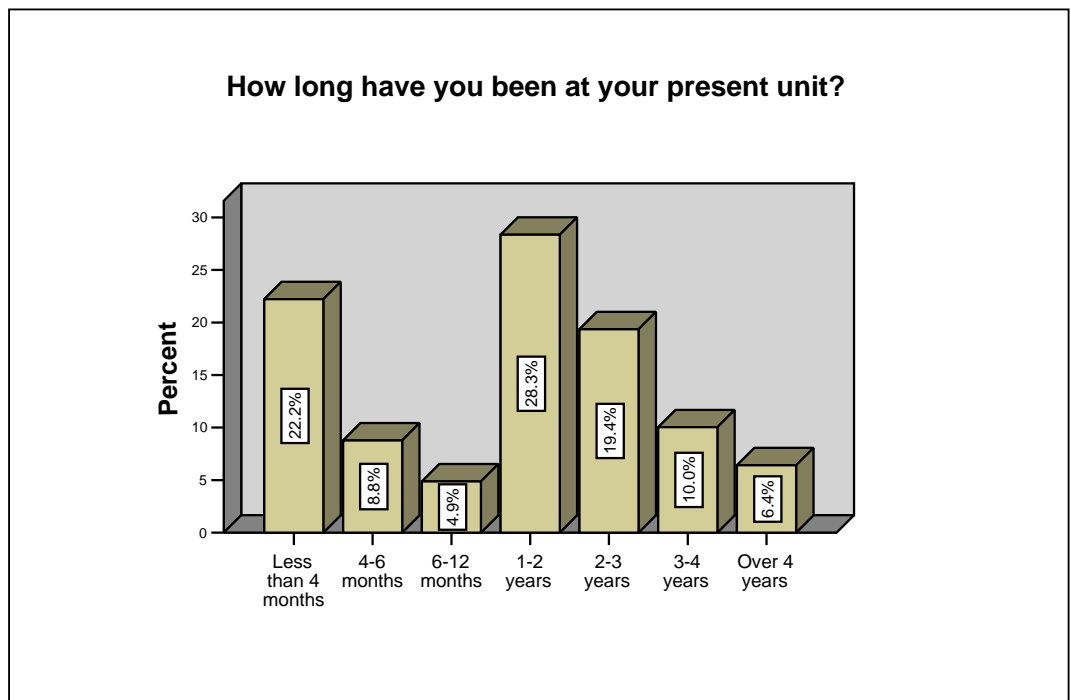


**Time Aboard
(continued)**

E5 and Above

How long have you been at your present unit?

		Frequency	Valid Percent
Valid	Less than 4 months	319	22.2
	4-6 months	126	8.8
	6-12 months	70	4.9
	1-2 years	407	28.3
	2-3 years	278	19.4
	3-4 years	144	10.0
	Over 4 years	92	6.4
	Total	1436	100.0



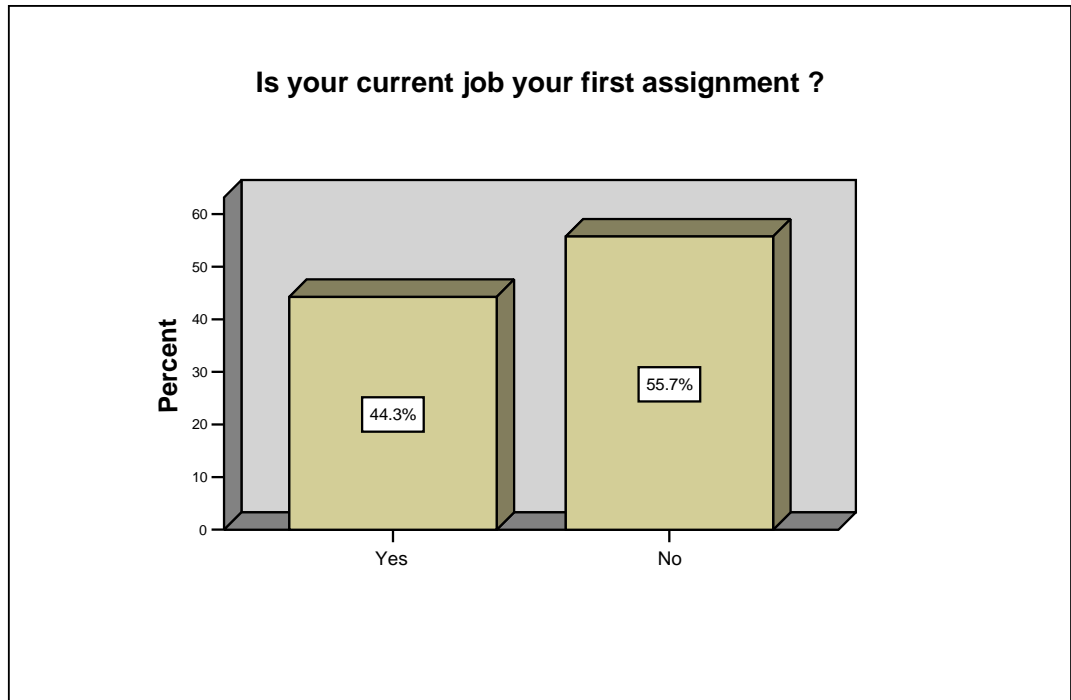
**Current
Pay
Grade****What is your current pay grade?**

		Frequency	Valid Percent
Valid	E2	248	4.3
	E3	1407	24.6
	E4	2640	46.1
	E5	256	4.5
	E6	516	9.0
	E7	364	6.4
	E8	81	1.4
	E9	49	.9
	CWO2	29	.5
	CWO3	18	.3
	CWO4	8	.1
	ENS	20	.3
	LTJG	26	.5
	LT	31	.5
	LCDR	26	.5
	CDR	11	.2
	CAPT or Above	1	.0
Total	5731	100.0	

First Assignment

Is your current job your first assignment?

		Frequency	Valid Percent
Valid	Yes	1901	44.3
	No	2394	55.7
	Total	4295	100.0



Job Satisfaction

This section provides data to assess the E2-E4 population's satisfaction with various aspects of their job, such as working conditions, work interactions, and career opportunities.

Job Satisfaction Statement	Overall Rating
The way I get along with my superiors.	6.6
The Coast Guard as a whole.	6.5
The benefits aside from pay.	6.4
The opportunity for advancement.	6.4
My present living conditions.	6.4
The cooperation and support I receive from my co-workers.	6.3
The contribution my work makes in meeting mission objectives.	6.3
The way my skills, knowledge, and training are used in my present job.	6.3
The performance of my immediate superiors.	6.2
The training I receive for my present job.	6.2
The kinds of primary duties I perform on my present job.	6.2
The amount of time I'm given to complete my duties.	6.2
The performance of my co-workers.	6.2
The amount of responsibility I have on my job.	6.2
The opportunity I have to exercise personal initiative on my job.	6.1
My Coast Guard career to date.	6.1
The amount of work I must do in my present job.	6.1
The amount of challenge my job provides.	6.1
My present job as a whole.	6.0
My present working conditions.	6.0
The feedback my superiors give me on my performance.	6.0
My unit as a whole.	6.0
The task direction and support given by my superiors.	6.0
The resources (equipment, supplies and staff) I am given to do my job.	6.0
The amount and timeliness of information I am given to do my job.	5.9
The military retirement system as it applies to me.	5.9
The kinds of collateral duties I perform on my present job.	5.9
The geographical location of my present unit.	5.8
The support I receive from support ratings (YN, SK, HS).	5.7
The amount of recognition I receive for doing good work.	5.5
The morale of my unit.	5.4
The pay I receive for the amount of work done.	5.4

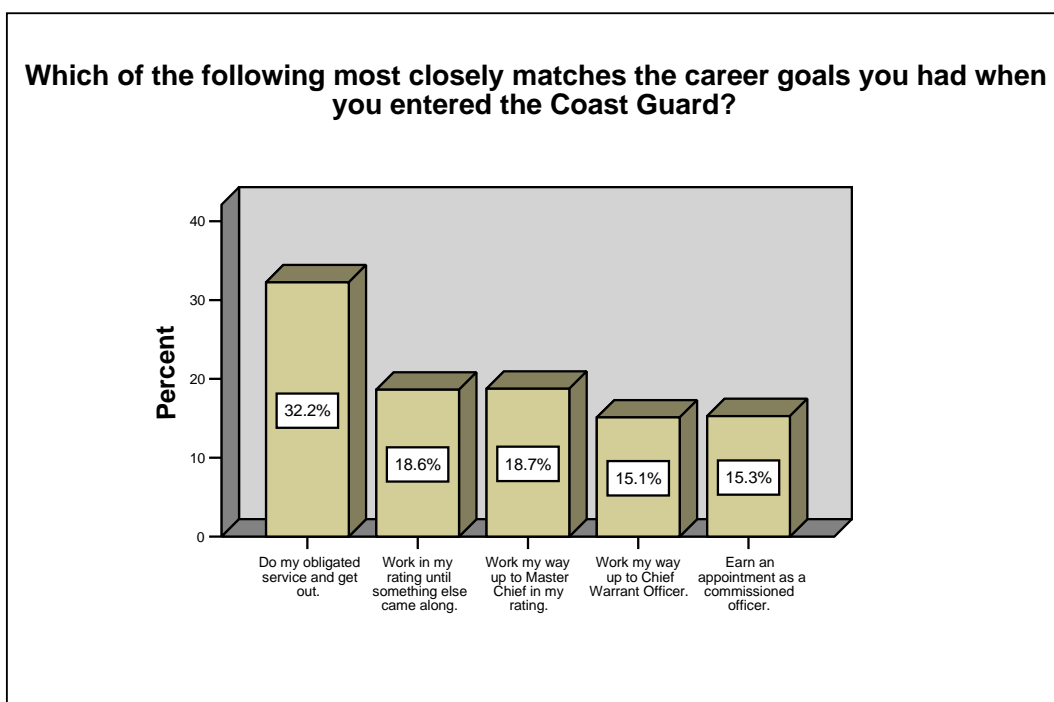
Career Intentions Data

The following pages illustrate the E4 and below population's responses to the three standardized Career Intentions questions asked on all OA surveys.

Career Goals

Which of the following most closely matches the career goals you had when you entered the Coast Guard?

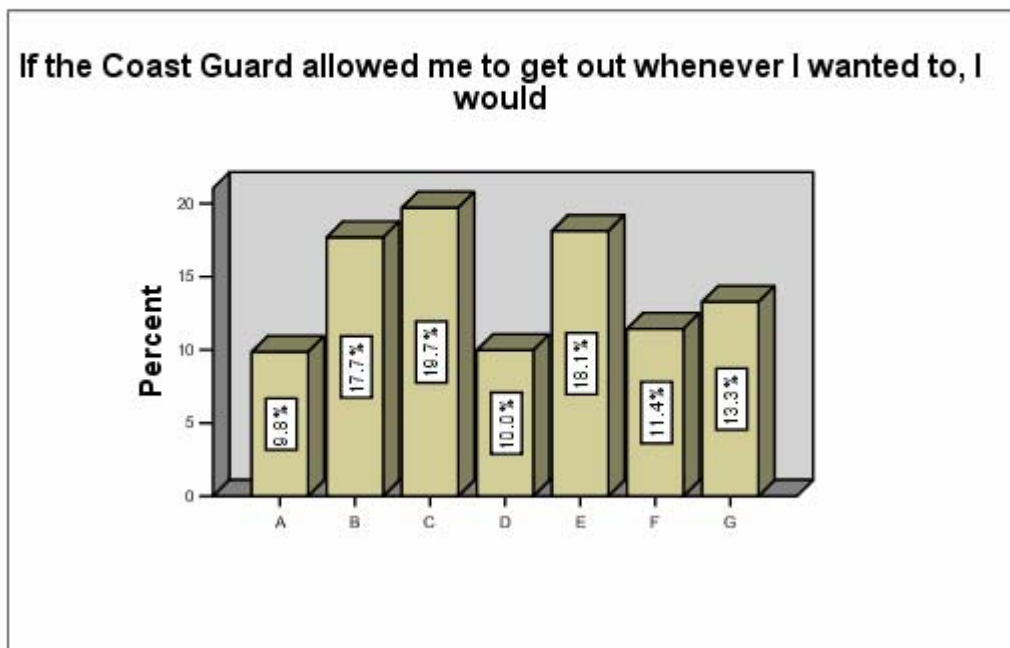
		Frequency	Valid Percent
Valid	Do my obligated service and get out.	1385	32.2
	Work in my rating until something else came along.	800	18.6
	Work my way up to Master Chief in my rating.	805	18.7
	Work my way up to Chief Warrant Officer.	649	15.1
	Earn an appointment as a commissioned officer.	656	15.3
	Total	4295	100.0



**If I Could
Get out...**

If the Coast Guard allowed me to get out whenever I wanted to, I would

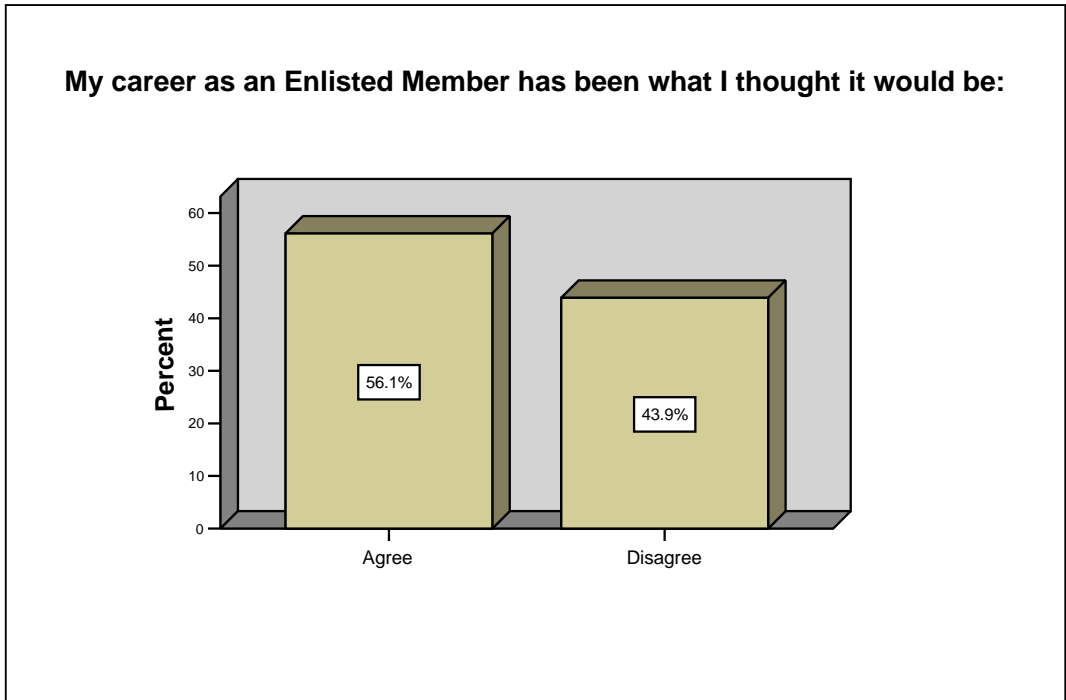
		Frequency	Valid Percent
Valid	A. Get out right away.	423	9.8
	B. Get out at my earliest convenience, but not right away.	759	17.7
	C. Wait until my current enlistment is up, and then get out.	846	19.7
	D. Stay beyond my current enlistment, but not for 20 years.	428	10.0
	E. Retire at 20 years.	778	18.1
	F. Stay beyond 20 years and retire at my earliest convenience.	491	11.4
	G. Stay for as long as possible.	570	13.3
	Total	4295	100.0



**Career
What I
Thought**

My career as an Enlisted Member has been what I thought it would be:

		Frequency	Valid Percent
Valid	Agree	2410	56.1
	Disagree	1885	43.9
	Total	4295	100.0



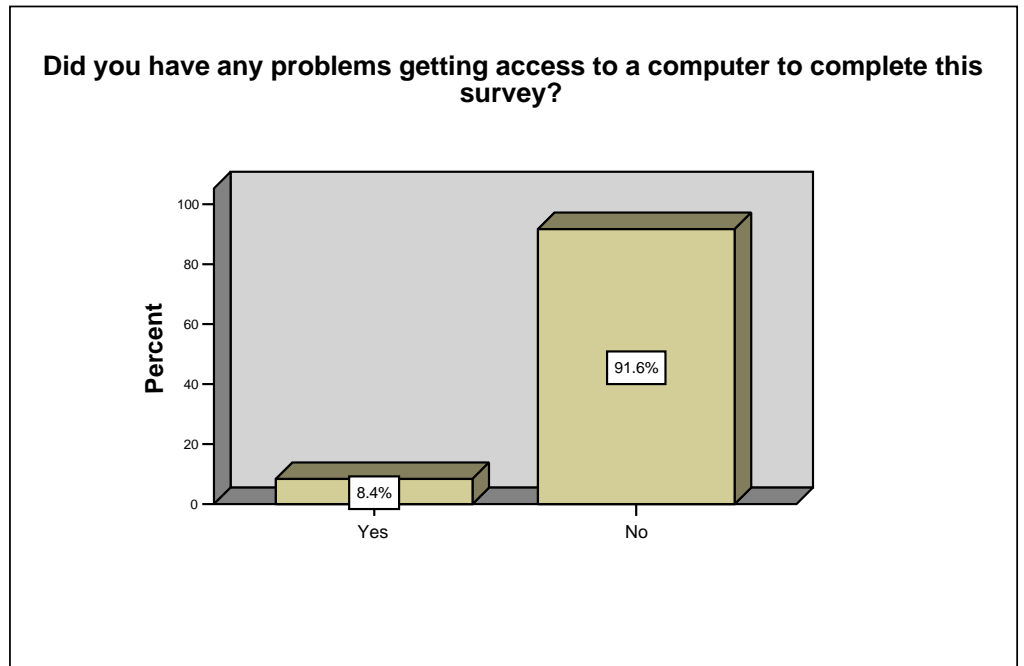
**Computer
Related
Questions**

This OA was based solely on data collected from the on-line survey instrument. These questions were included on the survey to determine if computer-related issues had a significant impact on the amount and quality of data collected.

**Problems
Accessing a
Computer**

Did you have any problems getting access to a computer to complete this survey?

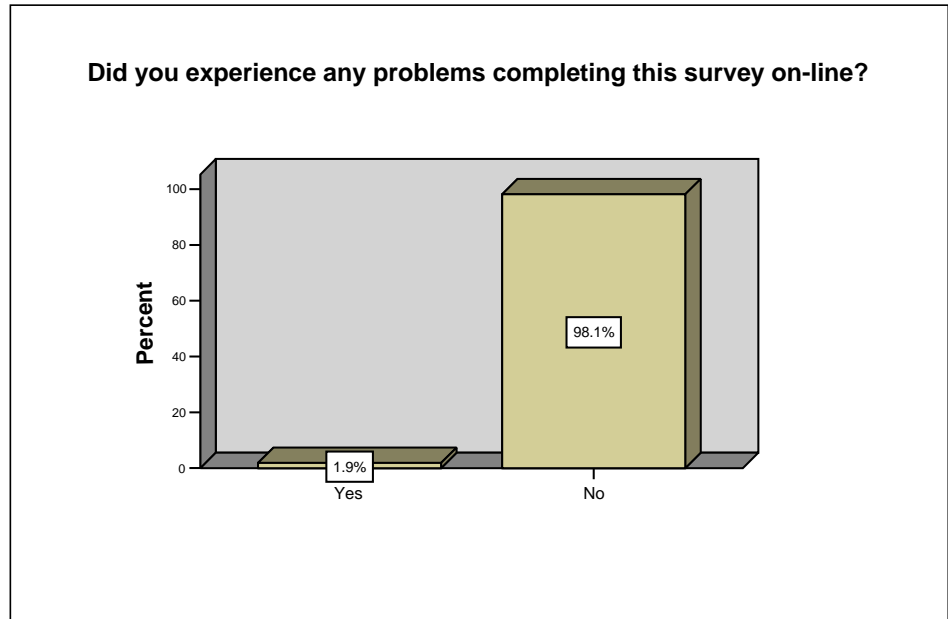
		Frequency	Valid Percent
Valid	Yes	359	8.4
	No	3936	91.6
	Total	4295	100.0



**Problems
Completing
Survey On-line**

Did you experience any problems completing this survey on-line?

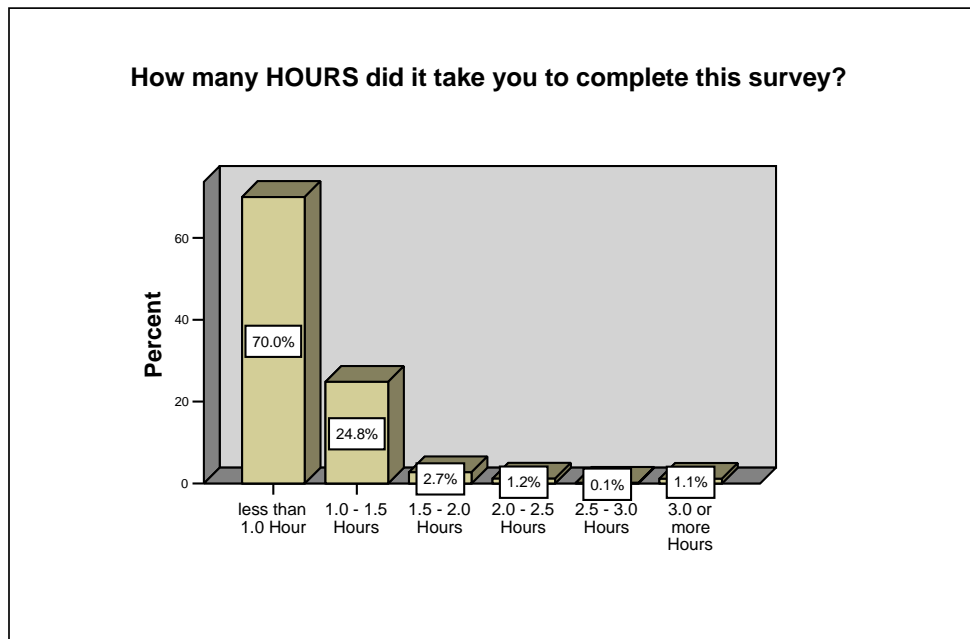
		Frequency	Valid Percent
Valid	Yes	80	1.9
	No	4215	98.1
	Total	4295	100.0



Time to Complete the Survey

How many HOURS did it take you to complete this survey?

		Frequency	Valid Percent
Valid	less than 1.0 Hour	3006	70.0
	1.0 - 1.5 Hours	1066	24.8
	1.5 - 2.0 Hours	118	2.7
	2.0 - 2.5 Hours	50	1.2
	2.5 - 3.0 Hours	6	.1
	3.0 or more Hours	49	1.1
	Total	4295	100.0



Final Synopsis

This OA report presents a detailed description of the E4 and below enlisted workforce as it exists today. Using data drawn from 4295 working enlisted members, E4 and below, and 1436 members who are E5 and above, this information forms the foundation for future decisions about E-PME.

Additionally, this report paints a complete picture of a junior enlisted Coast Guard member's "world of work". Data related to Demographics, Job Satisfaction, and Career Intentions should be used by the E-PME manager and program managers to help shape the future for current and new enlisted members of the Coast Guard.

Final Recommendation

The OA Team recommends that the current E-PME be reviewed and updated, using actual performance and importance data as a guide for determining content and pay grade assignments.

E2-E4 E-PME OCCUPATIONAL ANALYSIS REPORT

APPENDIX A

E4 and Below Breakdown of Ratings for Knowledge Items

November 2006
Mr. William D. Seletyn
CWO4 G. Dean Clark
SCPO Mark A. Pearson
Ms. Brittany Noelle Davis

E4 and Below Breakdown of Ratings for Knowledge Items

The data in the table below indicates the average level of knowledge E4s and below feel that they have in each item. Respondents rated their knowledge using the following scale:

0	None
1	Very Low
2	Low
3	Medium
4	High
5	Very High

Survey Number	Knowledge Statement	Overall Mean E4 and Below	E2 N=248	E3 N=1407	E4 N=2640
Administration and Personal Finances					
1	Policies governing appropriate use of Government property/equipment	3.4	3.3	3.4	3.5
2	Government vehicle operating regulations	3.6	3.4	3.6	3.6
3	Overseas Screening Processes	2.3	1.9	2.1	2.5
4	Government travel card regulations	3.0	2.3	2.6	3.2
5	Permanent Change of Station entitlements	2.8	2.2	2.6	2.9
6	Importance of Savings Accounts	3.8	3.9	3.8	3.9
7	Importance of Checking Accounts	4.0	4.0	3.9	4.0
8	Importance of Credit history/rating	3.9	3.9	3.9	4.0
9	Importance of Investments	3.6	3.6	3.5	3.6
10	Importance of DoD/Coast Guard sponsored Insurance Programs	2.7	2.5	2.6	2.8
11	Veterans Eligibility requirements for home loans	2.2	1.7	1.9	2.3
12	Importance of personal budgeting	3.7	3.7	3.7	3.8
13	Leave and Earnings Statement	3.8	3.6	3.8	3.9
14	Personal Data Extract form	2.4	1.9	2.1	2.6
15	United Concordia	1.8	1.4	1.6	1.9
16	TRICARE (Military Health Care Provider)	3.0	3.0	3.0	3.0
17	I.D. Cards	3.6	3.7	3.6	3.6
18	Leave and Liberty Policies	3.8	3.6	3.7	3.8
19	Eligibility requirements for different types of pay and allowances	3.1	3.0	3.0	3.2
20	Different types of discharges	3.3	3.4	3.2	3.3
21	CG Mutual Assistance Programs	3.0	2.6	2.8	3.1
22	Renters rights for members in the military	2.7	2.4	2.5	2.8
23	Types of loans (i.e., auto, home and education)	3.0	2.7	2.8	3.1
24	Temporary Duty Entitlements	2.7	2.3	2.4	2.8
Leadership					
25	Work Group dynamics	2.8	2.8	2.8	2.9
26	Ethical conduct	3.6	3.6	3.5	3.6
27	Qualities of an effective follower	3.6	3.7	3.6	3.6
28	Coast Guard's definition of Leadership	3.5	3.6	3.6	3.5

Survey Number	Knowledge Statement	Overall Mean E4 and Below	E2 N=248	E3 N=1407	E4 N=2640
29	Commandant policies regarding respect and diversity	3.6	3.7	3.6	3.6
30	Role of first line supervisors in response to others actions	3.4	3.4	3.3	3.4
Career Development					
31	Guidelines for preparing a training session	2.9	2.5	2.7	3.0
32	Tuition Assistance for education	2.9	2.9	2.9	2.9
33	Function of Career Development Advisor (CDA)	2.6	2.5	2.6	2.7
34	Function of Educational Service Officer (ESO)	3.1	2.8	3.0	3.1
35	Function of Collateral Duty Equal Opportunity Counselor	2.6	2.4	2.5	2.6
36	How the Enlisted Employee Review System (EERS) relates to advancement	2.9	2.8	2.8	2.9
37	Individual Development Plans	3.1	3.0	3.1	3.1
38	The First 72 Hours video	2.3	2.0	2.1	2.4
39	Service Wide Exam (SWE) Process	2.8	2.5	2.6	2.9
40	Duties of CG ratings	3.6	3.4	3.5	3.6
41	Typical assignments for CG ratings	3.4	3.1	3.3	3.4
42	Path of advancement from E-2 to E-4 to obtain a specific rating	3.7	3.5	3.6	3.8
43	How the assignment process affects your career	3.3	3.1	3.2	3.4
44	Enlisted to officer advancement programs	2.7	2.6	2.7	2.8
45	Coast Guard mentor/mentee programs	2.7	2.7	2.6	2.7
46	"A" school eligibility requirements	3.6	3.5	3.7	3.6
47	Educational benefits offered by the Educational Services Programs	2.9	2.8	2.8	3.0
48	How to submit a training request	2.7	2.3	2.4	2.9
49	Mutual transfer procedures	2.4	2.1	2.2	2.5
50	CG sponsored advanced educational opportunities (i.e. ACET, AAIWS, USASMA)	2.2	2.1	2.1	2.3
51	How to request your transcript of college credits through the CG Institute	2.4	2.1	2.2	2.6
Communications					
52	Use of the Bravo flag	3.5	3.8	3.7	3.4
53	Use of the Oscar flag	3.5	3.8	3.7	3.3
54	Use of the Prep pennant	3.3	3.7	3.6	3.2
55	Use of the SOPA pennant	3.4	3.7	3.5	3.3
56	Use of the Third substitute pennant	3.2	3.5	3.4	3.1
57	Use of the Papa flag	3.1	3.5	3.3	3.0
58	Use of the church pennant	3.0	3.5	3.2	2.9
59	Signs of distress (smoke, flares, upside down national ensign)	4.0	4.1	4.1	3.9
CG Organization					
60	Chain of Command	4.2	4.2	4.2	4.2
61	Coast Guard's roles and missions	4.1	4.1	4.1	4.1
62	Types of CG units, vessels and aircraft	4.0	4.0	4.0	4.0
63	Organizational role of the Coast Guard Reserve	3.3	3.4	3.3	3.3
64	Roles and Missions of the Coast Guard Auxiliary	3.2	3.3	3.2	3.2

Survey Number	Knowledge Statement	Overall Mean E4 and Below	E2 N=248	E3 N=1407	E4 N=2640
Uniform, History, Traditions and Values					
65	Uniform requirements for Full dress blue	3.7	3.9	3.7	3.6
66	Uniform requirements for Service dress blue "B"	3.8	3.9	3.8	3.7
67	Uniform requirements for Tropical Blue Long	4.0	4.1	4.0	4.0
68	Uniform requirements for Operational Dress Uniform	4.1	4.3	4.2	4.1
69	Proper grooming standards	4.2	4.3	4.3	4.2
70	Coast Guard's Policy regarding tattoos, brands and body piercing	3.9	4.0	4.0	3.9
71	Pay grades E1 through E9 by sleeve insignia and collar devices	4.2	4.2	4.2	4.2
72	Rating insignia	4.0	3.9	4.0	4.0
73	Master Chief Petty Officer of the Coast Guard's sleeve insignia and collar devices	4.0	4.1	4.0	4.0
74	Coast Guard officers' insignia and sleeve devices	4.0	4.0	4.0	4.0
75	Coast Guard Chief Warrant Officers' insignia and sleeve devices	3.7	3.6	3.7	3.6
76	Precedence of medals	3.1	3.1	3.1	3.2
77	Precedence of Ribbon	3.2	3.1	3.1	3.2
78	Breast insignia or badge for Officer in Charge (OIC) ashore	3.4	3.3	3.3	3.4
79	Breast insignia or badge for Officer in Charge (OIC) afloat	3.3	3.2	3.3	3.3
80	Breast insignia or badge for Command ashore	3.3	3.3	3.3	3.3
81	Breast insignia or badge for Command afloat	3.3	3.3	3.3	3.3
82	Badge for Command Master Chief (CMC)	3.5	3.3	3.4	3.5
83	Requirements for earning a Coast Guard Good Conduct Medal	3.7	3.4	3.6	3.8
84	Placement of collar devices and hat device	4.0	3.8	3.9	4.0
85	Insignia of officer and enlisted grades from the seven branches of the U.S. Uniformed Services	2.9	2.9	2.9	2.9
86	Rank insignia of the Coast Guard Auxiliary	2.5	2.6	2.5	2.5
87	Authorized uniform accessories (i.e. LE belt, flight jacket, coveralls)	3.4	3.4	3.4	3.4
88	Origins and significance of the union jack	3.1	3.3	3.1	3.1
89	Origins and significance of the commissioning pennant	3.0	3.1	3.1	3.0
90	Origins and significance of Coast Guard Ensign	3.5	3.6	3.5	3.4
91	Origin and significance of the National Ensign	3.8	3.9	3.8	3.8
92	Coast Guard Core Values	4.1	4.3	4.1	4.1
93	Significant CG heroes and events from 1790 to the present	3.2	3.7	3.3	3.1
94	Origins and significance of The Coast Guard Flag (Standard)	3.3	3.6	3.4	3.3
95	Origins and significance of Battle Streamers	2.9	3.1	3.0	2.9
96	Origins and significance of Coast Guard Seal	3.1	3.3	3.2	3.0
97	Origins and significance of Coast Guard Emblem	3.1	3.3	3.2	3.0
98	Origins and significance of Coast Guard Shield	3.1	3.4	3.2	3.0

Survey Number	Knowledge Statement	Overall Mean E4 and Below	E2 N=248	E3 N=1407	E4 N=2640
99	Origins and significance of Coast Guard Slash (Racing Stripe)	3.1	3.3	3.2	3.1
100	Origins and significance of Coast Guard Motto	3.3	3.6	3.4	3.2
101	Heritage that led to the creation of the Chief Petty Officer	2.8	2.6	2.9	2.8
102	Heritage that led to the creation of the Petty Officer	2.9	2.6	2.9	2.8
103	Heritage that led to the creation of the MCPO-CG	2.7	2.6	2.9	2.7
Damage Control					
104	Nuclear, Biological, Chemical, Radiological (NBCR) or (NBC Warfare) / Weapons of Mass Destruction (WMD) Awareness	2.9	2.8	2.8	3.0
105	Four classes of fire	4.1	4.2	4.2	4.1
106	Fire tetrahedron	3.9	4.0	4.0	3.9
107	Fire extinguishing agents for each class of fire	4.0	4.1	4.1	4.0
108	Fire prevention measures	4.0	4.1	4.1	4.0
109	Procedures to follow upon discovery of a fire	4.0	4.1	4.0	4.0
110	Tools and equipment to control flooding	3.8	3.9	3.9	3.8
111	Material conditions of readiness (x-ray, yoke etc)	3.5	3.5	3.5	3.5
Enlisted Ranks					
112	Function of Command Master Chief (CMC-Gold Badge)	3.1	2.9	3.1	3.1
113	Function of Command Chief Silver Badge	2.9	2.8	2.9	3.0
114	Authority of a Petty Officer	3.6	3.5	3.6	3.6
115	Statutory authority of Coast Guard petty officers under Title 14, USC, Sec. 89	3.3	2.9	3.2	3.4
116	The roles and purpose of Rating Force Master Chiefs	3.0	2.7	2.9	3.1
First Aid and Survival					
117	Basic survival skills	3.9	4.0	3.9	3.9
118	Procedures for donning Personal Floatation Device (PFD)	4.2	4.3	4.2	4.2
119	Procedures for manually launching a life raft	3.8	3.9	3.8	3.8
120	Survival float techniques	4.0	4.1	4.1	4.0
121	Basic First Aid	4.0	3.9	4.0	4.0
122	Basic CPR	4.0	3.9	4.0	4.0
123	Use of Signal Mirror	4.1	4.2	4.1	4.1
124	Use of Illumination Signal Kit (MK-79 MOD-0)	4.1	4.1	4.1	4.1
125	Use of Smoke and Illumination Signal Kit (MK-124 MOD-0)	4.1	4.1	4.1	4.1
126	Use of Personal Marker Light	4.1	4.1	4.1	4.1
127	Use of Signal Whistle	4.2	4.3	4.3	4.2
128	Use of Distress Signal Light (strobe light)	4.2	4.3	4.3	4.2
129	Use of Signal Illumination, White Star Parachute (MK-127A1)	4.0	4.1	4.1	4.0
130	Emergency egress procedures at your unit	4.0	4.0	4.0	4.0
131	Survival gear contained in life raft	3.8	3.7	3.7	3.8
Fitness, Wellness, and Quality of Life					
132	Function of the command Ombudsman.	3.3	3.2	3.3	3.3

Survey Number	Knowledge Statement	Overall Mean E4 and Below	E2 N=248	E3 N=1407	E4 N=2640
133	Function of Command Drug and Alcohol Representative (CDAR)	3.6	3.6	3.6	3.7
134	Function of Family Advocacy Representative (FAR)	3.0	3.0	3.0	3.0
135	Function of Civil Rights Officer	3.3	3.1	3.2	3.3
136	Function of Voting Assistance Officer	3.0	3.1	3.0	3.1
137	Function of the Human Relations Council	3.1	3.0	3.0	3.1
138	Coast Guard Physical fitness standards	3.9	3.9	3.9	3.9
139	Weight Standards Program	3.8	3.8	3.8	3.8
140	Child Care Programs	2.6	2.8	2.6	2.6
141	Employee Assistance Program (EAP)	2.9	2.9	2.9	3.0
142	Health Promotion Coordinator	3.0	2.9	2.9	3.1
143	Housing Programs	3.1	3.0	3.0	3.1
144	Substance Abuse Free Environment (SAFE) Program	3.1	3.1	3.1	3.1
145	Special Needs Program	2.8	2.9	2.8	2.8
146	Transition Relocation Manager	2.6	2.7	2.6	2.7
147	A personal wellness plan	3.3	3.3	3.3	3.3
148	Sponsor program	3.0	3.0	3.0	3.1
149	Family Resource Specialist	2.6	2.8	2.6	2.7
150	Morale, Well-Being & Recreation (MWR) programs	3.4	3.2	3.3	3.4
151	Commandant's policy on use of tobacco products	3.4	3.3	3.4	3.4
152	Coast Guard's substance abuse policies	3.7	3.7	3.7	3.7
153	Common warning signs of potential suicide	3.7	3.7	3.8	3.7
154	Smoking/tobacco cessation program	3.3	3.3	3.3	3.3
155	Symptoms of stress	3.7	3.7	3.7	3.7
156	Methods for effectively overcoming stress	3.6	3.6	3.6	3.6
157	Examples, signs, and symptoms of addictive behavior	3.5	3.6	3.6	3.5
158	Resources available for effectively dealing with addictive behavior	3.4	3.4	3.4	3.3
159	Potential consequences of using controlled substances	3.7	3.7	3.8	3.7
160	Methods of contraception	3.7	3.7	3.7	3.7
161	Causes, symptoms, and prevention methods of Sexually Transmitted Diseases and HIV (AIDS)	3.9	4.0	3.9	3.9
162	Your role in suicide prevention	3.8	3.8	3.8	3.7
163	Rape and sexual assault reporting procedures	3.7	3.9	3.7	3.6
164	Partners in education program	3.1	3.2	3.1	3.1
Military Justice and Code of Conduct					
165	Uniform Code of Military Justice (UCMJ)	3.5	3.6	3.5	3.5
166	Extra Military Instruction (EMI)	3.5	3.3	3.4	3.5
167	Search and Seizure	3.4	3.2	3.4	3.4
168	Rights of Accused	3.3	3.1	3.3	3.3
169	Right to Appeal	3.3	3.2	3.3	3.3
170	Article 15 Hearing (Captain's Mast)	3.3	3.3	3.4	3.3
171	Different types of Court Martials	3.2	3.1	3.1	3.2
Mission Preparedness					
172	Procedures for securing and reporting unsecured classified material	3.6	3.7	3.6	3.6

Survey Number	Knowledge Statement	Overall Mean E4 and Below	E2 N=248	E3 N=1407	E4 N=2640
173	Importance of operational security	3.7	3.6	3.6	3.7
174	Proper military protocol	3.5	3.4	3.5	3.6
175	Bomb threat procedures	3.7	3.6	3.7	3.7
176	Your unit Watch Quarter Station Bill	3.5	3.6	3.6	3.5
177	Emergency situation protocol	3.5	3.4	3.5	3.5
178	Responsibilities as a First Responder when a hazardous substance may be present	3.5	3.5	3.5	3.5
179	Incident Command System structure	3.3	3.2	3.2	3.3
180	Risk assessment tools (Operational Risk Management (ORM), Risk Based Decision Making (RBDM), Crew Resource Management (CRM))	3.3	3.1	3.3	3.4
181	National Terrorism Threat levels	3.5	3.5	3.5	3.5
182	Force Protection Condition (FPCON)	3.1	2.9	3.1	3.2
183	National Incident Management Structure (NIMS)	3.0	2.8	2.9	3.0
184	CG Use of Force policy	3.5	3.2	3.4	3.5
Public Affairs					
185	Function of Public Affairs Officer	3.2	3.1	3.1	3.2
186	Coast Guard policy regarding the release of photographs, video, and audio of Coast Guard activities	3.4	3.4	3.5	3.4
187	Coast Guard's and your unit's policy governing the release of official information to the public	3.5	3.5	3.5	3.5
Safety					
188	Lock out/tag out procedures	3.6	3.3	3.5	3.7
189	Unit hazard communication program (MSDS)	3.7	3.6	3.7	3.7
190	Heat stress factors	3.8	3.8	3.8	3.8
191	Fatigue factors	3.8	3.8	3.8	3.8
192	Hearing conservation program	3.6	3.5	3.6	3.6
193	Criteria for reportable mishap	3.4	3.3	3.4	3.4
194	Respiratory protection program	3.6	3.5	3.5	3.6
195	Workplace hazards	3.7	3.7	3.7	3.8
Seamanship					
196	Basic navigation rules of the road	3.4	3.4	3.4	3.4
197	Shipboard structures, deck fittings, components, directions and design	3.6	3.6	3.7	3.5
198	Stability terminology	3.4	3.2	3.5	3.4
199	Basic duties of the Coxswain	3.5	3.3	3.5	3.4
200	Basic duties of the Engineer	3.5	3.5	3.6	3.5
201	Basic duties of the Boat Crew member	3.6	3.6	3.7	3.6
202	General deck seamanship commands and responses	3.6	3.6	3.7	3.6
203	Types and characteristics of line	3.5	3.6	3.6	3.4
204	Lead line markings	3.1	3.2	3.2	3.0
Standards of Conduct					
205	Your rights and responsibilities as they pertain to participation in political activities	3.0	2.8	3.0	3.0
206	Status of Forces Agreement (SOFA)	2.7	2.6	2.8	2.7
207	Conflict of interest policy	3.0	2.8	3.0	3.0

Survey Number	Knowledge Statement	Overall Mean E4 and Below	E2 N=248	E3 N=1407	E4 N=2640
208	Foreign travel requirements	2.8	2.7	2.8	2.8
Supervisory Responsibility					
209	Responsibilities of a Marking Official in relation to the Enlisted Employee Review System (EERS)	2.9	2.6	2.8	2.9
210	Responsibilities of an Approving Official in relation to the Enlisted Employee Review System (EERS)	2.8	2.6	2.8	2.9
211	Enlisted Performance Evaluation Appeals process	2.9	2.7	2.8	3.0
212	Responsibilities of an Appeal Authority in relation to the Enlisted Employee Review System (EERS)	2.8	2.6	2.7	2.9

E2-E4 E-PME OCCUPATIONAL ANALYSIS REPORT

APPENDIX B

E4 and Below Percent Performance on Performance Items

November 2006
Mr. William D. Seletyn
CWO4 G. Dean Clark
SCPO Mark A. Pearson
Ms. Brittany Noelle Davis

E4 and Below Percent Performance on Performance Items

The data in the table below indicates the percentage of members who indicated that they currently do the stated performance, by individual pay grade and in sum.

Survey Number	Performance Statement	What is your current paygrade?			
		E2 N=248	E3 N=1407	E4 N=2640	Overall E4 and Below
Administration and Personal Finances					
213	Create, edit, and print a document using word processing software and using a Coast Guard Standard Work Station	53.2	63.6	78.9	72.4
214	Draft and send E-mail messages, with attachments using a Coast Guard Standard Work Station	58.5	71.1	85.5	79.2
215	Draft a message utilizing CG Message System (CGMS)	21.0	21.8	37.9	31.6
216	Log on to and navigate CGMS	44.0	44.2	59.5	53.6
217	Log on to and navigate CG Central	49.6	52.6	61.1	57.7
218	Prepare an electronic resume (e-Resume)	16.1	37.2	60.4	50.3
219	Complete a "First Unit Reporting Guide"	56.5	41.6	24.5	31.9
220	Log on and navigate Direct Access	48.0	65.4	85.4	76.7
221	Log on and navigate T-PAX (Electronic Travel claims)	17.3	26.0	51.5	41.2
222	Complete a physical fitness plan	54.4	55.9	61.7	59.4
Leadership					
223	Prioritize a set of assigned tasks	61.3	66.2	77.1	72.6
224	Use effective leadership skills	50.0	62.1	78.7	71.6
225	Perform as a first line supervisor	13.7	19.5	33.9	28.1
226	Communicate in a formal setting	65.3	68.2	73.3	71.2
227	Communicate in an informal setting	76.6	79.0	86.2	83.3
Career Development					
228	Provide supplemental enlisted performance input	32.7	34.8	48.8	43.3
229	Utilize an Individual Development Plan	56.5	58.1	62.5	60.7
230	Receive mid marks counseling	42.7	53.7	59.7	56.8
Courtesies, Drills, and Ceremonies					
231	Use Flag etiquette (i.e. National Ensign)	85.9	74.9	64.7	69.3
232	Render a hand salute	93.5	92.5	90.7	91.4
233	Render a greeting appropriate to rank and time of day	92.7	91.4	90.6	91.0
234	Serve on a Colors Detail	72.6	58.2	44.2	50.4
235	Render military courtesies to the National Ensign	86.3	79.9	73.9	76.6
236	Render military courtesies to the National Anthem	71.8	67.2	62.6	64.6
237	Perform rifle movements	16.5	15.0	12.5	13.5
238	Perform a rifle salute	16.9	14.7	11.9	13.1
239	Perform drill movements with arms	15.7	13.7	11.6	12.5
240	Perform drill movements without arms	16.1	15.2	12.7	13.7
241	Perform marching movements with arms	16.5	16.0	13.3	14.4
242	Perform marching movements without arms	19.8	21.2	15.9	17.9
243	Participate in a military function (i.e. honor guard, military funeral)	24.2	24.0	24.9	24.5
Damage Control					

Survey Number	Performance Statement	What is your current paygrade?			
		E2 N=248	E3 N=1407	E4 N=2640	Overall E4 and Below
244	Participate as a member of a DC repair team	25.0	29.5	21.9	24.6
245	Participate as a member of the DC Central team	10.1	11.6	9.2	10.1
246	Participate as a member of a fire-fighting team	44.4	40.0	25.5	31.3
247	Operate a portable fire extinguisher	66.1	65.0	62.3	63.4
First Aid and Survival					
248	Respond to simulated personnel injuries and casualties	53.2	56.2	50.0	52.2
249	Swim 100 meters unassisted within five minutes	50.8	52.2	41.0	45.2
250	Remain afloat unassisted for five minutes	56.5	58.8	49.7	53.0
251	Inspect Personal Floatation Device (PFD)	62.9	60.1	52.1	55.4
252	Use various pyrotechnics	61.7	57.9	57.2	57.7
Seamanship					
253	Execute helm commands	57.7	52.2	35.2	42.1
254	Perform line-handling procedures	77.0	63.7	43.6	52.1
255	Perform basic marlinspike seamanship	61.7	53.9	35.3	42.9
256	Apply paint to a surface	73.4	67.0	48.4	55.9
257	Prep a surface for painting	73.8	65.1	46.3	54.1
258	Use a lead line	39.9	34.6	18.8	25.2
259	Make standard pipes using 1-MC or intercom system	68.1	59.7	43.9	50.5
Small Arms					
260	Fire the Coast Guard Basic Pistol Marksmanship Course (CGBPMC)	59.3	57.0	52.7	54.5
261	Qualify for and carry Coast Guard personal defense weapon (9mm or .40 cal)	38.7	40.7	44.5	42.9
262	Qualify for and carry Coast Guard shotgun	20.6	29.5	36.6	33.3
263	Qualify for and carry Coast Guard M-16	19.0	26.2	33.1	30.0
Watchstanding					
264	Complete a security watch	77.4	68.6	52.2	59.0
265	Complete a watch standing PQS	77.8	74.4	62.0	67.0
266	Use proper phone etiquette	90.3	89.3	89.5	89.5
267	Display proper military etiquette	90.7	91.9	90.4	90.9

E2-E4 E-PME OCCUPATIONAL ANALYSIS REPORT

APPENDIX C

Recommendations for Pay Grade Assignment

November 2006
Mr. William D. Seletyn
CWO4 G. Dean Clark
SCPO Mark A. Pearson
Ms. Brittany Noelle Davis

E5 and Above Recommendations for Pay Grade Assignment

The data in the table below illustrates E5 and above recommendations for pay grade assignment for each of the knowledge and performance statements included on the survey. For example, for the first survey item, 53.1 percent of the E5 and above members who responded to the survey felt that knowledge of “Policies governing appropriate use of Government property/equipment” should be assigned to the E2 pay grade.

		Recommendations for Pay Grade Assignment (N=714)							
		E2	E3	E4	E5	E6	E7	E8	E9
Knowledge Categories									
Administration and Personal Finances									
1	Policies governing appropriate use of Government property/equipment	53.1	19.9	18.6	5.0	2.4	1.0	0.0	0.0
2	Government vehicle operating regulations	65.0	21.4	8.8	2.4	1.8	0.4	0.0	0.1
3	Overseas Screening Processes	19.3	21.7	34.9	12.3	7.8	3.4	0.1	0.4
4	Government travel card regulations	32.6	19.7	38.0	4.9	3.2	1.3	0.0	0.3
5	Permanent Change of Station entitlements	34.2	26.9	26.8	6.4	4.2	1.1	0.0	0.4
6	Importance of Savings Accounts	85.9	7.3	2.8	1.4	1.8	0.6	0.0	0.3
7	Importance of Checking Accounts	86.0	7.4	2.4	1.4	2.0	0.6	0.0	0.3
8	Importance of Credit history/rating	83.6	8.5	3.6	1.1	2.0	1.0	0.0	0.1
9	Importance of Investments	70.4	12.9	10.6	2.2	1.8	1.5	0.1	0.3
10	Importance of DoD/Coast Guard sponsored Insurance Programs	64.4	17.9	10.5	3.2	2.1	1.4	0.0	0.4
11	Veterans Eligibility requirements for home loans	17.9	11.5	45.2	16.2	6.9	1.7	0.3	0.3
12	Importance of personal budgeting	77.5	11.2	6.6	2.1	1.7	0.8	0.1	0.0
13	Leave and Earnings Statement	85.6	7.1	4.2	1.8	1.1	0.0	0.0	0.1
14	Personal Data Extract form	33.2	24.8	36.6	2.9	1.5	0.7	0.3	0.0
15	United Concordia	55.2	19.3	16.5	4.2	3.2	0.8	0.0	0.7
16	TRICARE (Military Health Care Provider)	64.6	17.1	11.6	3.6	2.1	0.4	0.1	0.4
17	I.D. Cards	77.3	10.5	7.0	2.8	2.2	0.0	0.0	0.1
18	Leave and Liberty Policies	82.8	7.6	5.3	2.5	1.0	0.7	0.0	0.1
19	Eligibility requirements for different types of pay and allowances	44.7	23.2	22.5	5.6	3.2	0.4	0.1	0.1

		Recommendations for Pay Grade Assignment (N=714)							
		E2	E3	E4	E5	E6	E7	E8	E9
20	Different types of discharges	45.0	19.2	21.4	8.8	4.2	1.1	0.1	0.1
21	CG Mutual Assistance Programs	60.6	18.8	11.9	4.8	2.8	0.8	0.1	0.1
22	Renters rights for members in the military	54.9	20.9	17.1	3.1	2.9	0.7	0.4	0.0
23	Types of loans (i.e., auto, home and education)	58.5	21.4	13.0	2.9	2.9	0.8	0.3	0.0
24	Temporary Duty Entitlements	29.6	28.0	34.5	4.2	2.9	0.8	0.0	0.0
Leadership									
25	Work Group dynamics	18.9	16.7	42.7	13.7	5.9	1.7	0.3	0.1
26	Ethical conduct	54.9	17.4	19.5	4.9	2.4	1.0	0.0	0.0
27	Qualities of an effective follower	57.3	23.4	14.3	2.5	1.8	0.7	0.0	0.0
28	Coast Guard's definition of Leadership	31.8	24.4	35.7	5.7	1.8	0.4	0.1	0.0
29	Commandant policies regarding respect and diversity	66.1	15.5	12.3	3.5	1.8	0.7	0.0	0.0
30	Role of first line supervisors in response to others actions	18.5	18.2	46.9	12.3	3.5	0.6	0.0	0.0
Career Development									
31	Guidelines for preparing a training session	4.6	17.6	55.2	18.3	3.4	0.7	0.1	0.0
32	Tuition Assistance for education	37.8	25.4	25.2	7.3	3.2	1.0	0.1	0.0
33	Function of Career Development Advisor (CDA)	33.2	21.3	21.7	10.4	8.3	4.5	0.6	0.1
34	Function of Educational Service Officer (ESO)	40.8	21.3	14.1	7.1	9.8	6.0	0.8	0.0
35	Function of Collateral Duty Equal Opportunity Counselor	35.9	17.4	20.2	10.6	9.0	5.7	0.7	0.6
36	How the Enlisted Employee Review System (EERS) relates to advancement	38.7	28.0	21.0	6.7	3.5	2.0	0.0	0.1
37	Individual Development Plans	58.3	16.0	14.8	5.6	3.8	1.4	0.0	0.1
38	The First 72 Hours video	79.1	8.3	6.6	2.4	1.8	1.0	0.1	0.7
39	Service Wide Exam (SWE) Process	9.4	37.0	44.7	5.3	2.2	1.1	0.3	0.0
40	Duties of CG ratings	57.1	31.0	6.6	2.5	1.5	1.1	0.0	0.1
41	Typical assignments for CG ratings	41.9	42.9	9.4	2.5	1.7	1.3	0.3	0.1
42	Path of advancement from E-2 to E-4 to obtain a specific rating	79.4	12.2	3.5	2.5	1.5	0.7	0.0	0.1
43	How the assignment process affects your career	33.6	41.3	18.5	2.9	2.1	1.4	0.1	0.0
44	Enlisted to officer advancement programs	22.3	26.8	31.5	14.0	3.4	1.7	0.1	0.3
45	Coast Guard mentor/mentee programs	39.2	22.8	21.6	10.2	4.6	1.3	0.1	0.1

		Recommendations for Pay Grade Assignment (N=714)							
		E2	E3	E4	E5	E6	E7	E8	E9
46	"A" school eligibility requirements	57.6	33.3	4.3	2.0	2.1	0.4	0.1	0.1
47	Educational benefits offered by the Educational Services Programs	51.3	29.4	11.1	4.2	2.7	1.0	0.4	0.0
48	How to submit a training request	19.2	31.0	39.4	7.6	2.0	0.7	0.1	0.1
49	Mutual transfer procedures	21.1	29.7	37.3	6.0	3.2	2.2	0.3	0.1
50	CG sponsored advanced educational opportunities (i.e. ACET, AAIWS, USASMA)	25.2	21.1	33.2	12.0	4.8	2.9	0.3	0.4
51	How to request your transcript of college credits through the CG Institute	32.1	25.5	31.0	6.6	3.4	1.3	0.1	0.1
Communications									
52	Use of the Bravo flag	61.5	24.2	11.2	1.4	0.8	0.4	0.0	0.4
53	Use of the Oscar flag	61.3	24.1	11.1	1.7	0.7	0.4	0.1	0.6
54	Use of the Prep pennant	60.1	24.1	11.8	1.5	1.3	0.4	0.0	0.8
55	Use of the SOPA pennant	60.4	23.2	12.0	2.0	1.1	0.4	0.1	0.7
56	Use of the Third substitute pennant	60.6	23.4	11.6	1.7	1.3	0.4	0.0	1.0
57	Use of the Papa flag	59.9	23.7	11.8	2.0	1.3	0.4	0.1	0.8
58	Use of the church pennant	60.2	22.5	12.9	1.8	1.4	0.4	0.0	0.7
59	Signs of distress (smoke, flares, upside down national ensign)	73.4	18.6	5.3	1.4	0.7	0.3	0.1	0.1
CG Organization									
60	Chain of Command	85.9	9.2	2.8	0.6	1.0	0.3	0.0	0.3
61	Coast Guard's roles and missions	78.3	14.6	4.2	1.5	0.8	0.1	0.1	0.3
62	Types of CG units, vessels and aircraft	72.8	20.0	4.8	0.8	1.1	0.0	0.0	0.4
63	Organizational role of the Coast Guard Reserve	43.1	25.8	22.5	5.2	1.8	1.0	0.3	0.3
64	Roles and Missions of the Coast Guard Auxiliary	38.7	25.8	24.9	6.6	2.5	0.8	0.3	0.4
Uniform, History, Traditions, and Values									
65	Uniform requirements for Full dress blue	69.9	13.2	10.6	3.2	1.8	1.0	0.1	0.1
66	Uniform requirements for Service dress blue "B"	79.8	9.4	6.4	2.1	1.3	0.7	0.3	0.0
67	Uniform requirements for Tropical Blue Long	82.9	8.4	5.0	2.0	0.8	0.6	0.1	0.1
68	Uniform requirements for Operational Dress Uniform	84.6	7.7	4.5	1.5	0.7	0.7	0.3	0.0
69	Proper grooming standards	90.1	4.1	2.8	1.5	0.7	0.6	0.1	0.1

		Recommendations for Pay Grade Assignment (N=714)							
		E2	E3	E4	E5	E6	E7	E8	E9
70	Coast Guard's Policy regarding tattoos, brands and body piercing	87.8	4.9	3.2	1.8	1.0	0.8	0.3	0.1
71	Pay grades E1 through E9 by sleeve insignia and collar devices	86.4	7.7	2.5	1.3	0.7	0.8	0.3	0.3
72	Rating insignia	78.6	12.6	5.9	1.0	0.8	0.7	0.4	0.0
73	Master Chief Petty Officer of the Coast Guard's sleeve insignia and collar devices	78.7	11.6	5.3	1.5	0.7	1.3	0.4	0.4
74	Coast Guard officers' insignia and sleeve devices	83.8	8.7	4.1	1.7	0.8	0.7	0.3	0.0
75	Coast Guard Chief Warrant Officers' insignia and sleeve devices	73.7	13.0	8.5	1.7	1.4	0.8	0.6	0.3
76	Precedence of medals	38.0	31.0	23.4	4.2	1.7	1.1	0.4	0.3
77	Precedence of Ribbon	38.8	32.1	21.6	4.1	1.5	1.4	0.4	0.1
78	Breast insignia or badge for Officer in Charge (OIC) ashore	44.7	25.9	19.7	4.6	3.4	1.4	0.1	0.1
79	Breast insignia or badge for Officer in Charge (OIC) afloat	44.3	25.8	20.4	4.1	3.8	1.4	0.3	0.0
80	Breast insignia or badge for Command ashore	44.8	24.9	20.2	4.9	3.4	1.5	0.1	0.1
81	Breast insignia or badge for Command afloat	44.7	25.1	19.9	5.0	3.5	1.4	0.4	0.0
82	Badge for Command Master Chief (CMC)	53.9	22.7	14.8	3.9	2.8	1.4	0.3	0.1
83	Requirements for earning a Coast Guard Good Conduct Medal	59.4	25.4	11.3	1.8	1.0	0.8	0.3	0.0
84	Placement of collar devices and hat device	65.1	20.6	11.3	1.3	0.7	0.7	0.1	0.1
85	Insignia of officer and enlisted grades from the seven branches of the U.S. Uniformed Services	42.2	20.2	23.2	7.4	3.8	2.4	0.6	0.3
86	Rank insignia of the Coast Guard Auxiliary	33.9	19.9	24.8	10.8	4.1	2.8	0.8	2.9
87	Authorized uniform accessories (i.e. LE belt, flight jacket, coveralls)	60.2	19.7	14.4	2.9	1.7	0.7	0.3	0.0
88	Origins and significance of the union jack	53.6	21.1	16.7	4.8	1.7	0.7	0.1	1.3
89	Origins and significance of the commissioning pennant	52.0	22.3	16.8	5.2	1.4	1.0	0.3	1.1
90	Origins and significance of Coast Guard Ensign	63.7	17.4	12.6	3.8	1.5	0.6	0.0	0.4
91	Origin and significance of the National Ensign	66.2	17.2	10.8	3.8	1.0	0.6	0.1	0.3

		Recommendations for Pay Grade Assignment (N=714)							
		E2	E3	E4	E5	E6	E7	E8	E9
92	Coast Guard Core Values	83.9	9.1	4.2	1.1	0.8	0.6	0.0	0.3
93	Significant CG heroes and events from 1790 to the present	51.1	19.0	16.8	5.7	4.3	1.3	0.1	1.5
94	Origins and significance of The Coast Guard Flag (Standard)	61.3	17.5	13.0	3.9	2.1	0.8	0.0	1.3
95	Origins and significance of Battle Streamers	44.0	20.9	20.4	7.8	2.8	2.5	0.6	1.0
96	Origins and significance of Coast Guard Seal	49.6	20.0	17.4	6.6	2.8	2.2	0.6	0.8
97	Origins and significance of Coast Guard Emblem	50.1	20.3	17.6	5.9	2.2	2.4	0.6	0.8
98	Origins and significance of Coast Guard Shield	50.4	20.0	17.8	6.0	2.2	2.2	0.6	0.7
99	Origins and significance of Coast Guard Slash (Racing Stripe)	49.6	21.1	18.1	5.5	2.2	2.2	0.4	0.8
100	Origins and significance of Coast Guard Motto	59.2	16.7	14.3	5.5	1.4	1.8	0.6	0.6
101	Heritage that led to the creation of the Chief Petty Officer	25.1	13.3	21.8	6.9	21.8	10.4	0.3	0.4
102	Heritage that led to the creation of the Petty Officer	26.1	30.7	33.1	3.4	3.6	2.5	0.3	0.4
103	Heritage that led to the creation of the MCPO-CG	27.0	14.1	22.3	5.7	15.1	11.2	1.5	2.9
Damage Control									
104	Nuclear, Biological, Chemical, Radiological (NBCR) or (NBC Warfare) / Weapons of Mass Destruction (WMD) Awareness	45.8	22.1	19.3	6.0	3.5	2.0	0.3	1.0
105	Four classes of fire	79.8	14.6	3.8	1.0	0.7	0.0	0.1	0.0
106	Fire tetrahedron	77.3	16.0	4.6	1.1	0.8	0.0	0.0	0.1
107	Fire extinguishing agents for each class of fire	79.7	14.7	3.9	0.8	0.7	0.0	0.1	0.0
108	Fire prevention measures	81.5	14.3	2.7	0.8	0.6	0.1	0.0	0.0
109	Procedures to follow upon discovery of a fire	84.7	10.9	2.7	0.8	0.6	0.1	0.1	0.0
110	Tools and equipment to control flooding	73.4	20.3	4.1	1.4	0.7	0.0	0.0	0.1
111	Material conditions of readiness (x-ray, yoke etc)	74.8	18.2	4.2	1.4	1.0	0.1	0.1	0.1
Enlisted Ranks									

		Recommendations for Pay Grade Assignment (N=714)							
		E2	E3	E4	E5	E6	E7	E8	E9
112	Function of Command Master Chief (CMC-Gold Badge)	41.3	23.7	18.1	6.0	4.6	4.5	1.0	0.8
113	Function of Command Chief Silver Badge	43.4	22.5	17.4	5.6	5.7	3.8	1.1	0.4
114	Authority of a Petty Officer	38.5	30.5	26.9	1.3	1.4	0.7	0.4	0.3
115	Statutory authority of Coast Guard petty officers under Title 14, USC, Sec. 89	25.6	32.6	36.8	1.8	1.5	0.7	0.6	0.3
116	The roles and purpose of Rating Force Master Chiefs	17.1	22.1	44.0	5.2	4.9	4.1	1.5	1.1
First Aid and Survival									
117	Basic survival skills	84.5	11.2	3.2	0.4	0.1	0.4	0.0	0.1
118	Procedures for donning Personal Floatation Device (PFD)	89.8	7.6	1.3	0.7	0.1	0.4	0.1	0.0
119	Procedures for manually launching a life raft	77.7	16.9	3.8	0.7	0.3	0.6	0.0	0.0
120	Survival float techniques	86.4	10.2	2.0	0.7	0.1	0.4	0.1	0.0
121	Basic First Aid	84.6	12.0	2.2	0.4	0.3	0.3	0.0	0.1
122	Basic CPR	83.2	13.0	2.2	0.8	0.3	0.3	0.1	0.0
123	Use of Signal Mirror	85.3	11.3	2.0	0.6	0.4	0.4	0.0	0.0
124	Use of Illumination Signal Kit (MK-79 MOD-0)	82.4	13.9	2.4	0.7	0.4	0.3	0.0	0.0
125	Use of Smoke and Illumination Signal Kit (MK-124 MOD-0)	82.8	13.4	2.5	0.6	0.3	0.4	0.0	0.0
126	Use of Personal Marker Light	85.2	11.2	2.4	0.6	0.3	0.3	0.1	0.0
127	Use of Signal Whistle	86.1	10.9	2.0	0.3	0.4	0.1	0.1	0.0
128	Use of Distress Signal Light (strobe light)	86.1	10.9	1.5	0.7	0.4	0.3	0.0	0.0
129	Use of Signal Illumination, White Star Parachute (MK-127A1)	81.0	14.3	3.5	0.4	0.7	0.1	0.0	0.0
130	Emergency egress procedures at your unit	85.3	11.6	1.8	0.6	0.4	0.1	0.1	0.0
131	Survival gear contained in life raft	81.9	13.6	3.4	0.4	0.4	0.1	0.1	0.0
Fitness, Wellness, and Quality of Life									
132	Function of the command Ombudsman.	44.7	24.9	21.0	4.5	3.1	1.3	0.4	0.1
133	Function of Command Drug and Alcohol Representative (CDAR)	58.8	19.0	14.4	3.9	1.8	1.4	0.4	0.1
134	Function of Family Advocacy Representative (FAR)	50.4	21.4	17.5	6.2	2.1	1.8	0.6	0.0

		Recommendations for Pay Grade Assignment (N=714)							
		E2	E3	E4	E5	E6	E7	E8	E9
135	Function of Civil Rights Officer	56.2	18.6	15.3	5.6	1.8	2.1	0.4	0.0
136	Function of Voting Assistance Officer	52.4	19.7	17.4	5.9	2.1	2.1	0.3	0.1
137	Function of the Human Relations Council	52.7	20.9	15.7	6.9	1.4	1.8	0.6	0.1
138	Coast Guard Physical fitness standards	73.2	13.7	8.1	2.4	1.0	1.1	0.3	0.1
139	Weight Standards Program	73.5	12.9	8.1	2.5	1.1	1.1	0.4	0.3
140	Child Care Programs	57.1	18.9	16.0	3.8	2.5	1.1	0.4	0.1
141	Employee Assistance Program (EAP)	65.8	14.6	11.5	4.3	1.8	1.3	0.4	0.3
142	Health Promotion Coordinator	46.1	19.6	20.9	6.9	4.3	2.0	0.1	0.1
143	Housing Programs	44.8	21.8	19.0	6.9	5.0	2.0	0.4	0.0
144	Substance Abuse Free Environment (SAFE) Program	60.9	14.4	12.9	5.6	3.8	2.0	0.3	0.1
145	Special Needs Program	55.5	16.0	15.8	5.2	4.6	2.2	0.6	0.1
146	Transition Relocation Manager	42.3	21.8	22.0	5.6	4.3	2.9	0.8	0.1
147	A personal wellness plan	60.5	19.5	11.3	4.5	2.7	1.3	0.3	0.0
148	Sponsor program	50.4	18.6	20.0	6.0	3.1	1.7	0.1	0.0
149	Family Resource Specialist	49.3	18.6	17.2	6.0	4.9	3.1	0.4	0.4
150	Morale, Well-Being & Recreation (MWR) programs	55.3	20.0	14.7	5.5	2.4	1.4	0.4	0.3
151	Commandant's policy on use of tobacco products	78.4	10.1	6.4	2.0	1.1	1.4	0.3	0.3
152	Coast Guard's substance abuse policies	82.5	8.3	4.5	2.2	1.4	0.6	0.1	0.4
153	Common warning signs of potential suicide	76.3	11.2	7.6	2.7	0.8	0.7	0.4	0.3
154	Smoking/tobacco cessation program	74.9	12.3	7.4	3.1	1.1	0.7	0.1	0.3
155	Symptoms of stress	66.2	15.7	11.1	4.3	1.4	0.8	0.3	0.1
156	Methods for effectively overcoming stress	66.5	15.3	11.6	3.6	1.5	1.0	0.3	0.1
157	Examples, signs, and symptoms of addictive behavior	61.2	16.4	13.9	5.0	2.0	1.0	0.4	0.1
158	Resources available for effectively dealing with addictive behavior	59.0	16.0	13.7	5.7	3.9	1.1	0.3	0.3
159	Potential consequences of using controlled substances	80.4	9.7	5.2	2.2	1.4	0.6	0.4	0.1
160	Methods of contraception	85.2	6.7	3.9	1.3	1.1	0.4	0.1	1.3

		Recommendations for Pay Grade Assignment (N=714)							
		E2	E3	E4	E5	E6	E7	E8	E9
161	Causes, symptoms, and prevention methods of Sexually Transmitted Diseases and HIV (AIDS)	86.3	6.6	3.1	1.5	1.0	0.6	0.3	0.7
162	Your role in suicide prevention	75.9	8.7	9.8	3.2	1.4	0.7	0.1	0.1
163	Rape and sexual assault reporting procedures	78.4	7.6	6.7	3.4	2.8	0.7	0.1	0.3
164	Partners in education program	50.0	17.1	21.3	6.6	2.7	1.8	0.1	0.4
Military Justice and Code of Conduct									
165	Uniform Code of Military Justice (UCMJ)	66.9	11.9	12.5	4.2	3.4	0.8	0.1	0.1
166	Extra Military Instruction (EMI)	59.9	12.6	17.8	4.9	3.6	0.8	0.1	0.1
167	Search and Seizure	39.4	15.1	32.6	6.4	5.0	1.3	0.0	0.1
168	Rights of Accused	46.5	15.5	24.9	5.7	5.7	1.3	0.1	0.1
169	Right to Appeal	48.0	15.7	23.7	5.7	5.3	1.3	0.1	0.1
170	Article 15 Hearing (Captain's Mast)	54.2	15.3	18.9	5.3	4.5	1.5	0.1	0.1
171	Different types of Court Martials	44.5	17.5	22.5	7.3	5.5	2.4	0.1	0.1
Mission Preparedness									
172	Procedures for securing and reporting unsecured classified material	50.6	17.5	23.9	3.4	3.5	0.8	0.0	0.3
173	Importance of operational security	61.1	18.5	13.6	3.4	2.1	1.0	0.1	0.3
174	Proper military protocol	67.1	15.8	11.1	2.7	2.4	0.6	0.1	0.3
175	Bomb threat procedures	72.3	16.1	7.7	2.1	1.1	0.4	0.0	0.3
176	Your unit Watch Quarter Station Bill	78.7	11.8	5.6	2.1	1.1	0.4	0.0	0.3
177	Emergency situation protocol	69.3	15.4	9.7	3.2	1.8	0.3	0.0	0.3
178	Responsibilities as a First Responder when a hazardous substance may be present	59.7	18.3	15.4	4.2	1.4	0.7	0.0	0.3
179	Incident Command System structure	28.4	16.8	32.1	10.4	7.0	3.9	0.1	1.3
180	Risk assessment tools (Operational Risk Management (ORM), Risk Based Decision Making (RBDM), Crew Resource Management (CRM))	35.0	17.9	28.3	9.7	5.3	2.8	0.4	0.6
181	National Terrorism Threat levels	50.1	18.5	19.2	5.6	3.9	1.4	0.4	0.8
182	Force Protection Condition (FPCON)	36.6	20.2	27.3	8.1	4.2	2.4	0.6	0.7
183	National Incident Management Structure (NIMS)	19.9	18.6	34.5	10.5	9.5	4.8	0.8	1.4
184	CG Use of Force policy	30.7	30.8	30.8	4.2	1.5	1.5	0.0	0.4
Public Affairs									

		Recommendations for Pay Grade Assignment (N=714)							
		E2	E3	E4	E5	E6	E7	E8	E9
185	Function of Public Affairs Officer	26.1	19.5	33.1	12.3	5.2	2.8	0.6	0.6
186	Coast Guard policy regarding the release of photographs, video, and audio of Coast Guard activities	42.6	21.7	21.4	7.7	3.9	1.7	0.4	0.6
187	Coast Guard's and your unit's policy governing the release of official information to the public	47.9	20.0	17.9	7.1	4.3	1.5	0.6	0.6
Safety									
188	Lock out/tag out procedures	55.0	21.8	18.6	2.9	1.0	0.4	0.0	0.1
189	Unit hazard communication program (MSDS)	58.7	20.3	14.7	4.5	1.1	0.4	0.0	0.3
190	Heat stress factors	65.3	19.6	10.6	2.9	1.0	0.4	0.0	0.1
191	Fatigue factors	65.3	18.6	11.1	3.1	1.4	0.4	0.0	0.1
192	Hearing conservation program	64.1	16.7	12.2	4.1	2.2	0.4	0.1	0.1
193	Criteria for reportable mishap	35.4	15.7	33.3	9.7	4.6	1.0	0.0	0.3
194	Respiratory protection program	59.5	16.8	15.0	6.3	1.7	0.6	0.0	0.1
195	Workplace hazards	68.9	13.3	12.7	3.1	1.1	0.6	0.0	0.3
Seamanship									
196	Basic navigation rules of the road	22.3	30.8	39.5	4.3	1.8	0.7	0.1	0.4
197	Shipboard structures, deck fittings, components, directions and design	53.2	29.4	12.0	3.1	1.4	0.4	0.0	0.4
198	Stability terminology	28.3	28.9	27.5	9.0	4.1	1.5	0.3	0.6
199	Basic duties of the Coxswain	23.7	36.3	34.7	3.6	1.0	0.3	0.1	0.3
200	Basic duties of the Engineer	27.0	39.6	28.0	3.9	0.6	0.4	0.1	0.3
201	Basic duties of the Boat Crew member	45.5	41.7	9.7	1.8	0.7	0.1	0.1	0.3
202	General deck seamanship commands and responses	64.0	26.8	6.4	1.5	0.6	0.3	0.0	0.4
203	Types and characteristics of line	59.2	29.4	8.3	1.5	0.6	0.4	0.1	0.4
204	Lead line markings	49.2	35.2	11.8	1.8	0.4	0.3	0.3	1.1
Standards of Conduct									
205	Your rights and responsibilities as they pertain to participation in political activities	46.4	20.3	21.0	5.2	3.5	2.2	0.8	0.6
206	Status of Forces Agreement (SOFA)	24.4	20.6	29.1	10.9	8.3	4.2	1.4	1.1
207	Conflict of interest policy	33.1	18.9	27.3	9.9	6.0	3.5	0.7	0.6
208	Foreign travel requirements	34.6	19.2	26.2	8.5	6.3	3.8	1.0	0.4

		Recommendations for Pay Grade Assignment (N=714)							
		E2	E3	E4	E5	E6	E7	E8	E9
Supervisory Responsibility									
209	Responsibilities of a Marking Official in relation to the Enlisted Employee Review System (EERS)	20.6	14.8	32.2	18.2	9.9	3.6	0.4	0.1
210	Responsibilities of an Approving Official in relation to the Enlisted Employee Review System (EERS)	18.5	14.6	25.5	17.5	15.8	7.4	0.6	0.1
211	Enlisted Performance Evaluation Appeals process	40.5	20.7	23.1	7.3	4.9	2.9	0.4	0.1
212	Responsibilities of an Appeal Authority in relation to the Enlisted Employee Review System (EERS)	27.5	17.8	25.6	11.3	9.1	7.4	1.1	0.1
Performance Statements									
Administration and Personal Finances									
213	Create, edit, and print a document using word processing software and using a Coast Guard Standard Work Station	31.7	27.9	32.9	5.5	0.6	0.7	0.4	0.4
214	Draft and send E-mail messages, with attachments using a Coast Guard Standard Work Station	36.0	30.5	27.3	4.1	0.8	0.6	0.4	0.3
215	Draft a message utilizing CG Message System (CGMS)	11.6	13.0	52.5	16.4	5.0	0.8	0.1	0.4
216	Log on to and navigate CGMS	25.8	22.3	40.2	8.0	2.9	0.4	0.1	0.3
217	Log on to and navigate CG Central	43.8	25.2	23.4	4.3	1.4	0.6	0.3	1.0
218	Prepare an electronic resume (e-Resume)	22.1	37.1	35.6	3.1	0.8	0.6	0.1	0.6
219	Complete a "First Unit Reporting Guide"	44.4	23.2	22.5	5.2	3.1	1.0	0.1	0.4
220	Log on and navigate Direct Access	49.6	22.4	22.7	3.5	1.0	0.1	0.0	0.7
221	Log on and navigate T-PAX (Electronic Travel claims)	29.0	24.1	36.6	6.7	2.2	0.4	0.3	0.7
222	Complete a physical fitness plan	57.6	21.8	14.7	2.8	1.8	0.6	0.3	0.4
Leadership									
223	Prioritize a set of assigned tasks	23.7	31.8	34.2	7.7	2.2	0.4	0.0	0.0
224	Use effective leadership skills	10.9	25.2	49.9	11.1	1.8	1.0	0.1	0.0

		Recommendations for Pay Grade Assignment (N=714)							
		E2	E3	E4	E5	E6	E7	E8	E9
225	Perform as a first line supervisor	6.2	17.9	56.3	15.0	3.9	0.6	0.1	0.0
226	Communicate in a formal setting	16.4	20.6	38.2	17.6	5.7	1.1	0.1	0.1
227	Communicate in an informal setting	24.8	27.3	35.2	9.0	2.8	0.8	0.1	0.0
Career Development									
228	Provide supplemental enlisted performance input	25.9	25.6	32.9	10.6	3.2	1.5	0.0	0.1
229	Utilize an Individual Development Plan	40.6	26.1	21.6	7.4	2.5	1.3	0.1	0.4
230	Receive mid marks counseling	46.2	22.0	21.7	6.6	2.0	1.5	0.0	0.0
Courtesies, Drills, and Ceremonies									
231	Use Flag etiquette (i.e. National Ensign)	80.0	10.9	5.6	2.1	0.7	0.4	0.0	0.3
232	Render a hand salute	91.6	4.9	1.8	0.7	0.6	0.1	0.1	0.1
233	Render a greeting appropriate to rank and time of day	91.5	5.2	2.2	0.4	0.3	0.3	0.0	0.1
234	Serve on a Colors Detail	83.1	11.9	3.5	0.7	0.7	0.0	0.0	0.1
235	Render military courtesies to the National Ensign	91.9	4.5	2.0	0.7	0.7	0.1	0.0	0.1
236	Render military courtesies to the National Anthem	91.2	5.2	2.0	0.6	0.6	0.4	0.0	0.1
237	Perform rifle movements	82.2	9.8	4.6	1.1	0.8	0.3	0.3	0.8
238	Perform a rifle salute	82.1	9.8	4.8	1.1	1.0	0.1	0.0	1.1
239	Perform drill movements with arms	83.1	8.8	4.6	1.3	0.8	0.3	0.3	0.8
240	Perform drill movements without arms	84.6	8.8	3.2	1.4	0.6	0.4	0.1	0.8
241	Perform marching movements with arms	84.0	9.0	4.1	1.0	1.0	0.1	0.0	0.8
242	Perform marching movements without arms	86.7	7.7	3.2	1.1	0.6	0.0	0.0	0.7
243	Participate in a military function (i.e. honor guard, military funeral)	66.7	20.3	9.9	1.5	1.0	0.3	0.0	0.3
Damage Control									
244	Participate as a member of a DC repair team	62.7	30.0	5.7	0.6	0.6	0.0	0.0	0.4
245	Participate as a member of the DC Central team	31.1	32.9	26.6	6.3	2.4	0.3	0.0	0.4
246	Participate as a member of a fire-fighting team	53.8	37.4	7.4	0.4	0.6	0.0	0.1	0.3
247	Operate a portable fire extinguisher	82.9	12.7	3.2	0.6	0.3	0.0	0.1	0.1
First Aid and Survival									

		Recommendations for Pay Grade Assignment (N=714)							
		E2	E3	E4	E5	E6	E7	E8	E9
248	Respond to simulated personnel injuries and casualties	74.2	19.9	4.5	0.7	0.4	0.0	0.1	0.1
249	Swim 100 meters unassisted within five minutes	89.6	6.7	2.0	0.8	0.4	0.0	0.1	0.3
250	Remain afloat unassisted for five minutes	90.5	6.0	2.0	0.6	0.7	0.1	0.0	0.1
251	Inspect Personal Floatation Device (PFD)	71.7	17.9	8.7	0.8	0.6	0.0	0.3	0.0
252	Use various pyrotechnics	75.8	17.9	4.9	0.7	0.4	0.1	0.1	0.0
Seamanship									
253	Execute helm commands	73.2	20.9	3.6	1.0	0.6	0.1	0.3	0.3
254	Perform line-handling procedures	83.2	13.4	2.1	0.4	0.3	0.0	0.1	0.4
255	Perform basic marlinspike seamanship	75.1	21.1	2.2	0.4	0.3	0.0	0.4	0.4
256	Apply paint to a surface	80.0	17.4	1.1	0.6	0.6	0.1	0.1	0.1
257	Prep a surface for painting	80.4	16.9	1.4	0.4	0.4	0.0	0.3	0.1
258	Use a lead line	69.2	24.1	4.6	0.6	0.3	0.0	0.1	1.1
259	Make standard pipes using 1-MC or intercom system	69.2	24.4	5.0	0.7	0.3	0.1	0.1	0.1
Small Arms									
260	Fire the Coast Guard Basic Pistol Marksmanship Course (CGBPMC)	73.0	19.6	6.2	0.7	0.3	0.0	0.0	0.3
261	Qualify for and carry Coast Guard personal defense weapon (9mm or .40 cal)	53.5	30.5	14.0	0.8	0.7	0.1	0.1	0.1
262	Qualify for and carry Coast Guard shotgun	46.8	34.0	16.7	1.5	0.6	0.1	0.0	0.3
263	Qualify for and carry Coast Guard M-16	47.3	33.3	16.5	2.0	0.4	0.3	0.0	0.1
Watchstanding									
264	Complete a security watch	74.5	20.9	3.6	0.4	0.3	0.0	0.0	0.3
265	Complete a watch standing PQS	74.6	21.6	2.5	0.7	0.3	0.0	0.1	0.1
266	Use proper phone etiquette	85.6	11.6	1.7	0.4	0.3	0.1	0.1	0.1
267	Display proper military etiquette	89.1	8.5	1.3	0.6	0.3	0.0	0.0	0.3

E2-E4E-PME OCCUPATIONAL ANALYSIS REPORT

APPENDIX D

Mean Importance Ratings for Knowledge and Performance Statements

November 2006
Mr. William D. Seletyn
CWO4 G. Dean Clark
SCPO Mark A. Pearson
Ms. Brittany Noelle Davis

Mean Importance Ratings for Knowledge and Performance Statements

The data in the table below indicates the average level of importance E5s and above who completed the survey attached to each of the knowledge and performance items. Respondents rating the importance of each item using the following scale:

0	Not Important
1	Minimal
2	Low
3	Moderate
4	High
5	Critical

Importance Rating (N=722)		
		Mean Importance
Knowledge Statements		
# Administration and Personal Finances		
1	Policies governing appropriate use of Government property/equipment	3.5
2	Government vehicle operating regulations	3.5
3	Overseas Screening Processes	2.6
4	Government travel card regulations	3.8
5	Permanent Change of Station entitlements	3.7
6	Importance of Savings Accounts	3.5
7	Importance of Checking Accounts	3.6
8	Importance of Credit history/rating	3.7
9	Importance of Investments	3.4
10	Importance of DoD/Coast Guard sponsored Insurance Programs	3.1
11	Veterans Eligibility requirements for home loans	2.8
12	Importance of personal budgeting	3.8
13	Leave and Earnings Statement	3.7
14	Personal Data Extract form	3.4
15	United Concordia	3.1
16	TRICARE (Military Health Care Provider)	3.5
17	I.D. Cards	3.3
18	Leave and Liberty Policies	3.6
19	Eligibility requirements for different types of pay and allowances	3.5
20	Different types of discharges	3.1
21	CG Mutual Assistance Programs	3.3
22	Renters rights for members in the military	3.5
23	Types of loans (i.e., auto, home and education)	3.3
24	Temporary Duty Entitlements	3.3
Leadership		
25	Work Group dynamics	3.0
26	Ethical conduct	3.8

Importance Rating (N=722)		
		Mean Importance
27	Qualities of an effective follower	3.7
28	Coast Guard's definition of Leadership	3.6
29	Commandant policies regarding respect and diversity	3.7
30	Role of first line supervisors in response to others actions	3.8
Career Development		
31	Guidelines for preparing a training session	3.0
32	Tuition Assistance for education	3.4
33	Function of Career Development Advisor (CDA)	3.1
34	Function of Educational Service Officer (ESO)	3.3
35	Function of Collateral Duty Equal Opportunity Counselor	2.9
36	How the Enlisted Employee Review System (EERS) relates to advancement	3.7
37	Individual Development Plans	3.1
38	The First 72 Hours video	2.6
39	Service Wide Exam (SWE) Process	3.7
40	Duties of CG ratings	3.6
41	Typical assignments for CG ratings	3.4
42	Path of advancement from E-2 to E-4 to obtain a specific rating	3.8
43	How the assignment process affects your career	3.8
44	Enlisted to officer advancement programs	3.1
45	Coast Guard mentor/mentee programs	3.2
46	"A" school eligibility requirements	3.8
47	Educational benefits offered by the Educational Services Programs	3.5
48	How to submit a training request	3.2
49	Mutual transfer procedures	2.5
50	CG sponsored advanced educational opportunities (i.e. ACET, AAIWS, USASMA)	3.1
51	How to request your transcript of college credits through the CG Institute	3.2
Communications		
52	Use of the Bravo flag	3.0
53	Use of the Oscar flag	2.9
54	Use of the Prep pennant	2.7
55	Use of the SOPA pennant	2.7
56	Use of the Third substitute pennant	2.7
57	Use of the Papa flag	2.7
58	Use of the church pennant	2.5
59	Signs of distress (smoke, flares, upside down national ensign)	3.8
CG Organization		
60	Chain of Command	4.3
61	Coast Guard's roles and missions	3.9
62	Types of CG units, vessels and aircraft	3.6
63	Organizational role of the Coast Guard Reserve	3.0
64	Roles and Missions of the Coast Guard Auxiliary	2.6
Uniform, History, Traditions, and Values		
65	Uniform requirements for Full dress blue	3.5

Importance Rating (N=722)		
		Mean Importance
66	Uniform requirements for Service dress blue "B"	3.7
67	Uniform requirements for Tropical Blue Long	3.8
68	Uniform requirements for Operational Dress Uniform	3.9
69	Proper grooming standards	4.0
70	Coast Guard's Policy regarding tattoos, brands and body piercing	3.7
71	Pay grades E1 through E9 by sleeve insignia and collar devices	3.8
72	Rating insignia	3.5
73	Master Chief Petty Officer of the Coast Guard's sleeve insignia and collar devices	3.5
74	Coast Guard officers' insignia and sleeve devices	3.7
75	Coast Guard Chief Warrant Officers' insignia and sleeve devices	3.6
76	Precedence of medals	3.2
77	Precedence of Ribbon	3.3
78	Breast insignia or badge for Officer in Charge (OIC) ashore	3.2
79	Breast insignia or badge for Officer in Charge (OIC) afloat	3.2
80	Breast insignia or badge for Command ashore	3.2
81	Breast insignia or badge for Command afloat	3.2
82	Badge for Command Master Chief (CMC)	3.4
83	Requirements for earning a Coast Guard Good Conduct Medal	3.5
84	Placement of collar devices and hat device	3.7
85	Insignia of officer and enlisted grades from the seven branches of the U.S. Uniformed Services	3.1
86	Rank insignia of the Coast Guard Auxiliary	2.3
87	Authorized uniform accessories (i.e. LE belt, flight jacket, coveralls)	3.5
88	Origins and significance of the union jack	3.1
89	Origins and significance of the commissioning pennant	3.1
90	Origins and significance of Coast Guard Ensign	3.5
91	Origin and significance of the National Ensign	3.6
92	Coast Guard Core Values	4.1
93	Significant CG heroes and events from 1790 to the present	3.2
94	Origins and significance of The Coast Guard Flag (Standard)	3.4
95	Origins and significance of Battle Streamers	2.9
96	Origins and significance of Coast Guard Seal	3.2
97	Origins and significance of Coast Guard Emblem	3.2
98	Origins and significance of Coast Guard Shield	3.2
99	Origins and significance of Coast Guard Slash (Racing Stripe)	3.2
100	Origins and significance of Coast Guard Motto	3.4
101	Heritage that led to the creation of the Chief Petty Officer	3.2
102	Heritage that led to the creation of the Petty Officer	3.2
103	Heritage that led to the creation of the MCPO-CG	3.1
Damage Control		
104	Nuclear, Biological, Chemical, Radiological (NBCR) or (NBC Warfare) / Weapons of Mass Destruction (WMD) Awareness	3.2
105	Four classes of fire	4.1
106	Fire tetrahedron	3.9
107	Fire extinguishing agents for each class of fire	4.1

Importance Rating (N=722)		
		Mean Importance
108	Fire prevention measures	4.1
109	Procedures to follow upon discovery of a fire	4.2
110	Tools and equipment to control flooding	4.1
111	Material conditions of readiness (x-ray, yoke etc)	3.9
Enlisted Ranks		
112	Function of Command Master Chief (CMC-Gold Badge)	3.5
113	Function of Command Chief Silver Badge	3.5
114	Authority of a Petty Officer	3.8
115	Statutory authority of Coast Guard petty officers under Title 14, USC, Sec. 89	3.6
116	The roles and purpose of Rating Force Master Chiefs	3.3
First Aid and Survival		
117	Basic survival skills	4.1
118	Procedures for donning Personal Floatation Device (PFD)	4.2
119	Procedures for manually launching a life raft	4.0
120	Survival float techniques	4.1
121	Basic First Aid	4.3
122	Basic CPR	4.3
123	Use of Signal Mirror	3.9
124	Use of Illumination Signal Kit (MK-79 MOD-0)	3.9
125	Use of Smoke and Illumination Signal Kit (MK-124 MOD-0)	3.9
126	Use of Personal Marker Light	3.9
127	Use of Signal Whistle	3.8
128	Use of Distress Signal Light (strobe light)	3.9
129	Use of Signal Illumination, White Star Parachute (MK-127A1)	3.9
130	Emergency egress procedures at your unit	4.2
131	Survival gear contained in life raft	3.9
Fitness, Wellness, and Quality of Life		
132	Function of the command Ombudsman.	2.9
133	Function of Command Drug and Alcohol Representative (CDAR)	3.5
134	Function of Family Advocacy Representative (FAR)	3.2
135	Function of Civil Rights Officer	3.2
136	Function of Voting Assistance Officer	3.0
137	Function of the Human Relations Council	3.1
138	Coast Guard Physical fitness standards	3.8
139	Weight Standards Program	3.8
140	Child Care Programs	3.2
141	Employee Assistance Program (EAP)	3.6
142	Health Promotion Coordinator	3.1
143	Housing Programs	3.3
144	Substance Abuse Free Environment (SAFE) Program	3.3
145	Special Needs Program	3.2
146	Transition Relocation Manager	3.1
147	A personal wellness plan	3.2
148	Sponsor program	3.3
149	Family Resource Specialist	3.0

Importance Rating (N=722)		
		Mean Importance
150	Morale, Well-Being & Recreation (MWR) programs	3.2
151	Commandant's policy on use of tobacco products	3.2
152	Coast Guard's substance abuse policies	3.8
153	Common warning signs of potential suicide	3.9
154	Smoking/tobacco cessation program	3.4
155	Symptoms of stress	3.6
156	Methods for effectively overcoming stress	3.6
157	Examples, signs, and symptoms of addictive behavior	3.4
158	Resources available for effectively dealing with addictive behavior	3.4
159	Potential consequences of using controlled substances	3.8
160	Methods of contraception	3.4
161	Causes, symptoms, and prevention methods of Sexually Transmitted Diseases and HIV (AIDS)	3.6
162	Your role in suicide prevention	3.8
163	Rape and sexual assault reporting procedures	3.9
164	Partners in education program	3.1
Military Justice and Code of Conduct		
165	Uniform Code of Military Justice (UCMJ)	3.9
166	Extra Military Instruction (EMI)	3.7
167	Search and Seizure	3.4
168	Rights of Accused	3.5
169	Right to Appeal	3.5
170	Article 15 Hearing (Captain's Mast)	3.7
171	Different types of Court Martials	3.4
Mission Preparedness		
172	Procedures for securing and reporting unsecured classified material	3.8
173	Importance of operational security	3.9
174	Proper military protocol	3.9
175	Bomb threat procedures	3.8
176	Your unit Watch Quarter Station Bill	4.0
177	Emergency situation protocol	3.9
178	Responsibilities as a First Responder when a hazardous substance may be present	3.9
179	Incident Command System structure	3.1
180	Risk assessment tools (Operational Risk Management (ORM), Risk Based Decision Making (RBDM), Crew Resource Management (CRM))	3.4
181	National Terrorism Threat levels	3.3
182	Force Protection Condition (FPCON)	3.3
183	National Incident Management Structure (NIMS)	2.9
184	CG Use of Force policy	3.6
Public Affairs		
185	Function of Public Affairs Officer	2.6
186	Coast Guard policy regarding the release of photographs, video, and audio of Coast Guard activities	3.2
187	Coast Guard's and your unit's policy governing the release of official information to the public	3.3

Importance Rating (N=722)		
		Mean Importance
Safety		
188	Lock out/tag out procedures	3.7
189	Unit hazard communication program (MSDS)	3.6
190	Heat stress factors	3.6
191	Fatigue factors	3.6
192	Hearing conservation program	3.6
193	Criteria for reportable mishap	3.3
194	Respiratory protection program	3.6
195	Workplace hazards	3.7
Seamanship		
196	Basic navigation rules of the road	3.1
197	Shipboard structures, deck fittings, components, directions and design	3.4
198	Stability terminology	3.0
199	Basic duties of the Coxswain	3.2
200	Basic duties of the Engineer	3.2
201	Basic duties of the Boat Crew member	3.3
202	General deck seamanship commands and responses	3.5
203	Types and characteristics of line	3.1
204	Lead line markings	2.5
Standards of Conduct		
205	Your rights and responsibilities as they pertain to participation in political activities	2.9
206	Status of Forces Agreement (SOFA)	2.7
207	Conflict of interest policy	2.9
208	Foreign travel requirements	2.9
Supervisory Responsibility		
209	Responsibilities of a Marking Official in relation to the Enlisted Employee Review System (EERS)	3.3
210	Responsibilities of an Approving Official in relation to the Enlisted Employee Review System (EERS)	3.3
211	Enlisted Performance Evaluation Appeals process	3.6
212	Responsibilities of an Appeal Authority in relation to the Enlisted Employee Review System (EERS)	3.4
Performance Statements		
# Administration and Personal Finances		
213	Create, edit, and print a document using word processing software and using a Coast Guard Standard Work Station	3.2
214	Draft and send E-mail messages, with attachments using a Coast Guard Standard Work Station	3.2
215	Draft a message utilizing CG Message System (CGMS)	2.9
216	Log on to and navigate CGMS	3.1
217	Log on to and navigate CG Central	3.2
218	Prepare an electronic resume (e-Resume)	3.6
219	Complete a "First Unit Reporting Guide"	3.0
220	Log on and navigate Direct Access	3.6
221	Log on and navigate T-PAX (Electronic Travel claims)	3.4

Importance Rating (N=722)		
		Mean Importance
222	Complete a physical fitness plan	3.0
Leadership		
223	Prioritize a set of assigned Taskss	3.5
224	Use effective leadership skills	3.6
225	Perform as a first line supervisor	3.4
226	Communicate in a formal setting	3.5
227	Communicate in an informal setting	3.5
Career Development		
228	Provide supplemental enlisted performance input	3.4
229	Utilize an Individual Development Plan	3.1
230	Receive mid marks counseling	3.3
Courtesies, Drills, and Ceremonies		
231	Use Flag etiquette (i.e. National Ensign)	3.8
232	Render a hand salute	3.9
233	Render a greeting appropriate to rank and time of day	3.8
234	Serve on a Colors Detail	3.4
235	Render military courtesies to the National Ensign	3.9
236	Render military courtesies to the National Anthem	3.9
237	Perform rifle movements	2.2
238	Perform a rifle salute	2.1
239	Perform drill movements with arms	2.1
240	Perform drill movements without arms	2.3
241	Perform marching movements with arms	2.2
242	Perform marching movements without arms	2.4
243	Participate in a military function (i.e. honor guard, military funeral)	2.6
Damage Control		
244	Participate as a member of a DC repair team	3.6
245	Participate as a member of the DC Central team	3.3
246	Participate as a member of a fire-fighting team	3.7
247	Operate a portable fire extinguisher	4.1
First Aid and Survival		
248	Respond to simulated personnel injuries and casualties	3.9
249	Swim 100 meters unassisted within five minutes	3.6
250	Remain afloat unassisted for five minutes	3.7
251	Inspect Personal Floatation Device (PFD)	3.7
252	Use various pyrotechnics	3.7
Seamanship		
253	Execute helm commands	3.3
254	Perform line-handling procedures	3.5
255	Perform basic marlinspike seamanship	3.2
256	Apply paint to a surface	3.0
257	Prep a surface for painting	3.0
258	Use a lead line	2.4
259	Make standard pipes using 1-MC or intercom system	3.2
Small Arms		

Importance Rating (N=722)		
		Mean Importance
260	Fire the Coast Guard Basic Pistol Marksmanship Course (CGBPMC)	3.7
261	Qualify for and carry Coast Guard personal defense weapon (9mm or .40 cal)	3.6
262	Qualify for and carry Coast Guard shotgun	3.4
263	Qualify for and carry Coast Guard M-16	3.4
Watchstanding		
264	Complete a security watch	3.8
265	Complete a watch standing PQS	3.9
266	Use proper phone etiquette	3.9
267	Display proper military etiquette	4.1

E2-E4 E-PME OCCUPATIONAL ANALYSIS REPORT

APPENDIX E

COPY OF ON-LINE SURVEY

November 2006
Mr. William D. Seletyn
CWO4 G. Dean Clark
SCPO Mark A. Pearson
Ms. Brittany Noelle Davis



E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



Login Directions

Username:

The Username is any name you select. It is recommended that you use your initials + the last four digits of your social security number. For example:

JS1234
AB2345

Password:

The password you will use was provided via an ALCOAST message notifying you of this survey.

It is important that you remember both your **Username** and your **Password** so that you will be able to re-enter the survey should you not finish it for any reason. Your Username will allow you to continue the survey where you left off in the event you are disconnected (**however you must wait 30 minutes before logging in again**).

Please enter your **Username** and **Password** in the spaces provided:

Username
Password

Login

Cancel

If you have any questions, please contact:
uscgptcoa@uscg.mil



E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



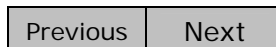
This survey is designed to update the EPME requirements for Enlisted Members E2 through E4 throughout the Coast Guard. **Input from this survey will be used to refine EPME requirements & training courses for personnel E-2 through E-4.**

Your participation is vital to capturing the current military performance and knowledge required of personnel E-2 through E-4. It is important that the contribution of all be considered to develop a real world picture of this workforce, as it exists today.

The information will not be used to evaluate you as an individual, your supervisor, your subordinates, or your unit. The information will not be entered into your personnel file.

Please take the time to thoroughly respond to this survey so that the final analysis will accurately reflect the military knowledge & performance E-2 – E-4s need for today's Coast Guard.

Click on "Next" to continue





E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



General Directions

It is strongly recommended that you complete the survey in one sitting. However, if for any reason you are unable to complete the survey in one sitting you may exit your browser and resume the survey at a later time. You can resume the survey from any computer with access to the Internet.

If you exit your browser or lose your Internet connection you must WAIT 30 MINUTES to log back in again.

The survey program automatically logs you out after 30 minutes (TIMED-OUT) of inactivity but will permit you to log in again with your same Username and Password. Whether you were TIMED-OUT or intentionally chose to quit the survey before you finish, you can re-enter it later with your Username and Password. The program will AUTOMATICALLY PLACE YOU WHERE YOU LAST LEFT THE SURVEY.

Click on "Next" to continue

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E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



Survey General Directions (con't)

To review and/or correct your answers:

Use the "**Previous**" button at the bottom of the screen to return to the previous question.

Use the "**Next**" button to continue.

DO NOT USE YOUR BROWSER "BACK" BUTTON; it will cause problems with the survey.

Click on "Next" to continue

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E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



What is your current duty status?

- Active
- Reserve
- Reserve on ADT
- Extended Active Duty

Click on "Next" to continue

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What is your current pay grade?

- E1
- E2
- E3
- E4
- E5
- E6
- E7
- E8
- E9
- CWO2
- CWO3
- CWO4
- ENS
- LTJG
- LT
- LCDR
- CDR
- CAPT or Above

Click on "Next" to continue

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E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



What unit type are you currently assigned to?

Academy
Activities
Aids to Navigation Team (ATON)
Air Station
Aircraft Repair & Supply Center
Area Office
Aviation Technical Training Center (ATTC)
Aviation Training Center (ATC)
Base
C2 CEN
CAMSLANT
CAMSPAC
Civil Engineering Unit (CEU)
Communication Station
District Office
Electronics Systems Support Detachment
Electronic Systems Support Unit
Eng Logistics Center (ELC)
Facility Design And Construction Center
Finance Center
Group
Headquarters
HITRON-10
HRSIC
Institute
Integrated Support Command (ISC)
Loran Station
Loran Support Unit
Maintenance Assist Team (MAT)
Marine Inspection Office (MIO)
Marine Safety Detachment (MSD)
Marine Safety Lab
Marine Safety Office (MSO)
Maintenance and Logistics Command (MLC)
Marine Safety and Security Team (MSST)
National Pollution Funds Center (NPFC)
National Motor Lifeboat School
Navigation Center
Naval Engineering Support Unit (NESU)
Operations Systems Center (OSC)
Personnel Command
Port Security Unit (PSU)



E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



Project Resident Office (PRO)
PSU Training Detachment Camp Lejeune
Research & Development Center
Sector Command
Station
Strike Team
Support Center
Tactical Law Enforcement Team (TACLET)
TISCOM
TRACEN
Training Quota Management Center
Training Team
Yard
WAGB 290'
WAGB 399'
WAGB 420'
WHEC 378'
WIX 180'
WIX 295'
WLB 180'
WLB 225'
WLI 65'
WLI 100'
WLIC 75'
WLIC 100'
WLIC 160'
WLM 175'
WLR 65'
WLR 75'
WMEC 205'
WMEC 210'
WMEC 230'
WMEC 270'
WMEC 282'
WPB 82'
WPB 87'
WPB 110'
WTGB 140'
WYTL 65'
Other

Click on "Next" to continue

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E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



If selected "Other" then

List below the unit to which you are assigned that was not included in this survey.

Click on "Next" to continue

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How long have you been at your present unit?

- Less than 4 months
- 4-6 months
- 6-12 months
- 1-2 years
- 2-3 years
- 3-4 years
- Over 4 years

Click on "Next" to continue

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Is your current job your first assignment?

- Yes
- No

Click on "Next" to continue

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E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



Knowledge / Performance Inventory

Functional Area - A functional area is a broad descriptor under which similar knowledge or performance is organized.

Knowledge – Information or understanding acquired through training or experience.

Performance – The ability to perform. To execute. To do.

Example

Functional Area -

Damage Control

Knowledge -

Know the four classes of fire

Performance -

Participate as a member of a fire-fighting team

The knowledge & performance questions are the heart of the survey. They were developed by a group of selected subject matter experts. They are a consolidated list of what E-2 through E-4 personnel should know or perform.

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E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



***** FOR E-2, E-3 & E-4 PERSONNEL ONLY*****

The following questions should be answered by personnel E-4 or below

Knowledge Level

You will rate your EPME knowledge level on a scale of 0 to 5. The more knowledge you have with a specific item, the larger the number should be (see example below).

Example: EPME Functional Area – Damage Control

Knowledge Level	None 0	Very Low 1	Low 2	Medium 3	High 4	Very High 5
Four classes of fire	X					
Fire prevention measures			X			
Procedures to follow upon discovery of a fire					X	

This example shows responses to three sample questions. The respondent indicated no knowledge (rating of 0) for item 1; low knowledge (2) for item 2; and high knowledge (4) for item 3.

Click on "Next" to continue

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E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



Please use the rating scale below to describe your **knowledge** level of each of the items listed below.

Knowledge Level	None 0	Very Low 1	Low 2	Medium 3	High 4	Very High 5
FOR E-2, E-3 & E-4 PERSONNEL ONLY						
Please list the following KNOWLEDGE items by Functional Area						

Click on "Next" to continue

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E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



EPME Functional Area – Administration and Personal Finances - Knowledge

1. Policies governing appropriate use of Government property/equipment
2. Government vehicle operating regulations
3. Overseas Screening Processes
4. Government travel card regulations
5. Permanent Change of Station entitlements
6. Importance of Savings Accounts
7. Importance of Checking Accounts
8. Importance of Credit history/rating
9. Importance of Investments
10. Importance of DoD/Coast Guard sponsored Insurance Programs
11. Veterans Eligibility requirements for home loans
12. Importance of personal budgeting
13. Leave and Earnings Statement
14. Personal Data Extract form
15. United Concordia
16. TRICARE (Military Health Care Provider)
17. I.D. Cards
18. Leave and Liberty Policies
19. Eligibility requirements for different types of pay and allowances
20. Different types of discharges
21. CG Mutual Assistance Programs
22. Renters rights for members in the military
23. Types of loans (i.e., auto, home and education)
24. Temporary Duty Entitlements

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E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



EPME Functional Area – Leadership - Knowledge

1. Work Group dynamics
2. Ethical conduct
3. Qualities of an effective follower
4. Coast Guards definition of Leadership
5. Commandant policies regarding respect and diversity
6. Role of first line supervisors in response to others actions

Click on "Next" to continue

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EPME Functional Area – Career Development - Knowledge

1. Guidelines for preparing a training session
2. Tuition Assistance for education
3. Function of Career Development Advisor (CDA)
4. Function of Educational Service Officer (ESO)
5. Function of Collateral Duty Equal Opportunity Counselor
6. How the Enlisted Employee Review System (EERS) relates to advancement
7. Individual Development Plans
8. The First 72 Hour video
9. Service Wide Exam (SWE) Process
10. Duties of CG ratings
11. Typical assignments for CG ratings
12. Path of advancement from E-2 to E-4 to obtain a specific rating
13. How the assignment process affects your career
14. Enlisted to officer advancement programs
15. Coast Guard mentor/mentee programs
16. "A" school eligibility requirements
17. Educational benefits offered by the Educational Services Programs



E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



18. How to submit a training request
19. Mutual transfer procedures
20. CG sponsored advanced educational opportunities (i.e. ACET, AAIWS, USASMA)
21. How to request your transcript of college credits through the CG Institute

Click on "Next" to continue

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EPME Functional Area – Communications- Knowledge

1. Use of the Bravo flag
2. Use of the Oscar flag
3. Use of the Prep pennant
4. Use of the SOPA pennant
5. Use of the Third substitute pennant
6. Use of the Papa flag
7. Use of the church pennant
8. Signs of distress (smoke, flares, upside down national ensign)

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E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



EPME Functional Area – CG Organization - Knowledge

1. Chain of Command
2. Coast Guard's roles and missions
3. Types of CG units, vessels and aircraft
4. Organizational role of the Coast Guard Reserve
5. Roles and Missions of the Coast Guard Auxiliary

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EPME Functional Area – Uniform, History, Traditions & Values - Knowledge

1. Uniform requirements for Full dress blue
2. Uniform requirements for Service dress blue "B"
3. Uniform requirements for Tropical Blue Long
4. Uniform requirements for Operational Dress Uniform
5. Proper grooming standards
6. Coast Guard's Policy regarding tattoos, brands and body piercing
7. Pay grades' E1 through E9 by sleeve insignia and collar devices
8. Rating insignia
9. Master Chief Petty Officer of the Coast Guard's sleeve insignia and collar devices
10. Coast Guard officers' insignia and sleeve devices
11. Coast Guard Chief Warrant Officers' insignia and sleeve devices
12. Precedence of medals
13. Precedence of Ribbons
14. Breast insignia or badge for Officer in Charge (OIC) ashore
15. Breast insignia or badge for Officer in Charge (OIC)-afloat
16. Breast insignia or badge for Command ashore
17. Breast insignia or badge for Command afloat
18. Badge for Command Master Chief (CMC)
19. Requirements for earning a Coast Guard Good Conduct Medal



E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



20. Placement of collar devices and hat device
21. Insignia of officer and enlisted grades from the seven branches of the U.S. Uniformed Services
22. Rank insignia of the Coast Guard Auxiliary
23. Authorized uniform accessories (i.e. LE belt, flight jacket, coveralls)
24. Origins and significance of the union jack
25. Origins and significance of the commissioning pennant
26. Origins and significance of Coast Guard Ensign
27. Origin and significance of the National Ensign
28. Coast Guard Core Values
29. Significant CG heroes and events from 1790 to the present
30. Origins and significance of The Coast Guard Flag (Standard)
31. Origins and significance of Battle Streamers
32. Origins and significance of Coast Guard Seal
33. Origins and significance of Coast Guard Emblem
34. Origins and significance of Coast Guard Shield
35. Origins and significance of Coast Guard Slash (Racing Stripe)
36. Origins and significance of Coast Guard Motto
37. Heritage that led to the creation of the Chief Petty Officer
38. Heritage that led to the creation of the Petty Officer
39. Heritage that led to the creation of the MCPO-CG

Click on "Next" to continue





E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



EPME Functional Area – Damage Control - Knowledge

1. Nuclear, Biological, Chemical, Radiological (NBCR) or (NBC Warfare) / Weapons of Mass Destruction (WMD) Awareness
2. Four classes of fire
3. Fire tetrahedron
4. Fire extinguishing agents for each class of fire
5. Fire prevention measures
6. Procedures to follow upon discovery of a fire
7. Tools and equipment to control flooding
8. Material conditions of readiness (x-ray, yoke etc)

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EPME Functional Area – Enlisted Ranks - Knowledge

1. Function of Command Master Chief (CMC-Gold Badge)
2. Function of Command Chief Silver Badge
3. Authority of a Petty Officer
4. Statutory authority of Coast Guard petty officers under title 14, USC, Sec. 89
5. The roles and purpose of Rating Force Master Chiefs

Click on "Next" to continue

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EPME Functional Area – First Aid and Survival - Knowledge



E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



1. Basic survival skills
2. Procedures for donning Personal Flootation Device (PFD)
3. Procedures for manually launching a life raft.
4. Survival float techniques
5. Basic First Aid
6. Basic CPR
7. Use of Signal Mirror
8. Use of Illumination Signal Kit (MK-79 MOD-0)
9. Use of Smoke and Illumination Signal Kit (MK-124 MOD-0)
10. Use of Personal Marker Light
11. Use of Signal Whistle
12. Use of Distress Signal Light (strobe light)
13. Use of Signal Illumination, White Star Parachute (MK-127A1)
14. Emergency egress procedures at your unit
15. Survival gear contained in life raft

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EPME Functional Area – Fitness, Wellness & Quality of Life - Knowledge

1. Function of the command Ombudsman.
2. Function of Command Drug and Alcohol Representative (CDAR)
3. Function of Family Advocacy Representative (FAR)
4. Function of Civil Rights Officer
5. Function of Voting Assistance Officer
6. Function of the Human Relations Council
7. Coast Guard Physical fitness standards
8. Weight Standards Program
9. Child Care Programs
10. Employee Assistance Program (EAP)
11. Health Promotion Coordinator
12. Housing Programs
13. Substance Abuse Free Environment (SAFE) Program



E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



14. Special Needs Program
15. Transition Relocation Manager
16. A personal wellness plan
17. Sponsor program
18. Family Resource Specialist
19. Morale, Well-Being & Recreation (MWR) programs
20. Commandant's policy on use of tobacco products
21. Coast Guard's substance abuse policies
22. Common warning signs of potential suicide
23. smoking/tobacco cessation program
24. Symptoms of stress
25. Methods for effectively overcoming stress
26. Examples, signs, and symptoms of addictive behavior
27. Resources available for effectively dealing with addictive behavior
28. Potential consequences of using controlled substances
29. Methods of contraception
30. Causes, symptoms, and prevention methods of Sexually Transmitted Diseases and HIV (AIDS)
31. Your role in suicide prevention
32. Rape and sexual assault reporting procedures
33. Partners in education program

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E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



EPME Functional Area – Military Justice & Code of Conduct - Knowledge

1. Uniform Code of Military Justice (UCMJ)
2. Extra Military Instruction (EMI)
3. Search and Seizure
4. Rights of Accused
5. Right to Appeal
6. Article 15 Hearing (Captain's Mast)
7. Different types of Court Martials

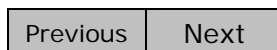
Click on "Next" to continue



EPME Functional Area – Mission Preparedness - Knowledge

1. Procedures for securing and reporting unsecured classified material
2. Importance of operational security
3. Proper military protocol
4. Bomb threat procedures
5. Your unit Watch Quarter Station Bill
6. Emergency situation protocol
7. Responsibilities as a First Responder when a hazardous substance may be present
8. Incident Command System structure
9. Risk assessment tools (Operational Risk Management (ORM), Risk Based Decision Making (RBDM), Crew Resource Management (CRM) Operational Risk Management
10. National Terrorism Threat levels
11. Force Protection Condition (FPCON)
12. National Incident Management Structure (NIMS)
13. CG Use of Force policy

Click on "Next" to continue





E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



EPME Functional Area – Public Affairs - Knowledge

1. Function of Public Affairs Officer
2. Coast Guard policy regarding the release of photographs, video, and audio of Coast Guard activities
3. Coast Guard's and your unit's policy governing the release of official information to the public

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EPME Functional Area – Safety - Knowledge

1. Lock out/tag out procedures
2. Unit hazard communication program (MSDS)
3. Heat stress factors
4. Fatigue factors
5. Hearing conservation program
6. Criteria for reportable mishap
7. Respiratory protection program
8. Workplace hazards

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EPME Functional Area – Seamanship - Knowledge

1. Basic navigation rules of the road
2. Shipboard structures, deck fittings, components, directions and design



E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



3. Stability terminology
4. Basic duties of the Coxswain
5. Basic duties of the Engineer
6. Basic duties of the Boat Crew member
7. General deck seamanship commands and responses
8. Types and characteristics of line.
9. Lead line markings

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EPME Functional Area – Standards of Conduct - Knowledge

1. Your rights and responsibilities as they pertain to participation in political activities
2. Status of Forces Agreement (SOFA)
3. Conflict of interest policy
4. Foreign travel requirements

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E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



EPME Functional Area – Supervisory Responsibility - Knowledge

1. Responsibilities of a Marking Official in relation to the Enlisted Employee Review System (EERS)
2. Responsibilities of an Approving Official in relation to the Enlisted Employee Review System (EERS)
3. Enlisted Performance Evaluation Appeals process
4. Responsibilities of an Appeal Authority in relation to the Enlisted Employee Review System (EERS)

Click on "Next" to continue

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End of Knowledge Functional Areas



E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



For the following blue PERFORMANCE areas, please provide YES or No responses as opposed to using the knowledge scale.

EPME Functional Area – Administration & Personal Finances - Performance

Select each item you perform in your current billet

1. Create, edit, and print a document using word processing software and using a Coast Guard Standard Work Station
2. Draft and send E-mail messages, with attachments using a Coast Guard Standard Work Station
3. Draft a message utilizing CG Message System (CGMS)
4. Log on to and navigate CGMS
5. Log on to and navigate CG Central
6. Prepare an electronic resume (e-Resume)
7. Complete a "First Unit Reporting Guide"
8. Log on and navigate Direct Access
9. Log on and navigate T-PAX (Electronic Travel claims)
10. Complete a physical fitness plan

Click on "Next" to continue

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E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



EPME Functional Area – Leadership - Performance

Select each item you perform in your current billet

1. Prioritize a set of assigned Tasks
2. Use effective leadership skills
3. Perform as a first line supervisor
4. Communicate in a formal setting
5. Communicate in an informal setting

Click on "Next" to continue

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EPME Functional Area – Career Development - Performance

Select each item you perform in your current billet

1. Provide supplemental enlisted performance input
2. Utilize an Individual Development Plan
3. Receive mid marks counseling

Click on "Next" to continue

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E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



EPME Functional Area – Courtesies, Drills and Ceremonies - Performance

Select each item you perform in your current billet

1. Use Flag etiquette (i.e. National Ensign)
2. Render a hand salute
3. Render a greeting appropriate to rank and time of day
4. Serve on a Colors Detail
5. Render military courtesies to the National Ensign
6. Render military courtesies to the National Anthem
7. Perform rifle movements
8. Perform a rifle salute
9. Perform drill movements with arms
10. Perform drill movements without arms
11. Perform marching movements with arms
12. Perform marching movements without arms
13. Participate in a military function (i.e. honor guard, military funeral)

Click on "Next" to continue

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EPME Functional Area – Damage Control - Performance

Select each item you perform in your current billet

1. Participate as a member of a DC repair team
2. Participate as a member of the DC Central team
3. Participate as a member of a fire-fighting team
4. Operate a portable fire extinguisher

Click on "Next" to continue

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E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



EPME Functional Area – First Aid & Survival - Performance

Select each item you perform in your current billet

1. Respond to simulated personnel injuries and casualties
2. Swim 100 meters unassisted within five minutes
3. Remain afloat unassisted for five minutes
4. Inspect Personal Floatation Device (PFD)
5. Use various pyrotechnics

Click on "Next" to continue

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EPME Functional Area – Seamanship - Performance

Select each item you perform in your current billet

1. Execute helm commands
2. Perform line-handling procedures
3. Perform basic marlinspike seamanship
4. Apply paint to a surface
5. Prep a surface for painting
6. Use a lead line
7. Make standard pipes using 1-MC or intercom system

Click on "Next" to continue

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E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



EPME Functional Area – Small Arms - Performance

Select each item you perform in your current billet

1. Fire the Coast Guard Basic Pistol Marksmanship Course (CGBPMC)
2. Qualify for and carry Coast Guard personal defense weapon (9mm or .40 cal)
3. Qualify for and carry Coast Guard shotgun
4. Qualify for and carry Coast Guard M-16

Click on "Next" to continue

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EPME Functional Area – Watch Standing - Performance

Select each item you perform in your current billet

1. Complete a security watch
2. Complete a watch standing pqs
3. Use proper phone etiquette
4. Display proper military etiquette

Click on "Next" to continue

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E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



***** FOR E-2, E-3 & E-4 PERSONNEL ONLY*****
Job Satisfaction

Please use the rating scale below to express your **satisfaction** level with each of the topics on the left side of your screen.

	LEAST Satisfied 1	2	3	4	5	6	7	8	MOST Satisfied 9
My present job as a whole.									
The geographical location of my present unit.									
My Coast Guard career to date.									
The Task direction and support given by my superiors.									
My present working conditions.									
The performance of my immediate superiors.									
The morale of my unit.									
The cooperation and support I receive from my co-workers.									
My present living conditions.									
The opportunity for advancement.									

Click on "Next" to continue

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E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



Job Satisfaction (con't)

Please use the rating scale below to express your **satisfaction** level with each of the topics on the left side of your screen.

	LEAST Satisfied 1	2	3	4	5	6	7	8	MOST Satisfied 9
The performance of my co-workers.									
The way I get along with my superiors.									
The benefits aside from pay.									
The pay I receive for the amount of work done.									
The amount and timeliness of information I am given to do my job.									
The resources (equipment, supplies and staff) I am given to do my job.									
The feedback my superiors give me on my performance.									
The training I receive for my present job.									
The way my skills, knowledge, and training are used in my present job.									
The kinds of primary duties I perform on my present job.									

Click on "Next" to continue

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E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



Job Satisfaction (con't)

Please use the rating scale below to express your **satisfaction** level with each of the topics on the left side of your screen.

	LEAST Satisfied 1	2	3	4	5	6	7	8	MOST Satisfied 9
The kinds of collateral duties I perform on my present job.									
The amount of work I must do in my present job.									
The amount of time I'm given to complete my duties.									
The contribution my work makes in meeting mission objectives.									
The amount of challenge my job provides.									
The amount of recognition I receive for doing good work.									
The amount of responsibility I have on my job.									
The opportunity I have to exercise personal initiative on my job.									
My unit as a whole.									
The Coast Guard as a whole.									

Click on "Next" to continue

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E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



Job Satisfaction (con't)

Please use the rating scale below to express your **satisfaction** level with each of the topics on the left side of your screen.

	LEAST Satisfied 1	2	3	4	5	6	7	8	MOST Satisfied 9
The military retirement system as it applies to me.									
The support I receive from support ratings (YN, SK, HS)									

Click on "Next" to continue

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E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



***** FOR E-2, E-3 & E-4 PERSONNEL ONLY*****

Career Intentions

The following set of questions asks you to think about the career intentions you had when you entered the Coast Guard and those you have now.

Answers to these questions will give the EPME Program Manager an idea of overall career satisfaction. **Your identity will remain confidential.**

Click on "Next" to continue

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Which of the following most closely matches the career goals you had when you entered the Coast Guard?

- Do my obligated service and get out.
- Work in my rating until something else came along.
- Work my way up to Master Chief in my rating.
- Work my way up to Chief Warrant Officer.
- Earn an appointment as a commissioned officer.

Click on "Next" to continue

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E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



If the Coast Guard allowed me to get out whenever I wanted to, I would:

Get out right away.

Get out at my earliest convenience, but not right away.

Wait until my current enlistment is up, and then get out.

Stay beyond my current enlistment, but not for 20 years.

Retire at 20 years.

Stay beyond 20 years and retire at my earliest convenience.

Stay for as long as possible.

Click on "Next" to continue

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My career as a Enlisted Member has been what I thought it would be:

Agree

Disagree

Click on "Next" to continue

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COMPUTER RELATED QUESTIONS

Did you have any problems getting access to a computer to complete this survey?

Yes

No

Click on "Next" to continue

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E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



If selected "Yes" then

Please describe the problem you had in getting access to a computer to complete this survey.

Click on "Next" to continue

Did you experience any problems completing this survey on-line?

Yes

No

Click on "Next" to continue

If selected "Yes" then

Please describe the problem you had in completing this survey on-line.

Click on "Next" to continue

**Which of the following EPME Study Guide formats have you used?
Select all that apply.**

Book

CDROM

Down loadable PDF

Online Access – Internet/Intranet



E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



Did you have any problems getting access to a computer to complete your EPME requirements?

Yes
No

Click on "Next" to continue

Previous Next

If selected "Yes" then

Please describe the problem you had in getting access to a computer to complete your EPME requirements.

Click on "Next" to continue

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E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



General Comments

This is your chance to let the EPME Program Manager know of any special concerns you may have regarding the enlisted community or this survey.

Please write in below any comments you would like to make.

Your identity will remain confidential.

When you are finished, click on "Next" to continue

Click on "Next" to continue

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E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



How many HOURS did it take you to complete this survey?

- Less than 1.0 Hour
- 1.0 - 1.5 Hours
- 1.5 - 2.0 Hours
- 2.0 - 2.5 Hours
- 2.5 - 3.0 Hours
- 3.0 or more Hours

Click on "Next" to continue

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E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



***** FOR PERSONNEL E5 & ABOVE ONLY*****

Importance

You will rate the importance of each EPME Knowledge and Performance on a scale of 0 to 5. The more important the Knowledge and Performance is to pay grades E-2 through E-4, the larger the number should be (see example below).

Example: EPME Functional Area – Damage Control

<u>Importance</u>	Not Important 0	Minimal 1	Low 2	Moderate 3	High 4	Critical 5
Participate as a member of a DC repair team		X				
Participate as a member of a fire-fighting team				X		
Operate a portable fire extinguisher					X	

This example shows responses to three sample questions. The respondent indicated minimal importance (rating of 1) for item 1; moderate importance (3) for item 2; and high importance (4) for item 3.

Click on "Next" to continue

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E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



(Importance) Please list each of the previous questions. Unlike personnel E-4 & below, Alternating Personnel, E-5 & above will indicate Importance to each question.

***** FOR PERSONNEL E5 & ABOVE ONLY *****

Please rate the Importance for the following EPME Knowledge & Performance.

Click here for Explanation of Relative Importance

<u>IMPORTANCE</u>						
Please list all questions previously displayed for personnel E-4 & below	Not Important 0	Minimal 1	Low 2	Moderate 3	High 4	Critical 5

Click on "Next" to continue

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E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



***** FOR PERSONNEL E5 & ABOVE ONLY*****

Pay Grade

Select the lowest pay grade level which should be responsible for each EPME Knowledge or Performance (see example below).

Example: EPME Functional Area – Damage Control

<i>Pay Grade</i>	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9
Participate as a member of a DC repair team	x							
Participate as a member of a fire-fighting team		x						
Operate a portable fire extinguisher			x					

This example shows responses to three sample questions. The respondent indicated Pay Grade E-2 for item 1; Pay Grade E-3 for item 2; and Pay Grade E-4 for item 3.

Click on "Next" to continue

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(Pay grade selection) Please re-display each of the previous questions. Unlike personnel E-4 & below, Alternating Personnel, E-5 & above will assign a pay grade to each question.

***** FOR PERSONNEL E5 & ABOVE ONLY*****

ASSIGN A PAYGRADE ***FOR PERSONNEL E5 & ABOVE ONLY	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9
Please list all questions previously displayed for personnel E-4 & below								

Click on "Next" to continue

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E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



Did you have any problems getting access to a computer to complete this survey?

Yes
No

Click on "Next" to continue

Previous Next

If selected "Yes" then

Please describe the problem you had in getting access to a computer to complete this survey.

Click on "Next" to continue

Previous Next

Did you experience any problems completing this survey on-line?

Yes
No

Click on "Next" to continue

If selected "Yes" then

Please describe the problem you had in completing this survey on-line.

Click on "Next" to continue

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E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



General Comments

This is your chance to let the EPME Program Manager know of any special concerns you may have regarding the enlisted community or this survey. You may also include any knowledge or performance that you feel is important, but was not included in this survey.

Please write in below any comments you would like to make.

Your identity will remain confidential.

When you are finished, click on "Next" to continue

Click on "Next" to continue

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How many HOURS did it take you to complete this survey?

- Less than 1.0 Hour
- 1.0 - 1.5 Hours
- 1.5 - 2.0 Hours
- 2.0 - 2.5 Hours
- 2.5 - 3.0 Hours
- 3.0 or more Hours

Click on "Next" to continue

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E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



***** FOR ALL PERSONNEL *****

You have completed the EPME Survey

Click on "Submit" to record your answers. Once submitted, you may NOT review and/or change any of your answers.

If you are satisfied with your input and would like to submit your answers now, click on the "Submit" option and then click on the "Next" Button. However, if you would like to review your answers before submitting, click on the "Go back to the beginning" option and you will automatically go back to the beginning of the survey. Clicking on "Go back to the beginning" will require you to go through the entire survey again.

Submit

Go back to the beginning

Click on "Next" to continue

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E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



Survey Submitted



Thank you for completing the
Enlisted Professional Military Education
(EPME) Workforce Needs Assessment

Click on "X" in the upper right corner to
close the Survey.



Occupational Analysis Team
Performance Technology Center
U.S. Coast Guard Training Center, Yorktown Virginia



E2–E4 Enlisted Professional Military Education (EPME) Workforce Needs Assessment



EPME Subject Matter Experts

- BMCS Alfred Burnett
- YNC Jose Collazo
- AMTC Scot Hardwick
- MSTC Patrick Nichols
- BM1 Kenneth Harper
- AET1 Sean Lott
- FS1 Christian Melendez
- MK1 Matthew Strubhar
- DC1 Chad Wilson

E2-E4 E-PME OCCUPATIONAL ANALYSIS REPORT

APPENDIX F

E-PME Study Guide Formats Used

November 2006
Mr. William D. Seletyn
CWO4 G. Dean Clark
SCPO Mark A. Pearson
Ms. Brittany Noelle Davis

EPME Study Guide Formats Used (E-2 through E-4)

Which of the following EPME Study Guide formats have you used?

	% Used
Book	68.8
CDROM	37.1
Downloadable PDF	18.9
Online Access – Internet/Intranet	50.9