

U.S. Department
of Transportation

United States
Coast Guard



ENLISTED PERFORMANCE QUALIFICATIONS MANUAL

COMDTINST M1414.8C

U.S. Department of
Homeland Security

United States
Coast Guard



Commandant
United States Coast Guard

2100 Second Street, S.W.
Washington, DC 20593-0001
Staff Symbol: G-WTT
Phone: (202) 267-2433

COMDTNOTE 1414
APR 21 2004

COMMANADANT NOTICE 1414

CANCELLED: APR 20 2005

Subj: CH-6 TO THE ENLISTED PERFORMANCE QUALIFICATIONS MANUAL,
COMDTINST M1414.8C

1. PURPOSE. This Notice publishes changes to the Enlisted Performance Qualifications Manual, COMDTINST M1414.8C.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at headquarters shall ensure compliance with the provisions of this Notice. Internet release authorized.
3. DIRECTIVES AFFECTED. None.
4. SUMMARY OF CHANGES. This Notice updates the Enlisted Performance Qualifications (EPQs) for the DC, FS, HS, PA and YN ratings. The DC rating qualifications remain unchanged; only the reference listing for standards is updated to provide a more comprehensive source of information. All personnel of the affected ratings in the process of accomplishing EPQs for the next higher pay-grade shall have signatures transferred to the new edition of the CG-3303C forms by their supervisor provided the EPQs concisely match.

DISTRIBUTION – SDL No. 141

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	2	1	1	1	2	1	1		1	1		1	1	1	1	1	1		1		1					
B		8	5	2	1	2	2	2	2	2	2	2	2	2	1	1	2	2	2	2	2	2	2	1	2	1
C	2	1	1	1	1	1	1	1	1	1	2	1	1	1		1	1	1	1	1	1	1	1	1		
D	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1			1
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NON-STANDARD DISTRIBUTION:

5. PROCEDURES.

a. Remove and insert the following pages:

Remove

Tab 7, pages 1 thru 17

Tab 10, pages 1 thru 20

Tab 13, pages 1 thru 36

Tab 20, pages 1 thru 8

Tab 27, pages 1 thru 13

Insert

Tab 7, pages 1 thru 21

Tab 10, pages 1 thru 15

Tab 13, pages 1 thru 32

Tab 20, pages 1 thru 10

Tab 27, pages 1 thru 16

5. FORMS AVAILABILITY. Current and updated copies of form CG-3303Cs for each rating are available on the World Wide Web at the following address: <http://www.uscg.mil/hq/g-w/g-wt/g-wtt/g-wtt-2/trapol/quals.htm>. Copies of the Enlisted Performance Qualifications Manual, COMDTINST M1414.8C, with changes, may be found on the Coast Guard Web (CGWeb) at: <http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/welcome.htm> or on the World Wide Web (www) at <http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm>. For those with limited computer access paper copies of the EPQs may be obtained from local personnel administration offices or Career Development Advisors.

R. J. PAPP, Jr. /s/
Director of Reserve and Training

Encl: (1) CH-6 to the Enlisted Performance Qualifications Manual, COMDTINST M1414.8C

U.S. Department of
Homeland Security



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Coast Guard

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COMDTNOTE 1414

May 28 2003

CANCELLED: NOV 28 2003

COMMANDANT NOTICE 1414

Subj: CH-5 TO THE ENLISTED PERFORMANCE QUALIFICATIONS MANUAL, COMDTINST M1414.8C

1. PURPOSE. This Notice publishes changes to the Enlisted Performance Qualifications Manual, COMDTINST M1414.8C.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this Notice. Internet release is authorized.
3. DIRECTIVES AFFECTED. None.
4. SUMMARY OF CHANGES. This Notice updates the Enlisted Performance Qualifications for the AMT, AST, AVT and EM ratings. For the AST rating only the common aviation qualifications were changed and therefore only those qualifications require re-certification by previously qualified personnel. As for the EM rating the qualifications remain unchanged with only additional references and links being provided for the existing qualifications.

DISTRIBUTION – SDL No. 140

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	2	2	2		2	2	1		1	1		1	1	1	1	1	1		1		1					
B		8	20	1	4	5		3	1	3	2	15	2	30	1	1	2	30	2	2	10	1	3	1	2	1
C	2	1	1	2	1	1		1	1		2	1	1	1	1		1	1		1	1	1	1			1
D	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
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NON-STANDARD DISTRIBUTION:

5. PROCEDURES.

a. Remove and insert the following pages:

Remove

Tab 3, pages 1 thru 14

Tab 4, pages 1 thru 11

Tab 5, pages 1 thru 13

Tab 8, pages 1 thru 30

Insert

Tab 3, pages 1 thru 17

Tab 4, pages 1 thru 20

Tab 5, pages 1 thru 16

Tab 8, pages 1 thru 31

6. FORMS AVAILABILITY. Current up to date copies of CG Form 3303Cs for each rating are available on the World Wide Web at the following address: <http://www.uscg.mil/HQ/G-W/G-WT/G-WTT/G-WTT-2/TRAPOL/QUALS.HTM>. Copies of the Enlisted Performance Qualifications Manual, COMDTINST M1414.8C, with changes, can be located on the Coast Guard Web at: <http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/sirectives/welcome.htm> or on the World Wide Web at: <http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm>.

R. J. Papp, Jr./s/
Rear Admiral, U. S. Coast Guard
Director of Reserve and Training

Encl: (1) CH-5 to the Enlisted Performance Qualifications Manual, COMDTINST M1414.8C



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United States Coast Guard

2100 2nd Street, SW
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COMDTNOTE 1414
DEC 30 2002

COMMANDANT NOTICE 1414

CANCELLED: DEC 29 2003

Subj: CH-4 TO THE ENLISTED PERFORMANCE QUALIFICATIONS MANUAL, COMDTINST M1414.8C

1. PURPOSE. This Notice publishes changes to the Enlisted Performance Qualifications Manual, COMDTINST M1414.8C.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this Notice. Internet release is authorized.
3. DIRECTIVES AFFECTED. None.
4. SUMMARY OF CHANGES. This Notice updates or establishes the Enlisted Performance Qualifications for BM, ET, IT, and OS ratings and deletes the Enlisted Performance Qualifications for QM, FT, TT, RD and TC ratings.

DISTRIBUTION – SDL No. 140

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	2	2	2		2	2	1		1	1		1	1	1	1	1	1		1		1					
B		8	20	1	4	5		3	1	3	2	15	2	30	1	1	2	30	2	2	10	1	3	1	2	1
C	2	1	1	2	1	1		1	1		2	1	1	1	1		1	1		1	1	1	1			1
D	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		1	1	1	1	1	1
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NON-STANDARD DISTRIBUTION:

5. PROCEDURES.

a. Remove and insert the following pages:

Remove

Tab 6, pages 1 thru 11

Tab 9, pages 1 thru 18

Tab 14 (Vacant)

Tab 19 (Vacant)

Tab 11, pages 1 thru 13

Tab 22, pages 1 thru 12

Tab 23, pages 1 thru 13

Tab 25, pages 1 thru 27

Insert

Tab 6, pages 1 thru 12

Tab 9, pages 1 thru 44

Tab 14, pages 1 thru 15

Tab 19, pages 1 thru 14

(Leave Vacant)

(Leave Vacant)

(Leave Vacant)

(Leave Vacant)

6. FORMS AVAILABILITY. Current up to date copies of CG Form 3303Cs for each rating are available on the World Wide Web at the following address: <http://www.uscg.mil/HQ/G-W/G-WT/G-WTT/G-WTT-2/TRAPOL/QUALS.HTM>.

R. J. PAPP /s/

Rear Admiral, U.S. Coast Guard

Director of Reserve and Training

Encl: (1) CH-4 to the Enlisted Performance Qualifications Manual, COMDTINST M1414.8C



Commandant
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2100 2nd Street, SW
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COMDTNOTE 1414
DEC 30 2002

COMMANDANT NOTICE 1414

CANCELLED: DEC 29 2003

Subj: CH-3 TO THE ENLISTED PERFORMANCE QUALIFICATIONS MANUAL, COMDTINST M1414.8C

1. PURPOSE. This Notice publishes changes to the Enlisted Performance Qualifications Manual, COMDTINST M1414.8C.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this Notice. Internet release is authorized.
3. DIRECTIVES AFFECTED. None.
4. SUMMARY OF CHANGES. This Notice updates the Enlisted Performance Qualifications for the GM and PS ratings.
5. PROCEDURES.
 - (1) replace TAB 12 pages 1 – 9 with the new GM EPQs TAB 12 pages 1 – 11,
 - (2) and replace TAB 21 pages 1 – 16 with the new PS EPQs Tab 21 pages 1 – 9.

R. J. PAPP /s/
Rear Admiral, U.S. Coast Guard
Director of Reserve and Training

Encl: (1) CH-3 to the Enlisted Performance Qualifications Manual, COMDTINST M1414.8C.

DISTRIBUTION – SDL No. 140

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	2	2	2		2	2	1		1	1		1	1	1	1	1	1		1		1					
B		8	20	1	4	5		3	1	3	2	15	2	30	1	1	2	30	2	2	10	1	3	1	2	1
C	2	1	1	2	1	1		1	1		2	1	1	1	1		1	1		1	1	1	1			1
D	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		1	1	1	1	1	1
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NON-STANDARD DISTRIBUTION:



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COMDTNOTE 1414
30 JUL 02

COMMANDANT NOTICE 1414

CANCELLED: 31 JUL 03

Subj: CH-2 TO THE ENLISTED PERFORMANCE QUALIFICATIONS MANUAL, COMDTINST M1414.8C

1. PURPOSE. This Notice publishes changes to the Enlisted Performance Qualifications Manual, COMDTINST M1414.8C.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this Notice.
3. DIRECTIVES AFFECTED. None.
4. SUMMARY OF CHANGES. This Notice changes the filing requirements for the CG Form 3303C (series) to align with Military Personnel Data Records (PDR) System, COMDTINST 1080.10 (series) and updates the Enlisted Performance Qualifications for the DC, MK, MST, PA, and SK ratings.

DISTRIBUTION – SDL No. 139

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	2	2	2		2	2	1	2	1	1		1	1	1	1	1	1	1	1	1	1					
B		8	20	1	4	5		3	1	3	2	15	2	30	1	1	2	30	2	2	10	1	3	1	2	1
C	2	1	1	2	1	1		1	1		2	1	1	1	1		1	1		1	1	1	1		1	1
D	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
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NON-STANDARD DISTRIBUTION:

5. PROCEDURES.

a. Remove and insert the following pages:

Remove

Insert

Page 2-1 thru page 2-2

Pages 2-1 thru page 2-2

Tab 7, pages 1 thru 17

Tab 7, pages 1 thru 17

Tab 16, pages 1 thru 24

Tab 16, pages 1 thru 19

Tab 17, pages 1 thru 9

Tab 17, pages 1 thru 12

Tab 20, pages 1 thru 7

Tab 20, pages 1 thru 8

Tab 24, pages 1 thru 14

Tab 24, pages 1 thru 12

6. FORMS AVAILABILITY. Current up to date copies of CG Form 3303Cs for each rating are available on the World Wide Web at the following address: <http://www.uscg.mil/HQ/G-W/G-WT/G-WTT/G-WTT-2/TRAPOL/QUALS.HTM>.

D.E. CLAPP/s/
Acting Director of Reserve and Training

Encl: (1) CH-2 to the Enlisted Performance Qualifications Manual, COMDTINST M1414.8C



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United States Coast Guard

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COMDTNOTE 1414
Mar 6 2002

COMMANDANT NOTICE 1414

CANCELLED: 28 FEB 03

Subj: CH-1 TO THE ENLISTED PERFORMANCE QUALIFICATIONS MANUAL, COMDTINST M1414.8C

1. PURPOSE. This Notice publishes changes to the Enlisted Performance Qualifications Manual, COMDTINST M1414.8C.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this Notice.
3. SUMMARY OF CHANGES. This Notice updates the Enlisted Performance Qualifications for the EM, FS and GM ratings.
4. PROCEDURES.
 - (1) replace TAB 8 pages 1 – 21 with the new EM EPQs TAB 8 pages 1 – 20,
 - (2) replace TAB 10 Pages 1 – 22 with the new FS EPQs Tab 10 pages 1 – 2-,
 - (3) and replace TAB 12 pages 1 – 9 with the new GM EPQs TAB 12 pages 1 – 9.
Insert

R.D. SIROIS /S/
Director of Reserve and Training

Encl: (1) CH-1 to the Enlisted Performance Qualifications Manual, COMDTINST M1414.8C

DISTRIBUTION – SDL No. 139

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	2	2	2		2	2	1	2	1	1		1	1	1	1	1	1	1	1		1					
B		8	20	1	4	5		3	1	3	2	15	2	30	1	1	2	30	2	2	10	1	3	1	2	1
C	2	1	1	2	1	1		1	1		2	1	1	1	1		1	1		1	1	1	1		1	1
D	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		1	1	1	1	1	1
E	1							1		1	2	1		1	1		1			1			1	1		
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COMDTINST M1414.8C

SEPTEMBER 6, 2001

COMMANDANT INSTRUCTION M1414.8C

Subj: ENLISTED PERFORMANCE QUALIFICATIONS MANUAL

Ref: (a) Management of the Coast Guard Training System, COMDINST 1550.9 (series)
(b) Coast Guard Training and Education Advisory Council (CGTAC), COMDTINST 1550.18

1. PURPOSE. The Manual describes the enlisted performance qualifications (professional and military) for all rates and ratings. It is the basis for the enlisted advancement system and formal training programs including recruit training, class "A" school, and some rating correspondence courses. Updated rules for development, delivery and administration of enlisted performance qualifications are included.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the provision of this Manual.
3. DIRECTIVES AFFECTED. Enlisted Qualifications Manual, COMDTINST M1414.8B is cancelled, except for the Records of Enlisted Performance Qualifications listed below:
 - a. Replace the canceled Manual with Enlisted Performance Qualifications Manual, COMDTINST M1414.8C.
 - b. Remove all the Records of Enlisted Performance Qualifications (EPQs) from their present TAB locations and insert them into their new TAB location as shown on the Table of Contents page i of COMDTINST M1414.8C. Then,
 - (1) remove TABS 0 and 32,
 - (2) replace TAB 11 pages 1 – 14 with the new FT EPQs TAB 11 pages 1 – 13,
 - (3) replace TAB 21 pages 1 – 15 with the updated PS EPQs TAB 21 pages 1 – 16,

DISTRIBUTION – SDL No. 139

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z	
A	2	2	2		2	2	1	2	1	1		1	1	1	1	1	1	1	1	1	1						
B		8	20*	1	4	5		3	1	3	2	15	2	30	1	1	2	30	2	2	10	1	3	1	2	1	
C	2	1	1	2	1	1		1	1		2	1	1	1	1		1	1		1	1	1	1		1	1	
D	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
E	1							1		1	2	1		1	1		1			1			1	1			
F																											
G																											
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NON-STANDARD DISTRIBUTION:

COMDTINST 1414.8C

(4) replace TAB 23 pages 1 – 13 with the updated RD EPQs TAB 23 pages 1 – 13,

(5) and replace TAB 27 pages 1 – 11 with the updated YN EPQs TAB 27 pages 1 – 13.

4. MAJOR CHANGES. This Manual builds on the merits of the previous edition and includes:

- a. A new name: “Enlisted Performance Qualifications” Manual.
- b. A clearer definition of an enlisted performance qualification (EPQ).
- c. A new annual EPQ review process. EPQs are reviewed annually to ensure more timely updates.
- d. A standardized development process for all EPQs.
- e. Requirements for Occupational Analysis (OA) and other types of significant analysis (Front End Analysis (FEA), new law, new policy, etc.) to support all major changes to enlisted performance qualifications.
- f. More flexibility to Rating Force Master Chiefs needing to make updates to the current enlisted performance qualifications provided reasonable data is supplied to support the change.

5. PROCEDURES.

- a. Commandant (G-WTT) shall maintain policy and provide technical guidance during the Annual Enlisted Performance Qualifications Review processes in accordance with the instructions of this manual and reference (a).
- b. Commandant (G-WTT) shall review Record of Performance Qualifications (Form CG-3303C (series)) for quality control and resource implications.
- c. Rating Force Master Chiefs (RFMCs) manage the content of the enlisted performance qualification and shall develop and deliver them in accordance with this Manual.
- d. Performance Technology Center (PTC) at Training Center Yorktown shall provide Occupational Analysis (OA) in accordance with this Manual.
- e. Training centers’ Subject Matter Experts (SME) shall be included as advisors to the Enlisted Performance Qualifications Review process.
- f. Commanding Officer/Officer in Charge shall ensure Record of Enlisted Performance Qualifications is administered in accordance with this Manual.

6. FORMS. Along with paper distribution, there will be distribution via the Coast Guard Directives System CD ROM and the Department of Transportation Website <http://isddc.dot.gov/>. An electronic version will also be made available via the Coast Guard Learning Portal (Available Fall 2001). The Record of Performance Qualifications sheets contained in this Manual are not available through the supply system. Records of Performance Qualification sheets must be printed from the electronic manual or CD-ROM. EPQs for BM, EM, ET, FT, GM, MST, PS, E2 (Performance Qualifications and Orientation Qualifications) and MRNs (E-3 through E-9) will be added to the Coast Guard Learning Portal shortly.

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MRN Qualifications (E3 - E9) (Vacant)	Tab 2

RATING PERFORMANCE QUALIFICATIONS

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QM – Quartermaster (Vacant).....	Tab 22
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Appendix A - Glossary

CHAPTER 1 Introduction

- A. **General.** Enlisted performance qualifications (EPQ(s)) provide performance standards to enable the enlisted workforce to perform their jobs and prepare for advancement.
- B. **Policy.** All enlisted performance qualifications will be developed, published and administered in accordance with the standards of this manual.
- C. **Why Performance Qualifications?** In the Commandant's Direction 2000 – 2002, the credo is "Preparation equals performance". The enlisted performance qualifications (EPQs) are the standards used to prepare our enlisted workforce to perform their jobs and for advancement. They define the core competencies required for each enlisted rating. Performance analysis is used to develop EPQs. (See Chapter 2).
- D. **What is an Enlisted Performance Qualification?** An enlisted performance qualification is a concise description of a job task that enlisted personnel in a rating and pay grade are expected to perform. **All EPQs consist of three major sections and a fourth optional section, when necessary:**
1. **Action Statement.** *Actions* (specific to a rating or military performance requirement (MRN)) performed on-the-job. Example:

Troubleshoot to the component level a fault in the small boat electrical system (condition), IAW...(standard(s)).

2. **Standard.** Each performance qualification is based on a prescribed acceptable level of performance. The criterion for measuring performance is typically found in manuals, instructions, policy, law, etc. Example:

Troubleshoot to the component level a fault in the small boat electrical system, **in accordance with (*standard(s), i.e., manuals, directives, policy, etc.).**
* Note: ensure that standards are specified in the reference (when used) and that they are measurable.

3. **Condition.** The condition describes the surroundings or circumstances under which the performance occurs. Conditions include resources, manuals, equipment, tools, etc., which are required for performance.

Troubleshoot to the component level **a fault in the small boat electrical system, IAW...(standard(s)).**

4. **Supervisory Guidelines.** In some cases an additional statement is added to help amplify the meaning or intent of an EPQ.

Troubleshoot to the component level a fault in the small boat electrical system, IAW...(standard(s)). ***An EM is given a digital or analog multi-meter and a schematic or wiring diagram and presented with an inoperative or faulty small boat electrical distribution system. The EM must be able to identify source of problem using various voltage, current, and resistance readings (intent).***

E. How are Enlisted Performance Qualifications used?

1. They serve as a “work order” to training centers that will develop curriculum and training.
2. They serve as a permanent record of an enlisted person’s attainment of the required rating and military qualifications.
3. They are used as a standard for making enlisted advancement recommendations.
4. They provide analysts with a baseline for a workforce’s required performance standards.
5. They provide force managers, program managers, facility managers, assignment officers, etc., a catalogue of performance factors.

F. How do enlisted performance qualifications relate to PQS, JQRs, and Qualification Codes?

1. **Performance Qualifications Standards (PQS).** PQS is a qualification system that documents the minimum level of competency required to perform a specific duty (i.e., Watch, Quarter and Station Bill (WQSB) assignments). A PQS is a compilation of the minimum knowledge and skills that an individual must demonstrate in order to qualify to stand watches or perform duties necessary for the safe, secure, and proper operation of the ship. Finally, PQS is standard across a class of cutters or units, promulgated by a central authority (i.e. Commandant). (See Cutter Training and Qualification Manual, COMDTINST M3502.4 (Series)).
2. **Job Qualifications Requirements (JQR).** JQR is a locally produced requirement used whenever there is no existing PQS to cover a specific watch station function. (See Cutter Training and Qualification Manual, COMDTINST M3502.4 (Series)).
3. **Enlisted Qualifications Code Manual, COMDTINST M1414.9 (Series).** Qualification Codes supplement the enlisted rating structure by identifying special skills and knowledge beyond that normally provided by rates and

ratings. Qualification Codes are typically associated with completion of a class “C” school and/or certification of performance (e.g., Coxswain, Boarding Officer, MSCNE (Microsoft Certified Network Engineer)). Listed as “competencies” in the CGHRMS (People Soft ©).

4. **Summary.** Required job tasks can consist of a variety of performance classifications ranging from rating specific, to mission specific, to unit specific job requirements. The enlisted performance qualification system uses standard criteria to determine core performance of a rating or MRN. Typically only tasks performed by more than 30% of a rating’s workforce are considered an EPQ.

G. Stakeholders. Who has a share in the enlisted performance qualification system?

1. **Enlisted member.** Enlisted performance qualifications benefit the member’s career progression goals by preparing them for work demands.
2. **Supervisor.** EPQs provide supervisors a standard syllabus for training and evaluating enlisted personnel in the core performance of their rating and pay-grade.
3. **Commanding Officer/Officer in Charge.** The basic premise of the enlisted performance qualification system is to prepare enlisted personnel to support and complete unit missions.
4. **Rating Force Master Chief (RFMC).** The RFMC is the principal advocate for ensuring that standards are related to the job and mission performance requirements. The RFMC is responsible for the composition and currency of their managed rating’s enlisted performance qualifications.
5. **Force Manager (G-SRF and G-ORW).** This force manager is the program manager responsible for the content of the EPQs and the connection to the mission requirements
6. **Performance Technology Center (PTC).** The PTC assists and supports the force manager, RFMC and the training centers by providing various types of analysis – Occupational Analysis (OA), Front-End-Analysis (FEA), Job Task Analysis (JTA), etc., which help define the work, the worker, and the work environment.
7. **Training Centers (TRACEN).** Training centers use the PO3 EPQs to develop “A” school curriculum, and the remaining EPQs to develop other training and performance interventions.
8. **Commandant (G-WTT).** G-WTT is the program manager for the EPQ system. G-WTT ensures enlisted rating (and MRN) performance

qualifications are data-driven, updated frequently, and only core performance requirements are included.

9. **Commandant (G-WP).** G-WP is the program manager for the advancement system, which uses EPQs as one of several criteria to rank order eligible personnel for advancement to the next higher pay grade.

H. **What is the future of EPQs?** Many stakeholders are interested in the future of the enlisted performance qualifications – field, headquarters program managers, Department of Defense, outside industries (e.g., United Services Military Apprenticeship Program (USMAP)), etc. Enlisted performance qualifications are to align with the Coast Guard’s future mission requirements, as they change or are created. The following major organizational changes will impact EPQs within the next five years:

1. **Joint Ratings Review Implementation (JRR).** JRR assessed 10 enlisted ratings responsible for the maintenance and operations of non-aviation electronics systems. A re-alignment of enlisted technical ratings is being implemented to better position workers to maintain and operate electronics systems. JRR created new enlisted EPQs to support workforce transition. See JRR’s web site <http://www.uscg.mil/ff21/overview> for more details.
2. **Future Force 21 (FF21).** Future Force 21 is the Coast Guard's comprehensive, evolutionary effort to change its workforce management systems to meet current and future human resource demands. FF21 is managing a number of efforts to develop systems that translate work requirements into manageable “units” including EPQs, Qualification Codes, etc.; and using them to build a specialty/hierarchy structure that can be supported into the future. See FF21’s web site for more information: <http://www.uscg.mil/ff21/overview.htm>.
3. **Deepwater Acquisition Project.** The Deepwater Project seeks to renovate, modernize, and/or replace the Coast Guard’s entire portfolio of Deepwater assets with an integrated systems approach to surface, air, C4ISR and logistics needs. For more information visit Deepwater’s web site: <http://www.uscg.mil/deepwater.htm>.

- I. **A system picture.** The below picture shows the Enlisted Performance Qualification system as *foundational* to the following related enlisted systems: advancement, evaluation and performance.

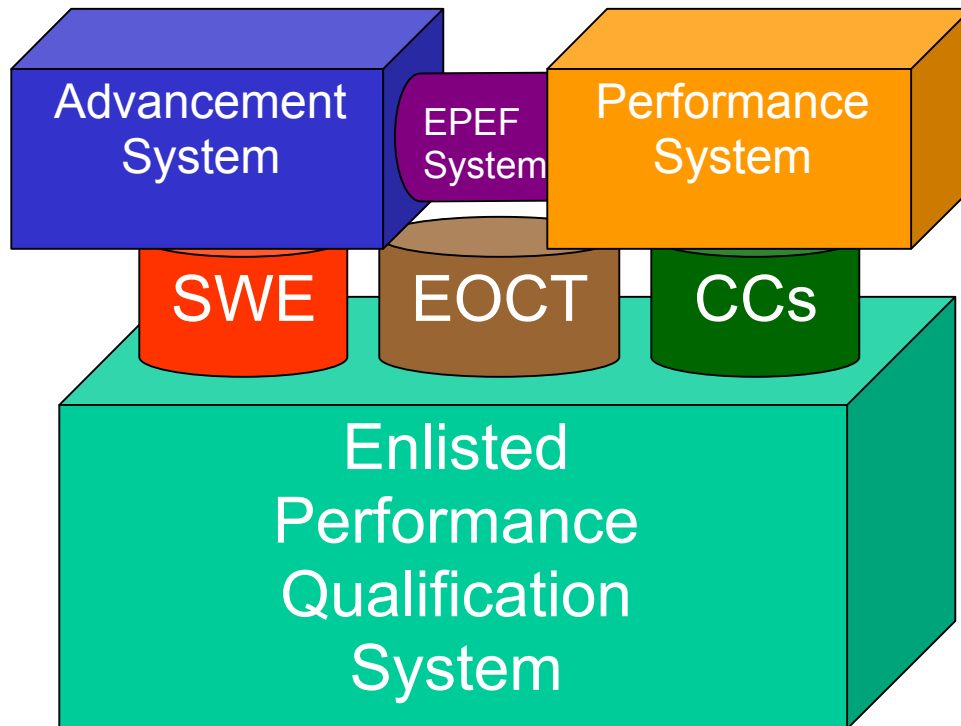


Figure 1

Key: **SWE** = Service wide exam; **EOCT** = End-of-course test; **CCs** = Correspondence Courses; **EPEF** = Enlisted Performance Evaluation Form System.

- J. **Summary.** Enlisted Performance Qualifications establish standard performance requirements for the Coast Guard enlisted workforce. Enlisted performance qualifications address the “core skills” that each enlisted person in a rating (i.e., BM3, MK2, YNCS, etc.) must perform for advancement to the next higher pay grade (E-4, E-5, E-7, etc.). There are many stakeholders, e.g., members, COs/OinCs, RFMCs, TRACENs, etc., who have unique interests, but all share one common goal – to ensure enlisted performance has standards that are current and meet the needs of Coast Guard mission requirements.

CHAPTER 2 How to use Enlisted Performance Qualifications

A. **Overview.** This information is provided to help commanding officers/officer in charge, supervisors and members use enlisted performance qualifications.

B. General Information.

1. **Record of Performance Qualifications.** This manual contains the approved Record of Performance Qualifications (Form CG-3303C (series)) for each rating. Records are arranged alphabetically and are included as TABS in Chapter 4. They are also available on Commandant (G-WTT)'s web site: <http://www.uscg.mil/hq/g-w/g-wt/g-wtt/g-wtt-2/trapol/quals.htm>.
2. **Types of Qualifications.**
 - a. Rating specific enlisted performance qualifications specify core performance standards common to all members within a rating, e.g., Machinery Technician, Storekeeper, etc.
 - b. Military specific enlisted performance qualifications, also known as MRNs, specify core performance standards common to all enlisted personnel in the Coast Guard.
3. **Major Groupings.** Three major expertise levels group enlisted performance qualifications: **Apprentice**, **Journeyman**, and **Master**. The purpose of these major groupings is to *distinguish* logical career progression points within the enlisted workforce.
 - a. Apprentice (E-2 to E-4). An apprentice will have a broad understanding of Coast Guard missions and the requisite skills needed to perform entry-level work as defined in the E-2, E-3, and E-4 EPQs. Apprentices are just learning their trade (or entry level skills, e.g., Seaman Apprentice, Fireman Apprentice, Airman Apprentice) and rely on significant mentoring, coaching and supervision. Positive motivation and incentives to support continued learning and improve on-the-job performance is essential for the apprentice.
 - b. Journeyman (E-5 and E-6). Journeyman possess the skills and experience needed to perform most complex tasks associated with their rating with little or no supervision. Journeymen are the front line technical support and operational specialists. Journeymen are proficient in all tasks associated with their rating, to include supervising junior personnel and those tasks associated with military requirements. As supervisors, they have the skills to mentor apprentices. The Journeyman continues to gain technical expertise including management and leadership.

- c. Master (E-7 to E-9). The Master level is the technical, operational and support expert in their field. They possess the skills needed to perform all complex tasks associated with their rating. At this level, the work can range from technical expert to managerial in nature. Primary responsibilities include leading and supervising enlisted personnel, coordinating training, managing resources, developing and implementing and managing strategic policies, etc. Positions such as Officer in Charge, Rating Force Master Chief, Command Master Chief and program manager, are typical assignments at the master level.
4. **Record of Performance Qualification Form Composition.** An enlisted performance qualification consists of a number, i.e., 4.01, 5.03, 7.23, etc., which is listed under an appropriate “job category”, i.e., Safety, Administration, Engineering, etc. within the Record of Performance Qualifications form.

The Record of Performance Qualifications form Identifies Enlisted performance qualifications for each pay grade by a number. Example:

4.01 - “4” equals E-4. Since it is an E-4 enlisted performance qualification, it is listed in the “Apprentice” skill expertise level. It is the first (x.01) performance qualification number under a particular job category (i.e., “Administration”, “Electronics”, etc.).

5. **Filing.** The Record of Performance Qualifications, CG Form 3303C (series) is filed in the PERSRU Personnel Data Record. It serves as the official document upon which demonstration of each performance qualification is certified complete.

C. How to use Enlisted Performance Qualifications in the field.

1. **Member.** Used as a syllabus for career progression and performance standards within the member’s rating. The enlisted member either meets the EPQ standard or does not. This is not the same as the Enlisted Performance Evaluation Form (EPEF) system, which measures a *range* of performance – or proficiency levels – that are not a part of the EPQ system.
2. **Supervisor.** Used as the standard to train for the next pay grade for subordinate personnel. Used as the performance standards for measuring subordinates’ performance on the job.
3. **Commanding Officer.** Used as a standard to measure core competency. Also used as a basis for identifying unit and/or mission specific performance requirements.

D. Administration of Enlisted Performance Qualifications.

1. Commanding Officer/Officer in Charge.

- a. Ensures that the Record of Performance qualifications is consistently and carefully administered by division officers, senior petty officers, or other persons designated by the CO/OIC as supervisors of enlisted personnel training.
- b. Prior to approving an individual for advancement, reviews the member's Record of Performance Qualifications to ensure all required and deferred (that can be reasonably performed – see paragraph 2.c. below) enlisted performance qualifications are signed off by the appropriate supervisor(s).

2. Supervisor. "Supervisor" in this manual means any senior person (E-6 or above) designated by the commanding officer/officer in charge as competent to sign off enlisted performance qualifications. The following standards apply for signing off enlisted performance qualifications:

- a. Ensure all enlisted performance qualifications are completed in accordance with the standards indicated on the Record of Performance Qualifications form. For example, enlisted performance qualifications established at the E-5 level (including E-5 MRNs), are the requirements that must be completed for all E-4 personnel in the rating seeking advancement to E-5.
- b. Ensure all enlisted performance qualifications for the next higher pay grade (including MRN) are completed prior to the service-wide examination (SWE) eligibility requirements deadline date (including any deferred EPQs that can reasonably be performed – see subparagraph c. below). The first SWE cycle for which the enlisted performance qualifications are required is indicated on the Record of Performance Qualifications.
- c. Enlisted Personnel Qualifications cannot be waived; they may be deferred if an EPQ is not practical or doable (i.e., member must travel a long distance to another unit, required equipment not available, etc.), Deferred EPQs are to be completed at a later date when it becomes practical. This means for SWE purposes the member is eligible to participate assuming all other advancement requirements have been met. For each EPQ deferred, annotate as "**deferred**" on the member's Record of Performance Qualifications, Form CG-3303C (series) and sign and date the notation. **Qualifying members are responsible to perform all enlisted performance qualifications annotated as "deferred" whenever possible.**

- d. Ensure as many references are available to members as possible. All units do not have direct access to every reference needed to perform each enlisted performance qualification. For this reason, the on-line Record of Performance Qualifications form has built in hyper-links to the reference(s) for global access via Internet/intranet. Units with Internet/intranet access should attempt to share/provide reference material when ever possible to those units without access.

3. **Member.**

- a. Have the most current copy of enlisted performance qualifications for your rating and MRN. The first SWE for which the enlisted performance qualifications are required is indicated on the Record of Performance Qualifications.
- b. Complete all enlisted performance qualifications (including any deferred EPQ still pending from previous tours) required for advancement prior to the service-wide examination (SWE) eligibility deadline date (1 August for the November SWE and 1 February for the May SWE (30 June for the 1 Oct Reservists' SWE). All SWEs are based on the enlisted performance qualifications in force for each particular SWE cycle. New editions of enlisted performance qualifications are not required for SWEs until they have been in the field for at least 6 months prior to the scheduled SWE eligibility requirements deadline date. Supervisors can assist you in verifying which enlisted personnel qualifications are applicable for a particular SWE cycle.
- c. When occupational analysis surveys are sent to you, take the time to accurately and completely fill them out. Results are used to update EPQs that shape the level of superior performance required of your rate.

CHAPTER 3 HOW TO DEVELOP ENLISTED PERFORMANCE QUALIFICATIONS

A. Input Standards. These are requirements for establishing new enlisted performance qualifications and/or implementing changes to existing enlisted performance qualifications

1. **Annual Enlisted Performance Qualifications Review.** Each year the Rating Force Master Chief and MRN program manager shall initiate an Annual Enlisted Performance Qualifications Review. The purpose of this review is to develop a plan to address the rating's enlisted performance qualification shortcomings, respond to workforce changes, etc.
 - a. Outcomes of the reviews could be:
 - (1) responses to any new developments which affect the performance qualifications and/or,
 - (2) an action plan to update qualifications. This plan shall include a list of proposed changes, their implementation time line and funding requirements for occupational analysis and training improvements. Significant changes within the rating could result from, new policy or law, technology advances, etc.
 - b. Review Process Requirements. The process owner, G-WTT, will coach the RFMC through the Enlisted Performance Qualification Review process. G-WTT will facilitate all Enlisted Performance Qualification Review meetings. G-WTT approves only EPQs meeting established standards.
 - c. Cycle Requirements. For highly technical ratings (AMT, AVT, AST, EM, ET, FT, GM, TC, and TT), unless data supports a shorter cycle, an occupational analysis is required every 3 years (minimum). For less-technical ratings (BM, DC, FS, HS, IV, MK, MST, MU, PA, PS, QM, SK, and YN), unless data supports a shorter cycle, an occupational analysis is required every 4 years (minimum). Normally, enlisted performance qualifications are generated and revised from the results of an Occupational Analysis (OA). An OA is a comprehensive report of a rating's current work.
 - d. Addition of New EPQ(s). The request for a new EPQ(s) must substantially show the need for the new requirement through analysis. Analysis may be in the form of a Front-end-analysis (FEA), Job Task Analysis (JTA), OA, etc.

2. RFMC actions to get from analysis to Enlisted Performance Qualifications:

a. Building and conducting an Occupational Analysis:

- (1) Obtain data to build an OA survey. Determine the rating's **major accomplishments**, and from those, a **preliminary task list**. A major accomplishment is an output produced by that person that contributes to a unit's mission. A task is one of the single work assignments that contribute to a major accomplishment. Collecting lists of tasks and major accomplishments will help build an effective survey for use in the OA. A panel of **Accomplished Performers** (APs) from your rating is recommended to aid in the survey by providing *competent expertise* within the fields that cover the rating's entire occupation.
- (2) Initiate an OA. OAs will be initiated and funded in accordance with reference (b).
- (3) Analysis of OA data. The OA's final report will help G-WTT/RFMC determine the current work of the rating, validate the current list of enlisted performance qualifications, place each task identified at the appropriate pay grade level, and show the percent of personnel that perform each task Coast Guard-wide.

b. Using FEA/JTA or other analysis data. FEAs/JTAs provide a narrow, yet more in-depth view of the required work and are used for determining job skills.

c. Revising enlisted performance qualifications.

- (1) Use the FEA and OA final reports to align the enlisted performance qualifications to the current world of work. The OA's final report recommends whether the task should be included as a rating specific performance qualification (which are distinguished as "core" performance requirements in a rating), a unit or mission specific qualification (PQS, JQR), or as a qualification code. Each task must be substantiated as a core competency before it can reasonably be adopted as an EPQ. Tasks not meeting basic FEA/OA criteria may be accomplished under some other "strand" qualification system, i.e., Enlisted Qualification Codes, PQS, JQR, etc.
- (2) Write new Enlisted Performance Qualifications with action, condition(s), standard(s) and supervisory guidelines (intent statements). Writing EPQs will likely require the combination of several tasks identified in the OA/JTA/FEA (as appropriate). See pages 3-3 and 3-4 for detailed instructions).

- (1) Submit new Record of Performance Qualifications for approval. *Submit* the revised Form CG-3303C (series) to Commandant (G-WTT) for approval. Include in the package a memo from the appropriate Force Management Office and supporting documentation (OA, FEA, JTA, and/or other analysis.).

SUMMARY: Build OA Survey – Initiate OA – Review OA Final Report – Include any information learned from the annual EPQs review (i.e., new acquisition(s), FEA, new policy, etc.) - Revise EPQs accordingly = “new EQPs”. Done!

B. Output Standards. All RFMCs and program managers shall deliver new and modified enlisted performance qualifications in accordance with the following output standards:

1. Products and delivery standards:

- a. New enlisted performance qualifications. Deliver new enlisted performance qualifications on the Record of Performance Qualifications Form 3303C (template) to Commandant (G-WTT) no later than the required revision date shown on the current edition of the Record of Enlisted Performance Qualifications form.
- b. Modified enlisted performance qualifications. Deliver modified enlisted performance qualifications on the Record of Performance Qualifications form template to Commandant (G-WTT). Highlight all modifications in **yellow**. Modifications include minor edits, reference updates, and/or deletion of obsolete qualifications. Provide supporting documentation (OA, FEA, JTA, and/or other significant analysis) for deletion of obsolete qualifications.

2. How to write enlisted performance qualifications:

- a. Requirements for EPQs: EPQs must contain an **action, condition(s)**, and **standard(s)** or criteria of minimum performance and in some cases, **supervisory guidelines**, which help to clarify *intent*.

(1) Action. An action is a **task** to be performed, (i.e., **update** a chart, **prepare** a purchase order, etc.) Tasks are a *single* work assignment which:

- has a statement of specific action
- has a definite beginning and end
- is observable
- is measurable
- is independent of other actions

- (2) Condition. The condition describes the **surroundings** or **circumstances** under which the task performance occurs (i.e. *normal* (routine, everyday tasks), *off normal* (tasks not produced on a predictable basis), *emergent* (tasks that have severe consequences and characterized by the need to do the task without delay)). Conditions may indicate special equipment or other resources required for performance.
 - (3) Standard. A standard is the **authorized** or **prescribed** level of performance that is considered acceptable. Standards are sometimes found in manuals, instructions, policy, law, etc., but these references must be verified to ensure they are explicit, observable and measurable.
 - (4) Supervisory Guidelines. Guidelines provide supervisors with amplifying information to evaluate the successful completion of an EPQ
- b. Use the following procedure to **write** an EPQ:
- (1) Put draft on the CG Form 3303C (series) Template. **Draft** enlisted performance qualifications onto CG Form 3303C (series) (template). Commandant (G-WTT) will provide each RFMC with an electronic version of the latest template version.
 - (2) Produce clearly written EPQs. In general, this means the member and supervisor in the field as well as the course writer at the training center understand the **intent** of all EPQs. Course developers use EPQs to produce more detailed Terminal Performance Objectives (TPOs) and Enabling Objectives (EOs) from which training is developed. (See Glossary for TPO/EO definitions). See the below example:
 - (3) Ensure efficient and effective use of references. Ensure the reference(s) cited in the enlisted performance qualification are accessible, complete (all related reference material is cross-indexed), clear, correct, consistent, and current. **Inaccurate and/or incomplete references defeat the purpose of the enlisted performance qualifications.**
 - (4) Include an accurate portrayal of conditions. Ensure that each enlisted performance qualification contains either an actual condition(s) (i.e., platform, tools, equipment, reference manuals, policy, etc.) or an accurate simulated condition in which the member performs the action.

- (5) Add Supervisory Guidelines. Include any explanatory notes that will assist the supervisor in determining intent and proper execution of the enlisted performance qualification. This section is optional.

SAMPLE MRN Enlisted Performance Qualification

1. **Task:** Don the M17-Series Field Protective Mask with Hood (PVTX.16.3).
2. **Conditions:** Given a tactical scenario in a combat environment (day and night), don the M17 series field protective mask with hood in its carrier, and a CBR alarm or order to mask.
3. **Standard:** Don M17-Series Field Protective Mask with Hood (PVTX.16.3), clear, and check the mask within 9 seconds and adjust the hood within 6 seconds (for a total of 15 seconds) as per the references (hyper-linked in the text).
4. **Evaluation guidelines for supervisor:** The Coast Guardsman is given an M17 series field protective mask with hood and presented with a recognizable CBR alarm or is ordered to mask. The Coast Guardsman must recognize standard CBR alarms and take immediate action in donning and clearing the field protective mask. The individual must temporarily hold their breath, don, and clear the field protective mask with hood within 15 seconds, and sound the alarm to fellow Coast Guardsman.

CHAPTER 4 Records of Performance Qualifications

(Place TABS beginning after this page.)

**RECORD OF PERFORMANCE QUALIFICATIONS
AMT**

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new performance qualifications assigned to their rating. Performance qualifications previously demonstrated, dated and initialed off will not be recertified. Some performance qualifications include intent statements to help clarify the requirements of the task that is to be performed.

RATING
AVIATION MAINTENANCE TECHNICIAN (Effective for the MAY 2004 Active Duty SWE)

ABBREVIATION
AMT

DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL

E-4

E-5

E-6

E-7

E-8

E-9

NAME (Last, First, Middle Initial)

SOCIAL SECURITY NUMBER

SIGNATURE OF SUPERVISOR

DATE	NAME/SIGNATURE	INITIALS	RATE	UNIT

REMARKS

RATING: AVIATION MAINTENANCE TECHNICIAN	INIT	DATE
<p>Major Duty: A. Aviation Administration and Management</p> <p>Task:</p> <p>5.A.01c Process aviation materiel IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).</p> <p>Intent: Demonstrate the ability to perform the procurement processes outlined in Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series) by properly requisitioning, handling, and disposing of aircraft parts, tools, and consumables.</p> <p>5.A.02c Submit aircraft publication change requests IAW the Aeronautical Engineering Maintenance Management Manual COMDTINST M13020.1 (series).</p> <p>Intent: Recognize discrepancies in aircraft publications, prepare the appropriate change request, and submit for evaluation.</p> <p>5.A.03c Submit an Unsatisfactory Report (UR) of Aeronautical Equipment (CG4010) IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).</p> <p>Intent: Document and forward information concerning failures of aeronautical equipment, ground support equipment, and tools.</p> <p>6.A.01c Supervise an aviation duty section IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series) and the Coast Guard Air Operations Manual, COMDTINST M3710.1 (series), The Coast Guard Organization Manual, COMDTINST M5400.7 (series) and unit directives.</p> <p>Intent: Manage an Aviation Engineering Duty Section. Determine unit needs and carry out the daily routine. Direct appropriate personnel to accomplish assigned work and to ensure all tasks are completed as scheduled. Communicate with the various shops to coordinate personnel requirements in order to complete scheduled and unscheduled maintenance outside normal working hours. Ensure that qualified aircrew members and properly configured aircraft are assigned to meet the flight schedule. Maintain the unit's readiness posture.</p> <p>Note: This performance qualification shall be signed off by the Leading Chief Petty Officer.</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: AVIATION MAINTENANCE TECHNICIAN	INIT	DATE
<p>8.A.01c Manage unit aircrew flight requirements IAW the Coast Guard Air Operations Manual, COMDTINST M3710.1 (series), the Management and Administration Of Aviation Incentive Pays, COMDTINST 7220.39 (series), and the Special Duty Assignment Pay (SDAP), COMDTINST 1430.1 (series).</p> <p>Intent: Administer the unit Hazardous Duty Incentive Pay (HDIP) and Special Duty Assignment Pay (SDAP) programs and ensure unit personnel meet minimum aircrew requirements.</p> <p>8.A.02c Manage unit Aviation Engineering Department personnel IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), the Coast Guard Air Operations Manual, COMDTINST M3710.1 (series), the Staffing Standards Manual, COMDTINST M5312.11 (series) and local directives.</p> <p>Intent: To ensure all shops, maintenance shifts, and duty sections are staffed with the correct personnel with proper qualifications to complete the mission.</p> <p>Note: This performance qualification shall be signed off by the Aviation Engineering Officer or the Leading Chief Petty Officer.</p> <p>8.A.03c MANAGE unit Aviation Enlisted Assignment Process IAW the Personnel Manual, COMDTINST M1000.6 (series) and Coast Guard Personnel Center (CGPC) Directives.</p> <p>Intent: Review the unit Personnel Allowance List (PAL) and the qualifications of assigned personnel. Coordinate with CGPC to ensure that the unit staffing needs are met through skill based assignments.</p> <p>8.A.04c Manage unit Airman Program IAW Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).</p> <p>Intent: Monitor and evaluate individual's progress through the Airman Program. Ensure all requirements have been successfully completed and documented prior to recommending individuals to attend Aviation "A" School.</p> <p>8.A.05c Manage unit personnel Qualification Codes IAW the Enlisted Qualification Codes Manual, COMDTINST M1414.9 (series).</p> <p>Intent: To ensure unit's personnel's Qualification Codes are properly documented.</p>		
NAME <i>(Last, First, Middle Initial)</i>	SOCIAL SECURITY NO.	

RATING: AVIATION MAINTENANCE TECHNICIAN	INIT	DATE
<p>Major Duty: B. Aircraft Maintenance</p> <p>Task:</p> <p>4.B.01c Document aircraft discrepancies and appropriate corrective actions IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).</p> <p>Intent: Demonstrate proficiency in maintaining aircraft logs and records, with an emphasis on the CG-4377's (series) and CG-5181 forms, and the Maintenance Discrepancy Reports (Squawks).</p> <p>4.B.02c Document scheduled and unscheduled maintenance using the Aviation Computerized Maintenance System IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).</p> <p>Intent: Properly complete maintenance documentation on an ACMS MPC.</p> <p>4.B.03c Service the following aircraft systems IAW the Aviation Computerized Maintenance System (ACMS):</p> <ul style="list-style-type: none"> • Flight Controls • Power Plants • Power Train • Aircraft Structures • Electrical • Hydraulics • Fuel • Environmental Control • Life Support • Fire Protection/Detection <p>Intent: Have a basic understanding of aircraft systems operation. Utilize standard maintenance practices and appropriate safety procedures.</p> <p>4.B.01 SERVICE aircraft power plant systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Develop entry-level skills to perform maintenance on aircraft engines.</p>		
<p>NAME (Last, First, Middle Initial)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: AVIATION MAINTENANCE TECHNICIAN	INIT	DATE
<p>4.B.02 SERVICE aircraft power train systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Develop entry-level skills to perform maintenance on aircraft power train systems (propellers, gearboxes, rotor assemblies and drive shafts).</p> <p>4.B.03 SERVICE aircraft Auxiliary Power Unit (APU) systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Develop entry-level skills to perform maintenance on aircraft APU systems.</p> <p>4.B.04 SERVICE aircraft engine start systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Develop entry-level skills to perform maintenance on aircraft engine start systems.</p> <p>4.B.05 SERVICE aircraft fuel systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Develop entry-level skills to perform maintenance on aircraft fuel systems.</p> <p>4.B.06 SERVICE aircraft lubrication systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Develop entry-level skills to perform maintenance on aircraft lubrication systems.</p> <p>4.B.07 SERVICE aircraft bleed air systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Develop entry-level skills to perform maintenance on aircraft bleed air (engine start, pressurization, anti-ice and de-ice) systems.</p> <p>4.B.08 SERVICE aircraft environmental control systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Develop entry-level skills to perform maintenance on aircraft environmental control (cabin heating, cooling and pressurization) systems.</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>SOCIAL SECURITY NO.</p>	

RATING: AVIATION MAINTENANCE TECHNICIAN	INIT	DATE
<p>4.B.09 SERVICE aircraft fire protection systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Develop entry-level skills to perform maintenance on aircraft fire protection and suppression systems, and the handling of explosive cartridges.</p> <p>4.B.10 SERVICE aircraft hydraulic systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Develop entry-level skills to perform maintenance on aircraft hydraulic systems.</p> <p>4.B.11 SERVICE aircraft flight control systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Develop entry-level skills to perform maintenance on aircraft flight control systems.</p> <p>4.B.12 SERVICE aircraft landing gear systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Develop entry-level skills to perform maintenance on aircraft landing gear systems, wheels and brakes.</p> <p>4.B.13 SERVICE helicopter hoist systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Develop entry-level skills to perform maintenance on helicopter hoist systems, and the handling of explosive cartridges.</p> <p>4.B.14 SERVICE aircraft structures IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series) and AFTO 1-1A-1, General Manual for Structural Repair.</p> <p>Intent: Develop entry-level skills in corrosion control and structural repair.</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>SOCIAL SECURITY NO.</p>	

RATING: AVIATION MAINTENANCE TECHNICIAN	INIT	DATE
<p>4.B.15 Service the electrical components of the following aircraft systems IAW the Aviation Computerized Maintenance System (ACMS):</p> <ul style="list-style-type: none"> • Power plant • Power train • Auxiliary Power Unit • Engine Start • Fuel • Lubrication • Bleed Air • Environmental Control • Fire Protection • Hydraulics • Flight Controls • Landing Gear • Helicopter Hoist <p>Intent: Develop entry-level skills to perform maintenance on aircraft systems electrical components, using volt/ohm meter and applicable system test equipment.</p> <p>5.B.01 MAINTAIN aircraft power plant systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Under minimal supervision, perform scheduled and unscheduled maintenance, and complete operational checks on aircraft engines.</p> <p>5.B.02 MAINTAIN aircraft power train systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Under minimal supervision, perform scheduled and unscheduled maintenance and complete operational checks on aircraft power train systems (propellers, gearboxes, rotor assemblies and drive shafts).</p> <p>5.B.03 MAINTAIN aircraft Auxiliary Power Unit (APU) systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Under minimal supervision, perform scheduled and unscheduled maintenance, and complete operational checks on aircraft APU's.</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>SOCIAL SECURITY NO.</p>	

RATING: AVIATION MAINTENANCE TECHNICIAN	INIT	DATE
<p>5.B.04 MAINTAIN aircraft engine start systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Under minimal supervision, perform scheduled and unscheduled maintenance, and complete operational checks on aircraft engine start systems.</p> <p>5.B.05 MAINTAIN aircraft fuel systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Under minimal supervision, perform scheduled and unscheduled maintenance, and complete operational checks on aircraft fuel systems.</p> <p>5.B.06 MAINTAIN aircraft lubrication systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Under minimal supervision, perform scheduled and unscheduled maintenance, and complete operational checks on aircraft lubrication systems.</p> <p>5.B.07 MAINTAIN aircraft bleed air systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Under minimal supervision, perform scheduled and unscheduled maintenance, and complete operational checks on aircraft bleed air systems.</p> <p>5.B.08 MAINTAIN aircraft environmental control systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Under minimal supervision, perform scheduled and unscheduled maintenance, and complete operational checks on aircraft environmental control systems.</p> <p>5.B.09 MAINTAIN aircraft fire protection systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Under minimal supervision, perform scheduled and unscheduled maintenance, and complete operational checks on aircraft fire protection and suppression systems.</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>SOCIAL SECURITY NO.</p>	

RATING: AVIATION MAINTENANCE TECHNICIAN	INIT	DATE
<p>5.B.10 MAINTAIN aircraft hydraulic systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Under minimal supervision, perform scheduled and unscheduled maintenance, and complete operational checks on aircraft hydraulic systems.</p> <p>5.B.11 MAINTAIN aircraft mechanical flight control systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Under minimal supervision, perform scheduled and unscheduled maintenance, and complete operational checks on aircraft flight control systems.</p> <p>5.B.12 MAINTAIN aircraft landing gear systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Under minimal supervision, perform scheduled and unscheduled maintenance, and complete operational checks on aircraft landing gear systems, wheels and brakes.</p> <p>5.B.13 MAINTAIN helicopter hoist systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Under minimal supervision, perform scheduled and unscheduled maintenance, and complete operational checks on helicopter hoist systems.</p> <p>5.B.14 MAINTAIN aircraft structures IAW the Aviation Computerized Maintenance System (ACMS), the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), AFTO 1-1A-1 General Manual for Structural Repair and AFTO 01-1A-509, Aircraft Weapons Systems Cleaning and Corrosion Control.</p> <p>Intent: Repair structural damage (cracks, corrosion, and impact damage) on primary and secondary aircraft structures utilizing the proper tools and equipment. Observe and follow all of the safety and procedural requirements outlined in the appropriate technical manuals. Ensure the proper documentation of all work performed.</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>SOCIAL SECURITY NO.</p>	

RATING: AVIATION MAINTENANCE TECHNICIAN	INIT	DATE
<p>6.B.01c Review Aviation Computerized Maintenance System (ACMS) data to schedule aircraft and shop maintenance IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).</p> <p>Intent: Analyze aircraft records and reports to develop a maintenance plan in order to maximize the effectiveness of maintenance and aircraft availability.</p> <p>6.B.01 TROUBLESHOOT aircraft power plant systems IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>Intent: Without supervision diagnose aircraft engine discrepancies and repair as necessary, following correct troubleshooting procedures.</p> <p>6.B.02 TROUBLESHOOT aircraft power train systems IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>Intent: Without supervision diagnose aircraft power train (propellers, gearboxes, rotor assemblies, and drive shafts) discrepancies and repair as necessary, following correct troubleshooting procedures.</p> <p>6.B.03 TROUBLESHOOT aircraft Auxiliary Power Unit (APU) systems IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>Intent: Without supervision diagnose aircraft APU discrepancies and repair as necessary, following correct troubleshooting procedures.</p> <p>6.B.04 TROUBLESHOOT aircraft engine start systems IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>Intent: Without supervision diagnose aircraft engine start system discrepancies and repair as necessary, following correct troubleshooting procedures.</p> <p>6.B.05 TROUBLESHOOT aircraft fuel systems IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>Intent: Without supervision diagnose aircraft fuel system discrepancies and repair as necessary, following correct troubleshooting procedures.</p>		
<p>NAME (<i>Last, First, Middle Initial</i>)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: AVIATION MAINTENANCE TECHNICIAN	INIT	DATE
<p>6.B.06 TROUBLESHOOT aircraft lubrication systems IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>Intent: Without supervision diagnose aircraft lubrication system discrepancies and repair as necessary, following correct troubleshooting procedures.</p> <p>6.B.07 TROUBLESHOOT aircraft bleed air systems IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>Intent: Without supervision diagnose aircraft bleed air system discrepancies and repair as necessary, following correct troubleshooting procedures.</p> <p>6.B.08 TROUBLESHOOT aircraft environmental control systems IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>Intent: Without supervision diagnose aircraft cabin heating, cooling and pressurization system discrepancies and repair as necessary, following correct troubleshooting procedures.</p> <p>6.B.09 TROUBLESHOOT aircraft fire protection systems IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>Intent: Without supervision diagnose aircraft fire protection and suppression system discrepancies and repair as necessary, following correct troubleshooting procedures.</p> <p>6.B.10 TROUBLESHOOT aircraft hydraulic systems IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>Intent: Without supervision diagnose aircraft hydraulic system discrepancies and repair as necessary, following correct troubleshooting procedures.</p> <p>6.B.11 TROUBLESHOOT aircraft flight control systems IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>Intent: Without supervision diagnose aircraft flight control system discrepancies and repair as necessary, following correct troubleshooting procedures.</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>SOCIAL SECURITY NO.</p>	

RATING: AVIATION MAINTENANCE TECHNICIAN	INIT	DATE
<p>6.B.12 TROUBLESHOOT aircraft landing gear systems IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>Intent: Without supervision diagnose landing gear, wheels and brake discrepancies and repair as necessary, following correct troubleshooting procedures.</p> <p>6.B.13 TROUBLESHOOT helicopter hoist systems IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>Intent: Without supervision diagnose hoist system discrepancies and repair as necessary, following correct troubleshooting procedures.</p> <p>6.B.14 TROUBLESHOOT aircraft structures IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>Intent: Without supervision inspect, evaluate and devise a repair scheme for aircraft structural damage (corrosion, cracks, and impact damage) on primary and secondary structures.</p> <p>7.B.01c Review completed maintenance forms, reports and instructions for compliance IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).</p> <p>Intent: To ensure that all maintenance documentation and historical information is current and correct.</p> <p>7.B.02c Manage personnel and resources to meet operational commitments IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), The Coast Guard Organizational Manual, COMDTINST M5400.7 (series), and the unit directives.</p> <p>Intent: Determine and prioritize tasking, communicate with various shops to assign personnel in order to complete work requirements, coordinate and supervise scheduled and unscheduled aircraft maintenance, and ensure aircraft availability to meet the flight schedule.</p> <p>Note: This performance qualification shall be signed off by the Aviation Engineering Officer or the Aviation Maintenance Officer.</p>		
<p>NAME (<i>Last, First, Middle Initial</i>)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: AVIATION MAINTENANCE TECHNICIAN	INIT	DATE
<p>Major Duty: C. Shop Maintenance</p> <p>Task:</p> <p>4.C.01 Repair airframe components IAW the General Manual for Structural Repair Manual TO 1-1A-1.</p> <p>Intent: Under direct supervision develop entry-level skills in order to effect repairs (lap patches, flush patches, and doublers) on aircraft components (cowling, fairings, etc.).</p> <p>4.C.02 Apply aircraft paint IAW the Organic Coatings Manual TO 1-1-8 and the Aircraft Weapons Cleaning and Corrosion Control Manual NAVAIR 01-1A-509.</p> <p>Intent: Under direct supervision preserve and protect aircraft surfaces through the proper application of aircraft paints.</p> <p>4.C.03 Repair aircraft composite components IAW the General Advanced Composite Repair Process Manual TO 1-1-690.</p> <p>Intent: Under direct supervision assess, classify, and repair damage to composite structures.</p> <p>4.C.04 Inspect aircraft components IAW the Nondestructive Inspection Methods Manual TO 33B-1-1.</p> <p>Intent: Under direct supervision detect flaws, or defects in aircraft components utilizing the Electromagnetic, Liquid Penetrate and Magnetic Particle inspection methods.</p> <p>4.C.05 Replace seals in aircraft components IAW the Aviation Computerized Maintenance System (ACMS), the Aviation Hydraulic Manual NAVAIR 01-1A-17 and applicable technical publications.</p> <p>Intent: Under direct supervision ensure the proper handling and installation of O-rings, packings and gaskets in aircraft components.</p> <p>4.C.06 Build up aircraft tire and wheel assemblies IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p> <p>Intent: Under direct supervision tear down, inspect and assemble tires and wheels.</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: AVIATION MAINTENANCE TECHNICIAN	INIT	DATE
<p>5.C.01c Preserve aircraft and shop components IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series) and the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Protect components against deterioration and damage during shipment and storage.</p> <p>5.C.02c De-Preserve aircraft and shop components IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series) and the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Return preserved components to a serviceable condition.</p> <p>5.C.01 Inspect aircraft engine internal components IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p> <p>Intent: Under minimal supervision inspect and evaluate engine components for serviceability.</p> <p>6.C.01c Perform ground/air handling, transportation and disposal of hazardous material (petro-chemical, biological) IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), the Aviation Computerized Maintenance System (ACMS), the Safety and Environmental Health Manual, COMDTINST M5100.47 (series), applicable Material Safety Data Sheets (MSDS), Air Shipping of Hazardous Material, AFJMAN 24-204, state and local regulations.</p> <p>Intent: To ensure proper procedures for the handling, shipping and disposal of hazardous material via commercial contract, or Coast Guard aircraft, are strictly adhered to.</p> <p>Major Duty: D. Line Crew</p> <p>Task:</p> <p>4.D.01c Service aircraft ground support equipment IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).</p> <p>Intent: To have a basic understanding of ground support equipment inspections, operations, and safety procedures.</p>		
<p>NAME (<i>Last, First, Middle Initial</i>)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: AVIATION MAINTENANCE TECHNICIAN	INIT	DATE
<p>4.D.02c Perform the following line crew duties IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series) and local instructions:</p> <ul style="list-style-type: none"> • Fuel (aircraft and fuel truck) • Fuel Sampling (aircraft and fuel truck) • Aircraft ground handling • Taxi Director • Aircraft wash and rinse operations • Aircraft external power operations • Fireguard • Foreign Object Damage (FOD) prevention <p>Intent: To perform flight line operations properly and safely.</p> <p>GLOSSARY</p> <p>APPLICABLE PUBLICATIONS: The appropriate aircraft system, component or general aviation instruction.</p> <p>APPLY: To put on. To use practically. To concentrate.</p> <p>BUILD UP: To construct by combining or assembling.</p> <p>DE-PRESERVE: To remove preservation materials from shipped and stored supplies and equipment, and inspect for serviceability.</p> <p>DOCUMENT: To record accurate and precise information (via hand writing or electronic means) in order to preserve historical data.</p> <p>ENTRY-LEVEL SKILLS: While under direct supervision perform: basic system operation, component identification, component removal and replacement procedures, the usage of applicable test equipment, and compliance with the appropriate safety precautions.</p> <p>INSPECT: Examine, test, measure, or evaluate people, spaces or equipment for installation, operation, and performance in accordance with established standards, specifications, drawings, technical manuals, directives, policies or other requirements.</p> <p>MAINTAIN: To preserve, fix, or keep in good repair under minimal supervision.</p>		
<p>NAME (<i>Last, First, Middle Initial</i>)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: AVIATION MAINTENANCE TECHNICIAN	INIT	DATE
<p>MANAGE: To handle or direct with a degree of skill or specialized knowledge. To exercise executive, administrative, and supervisory direction.</p> <p>PERFORM: To carry out an action or pattern of behavior.</p> <p>PREPARE: Plan, gather, and assemble information to produce a document (i.e., forms and schedules).</p> <p>PRESERVE: To protect supplies and equipment against deterioration and damage during shipment and storage.</p> <p>PROCESS: To initiate a series of actions or operations leading to a particular end.</p> <p>REPAIR: To return to airworthy status.</p> <p>REPLACE: To remove a component and install a substitute in its place.</p> <p>REVIEW: To examine a document or process for accuracy in content and/or format and report errors or updates to the author or controlling authority.</p> <p>SERVICEABLE: Usable. Ready for installation</p> <p>SERVICE: To perform minor maintenance under direct supervision.</p> <p>SUBMIT: To prepare a report or form following a defined process and forwarding it to the prescribed authority.</p> <p>TROUBLESHOOT: The process of diagnosing, locating and repairing faults in equipment by means of systematic checking or analysis without supervision.</p>		
<p>NAME (<i>Last, First, Middle Initial</i>)</p>	<p>SOCIAL SECURITY NO.</p>	

**RECORD OF PERFORMANCE QUALIFICATIONS
AVT**

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new performance qualifications assigned to their rating. Performance qualifications previously demonstrated, dated and initialed off will not be recertified. Some performance qualifications include intent statements to help clarify the requirements of the task that is to be performed.

RATING
AVIONICS TECHNICIAN (Effective for the May 2004 Active Duty SWE)

ABBREVIATION
AVT

DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL

E-4

E-5

E-6

E-7

E-8

E-9

NAME (Last, First, Middle Initial)

SOCIAL SECURITY NUMBER

SIGNATURE OF SUPERVISOR

DATE	NAME/SIGNATURE	INITIALS	RATE	UNIT

REMARKS

RATING: AVIONICS TECHNICIAN	INIT	DATE
<p>Major Duty: A. Aviation Administrative and Management</p> <p>Task:</p> <p>5.A.01c Process aviation materiel IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).</p> <p>Intent: Demonstrate the ability to perform the procurement processes outlined in the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series) by properly requisitioning, handling, and disposing of aircraft parts, tools, and consumables.</p> <p>5.A.02c Submit aircraft publication change requests IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).</p> <p>Intent: Recognize discrepancies in aircraft publications, prepare the appropriate change request, and submit for evaluation.</p> <p>5.A.03c Submit an Unsatisfactory Report (UR) of Aeronautical Equipment (CG4010) IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).</p> <p>Intent: Document and forward information concerning failures of aeronautical equipment, ground support equipment, and tools.</p> <p>6.A.01c Supervise an aviation duty section IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series) and the Coast Guard Air Operations Manual, COMDTINST M3710.1 (series), The Coast Guard Organization Manual, COMDTINST M5400.7 (series) and unit directives.</p> <p>Intent: Manage an Aviation Engineering Duty Section. Determine unit needs and carry out the daily routine. Direct appropriate personnel to accomplish assigned work and ensure all tasks are completed as scheduled. Communicate with the various shops to coordinate personnel requirements in order to complete scheduled and unscheduled maintenance outside normal working hours. Ensure qualified aircrew members and properly configured aircraft are assigned to meet the flight schedule. Maintain the unit's readiness posture.</p> <p>Note: This performance qualification shall be signed off by the Leading Chief Petty Officer.</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: AVIONICS TECHNICIAN	INIT	DATE
<p>8.A.01c Manage unit aircrew flight requirements IAW the Coast Guard Air Operations Manual, COMDTINST M3710.1 (series), the Management and Administration Of Aviation Incentive Pays, COMDTINST 7220.39 (series), and the Special Duty Assignment Pay (SDAP), COMDTINST 1430.1 (series).</p> <p>Intent: Administer the unit Hazardous Duty Incentive Pay (HDIP) and Special Duty Assignment Pay (SDAP) programs and ensure unit personnel meet minimum aircrew requirements.</p> <p>8.A.02c Manage unit Aviation Engineering Department personnel IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), the Coast Guard Air Operations Manual, COMDTINST M3710.1 (series), the Staffing Standards Manual, COMDTINST M5312.11 (series) and local directives.</p> <p>Intent: To ensure all shops, maintenance shifts, and duty sections are staffed with the correct personnel with proper qualifications to complete the mission.</p> <p>Note: This performance qualification shall be signed off by the Aviation Engineering Officer or the Leading Chief Petty Officer.</p> <p>8.A.03c MANAGE unit Aviation Enlisted Assignment Process IAW the Personnel Manual, COMDTINST M1000.6 (series) and Coast Guard Personnel Center (CGPC) Directives.</p> <p>Intent: Review the unit Personnel Allowance List (PAL) and the qualifications of assigned personnel. Coordinate with CGPC to ensure that the unit staffing needs are met through skill based assignments.</p> <p>8.A.04c Manage unit Airman Program IAW Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).</p> <p>Intent: Monitor and evaluate individual's progress through the Airman Program. Ensure all requirements have been successfully completed and documented prior to recommending individuals to attend Aviation "A" School.</p> <p>8.A.05c Manage unit personnel Qualification Codes IAW the Enlisted Qualification Codes Manual, COMDTINST M1414.9 (series).</p> <p>Intent: To ensure unit's personnel's Qualification Codes are properly documented.</p>		
NAME <i>(Last, First, Middle Initial)</i>	SOCIAL SECURITY NO.	

RATING: AVIONICS TECHNICIAN	INIT	DATE
<p>Major Duty: B. Aircraft Maintenance</p> <p>Task:</p> <p>4.B.01c Document aircraft discrepancies and appropriate corrective actions IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).</p> <p>Intent: Demonstrate proficiency in maintaining aircraft logs and records, with an emphasis on the CG-4377's (series) and CG-5181 forms, and the Maintenance Discrepancy Reports (Squawks).</p> <p>4.B.02c Document scheduled and unscheduled maintenance using the Aviation Computerized Maintenance System (ACMS) IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).</p> <p>Intent: Properly complete maintenance documentation on an ACMS MPC.</p> <p>4.B.03c Service the following aircraft systems IAW the Aviation Computerized Maintenance System (ACMS):</p> <ul style="list-style-type: none"> • Flight Controls • Power Plants • Power Train • Aircraft Structures • Electrical • Hydraulics • Fuel • Environmental Control • Life Support • Fire Protection/Detection <p>Intent: Have a basic understanding of aircraft systems operation. Utilize standard maintenance practices and appropriate safety procedures.</p>		
<p>NAME (Last, First, Middle Initial)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: AVIONICS TECHNICIAN	INIT	DATE
<p>4.B.01 Service aircraft electrical cables, wires and connectors IAW the Aircraft Computerized Maintenance System (ACMS), the Aircraft Wiring and Electronics Wiring Manual, T.O. 1-1A-14, and the Aircraft Electric and Electronic Wiring Manual, NAVAIR 01-1A-505 (series).</p> <p>Intent: Develop entry-level skills including wire identification, wire diagram interpretation, terminations and repair procedures in order to perform maintenance on aircraft wiring systems.</p> <p>4.B.02 Service aircraft electrical and electronic equipment for corrosion IAW the Aviation Computerized Maintenance System (ACMS) and NAVAIR 16-1-540.</p> <p>Intent: Develop entry-level skills to perform inspections and maintenance on corroded electrical and electronic equipment.</p> <p>4.B.03 Service the electrical and indicating components of the following aircraft systems IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications:</p> <ul style="list-style-type: none"> • Anti-Ice/De-Ice • Fuel • Power Plant • Fire Protection Detection • Landing Gear • Hydraulic/Pneumatic • Power Train • Flight Control • Environmental Control <p>Intent: Develop entry-level skills in order to perform maintenance on aircraft systems electrical and indicating components.</p> <p>4.B.04 Service aircraft AC power systems IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p> <p>Intent: Develop entry-level skills to perform maintenance on aircraft AC power systems.</p>		
<p>NAME (<i>Last, First, Middle Initial</i>)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: AVIONICS TECHNICIAN	INIT	DATE
<p>4.B.05 Service aircraft DC power systems IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p> <p>Intent: Develop entry-level skills to perform maintenance on aircraft DC power systems.</p> <p>4.B.06 Service aircraft lighting systems IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p> <p>Intent: Develop entry-level skills to perform maintenance on aircraft lighting systems.</p> <p>4.B.07 Service the following aircraft communication systems IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications:</p> <ul style="list-style-type: none"> • ICS • VHF-AM • VHF-FM • UHF • HF • Secure • SATCOM <p>Intent: Develop entry-level skills to perform maintenance on aircraft communication systems.</p> <p>4.B.08 Service the following aircraft navigation systems IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications:</p> <ul style="list-style-type: none"> • VOR/ILS • TACAN • DF • ADF • GPS • Compass • Inertial • RADALT • IFF • TCAS <p>Intent: Develop entry-level skills to perform maintenance on aircraft navigation systems.</p>		
<p>NAME (<i>Last, First, Middle Initial</i>)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: AVIONICS TECHNICIAN	INIT	DATE
<p>4.B.09 Service aircraft radar systems IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications:</p> <p>Intent: Develop entry-level skills to perform maintenance on aircraft radar systems.</p> <p>4.B.10 Service aircraft Air Data Systems (ADS) IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications:</p> <p>Intent: Develop entry-level skills to perform maintenance on aircraft ADS systems.</p> <p>4.B.11 Service aircraft Flight Director Systems (FDS) IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications:</p> <p>Intent: Develop entry-level skills to perform maintenance on aircraft FDS</p> <p>4.B.12 Service aircraft Automatic Flight Systems IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications:</p> <p>Intent: Develop entry-level skills to perform maintenance on aircraft automatic flight systems (AFCS and autopilot).</p> <p>4.B.13 Service aircraft Flight Management Systems (FMS) IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications:</p> <p>Intent: Develop entry-level skills to perform maintenance on aircraft FMS</p> <p>4.B.14 Service aircraft Flight Recording Systems IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications:</p> <p>Intent: Develop entry-level skills to perform maintenance on aircraft flight recording (voice and flight data) systems.</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>SOCIAL SECURITY NO.</p>	

RATING: AVIONICS TECHNICIAN	INIT	DATE
<p>5.B.01 Troubleshoot aircraft electrical cables, wires and connectors IAW the Aviation Computerized Maintenance System (ACMS), the Aircraft Wiring and Electronics Wiring Manual, T.O. 1-1A-14 and the Aircraft Electric and Electronic Wiring Manual, NAVAIR 01-1A-505 (series).</p> <p>Intent: Without supervision, perform scheduled and unscheduled maintenance, diagnose and repair discrepancies.</p>		
<p>5.B.02 Troubleshoot the electrical and indicating components of aircraft anti-ice/de-ice systems (electrical and pneumatic) IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p> <p>Intent: Without supervision, perform scheduled and unscheduled maintenance, diagnose and repair discrepancies.</p>		
<p>5.B.03 Maintain the electrical and indicating components of aircraft fuel systems IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p> <p>Intent: To perform scheduled and unscheduled maintenance to include calibration and operational checks.</p>		
<p>5.B.04 Maintain the electrical and indicating components of aircraft power plants IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p> <p>Intent: To perform scheduled and unscheduled maintenance to include calibration and operational checks.</p>		
<p>5.B.05 Troubleshoot the electrical and indicating components of aircraft fire detection systems IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p> <p>Intent: Without supervision, perform scheduled and unscheduled maintenance, diagnose and repair discrepancies.</p>		
<p>5.B.06 Troubleshoot the electrical and indicating components of aircraft landing gear systems IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p> <p>Intent: Without supervision, perform scheduled and unscheduled maintenance, diagnose and repair discrepancies.</p>		
<p>NAME (<i>Last, First, Middle Initial</i>)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: AVIONICS TECHNICIAN	INIT	DATE
<p>5.B.07 Maintain the electrical and indicating components of aircraft hydraulic systems IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p>		
<p>Intent: To perform scheduled and unscheduled maintenance, and operational checks.</p>		
<p>5.B.08 Maintain the electrical and indicating components of aircraft power train systems IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p>		
<p>Intent: To perform scheduled and unscheduled maintenance, and operational checks.</p>		
<p>5.B.09 Maintain the electrical and indicating components of aircraft flight control systems IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p>		
<p>Intent: To perform scheduled and unscheduled maintenance, and operational checks.</p>		
<p>5.B.10 Maintain the electrical and indicating components of aircraft environmental control systems IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p>		
<p>Intent: To perform scheduled and unscheduled maintenance, and operational checks.</p>		
<p>5.B.11 Maintain aircraft AC power systems IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p>		
<p>Intent: To perform scheduled and unscheduled maintenance, and operational checks.</p>		
<p>5.B.12 Maintain aircraft DC power systems IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p>		
<p>Intent: To perform scheduled and unscheduled maintenance, and operational checks.</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>SOCIAL SECURITY NO.</p>	

RATING: AVIONICS TECHNICIAN	INIT	DATE
<p>5.B.13 Troubleshoot aircraft lighting systems IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p> <p>Intent: Without supervision, perform scheduled and unscheduled maintenance, diagnose and repair discrepancies.</p> <p>5.B.14 Troubleshoot the following aircraft communication systems IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p> <ul style="list-style-type: none"> • ICS • VHF-AM • VHF-FM • UHF • HF • Secure • SATCOM <p>Intent: Without supervision, perform scheduled and unscheduled maintenance, diagnose and repair discrepancies.</p> <p>NOTE: Each item above must be initialed and dated individually.</p> <p>5.B.15 Maintain the following aircraft navigation systems IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p> <ul style="list-style-type: none"> • VOR/ILS • TACAN • DF • ADF • GPS • Compass • Inertial • RADALT • IFF • TCAS <p>Intent: To perform scheduled and unscheduled maintenance, and operational checks.</p> <p>NOTE: Each item above must be initialed and dated individually.</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>SOCIAL SECURITY NO.</p>	

RATING: AVIONICS TECHNICIAN	INIT	DATE
<p>5.B.16 Maintain aircraft radar systems IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p>		
<p>Intent: To perform scheduled and unscheduled maintenance, and operational checks.</p>		
<p>5.B.17 Maintain aircraft Air Data Systems (ADS) IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p>		
<p>Intent: To perform scheduled and unscheduled maintenance, and operational checks.</p>		
<p>5.B.18 Maintain aircraft Flight Director Systems (FDS) IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p>		
<p>Intent: To perform scheduled and unscheduled maintenance, and operational checks.</p>		
<p>5.B.19 Maintain aircraft Automatic Flight Systems IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p>		
<p>Intent: To perform scheduled and unscheduled maintenance, and operational checks.</p>		
<p>5.B.20 Maintain aircraft Flight Management Systems (FMS) IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p>		
<p>Intent: To perform scheduled and unscheduled maintenance, and operational checks.</p>		
<p>6.B.01c Review Aviation Computerized Maintenance System (ACMS) data to schedule aircraft and shop maintenance IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).</p>		
<p>Intent: Analyze aircraft records and reports to develop a maintenance plan in order to maximize the effectiveness of maintenance and aircraft availability.</p>		
<p>NAME (<i>Last, First, Middle Initial</i>)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: AVIONICS TECHNICIAN	INIT	DATE
<p>6.B.01 Troubleshoot the electrical and indicating components of aircraft fuel system IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p>		
<p>Intent: Without supervision, perform scheduled and unscheduled maintenance, diagnose and repair discrepancies.</p>		
<p>6.B.02 Troubleshoot the electrical and indicating components of aircraft power plant IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p>		
<p>Intent: Without supervision, perform scheduled and unscheduled maintenance, diagnose and repair discrepancies.</p>		
<p>6.B.03 Troubleshoot the electrical and indicating components of aircraft hydraulic systems IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p>		
<p>Intent: Without supervision, perform scheduled and unscheduled maintenance, diagnose and repair discrepancies.</p>		
<p>6.B.04 Troubleshoot the electrical and indicating components of aircraft power train IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p>		
<p>Intent: Without supervision, perform scheduled and unscheduled maintenance, diagnose and repair discrepancies.</p>		
<p>6.B.05 Troubleshoot the electrical and indicating components of aircraft flight control IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p>		
<p>Intent: Without supervision, perform scheduled and unscheduled maintenance, diagnose and repair discrepancies.</p>		
<p>6.B.06 Troubleshoot the electrical and indicating components of aircraft environmental control IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p>		
<p>Intent: Without supervision, perform scheduled and unscheduled maintenance, diagnose and repair discrepancies.</p>		
<p>NAME (<i>Last, First, Middle Initial</i>)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: AVIONICS TECHNICIAN	INIT	DATE
<p>6.B.07 Troubleshoot aircraft AC power systems IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p> <p>Intent: Without supervision, perform scheduled and unscheduled maintenance, diagnose and repair discrepancies.</p> <p>6.B.08 Troubleshoot aircraft DC power systems IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p> <p>Intent: Without supervision, perform scheduled and unscheduled maintenance, diagnose and repair discrepancies.</p> <p>6.B.09 Troubleshoot the following aircraft navigation systems IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p> <ul style="list-style-type: none"> • VOR/ILS • TACAN • DF • ADF • GPS • Compass • Inertial • RADALT • IFF • TCAS <p>Intent: Without supervision, perform scheduled and unscheduled maintenance, diagnose and repair discrepancies.</p> <p>NOTE: <i>Each item above must be initialed and dated individually.</i></p> <p>6.B.10 Troubleshoot aircraft radar systems IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p> <p>Intent: Without supervision, perform scheduled and unscheduled maintenance, diagnose and repair discrepancies.</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>SOCIAL SECURITY NO.</p>	

RATING: AVIONICS TECHNICIAN	INIT	DATE
<p>6.B.11 Troubleshoot aircraft Air Data Systems (ADS) IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p> <p>Intent: Without supervision, perform scheduled and unscheduled maintenance, diagnose and repair discrepancies.</p> <p>6.B.12 Troubleshoot aircraft Flight Director Systems (FDS) IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p> <p>Intent: Without supervision, perform scheduled and unscheduled maintenance, diagnose and repair discrepancies.</p> <p>6.B.13 Troubleshoot aircraft Automatic Flight Systems IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p> <p>Intent: Without supervision, perform scheduled and unscheduled maintenance, diagnose and repair discrepancies.</p> <p>6.B.14 Troubleshoot aircraft Flight Management Systems (FMS) IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p> <p>Intent: Without supervision, perform scheduled and unscheduled maintenance, diagnose and repair discrepancies.</p> <p>7.B.01c Review completed maintenance forms, reports and instructions for compliance IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).</p> <p>Intent: To ensure that all maintenance documentation and historical information is current and correct.</p>		
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RATING: AVIONICS TECHNICIAN	INIT	DATE
<p>7.B.02c Manage personnel and resources to meet operational commitments IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), The Coast Guard Organization Manual, COMDTINST M5400.7 (series), and the unit directives.</p> <p>Intent: Determine and prioritize tasking, communicate with various shops to assign personnel in order to complete work requirements, coordinate and supervise scheduled and unscheduled aircraft maintenance, and ensure aircraft availability to meet the flight schedule.</p> <p>Note: This performance qualification shall be signed off by the Aviation Engineering Officer or the Aviation Maintenance Officer.</p> <p>Major Duty: C. Shop Maintenance</p> <p>Task:</p> <p>5.C.01c Preserve aircraft and shop components IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series) and the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Protect components against deterioration and damage during shipment and storage.</p> <p>5.C.02c De-Preserve aircraft and shop components to a serviceable condition IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series) and the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Return preserved components to a serviceable condition.</p>		
<p>NAME (<i>Last, First, Middle Initial</i>)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: AVIONICS TECHNICIAN	INIT	DATE
<p>5.C.01 Perform minimum performance checks on the following systems/components IAW the applicable technical publications:</p> <ul style="list-style-type: none"> • VOR/ILS • TACAN R/T • GPS RECEIVER • VHF-AM R/T • VHF-FM R/T • UHF R/T • ICS SYSTEM <p>Intent: Utilizing applicable test equipment and publications, verify LRUs are performing to specifications.</p> <p>NOTE: <i>Each item above must be initialed and dated individually.</i></p> <p>6.C.01c Perform ground/air handling, transportation and disposal of hazardous material (petro-chemical, biological) IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), the Aviation Computerized Maintenance System (ACMS), the Safety and Environmental Health Manual, COMDTINST M5100.47 (series), applicable Material Safety Data Sheets (MSDS), Air Shipping of Hazardous Material, AFJMAN 24-204, state and local regulations.</p> <p>Intent: To ensure proper procedures for the handling, shipping and disposal of hazardous material via commercial contract, or Coast Guard aircraft, are strictly adhered to.</p> <p>7.C.01 Manage the shop Electronic Inventory Records (EIR) IAW Electronics Manual, COMDTINST M10550.25 (series).</p> <p>Intent: To ensure the EIR is correct and current.</p> <p>Major Duty: D. Line Crew</p> <p>Task:</p> <p>4.D.01c Service aircraft ground support equipment IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).</p> <p>Intent: To have a basic understanding of ground support equipment inspections, operations, and safety procedures.</p>		
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<p>4.D.02c Perform the following line crew duties IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series) and local instructions:</p> <ul style="list-style-type: none"> • Fuel (aircraft and fuel truck) • Fuel Sampling (aircraft and fuel truck) • Aircraft ground handling • Taxi Director • Aircraft wash and rinse operations • Aircraft external power operations • Fireguard • Foreign Object Damage (FOD) prevention <p>Intent: To perform flight line operations properly and safely.</p>		
<p>NAME (Last, First, Middle Initial)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: AVIONICS TECHNICIAN	INIT	DATE
<p><u>GLOSSARY</u></p> <p>APPLICABLE PUBLICATIONS: The appropriate aircraft system, component or general aviation instruction.</p> <p>APPLY: To put on. To use practically. To concentrate.</p> <p>BUILD UP: To construct by combining or assembling.</p> <p>DE-PRESERVE: To remove preservation materials from shipped and stored supplies and equipment, and inspect for serviceability.</p> <p>DOCUMENT: To record accurate and precise information (via hand writing or electronic means) in order to preserve historical data.</p> <p>ENTRY-LEVEL SKILLS: The ability to perform: basic system operation, component identification, component removal and replacement procedures, usage of applicable test equipment, and compliance to the appropriate safety precautions while under direct supervision.</p> <p>INSPECT: Examine, test, measure, or evaluate people, spaces or equipment for installation, operation, and performance in accordance with established standards, specifications, drawings, technical manuals, directives, policies or other requirements.</p> <p>MAINTAIN: To preserve, fix, or keep in good repair under minimal supervision.</p> <p>MANAGE: To handle or direct with a degree of skill or specialized knowledge. To exercise executive, administrative, and supervisory direction.</p> <p>PERFORM: To carry out an action or pattern of behavior.</p> <p>PREPARE: Plan, gather, and assemble information to produce a document (i.e., forms and schedules).</p> <p>PRESERVE: To protect supplies and equipment against deterioration and damage during shipment and storage.</p> <p>PROCESS: To initiate a series of actions or operations leading to a particular end.</p> <p>REPAIR: To return to airworthy status.</p> <p>REPLACE: To remove a component and install a substitute in it's place.</p>		
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<p>REVIEW: To examine a document or process for accuracy in content and/or format and report errors or updates to the author or controlling authority.</p> <p>SERVICEABLE: Usable. Ready for installation</p> <p>SERVICE: To perform minor maintenance under direct supervision.</p> <p>SUBMIT: To prepare a report or form following a defined process and forwarding it to the prescribed authority.</p> <p>TROUBLESHOOT: The process of diagnosing, locating and repairing faults in equipment by means of systematic checking or analysis without supervision.</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>SOCIAL SECURITY NO.</p>	

**RECORD OF PERFORMANCE QUALIFICATIONS
AST**

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new performance qualifications assigned to their rating. Performance qualifications previously demonstrated, dated and initialed off will not be recertified. Some performance qualifications include intent statements to help clarify the requirements of the task that is to be performed.

This revision to the AST EPQs only added the revised common qualifications approved at the Aviation Rating Review for AMT/AVT. Other EPQs remain unchanged and if members have completed tasks on the previous edition of the AST EPQs, then signatures should be transferred for those completed tasks to this new edition.

RATING
AVIATION SURVIVAL TECHNICIAN (Effective for the MAY 2004 Active Duty SWE)

ABBREVIATION
AST

DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL

E-4

E-5

E-6

E-7

E-8

E-9

NAME (*Last, First, Middle Initial*)

SOCIAL SECURITY NUMBER

SIGNATURE OF SUPERVISOR

DATE	NAME/SIGNATURE	INITIALS	RATE	UNIT

REMARKS

Large empty rectangular area for entering remarks.

RATING: AVIATION SURVIVAL TECHNICIAN	INIT	DATE
<p><u>PERFORMANCE QUALIFICATION FOR ADVANCEMENT</u></p> <p>Major Duty: A. Aviation Administrative and Management</p> <p>Task:</p> <p>4.A.01 Prepare and Deliver performance based rate related instruction IAW approved training methods.</p> <p>4.A.02 Complete the following Rescue Swimmer requirements IAW the Coast Guard Helicopter Rescue Swimmer Manual, COMDTINST M3710.4 (series) and the Coast Guard Air Operations Manual, COMDTINST M3710.1 (series).</p> <ul style="list-style-type: none"> • Physical training. • Lifesaving skills. • Deployment, recovery and relocation procedures. • Rescue swimmer flight operations. <p>5.A.01c Process aviation materiel IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).</p> <p>Intent: Demonstrate the ability to perform the procurement processes outlined in the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series) by properly requisitioning, handling, and disposing of aircraft parts, tools, and consumables.</p> <p>5.A.02c Submit aircraft publication change requests IAW Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).</p> <p>Intent: Recognize discrepancies in aircraft publications, prepare the appropriate change request, and submit for evaluation.</p> <p>5.A.03c Submit an Unsatisfactory Report (UR) of Aeronautical Equipment (CG4010) IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).</p> <p>Intent: Document and forward information concerning failures of aeronautical equipment, ground support equipment, and tools.</p>		
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RATING: AVIATION SURVIVAL TECHNICIAN	INIT	DATE
<p>5.A.01 Instruct aircrew members in the proper care, handling, and safe use of the following IAW the Coast Guard Air Operations Manual, COMDTINST M3710.1 (series); the Aviation Life Support Systems Manual, COMDTINST M13520.1 (series); the Pyrotechnic Screening, Marking and Countermeasure Devices Manual, NAVAIR 11-15-7; the Aviation Computerized Maintenance System (ACMS); and applicable aircraft flight publications:</p> <ul style="list-style-type: none"> • Aviation personal protective equipment IAW Aviation Life Support Systems Manual, COMDTINST M13520.1 (series); Coast Guard Air Operations Manual, COMDTINST M3710.1 (series); and ACMS. • Aerial Delivery Systems (ADS) IAW Aviation Life Support Systems Manual, COMDTINST M13520.1 (series) and applicable aircraft flight manuals. • AirDrop Rafts (ADR) IAW Aviation Life Support Systems Manual, COMDTINST M13520.1 (series) and applicable aircraft flight manuals. • Air Sea Rescue Kit (ASRK) IAW Aviation Life Support Systems Manual, COMDTINST M13520.1 (series) and applicable aircraft flight manuals. • Survival equipment IAW Aviation Life Support Systems Manual, COMDTINST M13520.1 (series). • Aircrew Life Rafts IAW Aviation Life Support Systems Manual, COMDTINST M13520.1 (series). • Aircrew survival vests IAW Aviation Life Support Systems Manual, COMDTINST M13520.1 (series). • Aircraft passenger life preservers IAW Aviation Life Support Systems Manual, COMDTINST M13520.1 (series). • Rescue equipment IAW Aviation Life Support Systems Manual, COMDTINST M13520.1 (series) and applicable aircraft flight manuals. • Aircraft emergency equipment IAW applicable aircraft flight manuals. • Aviation pyrotechnics IAW Aviation Life Support Systems Manual, COMDTINST M13520.1 (series) and NAVAIR 11-15-7. <p>5.A.02 Brief passengers in the safe use of aviation personal protective equipment and survival equipment IAW the Aviation Life Support Systems Manual, COMDTINST M13520.1 (series); the Coast Guard Air Operations Manual, COMDTINST M3710.1 (series); and applicable aircraft flight manuals.</p>		
NAME <i>(Last, First, Middle Initial)</i>	SOCIAL SECURITY NO.	

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<p>5.A.03 Instruct aircrew members in the proper procedures for aircraft emergency egress and survival IAW the Coast Guard Air Operations Manual, COMDTINST M3710.1 (series) and applicable aircraft flight manuals.</p> <p>5.A.04 Qualify as a Helicopter Rescue Swimmer IAW the Coast Guard Helicopter Rescue Swimmer Manual, COMDTINST M3710.4 (series) and the Coast Guard Air Operations Manual, COMDTINST M3710.1 (series).</p> <p>6.A.01c Supervise the helicopter rescue swimmer duty section IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series) and the Coast Guard Air Operations Manual, COMDTINST M3710.1 (series), The Coast Guard Organization Manual, COMDTINST M5400.7 (series) and unit directives.</p> <p>Intent: Manage the helicopter rescue swimmer duty section. Determine unit needs and carry out the daily routine. Direct appropriate personnel to accomplish assigned work and ensure all tasks are completed as scheduled. Communicate with various shops to coordinate personnel requirements in order to complete scheduled and unscheduled maintenance outside normal working hours. Ensure that qualified rescue swimmers and properly configured aircraft are assigned to the flight schedule. Maintain the unit's readiness posture.</p> <p>Note: This performance qualification shall be signed off by the Leading Chief Petty Officer.</p> <p>6.A.01 Describe the procedures to prevent deterioration of pyrotechnics IAW the Pyrotechnic Screening, Marking and Countermeasure Devices Manual, NAVSEA SW050-AB-MMA-010.</p> <p>6.A.02 Organize and Implement local Rescue Swimmer training program IAW the Coast Guard Helicopter Rescue Swimmer Manual, COMDTINST M3710.4 (series).</p> <p>6.A.03 Prepare pyrotechnic requisitions IAW the Conventional Ordnance Stockpile Management Manual, NAVSUP-P724 (series), Ordnance Manual, COMDTINST M8000.2 (series), and District OPLAN.</p> <p>6.A.04 Prepare ammunition transaction reports IAW the Conventional Ordnance Stockpile Management Manual, NAVSUP-P724 (series) and District OPLAN.</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>SOCIAL SECURITY NO.</p>	

RATING: AVIATION SURVIVAL TECHNICIAN	INIT	DATE
<p>7.A.01 Manage unit Rescue Swimmer training program IAW the Coast Guard Air Operations Manual, COMDTINST M3710.1 (series) and the Coast Guard Helicopter Rescue Swimmer Manual, COMDTINST M3710.4 (series).</p> <p>7.A.02 Manage unit Rescue Swimmer flight requirements IAW the Coast Guard Air Operations Manual, COMDTINST M3710.1 (series) and the Coast Guard Helicopter Rescue Swimmer Manual, COMDTINST M3710.4 (series).</p> <p>8.A.01c Manage unit aircrew flight requirements IAW the Coast Guard Air Operations Manual, COMDTINST M3710.1 (series), the Management and Administration Of Aviation Incentive Pays, COMDTINST 7220.39 (series), and the Special Duty Assignment Pay (SDAP), COMDTINST 1430.1 (series).</p> <p>Intent: Administer the unit Hazardous Duty Incentive Pay (HDIP) and Special Duty Assignment Pay (SDAP) programs, and ensure unit personnel meet minimum aircrew requirements.</p> <p>8.A.02c Manage unit Aviation Engineering Department personnel IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), the Coast Guard Air Operations Manual, COMDTINST M3710.1 (series), the Staffing Standards Manual, COMDTINST M5312.11 (series) and local directives.</p> <p>Intent: To ensure all shops, maintenance shifts, and duty sections are properly staffed.</p> <p>Note: This performance qualification shall be signed off by the Aviation Engineering Officer or the Leading Chief Petty Officer.</p> <p>8.A.03c Manage Unit Aviation Enlisted Assignment Process IAW the Personnel Manual, COMDTINST M1000.6 (series) and Coast Guard Personnel Center (CGPC) Directives.</p> <p>Intent: Review the unit Personnel Allowance List (PAL) and the qualifications of assigned personnel. Coordinate with CGPC to ensure that the unit staffing needs are met through skill based assignments.</p>		
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RATING: AVIATION SURVIVAL TECHNICIAN	INIT	DATE
<p>8.A.04c Manage unit Airman Program IAW Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).</p> <p>Intent: Monitor and evaluate individuals' progress through the Airman Program. Ensure all requirements have been successfully completed and documented prior to recommending individuals to attend Aviation "A" School.</p> <p>8.A.05c Manage unit personnel Qualification Codes IAW Enlisted Qualification Codes Manual, COMDTINST M1414.9 (series).</p> <p>Intent: To ensure accuracy of Qualification Codes documentation.</p> <p>Major Duty: B. Aircraft Maintenance</p> <p>Task:</p> <p>4.B.01c Document aircraft discrepancies and appropriate corrective actions IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).</p> <p>Intent: Demonstrate a proficiency of maintaining aircraft logs and records, with an emphasis on the CG-4377's (series) and CG-5181 forms, and the Maintenance Discrepancy reports (Squawks).</p> <p>4.B.02c Document scheduled and unscheduled maintenance using the Aviation Computerized Maintenance System (ACMS) IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).</p> <p>Intent: To have an understanding of the ACMS program (to include TCTOs). Properly complete maintenance documentation on an ACMS MPC.</p>		
<p>NAME (Last, First, Middle Initial)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: AVIATION SURVIVAL TECHNICIAN	INIT	DATE
<p>4.B.03c Service the following aircraft systems IAW the Aviation Computerized Maintenance System (ACMS):</p> <ul style="list-style-type: none"> • Flight Controls • Power Plants • Power Train • Aircraft Structures • Electrical • Hydraulics • Fuel • Environmental Control • Life Support • Fire Protection/Detection <p>Intent: Have a basic understanding of aircraft system operation to assist in aircraft maintenance. Utilize standard maintenance practices and appropriate safety procedures.</p> <p>4.B.01 Inspect aircraft safety belts, shoulder harnesses, and inertia reels IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>4.B.02 Analyze aircraft oxygen systems to the component level IAW applicable aircraft publications.</p> <p>4.B.03 Safety Wire and Shearwire aircraft equipment IAW the Aircraft Electric and Electronic Wiring Manual, NAVAIR 01-1A-505 (series) and the Aircraft and Missile Structural Hardware Manual, T.O. 1-1A-8.</p> <p>5.B.01 Service aircraft oxygen systems IAW the Aviation Computerized Maintenance System (ACMS) and applicable aircraft publications.</p> <p>5.B.02 Troubleshoot aircraft oxygen systems discrepancies to the component level IAW the Aviation Computerized Maintenance System (ACMS) and applicable aircraft publications.</p> <p>5.B.03 Instruct personnel in the safe handling and storage of cartridges and cartridge activated devices IAW the Use of Cartridge Activated Devices Manual NAVAIR 11-100-1 (series) and the Aviation Computerized Maintenance System (ACMS).</p>		
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RATING: AVIATION SURVIVAL TECHNICIAN	INIT	DATE
<p>6.B.01c Review Aviation Computerized Maintenance System (ACMS) data to schedule aircraft and shop maintenance IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).</p> <p>Intent: Analyze aircraft records and reports to develop a strategic maintenance plan in order to maximize the effectiveness of maintenance and aircraft availability.</p> <p>7.B.01c Review completed maintenance forms, reports and instructions for compliance IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).</p> <p>Intent: To ensure that all maintenance documentation and historical information is current and correct.</p> <p>7.B.02c Manage personnel and resources to meet operational commitments IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), The Coast Guard Organization Manual, COMDTINST M5400.7 (series), and the unit directives.</p> <p>Intent: Determine and prioritize tasking, communicate with various shops to assign personnel in order to complete work requirements, coordinate and supervise scheduled and unscheduled aircraft maintenance, and to ensure aircraft availability to meet the flight schedule.</p> <p>Note: This performance qualification shall be signed off by the Aviation Engineering Officer or the Aviation Maintenance Officer.</p> <p>Major Duty: C. Line Crew</p> <p>Task:</p> <p>4.C.01c Service aircraft ground support equipment IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).</p> <p>Intent: To have a basic understanding of ground support equipment inspections, operations, and safety procedures.</p>		
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RATING: AVIATION SURVIVAL TECHNICIAN	INIT	DATE
<p>4.C.02c Perform the following line crew duties IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series) and local instructions:</p> <ul style="list-style-type: none"> • Fuel (aircraft and fuel truck) • Fuel Sampling (aircraft and fuel truck) • Aircraft ground handling • Taxi Director • Aircraft wash and rinse operations • Aircraft external power operations • Fireguard • Foreign Object Damage (FOD) prevention <p>Intent: To perform flight line operations properly and safely</p> <p>Major Duty: D. Shop Maintenance</p> <p>Task:</p> <p>4.D.01 Inspect aviation rescue equipment IAW the Aviation Computerized Maintenance System (ACMS) and the Aviation Life Support Systems Manual, COMDTINST M13520.1 (series).</p> <p>4.D.02 Inspect aerial delivery survival equipment kits IAW the Aviation Computerized Maintenance System (ACMS) and the Aviation Life Support Systems Manual, COMDTINST M13520.1 (series).</p> <p>4.D.03 Inspect all personal issue protective flight equipment IAW the Aviation Computerized Maintenance System (ACMS) and the Aviation Life Support Systems Manual, COMDTINST M13520.1 (series).</p> <p>4.D.04 Repair all personal issue protective flight equipment IAW the Aviation Computerized Maintenance System (ACMS) and the Aviation Life Support Systems Manual, COMDTINST M13520.1 (series).</p> <p>4.D.05 Inspect inflatable life rafts IAW the Aviation Computerized Maintenance System (ACMS) and the Aviation Life Support Systems Manual, COMDTINST M13520.1 (series).</p> <p>4.D.06 Inspect inflatable life preservers IAW the Aviation Computerized Maintenance System (ACMS) and the Aviation Life Support Systems Manual, COMDTINST M13520.1 (series).</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>SOCIAL SECURITY NO.</p>	

RATING: AVIATION SURVIVAL TECHNICIAN	INIT	DATE
<p>4.D.07 Inspect 12 and 28 foot Aerial Delivery Systems (ADS) IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>4.D.08 Handle pyrotechnics IAW the Pyrotechnic Screening, Marking and Countermeasure Devices Manual, NAVSEA SW050-AB-MMA-010, the Conventional Ordnance Stockpile Management Manual, NAVSUP-P724 (series), and NAVSEA OP-5, Volume 1.</p> <p>4.D.09 Handle cartridge-activated devices IAW the Use of Cartridge Activated Devices Manual, NAVAIR 11-100-1 (series), the Conventional Ordnance Stockpile Management Manual, NAVSUP-P724 (series), and NAVSEA OP-5, Volume 1.</p> <p>4.D.10 Inspect and Maintain personal issue Rescue Swimmer ensembles IAW the Aviation Computerized Maintenance System (ACMS), and the Aviation Life Support Systems Manual, COMDTINST M13520.1 (series).</p> <p>4.D.11 Inspect aircraft oxygen mask IAW the Aviation Computerized Maintenance System (ACMS), and the Aviation Life Support Systems Manual, COMDTINST M13520.1 (series).</p> <p>4.D.12 Inspect emergency gaseous oxygen bottles IAW the Aviation Computerized Maintenance System (ACMS), and the Aviation Life Support Systems Manual, COMDTINST M13520.1 (series).</p> <p>4.D.13 Inspect magazines, ready service lockers and storage facilities IAW NAVSEA OP-5, Volume 1.</p> <p>4.D.14 Adjust the timing on medium-duty industrial sewing machines IAW the applicable sewing machine service manual or the Sewing Machine Manual, AFTO 34Y7-1-101.</p> <p>4.D.15 Operate medium and heavy-duty industrial sewing machines IAW the applicable sewing machine service manual or the Sewing Machine Manual, AFTO 34Y7-1-101.</p> <p>4.D.16 Lubricate medium and heavy-duty industrial sewing machines IAW the applicable sewing machine service manual or the Sewing Machine Manual, AFTO 34Y7-1-101.</p>		
NAME <i>(Last, First, Middle Initial)</i>	SOCIAL SECURITY NO.	

RATING: AVIATION SURVIVAL TECHNICIAN	INIT	DATE
<p>5.D.01c Preserve aircraft and shop components IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series) and the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Protect components against deterioration and damage during shipment and storage.</p> <p>5.D.02c De-Preserve aircraft and shop components IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series) and the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Return preserved components to a serviceable condition</p> <p>5.D.01 Repair aviation rescue equipment IAW the Aviation Computerized Maintenance System (ACMS) and the Aviation Life Support Systems Manual, COMDTINST M13520.1 (series).</p> <p>5.D.02 Repair 12 and 28 foot Aerial Delivery Systems (ADS) IAW the Aviation Computerized Maintenance System (ACMS) and the Aviation Life Support Systems Manual, COMDTINST M13520.1 (series).</p> <p>5.D.03 Build Up 12 and 28 foot Aerial Delivery Systems (ADS) IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>5.D.04 Repair air deliverable salvage pumps IAW the Aviation Computerized Maintenance System (ACMS) and the applicable Manufacturer's publications.</p> <p>5.D.05 Build Up air deliverable salvage pumps IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>5.D.06 Build Up AirDrop Rafts (ADR) IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>5.D.07 Fit aircrew members with all applicable personal protective flight equipment IAW the Aviation Life Support Systems Manual, COMDTINST M13520.1 (series) and the Aviation Computerized Maintenance System (ACMS).</p> <p>5.D.08 Inspect helicopter flotation bags IAW the Aviation Computerized Maintenance System (ACMS).</p>		
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RATING: AVIATION SURVIVAL TECHNICIAN	INIT	DATE
<p>5.D.09 Repair aircraft oxygen mask IAW the Aviation Computerized Maintenance System (ACMS), and the Aviation Life Support Systems Manual, COMDTINST M13520.1 (series).</p> <p>5.D.10 Inspect and Maintain Coast Guard Emergency Medical Technician (EMT) equipment IAW the Rescue and Survival Systems Manual, COMDTINST M10470.10 (series).</p> <p>5.D.11 Design and Fabricate special bags and covers IAW the Aviation Life Support Systems Manual, COMDTINST M13520.1 (series).</p> <p>5.D.12 Build Up Aircrew Survival Vests IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>5.D.13 Build Up Air Sea Rescue Kits (ASRK) IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>5.D.14 Repair inflatable life rafts IAW the Aviation Computerized Maintenance System (ACMS) and the Aviation Life Support Manual, COMDTINST M13520.1 (series).</p> <p>5.D.15 Inspect inflatable life preservers IAW the Aviation Computerized Maintenance System (ACMS) and the Aviation Life Support Manual, COMDTINST M13520.1 (series).</p> <p>5.D.16 Store pyrotechnics IAW the Ordnance Manual, COMDTINST M8000.2 (series) and NAVSEA OP-5, Volume 1.</p> <p>5.D.17 Store cartridge-activated devices IAW the Ordnance Manual, COMDTINST M8000.2 (series) and NAVSEA OP-5, Volume 1.</p> <p>5.D.18 Instruct personnel in shop safety procedures IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series); the Safety and Environmental Health Manual, COMDTINST M5100.47 (series); and the Aviation Life Support Systems Manual, COMDTINST M13520.1 (series).</p>		
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RATING: AVIATION SURVIVAL TECHNICIAN	INIT	DATE
<p>6.D.01c Perform ground/air handling, transportation and disposal of hazardous material (petro-chemical, biological) IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), the Aircraft Computerized Maintenance System (ACMS), the Safety and Environmental Health Manual, COMDTINST M5100.47 (series), applicable Material Safety Data Sheets (MSDS), Air Shipping of Hazardous Material, AFJMAN 24-204, state and local regulations.</p> <p>Intent: To ensure proper procedures for the handling, shipping and disposal of hazardous material via commercial contract, or Coast Guard aircraft, are strictly adhered to.</p> <p>6.D.01 Direct the security, storage, and handling of ordnance equipment IAW the Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>7.D.01 Supervise the shipment and disposal of pyrotechnics IAW the Ordnance Manual, COMDTINST M8000.2 (series), the Conventional Ordnance Stockpile Management Manual, NAVSUP-P724 (series), and applicable District OPLAN.</p>		
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RATING: AVIATION SURVIVAL TECHNICIAN	INIT	DATE
<p style="text-align: center;"><u>GLOSSARY</u></p> <p>APPLICABLE PUBLICATIONS: The appropriate aircraft system, component or general aviation instruction.</p> <p>APPLY: To put on. To use practically. To concentrate.</p> <p>BUILD UP: To construct by combining or assembling.</p> <p>DE-PRESERVE: To remove preservation materials from shipped and stored supplies and equipment, and inspect for serviceability.</p> <p>DOCUMENT: To record accurate and precise information (via hand writing or electronic means) in order to preserve historical data.</p> <p>ENTRY-LEVEL SKILLS: The ability to perform: basic system operation, component identification, component removal and replacement procedures, usage of applicable test equipment, and compliance to the appropriate safety precautions while under direct supervision.</p> <p>INSPECT: Examine, test, measure, or evaluate people, spaces or equipment for installation, operation, and performance in accordance with established standards, specifications, drawings, technical manuals, directives, policies or other requirements.</p> <p>MAINTAIN: To preserve, fix, or keep in good repair under minimal supervision.</p> <p>MANAGE: To handle or direct with a degree of skill or specialized knowledge. To exercise executive, administrative, and supervisory direction.</p> <p>PERFORM: To carry out an action or pattern of behavior.</p> <p>PREPARE: Plan, gather, and assemble information to produce a document (i.e., forms and schedules).</p> <p>PRESERVE: To protect supplies and equipment against deterioration and damage during shipment and storage.</p> <p>PROCESS: To initiate a series of actions or operations leading to a particular end.</p> <p>REPAIR: To return to airworthy status.</p>		
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<p>REPLACE: To remove a component and install a substitute in it's place.</p> <p>REVIEW: To examine a document or process for accuracy in content and/or format and report errors or updates to the author or controlling authority.</p> <p>SERVICEABLE: Usable. Ready for installation</p> <p>SERVICE: To perform minor maintenance under direct supervision.</p> <p>SUBMIT: To prepare a report or form following a defined process and forwarding it to the prescribed authority.</p> <p>TROUBLESHOOT: The process of diagnosing, locating and repairing faults in equipment by means of systematic checking or analysis without supervision.</p>		
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**RECORD OF PERFORMANCE QUALIFICATIONS
BM**

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new performance qualifications assigned to their rating. Performance qualifications previously demonstrated, dated and initialed off will not be recertified. Some performance qualifications include intent statements to help clarify the requirements of the task that is to be performed.

Members are required to pass the NAVRULES test or an approved Rules of the Road course prior to advancement to BM2.

RATING BOATSWAIN'S MATE (Effective for the NOV 2003 Active Duty and the OCT 2003 Reserve SWE)			ABBREVIATION BM
DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL			
E-4	E-5	E-6	
E-7	E-8	E-9	
NAME (Last, First, Middle Initial)			SOCIAL SECURITY NUMBER

SIGNATURE OF SUPERVISOR

DATE	NAME/SIGNATURE	INITIALS	RATE	UNIT

REMARKS

Large empty rectangular area for entering remarks.

RATING: BOATSWAIN'S MATE	INIT	DATE
<p>A. ADMINISTRATION</p> <p>4.01 MAINTAIN department or division technical publications IAW publishers' procedures.</p> <p>5.01 PREPARE the following reports for submission:</p> <ul style="list-style-type: none"> a. Ammunition Transaction Report (ATR) and Periodic Lot Report (PLR) IAW Conventional Ordnance and Stockpile Management NAVSUP P-724 and the Ordnance Manual, COMDTINST M8000.2 (series). b. AOPS-WEB/TMT IAW on-line instructions http://aops.osc.uscg.mil. c. Boat inspection reports IAW Naval Engineering Manual, COMDTINST M9000.6 (series) and Boat Inspection Report (CG Form 3022). <p>5.02 SUBMIT a requisition for supply and/or services IAW FINCEN SOP, M7000.1 (series), Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19 (series) and the Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series).</p> <p>5.03 PREPARE the following message traffic for submission:</p> <ul style="list-style-type: none"> a. LE SITREP IAW the Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series) and the Situation Reports (SITREPS), COMDTINST 16125.1 (series). b. SAR SITREP IAW U.S. Coast Guard Addendum to the United States National Search And Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series) and the Situation Reports (SITREPS), COMDTINST 16125.1 (series) <p>5.04 SEND and RECEIVE record message traffic IAW Telecommunications Manual (TCM), COMDTINST M2000.3 (series).</p> <p>6.01 VERIFY proper data entry in the following programs:</p> <ul style="list-style-type: none"> a. MISLE IAW mislenet.osc.uscg.mil. b. SARMIS IAW SARMIS On-line instructions. c. CMPLUS IAW Supply Policies and Procedures Manual (SPPM), COMDTINST M4400.19 (series) and the CMPLUS User Guide. d. AOPS-WEB/TMT IAW on-line instructions http://aops.osc.uscg.mil. <p>6.02 PREPARE department of division for MLC Compliance Inspection IAW applicable references contained within the MLC Compliance Checklist.</p>		
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<p>6.03 PROCURE supplies and/or services IAW FINCEN SOP M7000.1 (series), Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19 (series) and the Simplified Acquisitions Procedures Handbook, COMDTINST M4200.13 (series).</p> <p>INTENT: Given a written request for supplies or services determine the correct source of supply and the correct acquisition method to procure the services or supplies.</p> <p>6.04 REVIEW Enlisted Dining Facility reports for accuracy IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series).</p> <p>7.01 VERIFY a member's eligibility for a security clearance IAW the Coast Guard Military Personnel Security Program, COMDTINST M5520.12 (series).</p> <p>7.02 CONDUCT a command security brief and debrief IAW the Coast Guard Military Personnel Security Program, COMDTINST M5520.12 (series).</p> <p>B. OPERATIONS AND SEAMANSHIP</p> <p>4.01 Given the light list, charts, and local notice to mariners, VERIFY the characteristics of navigational aids IAW the United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series) and Bowditch (Pub No. 9).</p> <p>4.02 SPLICE an eye in the following lines IAW Boat Crew Seamanship Manual, COMDTINST M16114.5 (series) and Aids to Navigation Manual - Seamanship, COMDTINST M16500.21 (series)</p> <p>a. Double braided nylon. b. Three strand line.</p> <p>4.03 SEIZE/WHIP the following IAW Boat Crew Seamanship Manual, COMDTINST M16114.5 (series) and Aids to Navigation Manual - Seamanship, COMDTINST M16500.21 (series).</p> <p>a. Wire Rope. b. Line.</p>		
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RATING: BOATSWAIN'S MATE	INIT	DATE
<p>4.04 SELECT the appropriate rigging hardware for the following applications IAW Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Aids to Navigation Manual - Seamanship, COMDTINST M16500.21 (series) and NTSM 582:</p> <ul style="list-style-type: none"> a. Tow a vessel b. Secure an object to a deck c. Move an object horizontally d. Move an object vertically <p>4.05 RIG and OPERATE the following:</p> <ul style="list-style-type: none"> a. Boatswain's chair IAW BM3 CG Institute correspondence course and the Ashley Book of Knots. b. Staging IAW BM3 CG Institute correspondence course. c. Wire or Fiber block and tackle system IAW Aids to Navigation Manual - Seamanship, COMDTINST M16500.21 (series). <p>4.06 PERFORM duties as boat crewman IAW Boat Crew Training Manual, COMDTINST M16114.9 (series).</p> <p>4.07 PERFORM duties as QMOW IAW PQS/JQR and unit requirements.</p> <p>4.08 BRIEF personnel prior to and after the following:</p> <ul style="list-style-type: none"> a. Entering/Leaving a port IAW Coast Guard Navigation Standards, COMDTINST M3530.2 (series) or U. S. Coast Guard Station Operations Manual, COMDTINST M3100.6 (series). b. A Deck evolution IAW Unit Standard Operating Procedures or Coast Guard Navigation Standards, COMDTINST M3530.2 (series). <p>5.01 PERFORM as a <u>qualified</u> Coxswain on a boat listed IAW Boat Crew Training Manual, COMDTINST M16114.9 (series) OR as a <u>qualified</u> Deck Watch Officer on any cutter IAW Personnel Qualification Standard – Officer of the Deck (OOD), COMDTINST M3502.5 (series) OR as a <u>qualified</u> QMOW on any cutter IAW PQS/JQR and unit requirements.</p> <p>6.01 PERFORM as a <u>certified</u> coxswain on a boat listed IAW Boat Crew Training Manual, COMDTINST M16114.9 (series) OR as a Deck Watch Officer on any cutter IAW Personnel Qualification Standard – Officer of the Deck (OOD), COMDTINST M3502.5 (series).</p> <p>8.01 PERFORM as a Deck Watch Officer on any cutter IAW Personnel Qualification Standard – Officer of the Deck (OOD), COMDTINST M3502.5 (series) and unit requirements.</p>		
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RATING: BOATSWAIN'S MATE	INIT	DATE
<p>C. PILOTING AND NAVIGATION</p> <p>4.01 MAINTAIN charts and publications as required by the Coast Guard Navigation Standards, COMDTINST M3530.2 (series) or unit SOP IAW NIMA CATP2VOL1U and Nautical Chart and Publications Allowance for Cutters, COMDTINST M3140.5 (series).</p> <p>4.02 MAINTAIN the following unit logs and forms as required:</p> <ul style="list-style-type: none"> a. Unit Deck Logs IAW United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series) and Unit SOP. b. Radio Log IAW Telecommunications Manual (TCM), COMDTINST M2000.3 (series). c. DC Closure Log IAW NSTM 079. d. Deviation Table IAW CG Form 2596 and NSTM's. <p>4.03 SOLVE basic maneuvering board problems for course, speed, closest point of approach (CPA), time of closest point of approach (CPA), and true wind as outlined in Maneuvering Board Manual Pub No. 217.</p> <p>4.04 PERFORM the following tasks on a radar receiver IAW the manufacturer's operating instructions and Unit SOP:</p> <ul style="list-style-type: none"> a. Tune radar for maximum display performance. b. Interpret radar display data for meeting, overtaking, crossing situations, and closest point of approach (CPA). <p>4.05 COMPUTE the following:</p> <ul style="list-style-type: none"> a. Sunrise and sunset IAW Nautical Almanac and electronic media. b. Tide and currents IAW Tide and Current tables and electronic media. <p>4.06 COMPUTE gyro/compass error using Sight Reduction Tables for Marine Navigation, PUB No. 229, and the Nautical Almanac IAW Bowditch, Pub No. 9, or Dutton's Navigation and Piloting by the following means or methods:</p> <ul style="list-style-type: none"> a. Azimuth of the sun. b. Amplitude of the sun. c. Terrestrial range. d. Trial and error. 		
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<p>4.07 PERFORM the following tasks on a GPS/DGPS receiver and/or authorized unit navigation system IAW the manufacturer's operating instructions and Unit SOP:</p> <ul style="list-style-type: none"> a. Determine Latitude and Longitude. b. Establish waypoints and routes. c. Establish alarm-warning areas. d. Determine position of man overboard e. Determine cross track error. <p>4.08 FIX the vessels position using all means available IAW Coast Guard Navigation Standards, COMDTINST M3530.2 (series), Boat Crew Seamanship Manual, COMDTINST M16114.5 (series) and Bowditch, Pub No. 9:</p> <ul style="list-style-type: none"> a. Electronics (radar, DGPS, LORAN). b. Visual LOPs. c. Bottom contouring. <p>INTENT: Given a properly prepared chart, determine the vessels position on the chart using all methods available to the unit. Demonstrate proficiency in plotting fixes on the chart.</p> <p>4.09 PLOT a small boats course of travel in restricted waters applying standard navigation principles IAW Coast Guard Navigation Standards, COMDTINST M3530.2 (series), Boat Crew Seamanship Manual, COMDTINST M16114.5 (series) and Bowditch, PUB No. 9.</p> <p>INTENT: Given a properly prepared chart, perform all functions described in the applicable reference, such as: plotting fixes, plotting a DR vector, determining set and drift, determining turn bearings and ranges, determining time to turn, course to steer, nearest hazard to navigation, nearest aid to navigation, etc....</p> <p>4.10 PREPARE harbor and open ocean charts IAW Coast Guard Navigation Standards, COMDTINST M3530.2 (series), and Bowditch, PUB No. 9.</p> <p>4.11 CONSTRUCT a trackline using tactical data (advance and transfer) IAW Coast Guard Navigation Standards, COMDTINST M3530.2 (series), Dutton's and Bowditch, PUB No. 9.</p> <p>4.12 CONDUCT routine voice communications IAW Radiotelephone Communications Handbook, COMDTINST M2300.7 (series) and Telecommunications Manual (TCM), COMDTINST M2000.3 (series).</p>		
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RATING: BOATSWAIN'S MATE	INIT	DATE
<p>4.13 ENCODE Flag Signals IAW International Code of Signals, Pub 102, to include from memory the following critical signals:</p> <ul style="list-style-type: none"> a. I have a diver down; keep well clear at slow speed. b. I am taking in, or discharging, or carrying dangerous goods. c. Keep clear of me; I am maneuvering with difficulty. d. I have a pilot onboard. e. Man overboard. <p>4.14 DECODE Flag Signals IAW International Code of Signals, Pub 102, to include from memory the following critical signals:</p> <ul style="list-style-type: none"> a. Alfa. b. Bravo. c. Delta. d. Hotel. e. Oscar. <p>4.15 IDENTIFY international signal flags from memory IAW International Code of Signals, Pub 102.</p> <p>4.16 SEND and RECEIVE international flag hoist signals IAW International Code of Signals, Pub 102.</p> <p>5.01 CONDUCT operational checks on navigational equipment prior to getting underway IAW Coast Guard Navigation Standards, COMDTINST M3530.2 (series) and the Boat Operators Handbook.</p> <p>5.02 SOLVE maneuvering board problems for intercept, avoidance, and desired wind IAW Maneuvering Board Manual, Pub 217.</p> <p>5.03 PLOT a vessel's (65ft or larger) course of travel in restricted waters applying standard navigation principles IAW Coast Guard Navigation Standards, COMDTINST M3530.2 (series), and Bowditch, PUB No. 9.</p> <p>6.01 PARTICIPATE in precision anchoring IAW FXP-4, MOB-N-5-SF and MOB-S-3-SF, Bowditch, Pub No. 9, NSTM 581 (Anchoring) or Unit SOP in the following positions:</p> <ul style="list-style-type: none"> a. Nav Evaluator. b. Nav Plotter. c. Forecastle Anchor detail. 		
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<p>6.02 PARTICIPATE in low visibility navigation IAW FXP-4, MOB-N-6-SF, Bowditch, Pub No.9, or Unit SOP in the following positions:</p> <ul style="list-style-type: none"> a. Nav Evaluator. b. Nav Plotter. <p>D. MAINTENANCE</p> <p>4.01 MAINTAIN cutter and/or small boat surfaces to include hull, underwater body, decks, and all related fittings and equipment (interior/exterior) IAW Coatings and Color Manual, COMDTINST M10360.3 (series) and Boat Operators Handbook.</p> <p>4.02 VERIFY small boat is properly outfitted and operational IAW Boat Operators Handbook, Boat Outfit List, and/or Unit checklist.</p> <p>4.03 CONDUCT preventative maintenance on the following IAW the PMS Plan:</p> <ul style="list-style-type: none"> a. Small boat equipment IAW Boat Operators Handbook, Manufacturers Technical Publications, and NSTM's. b. Rescue and survival gear IAW Rescue and Survival Systems Manual, COMDTINST M10470.10 (series). c. Shore structures IAW Civil Engineering Manual, COMDTINST M11000.11 (series), and Coatings and Color Manual, COMDTINST M10360.3 (series). d. Deck equipment IAW Manufacturers Technical Publications and NSTM's. e. Tools IAW Manufacturers Technical Publications and NSTM's. f. Bridge equipment IAW Manufacturers Technical Publications and NSTM 420. g. Standing Rigging IAW Manufacturers Technical Publications and NSTM's. h. Ground tackle IAW Manufacturers Technical Publications and NSTM's. <p>4.04 CONDUCT a safety inspection of unit's load-handling equipment for safety and operability IAW Manufacturers Technical Publications, NSTM's, and Naval Engineering Manual, COMDTINST M9000.6 (series).</p> <p>5.01 INSPECT the material condition of all attached small boats IAW Coatings and Color Manual, COMDTINST M10360.3 (series), Naval Engineering Manual, COMDTINST M9000.6 (series), Boat Operators Handbook, and the Motor Lifeboat (MLB) & Utility Boat (UTB) Standardization Program Manual, COMDTINST M16114.24 (series).</p>		
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<p>5.02 MAINTAIN the following programs:</p> <ul style="list-style-type: none"> a. Respiratory Protection IAW Technical Guide: Practices for Respiratory Protection, COMDTINST M6260.2 (series). b. Hearing Conservation IAW Safety and Environmental Health Manual, COMDTINST M5100.47 (series). <p>5.02 MAINTAIN hull history and/or boat record IAW Naval Engineering Manual, COMDTINST M9000.6 (series) and Boat Management Manual, COMDTINST M16114.4 (series)</p> <p>5.04 MAINTAIN paint/flammable storage locker IAW Coatings and Color Manual, COMDTINST M10360.3 (series), NSTM 670, and Naval Engineering Manual, COMDTINST M9000.6 (series).</p> <p>6.01 MAINTAIN PMS schedules for department or division IAW Naval Engineering Manual, COMDTINST M9000.6 (series), and Manufacturers Technical Publications.</p> <p>6.02 CONDUCT a First Level inspection on unit's load-handling equipment for safety of operability IAW Naval Engineering Manual, COMDTINST M9000.6 (series).</p> <p>E. ORDNANCE</p> <p>5.01 MAINTAIN unit's small arms, ammunition and/or pyrotechnics including lockers, logs, and related equipment IAW Ordnance Manual, COMDTINST M8000.2 (series), Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series), Physical Security and Force Protection Program, COMDTINST M5530.1 (series), and the Ordnance Publication Index, COMDTINST M8000.3 (series).</p> <p>F. TRAINING</p> <p>5.01 MENTOR an unqualified individual within your department or division through the watch station qualification process using applicable PQS/JQR IAW applicable unit qualification standards.</p> <p>6.01 MANAGE departmental or divisional training program IAW Cutter Training and Qualifications Manual, COMDTINST M3502.4 (series) and/or U. S. Coast Guard Station Operations Manual, COMDTINST M3100.6 (series).</p>		
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<p>8.01 Having personally reviewed the E-4 through E-9 Boatswain's Mate Qualification Codes for accuracy and currency, SUBMIT recommendations in writing to Commandant (G-ORW) IAW Coast Guard Enlisted Qualification Codes Manual, COMDTINST M1414.9 (series).</p> <p>9.01 Having personally reviewed the E-4 through E-9 Boatswain's Mate Enlisted Performance Qualifications for accuracy and currency, SUBMIT recommendations in writing to Commandant (G-ORW) IAW Coast Guard Enlisted Qualifications Manual, COMDTINST M1414.8 (series).</p> <p>G. HONORS AND CEREMONIES</p> <p>4.01 PERFORM required honors, ceremonies, and customs relating to the following routine occurrences IAW Naval Telecommunication Procedures, NTP 13 (series) and United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series), Chapter 14:</p> <ul style="list-style-type: none"> a. Rigging and displaying of flags and pennants. b. Boatswains calls IAW Coast Guard Institute Honors and Ceremonies Course. c. Colors. d. Passing honors. e. Arrival/Departure of officials. <p>5.01 PERFORM required honors, ceremonies, and customs relating to the following unique occasions IAW Naval Telecommunication Procedures, NTP 13 (series) and United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series), Chapter 14:</p> <ul style="list-style-type: none"> a. Memorial Day b. Presidents Day c. Independence Day 		
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<p>6.01 REVIEW requirements required to conduct honors, ceremonies, and customs relating to the following unique occasions IAW Naval Telecommunication Procedures, NTP 13 (series) and United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series), Chapter 14:</p> <ul style="list-style-type: none"> a. Arrival/Departure of President of the United States or Cabinet Level Officials. b. Arrival/Departure of foreign dignitaries. c. Passing Washington's Tomb or the USS ARIZONA Memorial. d. Change of Command ceremony. e. Full Dress Ship. f. Dress Ship. 		
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**RECORD OF PERFORMANCE QUALIFICATIONS
DC**

INSTRUCTIONS Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). Personnel are required to demonstrate proficiency in all performance qualifications for higher pay grades. As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Some enlisted performance qualifications include Supervisory Guidelines (SupGuide), which will assist in clarifying the intent and proper execution of the task that is to be performed. Personnel are reminded that, although demonstration of proficiency in new performance qualifications at or below their current pay grade is not required, they will be held responsible for those qualifications in future Service Wide Examinations. It is the member's responsibility to be proficient in all currently published performance qualifications, up to and including those of their present pay grade, for their specific rating.

Note: The reference material cited in qualifications noted with an asterisk (*) has been duplicated in the correspondence courses. You are not required to purchase the commercial references cited in the qualifications marked with an asterisk. The required information for those particular qualifications can be found in the correspondence courses. All other reference material should be available through the U.S. Coast Guard Directives System Intranet site accessible at <http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/welcome.htm>, U.S. Coast Guard Directives System Internet site accessible at <http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm>, Naval Engineering – Technical Information Management System web site accessible at <http://10.38.16.120:1088/cgi-bin/WebObjects/Tims>, DC RFMC web site accessible at http://cgweb.comdt.uscg.mil/g-srf/DC_Home, your unit, or from other government sources. A list of reference material (hyperlinks provided where available) is located at the end of this Tab.

Always obey local codes and laws, follow manufacturers' operating instructions, and observe safety precautions.

This revision to the EPQs does not change any of the previous tasking. It only updates formatting, adds standards (references) and provides hyper-links to the standards (reference material). The information remains effective for present SWE cycle dates. If members have completed tasks on the previous edition of the EPQs, then signatures should be transferred for those completed tasks to this new edition.

RATING DAMAGE CONTROLMAN (Effective for the MAY 2004 Active Duty and Oct 2004 Reserve SWE)			ABBREVIATION DC
DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL			
E-4	E-5	E-6	
E-7	E-8	E-9	
NAME (Last, First, Middle Initial)			EMPLID NUMBER

SIGNATURE OF SUPERVISOR

DATE	NAME/SIGNATURE	INITIALS	RATE	UNIT

REMARKS

RATING: DAMAGE CONTROLMAN	INIT	DATE
<p>A. ADMINISTRATION</p> <p>*5.A.01 Prepare a written estimate for a minor shop project IAW MLC Standard Operating Procedures (MLCLANT SOP, MLCPAC SOP), and unit instructions.</p> <p>SupGuide: Member will estimate the resources (personnel, tools & material) required to complete a minor project which includes but are not limited to small renovations and/or carpentry, welding, or plumbing projects under \$3,000.</p> <p>5.A.02 Manage a Preventive Maintenance program IAW Naval Engineering Manual, COMDTINST M9000.6 (series), chapter 081 and 090, Damage Control PMS Manual, TP2006 (series), CMPlus User Manual, Manufacturer's Technical Instructions, and unit specific equipment maintenance requirements.</p> <p>SupGuide: The member will ensure that scheduled maintenance does not interfere with other departments or conflict with unit missions. Member will schedule and manage organizational level maintenance for a minimum of one quarter; ensuring resources (time, material, training, and special tools) are made available. Member will submit entries in CMPlus database.</p> <p>6.A.01 Verify specifications for accuracy during an availability and provide comments IAW the Naval Engineering Manual, COMDTINST M9000.6 (series), chapter 090, MLC Standard Operating Procedures (MLCLANT SOP, MLCPAC SOP), MLC Specifications (LANT SPECS, PAC SPECS) and Organization and Operating Procedures Manual, Naval Engineering Division, Maintenance & Logistic Command Pacific, MLCPACINST M9000.6 (series).</p> <p>SupGuide: Member will review Specifications for any technical shortcomings. Review will include matching CSMP's to the statement of work and ensuring all interferences are identified within the specifications. If changes are needed, member will submit change recommendations to the appropriate authority. Member will validate specs by utilizing the CSMP/ECR file and MLC standard specifications. Member will utilize contract specifications to inspect the quality of contractor workmanship, verify adherence to the specifications as required in the contract, and document status/progress of work and prepare daily progress reports.</p>		
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<p>6.A.02 Submit a written estimate for a major work project IAW the MLC Standard Operating Procedures, (MLCLANT SOP, MLCPAC SOP), Civil Engineering Manual, COMDINST M11000.11 (series), and Naval Engineering Manual, COMDTINST M9000.6 (series), chapter 090.</p> <p>SupGuide: Member will estimate the materials, resources, and interferences required to complete a major work project. A major work project is defined as a project with an estimated cost exceeding \$3,000. Member will use the estimate as a basis for completing and submitting a SSMR or CSMP.</p> <p>7.A.01 Inspect a structure IAW MLC LANT/PAC Instructions, Maintenance Assessment Guide for Coast Guard Housing, COMDTPUB 11101.21, MLC (KSE) Safety and Environmental Shore Station Checklist and Civil Engineering Manual, COMDTINST M11000.11 (series).</p> <p>SupGuide: Member will use checklists provided in the above references to inspect Coast Guard owned housing or structures. Member will use the results of the inspection to schedule/contract maintenance and to develop an SSMR file.</p> <p>B. CARPENTRY</p> <p>*4.B.01 Repair wallboard IAW Reader's Digest <i>New Complete Do-It-Yourself Manual</i>, Carpentry and Building Construction and Technical Guide: Practices for Respiratory Protection, COMDTINST M6260.2 (series).</p> <p>SupGuide: Given the following types of wallboard defects and damages, the member will perform repairs using the appropriate wallboard tools and PPE.</p> <ul style="list-style-type: none"> • Popped nails • Dented or scratched surface • Holes • Water damage <p>Member will identify the different types of wallboard and installation procedures. Finished repairs will be smooth and ready for covering (paint, wallpaper) and have an acceptable appearance. Member will take the necessary precautions to minimize the spread of wallboard and joint compound dust in the area of the repairs</p> <p>Note: Wallboard is also known as drywall and/or sheet rock.</p>		
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<p>*4.B.02 Perform preventative maintenance on stationary power tools IAW Manufacturer's Technical Instructions, Reader's Digest <i>New Complete Do-It-Yourself Manual</i>, Carpentry and Building Construction, Occupational Safety and Health Standards 29 CFR Part 1910, and unit PMS.</p> <p>SupGuide: Member will complete all PMS as per the manufacturer's instructions. All stationary power tools will be in good working condition or corrective actions taken for unserviceable tools (i.e.; frayed cords, unusual vibrations, cracked or damaged housings, smoked or burnt wiring smell, inoperable safety switches or guards). Member will ensure all fences and guards are properly installed and operate according to the above references. Member is not required to make electrical repairs.</p> <p>*4.B.03 Construct a woodworking project IAW Carpentry and Building Construction and Reader's Digest, <i>New Complete Do-It-Yourself Manual</i>.</p> <p>SupGuide: Given an illustration, sketch, plans, or an existing project to duplicate, the member will construct a woodworking project as required by unit needs. The member will utilize hand, portable, and stationary power tools as necessary to construct, join, and finish a woodworking project. Wood selection, size, use of glass, type of hardware, stain, and sealer will be at the discretion of the Supervisor. The project selected will incorporate the following woodworking fundamentals: edge joining, mitering, ripping, cross cutting, sanding, shaping, the use of adhesives and or fasteners, and staining or sealing. The project will be sound in construction, have an acceptable appearance, and may be free standing or wall mounted. Examples may include but are not limited to display cases, shelving units, or cabinets. The member will review the MSDS applicable to selected stains and sealers prior to their use.</p> <p>*4.B.04 Repair an interior door IAW Reader's Digest, <i>New Complete Do-It-Yourself Manual</i>, Carpentry and Building Construction, and Manufacturer's Technical Instructions.</p> <p>SupGuide: Member will perform repairs to residential interior doors utilizing necessary hand and portable power tools. Repairs will include but are not limited to:</p> <ul style="list-style-type: none"> • Sticking or rubbing along one or more edges. • Door does not clear flooring. • Door springs open. • Latches/locksets/closures need adjusting or replacement. <p>Upon completion of repairs the door and hardware shall operate smoothly, as intended by design and have an acceptable appearance.</p>		
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<p>*5.B.01 Install an interior door IAW Carpentry and Building Construction and Manufacturer's Technical Instructions.</p> <p>SupGuide: Member will install a residential interior door. Installation will include but is not limited to the following:</p> <ul style="list-style-type: none"> • Cutting and installing the doorframe and trim. • Installing hardware (Locksets, hinges, automatic closures). <p>Upon completion, the door must be level, plumb, open and close smoothly with all hardware operating as designed for intended use. Installation of a shipboard non-tight door or a residential pre-hung door also satisfies this performance qualification.</p> <p>*5.B.02 Construct a wall IAW Carpentry and Building Construction.</p> <p>SupGuide: Member shall frame a wall utilizing standard wood framing materials. Construction shall include all of the following:</p> <ul style="list-style-type: none"> • Reading blueprints/sketches. • Laying-out and cutting materials to specifications. • Assembling the components of the wall. • Wallboard (install). <p>Upon completion, the framed wall and components will be level and plumb, of sound construction, and fully functional for designed use.</p> <p>*5.B.03 Install trim work IAW Carpentry and Building Construction.</p> <p>SupGuide: Member will utilize available tools and equipment to cut and install interior trim components to include but not limited to; baseboards, doors, windows, and crown moldings. Installed trim will be free of gaps, firmly attached, and have acceptable appearance.</p>		
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<p>*6.B.01 Install asphalt shingles IAW Reader's Digest <i>New Complete Do-It-Yourself Manual</i>, Carpentry and Building Construction, Occupational Safety and Health Standards 29 CFR Part 1910 and Manufacturer's Technical Instructions</p> <p>SupGuide: Member will demonstrate the ability to evaluate the condition of an existing roof, determine the extent of any damage and perform repairs by one of the following methods:</p> <ul style="list-style-type: none"> • Replace damaged shingles. • Overlay existing roof with additional shingles. • Remove and replace all existing shingles. <p>Member will adhere to all safety precautions and personal protective equipment associated with roofing projects, in particular the use of ladders, scaffolding, and roof jacks.</p> <p>The installation of asphalt shingles for new roof construction satisfies the intent of this performance qualification.</p> <p>*6.B.02 Prepare a detailed plan for a construction project IAW Carpentry and Building Construction.</p> <p>SupGuide: Member will develop detailed plans for a construction project. Plans consist of a scaled drawing with a materials list. Plans will include floor, wall, roof, and stair and handrail details as necessary. Member will incorporate local building codes and acceptable industry practices in the plans. Examples of projects plans can include, but are not limited to: exterior decks, out buildings (sheds, garages, storage).</p> <p>C. CHEMICAL, BIOLOGICAL, AND RADIOLOGICAL (CBR) WARFARE DEFENSE</p> <p>4.C.01 Test for the presence of CBR contaminants IAW Naval Warfare Publication 3-20.31 (series), Naval Ships' Technical Manual, chapters 470 and 070, Manufacturer's Technical Instructions, and Unit CBR Bill.</p> <p>SupGuide: In a simulated CBR environment the member will set up and operate unit CBR detection equipment to test for the presence of Chemical, Biological, and Radiological contaminants. Member must follow all safety precautions and procedures as outlined in the references, including proper donning of unit CBR personal protective equipment (PPE). Member will demonstrate the procedures for performing gross surveys, detailed monitoring, and proper marking and isolation of contaminated areas in accordance with the above references.</p>		
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<p>4.C.02 Perform self-aid and buddy-aid for CBR contamination IAW Naval Warfare Publication 3-20.31 (series), Naval Ships' Technical Manual, chapters 470 and 070, Manufacturer's Technical Instructions, and Unit CBR Bill.</p> <p>SupGuide: In a simulated CBR environment the member must recognize symptoms associated with exposure to CBR agents. The member will select and administer (SIMULATED) the correct self-aid treatment, which may include the use of Atropine, 2 Pam Chloride, NAPP, and CANA.</p> <p>5.C.01 Decontaminate personnel and materiel IAW Naval Warfare Publication 3-20.31 (series), Naval Ships' Technical Manual, chapters 470 and 070, Manufacturer's Technical Instructions, and Unit CBR Bill.</p> <p>SupGuide: In a simulated CBR environment, the member will set up and process personnel through a Contamination Control Area and Decontamination (CCA/Decon) station. Member will coordinate the procedures for simulated gross and detailed decontamination of unit materiel and equipment as outlined in the above references.</p> <p>D. COMPARTMENTATION</p> <p>4.D.01 Maintain shipboard closures IAW Damage Control PMS Manual, TP2006, Naval Ships' Technical Manual, chapters 600, and 604, NAVSEA Publication S9169-AW-DCB-010 and NAVSEA web sites (see reference material for hyperlinks).</p> <p>SupGuide: Member will inspect watertight closures for wear, ease of operation, and seal (chalk test), and make necessary adjustments, repairs, and replacement of components to return closures to operable watertight condition. Typical non-tight shipboard door problems include: sticking or rubbing along one or more edges, sprung open fittings, or latches/locksets/closures needing adjusting or replacement.</p> <p>5.D.01 Verify material conditions of readiness IAW Naval Warfare Publication 3-20.31; Naval Engineering Manual, COMDTINST M9000.6 (series), chapter 079, Naval Ships' Technical Manual, chapter 079 vol 2, and unit DC Closure Log.</p> <p>SupGuide: Member will ensure the specified material conditions of readiness are properly set inport, during normal underway steaming, and during General Emergency & General Quarters. Member will review the unit's DC Closure Log for proper entries of fittings opened in violation of the prescribed material condition.</p>		
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<p>5.D.02 Review Compartment Check-off Lists (CCOL's) IAW the Naval Engineering Manual, COMDTINST M9000.6 (series) chapter 079 and Naval Ships' Technical Manual, chapter 079 vol 2.</p> <p>SupGuide: Member will verify unit CCOL's for format, verify compartment numbers, fitting numbers and classifications, the accessibility/location of CCOL. Member will ensure that CCOL's correspond with the unit DC plates and DC book, and submit changes and make corrections as appropriate.</p> <p>E. DAMAGE CONTROL</p> <p>4.E.01 Apply each of the following pipe patches to a low pressure piping system IAW the Naval Ships' Technical Manual, chapter 079 vol 2 and Manufacturer's Technical Instructions.</p> <ul style="list-style-type: none"> • Jubilee patch • Soft patch • Synthoglass <p>SupGuide: Given simulated damage to low pressure piping systems and a pipe patching kit, the member will demonstrate by action the procedures for applying each of the above pipe patches. Member must identify the characteristics, limitations and safety precautions associated with each type of patch.</p> <p>4.E.02 Fabricate the following types of shoring IAW Naval Ships' Technical Manual, chapter 079 vol 2.</p> <ul style="list-style-type: none"> • Mechanical • Wood <p>SupGuide: Given simulated damage, a shoring kit and shoring material, the member will layout, cut, and erect each type (I, H & K-type) of shoring as applicable for the imposed damage. Member will demonstrate the use of wedges, shoals, and strongbacks to construct shoring. Member must identify the limitations and characteristics for each type of shoring and the safety associated with erecting shoring.</p>		
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<p>4.E.03 Dewater a space using portable pumps/eductors IAW Naval Ships' Technical Manual, chapter 079 vol 2 and Manufacturer's Operating Instructions.</p> <p>SupGuide: Member will demonstrate by action the ability to set up and operate portable dewatering pumps and eductors (portable and installed) assigned to their unit. Members will identify the characteristics, limitations, and safe-operating procedures associated with each pump/eductor. At a minimum the member will set up and operate a P-100 and utilize a portable eductor.</p> <p>4.E.04 Apply each of the following plugs and patches to underwater hull damage IAW Naval Ships' Technical Manual, chapter 079 vol 2.</p> <ul style="list-style-type: none"> • Box • Plate • Bucket • Plugs & Wedges • Rags, Oakum <p>SupGuide: Given scenarios of simulated underwater hull damage along with a plugging and patching kit, the member will demonstrate by action the ability to make emergency repairs utilizing each of the plugs and patches listed above. Member will identify the characteristics, and limitations with plugging and patching.</p> <p>5.E.01 Restore a vital piping system (Firemain) by isolating & bypassing damage IAW Naval Ships' Technical Manual, chapters 555 vol 1 and 079 vol 2.</p> <p>SupGuide: Member will demonstrate by action the ability to use DC plates to locate valves and isolate or bypass simulated damage to the minimum extent possible to a firemain system. Member will demonstrate by actions the procedures for rigging a temporary jumper between fire hose stations or by special jumper flanged connections to bypass a damaged section of firemain.</p>		
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<p>F. FIREFIGHTING</p> <p>4.F.01 Combat each of the following classes of fire IAW Naval Ships' Technical Manual, chapters 077, 079 vol 2 and 555 vol 1, Naval Engineering Manual, COMDTINST M9000.6 (series), chapter 555 Firefighting, Naval Warfare Publication 3.20-31, Machinery Space Firefighting Doctrine for Class Bravo Fires, COMDTINST M9555.1 (series), Shipboard- Helicopter Operational Procedures Manual, COMDTINST M3710.2 (series), and unit specific Fire Doctrine.</p> <ul style="list-style-type: none"> • Alpha • Bravo • Charlie • Delta <p>SupGuide: Given simulated class A, B, C and D fires, the member will demonstrate by action the appropriate procedures and use of equipment for combating each class of fire. Member will demonstrate the donning and use of Personal Protective Equipment (PPE, OBA, SCBA, FFG) associated with fire fighting, selection of the appropriate extinguishing agent/s, fixed or portable, (AFFF, CO2, PKP, Halon, water), effective fire fighting techniques (initial action, accessing the space, reporting, advancing on the fire, fire containment, reflash watch). Member will demonstrate how to set and maintain smoke and fire boundaries.</p>		
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<p>5.F.01 Perform post fire procedures IAW Naval Ships' Technical Manual, chapters 074 vol 3, 079 vol 2 and 555 vol 1, Naval Engineering Manual, COMDTINST M9000.6 (series), chapters 555 Firefighting and 077 Safety, Machinery Space Firefighting Doctrine for Class Bravo Fires, COMDTINST M9555.1 (series), Shipboard- Helicopter Operational Procedures Manual, COMDTINST M3710.2 (series), Naval Warfare Publication 3-20.31, and unit Fire Doctrine.</p> <p>SupGuide: Under simulated post fire conditions of a shipboard fire, the member will perform the following post fire procedures for Class A, B, C and D fires as outlined in the above references:</p> <ul style="list-style-type: none"> • Overhaul: Check for all possible areas of fire spread; incorporate the use of thermal imaging equipment to trace hidden fires and hot spots. • Post-Fire Desmoking: Desmoke using natural, portable, or installed ventilation. • Atmospheric Testing: Use unit's atmospheric testing equipment, test for the presence of oxygen, combustibles, and toxins. • Dewatering: Use unit portable and/or installed dewatering equipment to remove firefighting water from the space. <p>6.F.01 Manage the unit fire prevention program IAW (For Afloat Units) Naval Ships' Technical Manual, chapters 074 vol 1, 074 vol 3, 079 vol 2, 555 vol 1 and 670, Naval Warfare Publication 3-20.31, and unit instructions, (For Shore Units) Safety and Environmental Health Manual, COMDTINST M5100.47 (series).</p> <p>SupGuide: Member will coordinate unit familiarization training with local fire departments, ensure MOU with fire department is on file and current; perform unit inspections to ensure good housekeeping and proper stowage of Hazmat and Hazwaste. Inspect ready fire fighting equipment (extinguishers and hose stations). Ensure safe hot work procedures are followed and general fire prevention awareness exists throughout the unit.</p>		
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<p>G. PLUMBING</p> <p>*4.G.01 Repair piping systems IAW Naval Ships Technical Manual, chapter 505, Modern Plumbing, and Reader's Digest, <i>New Complete Do-It-Yourself Manual</i>.</p> <p>SupGuide: Given an actual or simulated damaged/deteriorated section of pipe, the member will remove and replace the affected section of pipe. The member will demonstrate by action the ability to join PVC (solvent weld), steel (thread), and copper (solder) piping. Upon the completion of repairs, the system must operate as designed without leaks and returned to original condition. Demonstration of simulated repairs in a shop setting will satisfy the intent of this performance qualification. The task must include cutting and assembling several sections of piping and fittings to predetermined dimensions using the methods stated above.</p> <p>*4.G.02 Repair conventional toilets, urinals, sinks, and shower fixtures IAW Modern Plumbing, and Reader's Digest, <i>New Complete Do-It-Yourself Manual</i>.</p> <p>SupGuide: Given an actual or simulated malfunctioning fixture, the member will demonstrate by actions the ability to disassemble, inspect, diagnose, and replace worn or damaged components of one or more of the above plumbing fixtures. Upon completion the fixture will operate as designed.</p> <p>*4.G.03 Clear (Unclog) drain, waste and vent (DWV) pipes IAW Modern Plumbing, Reader's Digest, <i>New Complete Do-It-Yourself Manual</i>, and Manufacturer's Technical Instructions.</p> <p>SupGuide: Member will demonstrate by action the operation of drain clearing tools (snake, plunger, water ram, and auger). Member will demonstrate the use of blue prints to determine the location of and access to a clog in a piping system.</p> <p>*5.G.01 Install plumbing fixtures IAW Modern Plumbing, Reader's Digest, <i>New Complete Do-It-Yourself Manual</i>, and Manufacturer's Technical Instructions.</p> <p>SupGuide: Member will install at least one of the following fixtures as applicable at their unit: sink, toilet, urinal, or shower. Member will make connections to supply, drain, waste, and vent piping as required by local codes and acceptable industry practices. Upon completion, the fixtures will be securely installed at the appropriate level, fully functional, and have an acceptable appearance.</p>		
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<p>5.G.02 Repair vacuum flush toilets and urinals IAW Manufacturer's Technical Instructions.</p> <p>Intent: Member must diagnose symptoms of a malfunctioning vacuum flush assembly, replace/repair defective components and return the fixture to full operation.</p> <p>*5.G.03 Install appliances IAW Modern Plumbing, Manufacturer's Technical Instructions, Equipment Tag-Out Procedures, COMDTINST 9077.1 (series) and Reader's Digest, <i>New Complete Do-It-Yourself Manual</i>.</p> <p>SupGuide: Member will install at least one of the following appliances as applicable to their unit: Garbage disposal, Hot Water Heater (gas or electric), Dishwasher, or Ice Maker. Member will install associated supply, drain, waste, and vent piping and tubing as required. Member will demonstrate by action the appropriate electrical and gas safety procedures associated with installing appliances (Lockout/Tag out).</p> <p>*6.G.01 Design the renovation or new installation of a piping system IAW Modern Plumbing, Reader's Digest, <i>New Complete Do-It-Yourself Manual</i>, and Naval Ships Technical Manual, chapter 505.</p> <p>SupGuide: Given a plumbing renovation or new installation project for a piping system, the member will design an efficient plumbing system that will conserve materials, is easily serviced, and of adequate size for supply and drainage. Member will select the appropriate materials, fittings, and fixtures to ensure system design meets end use requirements. Local codes shall be researched and implemented into the design as required.</p> <p>H. WELDING & CUTTING</p> <p>*4.H.01 Repair a piping system using silver brazing process IAW Modern Plumbing, Naval Ships' Technical Manual, chapters 074 vol 1, 074 vol 3, and 505, Naval Engineering Manual COMDTINST M9000.6 (series), chapters <i>074 Welding & 077 Safety</i> and Technical Guide: Practices for Respiratory Protection COMDTINST M6260.2 (series).</p> <p>SupGuide: The member will demonstrate by action the ability to silver braze pipe, fittings, and filler metals, determine the correct solders and fluxes required. Member will inspect and set up oxy-fuel equipment associated with silver brazing. Demonstrate the proper use of Personal Protective Equipment (PPE) and associated hot work safety procedures. Simulated repairs in a shop setting will satisfy the intent of this performance qualification. The member must be tasked with cutting and assembling several sections of piping and fittings to predetermined dimensions.</p>		
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<p>*4.H.02 Cut mild steel using oxy- fuel equipment for the following tasks IAW Naval Ships' Technical Manual chapters 074 vol 1 and 074 vol 3, Technical Guide: Practices for Respiratory Protection COMDTINST M6260.2 (series), Naval Engineering Manual, COMDTINST M9000.6 (series), chapters 074 Welding and 077 Safety, and Modern Welding.</p> <ul style="list-style-type: none"> • Remove Components • Fabrication <p>SupGuide: Member will demonstrate by action the ability to remove existing mild steel components (i.e. brackets, hardware, pad eyes) from decks, bulkheads, or overheads. The member will also demonstrate the skills to cut mild steel (i.e. mild steel plating, channel iron, I-beam, or angle iron) for project fabrication. The member will demonstrate proper equipment set up and selection for various cutting applications, equipment maintenance, safe hot work procedures, and personal protective equipment associated with oxy-fuel equipment and cutting.</p> <p>*4.H.03 Cut metal using plasma equipment for the following tasks IAW Naval Ships' Technical Manual, chapters 074 vol 1 and 074 vol 3, Technical Guide: Practices for Respiratory Protection M6260.2 (series), Naval Engineering Manual, COMDTINST M9000.6 (series) chapters 074 Welding and 077 Safety and Modern Welding.</p> <ul style="list-style-type: none"> • Remove Components • Fabrication <p>SupGuide: Member will demonstrate the skills with plasma equipment to remove metal components (i.e. brackets, hardware, pad eyes) from decks, bulkheads, or overheads and cut various metals for project fabrication. The member will demonstrate proper equipment set up and site preparations for various cutting applications, equipment maintenance, safe hot work procedures, and personal protective equipment associated with plasma cutting.</p>		
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<p>*4.H.04 Assemble mild and stainless steel projects using the shielded metal arc-welding (SMAW) process IAW Naval Ships' Technical Manual, chapters 074 vol 1 and 074 vol 3, Technical Guide: Practices for Respiratory Protection M6260.2 (series), Naval Engineering Manual, COMDTINST M9000.6 (series) chapters <i>074 Welding</i> and <i>077 Safety and Modern Welding</i>.</p> <p>SupGuide: Member will demonstrate by action the ability to weld (join) mild and stainless steel in all four positions (flat, horizontal, vertical, and overhead). The member will demonstrate proper equipment set up and site preparations for various SMAW applications, correct filler metal selection, equipment maintenance, safe hot work procedures, and personal protective equipment associated with SMAW equipment.</p> <p>Projects may include, but are not limited to:</p> <ul style="list-style-type: none"> • New fabrication (i.e.: brackets, shelving/storage units) • Minor structural repairs • Hull repairs above waterline • Handrail and stanchion replacements/fabrication • Stainless steel shoulder pins (water tight door) <p>Welding horizontal pipe that is not rotated satisfies flat, vertical, and overhead positions.</p> <p>*5.H.01 Inspect welds using non-destructive testing (NDT) methods IAW Naval Ships' Technical Manual, chapters 074 vol 1, 074 vol 2, and 074 vol 3; and Modern Welding.</p> <p>SupGuide: Member shall perform one or more of the listed NDT methods as applicable with unit resources.</p> <ul style="list-style-type: none"> • Visual Inspection • Penetrate Testing • Magnetic Particle <p>Upon completion, member shall identify weld defects, causes, and recommend corrective actions to eliminate weld defects.</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>EMPLID NUMBER</p>	

RATING: DAMAGE CONTROLMAN	INIT	DATE
<p>*6.H.01 Fabricate stainless steel projects using the gas tungsten arc-welding (GTAW) process IAW Naval Ships' Technical Manual, chapters 074 vol 1 and 074 vol 3, Technical Guide: Practices for Respiratory Protection M6260.2 (series), Naval Engineering Manual, COMDTINST M9000.6 (series) chapters <i>074 Welding</i> and <i>077 Safety and Modern Welding</i>.</p> <p>SupGuide: Member will demonstrate by action the ability to use the GTAW process to weld (join) stainless steel in all four positions (flat, horizontal, vertical, and overhead) for project fabrication. The member will demonstrate proper equipment set up and site preparations for stainless steel GTAW applications, equipment maintenance, safe hot work procedures, and personal protective equipment associated with the GTAW process.</p> <p>*6.H.02 Fabricate mild steel projects using the gas metal arc-welding (GMAW) process IAW Naval Ships' Technical Manual, chapters 074 vol 1 and 074 vol 3, Technical Guide: Practices for Respiratory Protection M6260.2 (series), Naval Engineering Manual, COMDTINST M9000.6 (series) chapters <i>074 Welding</i> and <i>077 Safety and Modern Welding</i>.</p> <p>SupGuide: Member will demonstrate by action the ability to use the GMAW process to weld (join) mild steel in all four positions (flat, horizontal, vertical, and overhead), for project fabrication. The member will demonstrate proper equipment set up and site preparations for mild steel GMAW applications, equipment maintenance, safe hot work procedures, and personal protective equipment associated with the GMAW process.</p> <p>Welding horizontal pipe that is not rotated incorporates flat, vertical, and overhead positions.</p> <p>*6.H.03 Replace mild steel watertight fittings using shielded metal arc welding (SMAW) IAW Naval Ships' Technical Manual Chapter 074 Vol 1 and 3, Technical Guide: Practices for Respiratory Protection, COMDTINST M6260.2 (series), Modern Welding, and NAVSEA Websites (see reference material for hyperlinks).</p> <p>SupGuide: Member shall remove existing fitting, prepare surface area, and install new fitting using the SMAW process. Fitting to be replaced may be a WT door, hatch, or scuttle. Site preparation shall involve surface area to be welded, hot work procedures and personnel protection. Upon completion, fitting should pass necessary non-destructive test and operate smoothly.</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>EMPLID NUMBER</p>	

RATING: DAMAGE CONTROLMAN	INIT	DATE
<p>GLOSSARY</p> <p>APPLY: To put on.</p> <p>CLEAR: To free from obstruction (Open).</p> <p>COMBAT: to strive to reduce or eliminate.</p> <p>CONSTRUCT: To assemble (welding, plumbing, or carpentry) materials and components of a project.</p> <p>CUT: To divide material to a determined size or shape for use in repairs or construction or to remove material from a structure.</p> <p>DECONTAMINATE: To remove or neutralize CBR contamination.</p> <p>DESIGN: To plan by making preliminary sketch, outline, or drawing.</p> <p>DEWATER: To remove water from a shipboard compartment.</p> <p>EXTINGUISH: To put out.</p> <p>FABRICATE: To design, layout, cut, and assemble a repair or construction of a project.</p> <p>INSPECT: Examine, test, measure, or evaluate spaces or equipment for installation, operation, and performance in accordance with established industry standards, specifications, drawings, technical manuals, directives, policies, or other requirements.</p> <p>INSTALL: To place a new component in position for service or use. (i.e. windows, doors, floorings, roof coverings, plumbing fixtures, and appliances.)</p> <p>MAINTAIN: To preserve, fix, or keep in good repair and working order.</p> <p>MANAGE: To handle or direct with a degree of skill or specialized knowledge. To exercise executive, administrative, and supervisory direction.</p> <p>PPE: Personal Protective Equipment</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>EMPLID NUMBER</p>	

RATING: DAMAGE CONTROLMAN	INIT	DATE
<p>PERFORM: To begin and carry out through completion.</p> <p>REPAIR: To restore to serviceable condition.</p> <p>REPLACE: To remove an existing item and substitute with a new or workable item.</p> <p>RESTORE: To put back into use, service, or return to original condition.</p> <p>REVIEW: To examine a document or process for accuracy in content and/or format and report errors or updates to the author or controlling authority.</p> <p>SCHEDULE: To develop a plan, based on time, for allocating resources, people and equipment, and scheduling deadline to accomplish assigned tasks.</p> <p>SUBMIT: To prepare a report or form following a defined process and forwarding to the prescribed authority.</p> <p>TEST: To check for the presence, type, and location of contaminants.</p> <p>VERIFY: To confirm or establish the accuracy of.</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>EMPLID NUMBER</p>	

RATING: DAMAGE CONTROLMAN	INIT	DATE
<p>REFERENCE MATERIAL (hyperlink provided where available)</p> <p>Carpentry and Building Construction – Glencoe/McGraw-Hill, Phone 1-800-334-7344 or 972-224-1111</p> <p>Civil Engineering Manual, COMDINST M11000.11 (series)</p> <p>CMPlus User Manual</p> <p>Damage Control PMS Manual, TP2006 (series)</p> <p>DC Closure Log</p> <p>Equipment Tag-Out Procedures, COMDTINST 9077.1 (series)</p> <p>Machinery Space Firefighting Doctrine for Class Bravo Fires, COMDTINST M9555.1 (series)</p> <p>Maintenance Assessment Guide for Coast Guard Housing, COMDTPUB 11101.21</p> <p>Manufacturer’s Technical Instructions</p> <p>MLC (KSE) Safety and Environmental Shore Station Checklist</p> <p>MLC LANT/PAC Instructions</p> <p>MLC Specifications (LANT SPECS, PAC SPECS go to “Platform Support”)</p> <p>MLC Standard Operating Procedures (MLCLANT SOP, MLCPAC SOP)</p> <p>Modern Plumbing - Goodheart-Wilcox Co., phone 1-800-323-0440 or 708-687-5000</p> <p>Modern Welding – Goodheart-Wilcox Co., phone 1-800-323-0440 or 708-687-5000</p> <p>Naval Engineering Manual, COMDTINST M9000.6 (series)</p> <p>Naval Ships’ Technical Manual, chapters 070, 074 vol 1, 074 vol 2, 074 vol 3, 077, 079 vol 2, 470, 505, 555 vol 1, 600, 604, and 670</p>		
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<p>Naval Warfare Publication 3-20.31 (series)</p> <p>NAVSEA web sites concerning watertight enclosures at: http://www.navsea.navy.mil/sea05z7 & http://www.navsea.navy.mil/03w/doorswi1.pdf</p> <p>NAVSEA Publication S9169-AW-DCB-010</p> <p>Occupational Safety and Health Standards 29 CFR Part 1910</p> <p>Organization and Operating Procedures Manual, Naval Engineering Division, Maintenance & Logistic Command Pacific, MLCPACINST M9000.6 (series). Go to "SOPs" for MLC Instructions.</p> <p>Reader's Digest <i>New Complete Do-It-Yourself Manual</i>, ISBN 0-89577-378-3</p> <p>Safety and Environmental Health Manual, COMDTINST M5100.47 (series)</p> <p>Shipboard- Helicopter Operational Procedures Manual, COMDTINST M3710.2 (series)</p> <p>Technical Guide: Practices for Respiratory Protection, COMDTINST 6260.2(series)</p> <p>Unit CBR Bill</p> <p>Unit Specific PMS</p> <p>Unit Fire Doctrine.</p> <p>Unit Specific Equipment Maintenance Requirements.</p> <p>The use of the Internet to research building, plumbing, and welding codes is highly encouraged. There are numerous web sites that provide guidance for acceptable building, construction, plumbing, and welding industry practices.</p> <p>Additional information for Damage Controlman and their supervisors can be found on the following websites:</p> <p>MCPOCG's Website accessible at http://www.uscg.mil/hq/mcpocg/default.htm</p> <p>MLCLANT/PAC, your servicing CEU, Afloat Training Groups, and Area Training Teams are also excellent sources of information for Damage Control related information.</p>		
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U. S. DEPARTMENT OF
HOMELAND SECURITY
U.S. COAST GUARD
CG-3303C-8 (Rev. 02-03)

**RECORD OF PERFORMANCE QUALIFICATIONS
EM**

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new performance qualifications assigned to their rating. Performance qualifications previously demonstrated, dated and initialed off will not be recertified. Some performance qualifications include intent statements to help clarify the requirements of the task that is to be performed.

This revision to the EM EPQs does not change any of the previous tasking. It only adds references and provides links to reference material. Therefore the SWE effective dates remain unchanged and if members have completed tasks on the previous edition of the EM EPQs, then signatures may be transferred for those completed tasks to this new edition.

RATING ELECTRICIAN'S MATE (Effective for the NOV 2002 Active Duty and the OCT 2003 Reserve SWE)		ABBREVIATION EM
DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL		
E-4	E-5	E-6
E-7	E-8	E-9
NAME (Last, First, Middle Initial)		SOCIAL SECURITY NUMBER

SIGNATURE OF SUPERVISOR

DATE	NAME/SIGNATURE	INITIALS	RATE	UNIT

REMARKS

RATING: ELECTRICIAN'S MATE	INIT	DATE
<p>A. ADMINISTRATION</p> <p>4.01 Prepare and maintain Megger Card Files IAW the Naval Engineering Manual, COMDTINST <u>M9000.6</u> (series), and <u>CMPlus</u> User Manual.</p> <p><i>Intent: The member should understand the purpose for insulation resistance to ground trend analysis. The member should ensure appropriate insulation resistance to ground entries are made on megger cards and follow procedures for reporting negative trends.</i></p> <p>4.02 Maintain portable electrical tools log IAW applicable unit Preventative Maintenance System (PMS).</p> <p><i>Intent: The member should maintain an accurate inventory of all portable tools at your unit and identify the personnel responsible for them. The member should track the portable electrical tools and make entries required by the Preventative Maintenance System for portable electrical tool checks.</i></p> <p>4.03 Maintain the tag-out and instrument log IAW the Equipment Tag-out Procedure, COMDTINST <u>9077.1</u> (series).</p> <p><i>Intent: The member should ensure information entered into the log is correct, including the serial numbering system, the list of Authorizing Officers, and blank pages are available for entries, in both Engineering and Operations tag-out logs and IAW published guidelines.</i></p> <p>5.01 Research part numbers and prices for parts needed at your unit IAW the Supply and Policy Procedures Manual, COMDTINST <u>M4400.19A</u> (series) and <u>CMPlus</u> User Manual and <u>FEDLOG</u> user manual and tutorial.</p> <p><i>Intent: The member should identify current part number, source of supply, price, and availability for consumables and material required for corrective and preventative maintenance using FED LOG & CM Plus IAW published guidelines.</i></p> <p>5.02 Prepare a procurement request IAW the Supply and Policy Procedures Manual, COMDTINST <u>M4400.19A</u> (series), <u>CMPlus</u> User Manual and LUMS.</p> <p><i>Intent: The member should prepare required forms for obtaining parts through both commercial and federal supply systems IAW published guidelines.</i></p>		
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<p>5.03 Perform the following within your unit Preventative Maintenance Program IAW the Naval Engineering Manual, COMDTINST <u>M9000.6</u> (series) and/or <u>CMPlus</u> User Manual, for electrical equipment.</p> <ul style="list-style-type: none"> a. Provide recommended updates to the Preventative Maintenance System. b. Review current Maintenance Procedure Cards (MPC's) for accuracy. c. Schedule unit PMS. d. Submit required PMS reports. <p><i>Intent: The member should understand how to complete changes to, review accuracy of, schedule, and submit reports for, Preventative Maintenance System procedures. The member should ensure that the procedures are carried out and appropriate information is entered into the CM Plus maintenance tracking system IAW published guidelines.</i></p> <p>5.04 Audit the tag-out log IAW the Equipment Tag-out Procedure, COMDTINST <u>9077.1</u> (series).</p> <p><i>Intent: The member should ensure that information entered into the tag out log is accurate, including the proper equipment name, tag locations, currently authorized personnel signatures are entered on the tags and the log, the serial number sequence is maintained, and the audit entry is completed IAW published guidelines.</i></p> <p>6.01 Prepare and submit a divisional budget IAW all current Coast Guard and Unit instructions.</p> <p><i>Intent: The member should use historical budgetary data, pending unit projects, and current unit shortfalls to submit a budget via your chain of command.</i></p> <p>6.02 Prepare a Current Ship's Maintenance Project (CSMP) IAW the Naval Engineering Manual, COMDTINST <u>M9000.6</u> (series).</p> <p><i>Intent: The member should draft and submit an accurate CSMP for their own unit's upcoming dockside or dry-dock availability, ensuring all applicable specifications are addressed, the proper drawings are used as reference, cost estimates are obtained, safety and habitability concerns are addressed, and the project description accurately reflects the scope of work required.</i></p>		
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<p>6.03 Prepare and maintain Machinery History files IAW the Naval Engineering Manual, COMDTINST <u>M9000.6</u> (series), and/or <u>CMPlus</u> User Guide.</p> <p><i>Intent: The member should understand the purpose of maintaining Machinery history files. The member should inventory Machinery History cards to ensure all equipment prescribed by the Preventative Maintenance System is monitored. The member should ensure appropriate maintenance entries are made on the cards and make the appropriate Machinery History entries into CM Plus, ensuring all prescribed data is entered.</i></p> <p>6.04 Prepare the following casualty report (CASREP) messages IAW the Casualty Reporting (CASREP) Procedures (Material), COMDTINST <u>M3501.3</u> (series), Operational Reports, NWP 1-03.1 chapter 2 (series), MLC Standard Operating Procedures (<u>MLCLANT SOP</u>, <u>MLCPAC SOP</u>), and <u>CMPlus</u> User Manual.</p> <p>a. Initial b. Update c. Correction d. Cancellation</p> <p><i>Intent: The member should be able to demonstrate the ability to initiate, modify, and complete a Maintenance Action and the series of CASREP messages associated with the Maintenance Action, on failed equipment at your unit.</i></p> <p>6.05 Submit an Allowance Change Request (ACR) via Chain of Command to ELC, IAW applicable CALMS/<u>MICA</u> manuals.</p> <p><i>Intent: The member should be able to determine the proper quantity and type of renewal parts or consumables, storage requirements, and prepare the information IAW published guidelines to correct discrepancies in the Combined Onboard Spare Parts Allowance.</i></p> <p>7.01 Compare the contents of an approved Current Ships Maintenance Project (CSMP), or Shore Side Maintenance Request (SSMR) with the associated Statement of Work, IAW the Naval Engineering Manual, COMDTINST <u>M9000.6</u> (series), MLC specifications (<u>LANT SPECS</u>, <u>PAC SPECS</u>), and the Civil Engineering Manual, COMDTINST M11000.11 (series).</p> <p><i>Intent: The member should be able to compare the CSMP, or SSMR to contained in the Statement of Work to ensure the proper drawings, references & materials have been used and safety considerations are properly addressed and installation is correctly located.</i></p>		
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<p>B. GENERAL</p> <p>4.01 Operate the following test equipment as part of a maintenance or repair procedure on Coast Guard equipment IAW the Manufacturers Technical Manuals and Naval Ships Technical Manual, Chapter <u>491</u>, Electrical Measuring and Test Instruments.</p> <ul style="list-style-type: none"> a. Analog multimeter b. Clamp-on ammeter c. Digital multimeter d. Megohmmeter e. Phase sequence indicator f. Portable voltage tester <p><i>Intent: The member should demonstrate the proper use of test equipment to measure AC and DC voltage, AC and DC current, resistance, insulation-resistance-to-ground of electrical circuits and the correct phase sequence on multi-phase electrical circuits, ensuring all safety precautions are followed.</i></p> <p>4.02 Install the following connectors as part of a maintenance or repair procedure on Coast Guard equipment IAW the Electronics Installation and Maintenance Handbook (EIMB) Standards, NAVSEA 0910-LP-003-9770, <u>MIL-HDBK-1277</u> Handbook for Splices, Terminals, Terminal Boards, Binding Posts, Terminal Junctions Systems, Wire Caps; Electrical, and DOD-STD-2003 (SH) Electric Plant Installation Standard Methods for Surface Ships and Submarines, Section <u>5</u> (Connectors).</p> <ul style="list-style-type: none"> a. BNC (crimp) b. Crimp-on lugs and connectors c. MOLEX d. Multipin cannon plugs e. RS-232 f. Solder-on lugs and connectors g. UHF connector to coax <p><i>Intent: The member should understand the proper use of crimping tools, diagonal pliers, linemans pliers, and wire strippers to install the above connectors on cable ends to ensure proper continuity of an electrical circuit dependant upon application. In addition, the member should understand the proper application/situation for each connector used.</i></p>		
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<p>4.03 Using the following references, <u>MIL-HDBK-299 (SH)</u> Cable Comparison Handbook, Data Pertaining to Electric Shipboard Cable including <u>Notice 1</u>, IEEE STD 45, Naval Ships Technical Manual, Chapter <u>300</u> Electric Plant-General, Chapter <u>310</u> Power Generators and Conversion Equipment, Chapter <u>320</u> Electric Power Distribution Systems, Chapter <u>330</u> Lighting, <u>MIL-HDBK-290</u> Standard Electrical Symbols List including <u>Notice 1</u>, and DOD-STD-2003 (SH) Electric Plant Installation Standard Methods for Surface Ships and Submarines, Sections <u>1</u> (Cable), <u>2</u> (Equipment), <u>3</u> (Penetrations), <u>4</u> (Cableways), <u>5</u> (Connectors), install the proper wire and cable system as part of a maintenance or repair procedure on Coast Guard equipment, including the following components:</p> <ul style="list-style-type: none"> a. Bandings b. Cable c. Cable tags d. Connections e. Hangers f. Junction box g. Plugs h. Transits <p><i>Intent: The member should understand the proper installation procedures of wiring and cables from a load to a source. The member must determine the wiring/cable type, current requirement for the load, allowable voltage drop, cable length, suspension type and requirement, connections and protection, depending upon environmental conditions.</i></p>		
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<p>4.04 Given an electronic print and corresponding electronic components of Coast Guard equipment (for example Variable DC power supply, OWS, Gyro compass control circuit, Tank Level Indicator signal distribution card), troubleshoot a printed circuit board to component level IAW <u>MIL-HDBK-198</u>, Capacitors, Selection And Use Of, <u>MIL-HDBK-199</u> Resistors, Selection And Use Of, and <u>MIL-HDBK-5961A</u> List of Standard Semiconductor Devices, to include the following components.</p> <ul style="list-style-type: none"> a. Capacitor b. Diode c. Inductor d. Resistor e. Silicon Controlled Rectifier f. Transistor <p><i>Intent: The member should understand the function of each component in the circuit to determine the cause of the component failure. The member should be able to explain nominal circuit operation including being able to analyze both AC and DC circuits using Ohm's Law, Kirchhoff's Law, etc., to determine expected electrical values, identify all failure symptoms and follow logical procedures to isolate the faulty component. The member must identify the lowest repairable failed component. The member must identify all tools, test equipment, and supplies required. The test equipment must include a digital multimeter, and an oscilloscope.</i></p> <p>4.05 Given the proper soldering equipment, renew a two lead (resistor, capacitor, diode, etc.) component IAW Coast Guard Module Test and Repair (MTR) Program, COMDTINST <u>4790.2</u> (series).</p> <p><i>Intent: The member should demonstrate the proper procedure for renewing the above components, ensuring all applicable safety precautions including Electro-Static Discharge protection, dust protection, and fume protection and proper soldering practices.</i></p>		
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RATING: ELECTRICIAN'S MATE	INIT	DATE
<p>5.01 Verify rotating machine speed using a hand held tachometer IAW Manufacturers Technical Manual, Naval Ships Technical Manual, Chapter <u>235</u> Electric Propulsion Installations, Chapter <u>491</u> Electrical Measuring and Test Instruments, and Chapter <u>504</u> Pressure Temperature and Other Mechanical and Electromechanical Measuring Instruments.</p> <p><i>Intent: The member should understand the relationship between the generator speed and generator frequency. The member should be able to measure the rotating speed of a generator using a handheld tachometer and using appropriate formula calculate the expected frequency for comparison to the nominal generator frequency.</i></p> <p>5.02 Troubleshoot the following sensors and/or transducer types as part of a maintenance, or repair procedure on Coast Guard equipment IAW Manufacturers Technical Manual, Naval Ships Technical Manual <u>504</u> Pressure Temperature and Other Mechanical and Electromechanical Measuring Instruments, and <u>MIL-HDBK-298</u> Selection, Installation and Troubleshooting of Resistance Thermometers and Thermocouple Sensors:</p> <ul style="list-style-type: none"> a. 4-20mA b. RTD c. Thermocouple <p><i>Intent: The member should understand the theory of operation of the above sensors and transducer types for monitoring pressure, flow, vacuum, and temperature. The member should be able to demonstrate the proper procedure for locating a faulted sensor or transducer. The member should be able to demonstrate the procedure for checking the calibration of suspect sensors or transducers, and affect repairs or adjust the sensor or transducer to restore the circuit to proper operation.</i></p>		
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<p>C. SAFETY</p> <p>4.01 Don required safety equipment for the following:</p> <ul style="list-style-type: none"> a. Battery maintenance IAW the Naval Ships Technical Manual, Chapter <u>313</u>, Portable Storage and Dry Batteries. b. Repair Party Electrician IAW Naval Ships Technical Manual, Chapter <u>555 Volume 1</u> Surface Ship Firefighting. c. Volatile lamps IAW the Naval Ships Technical Manual, Chapter <u>422</u>, Navigation and Signal Lights. d. Working aloft IAW the Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat, <u>OPNAVINST 5100.19</u> (series). <p><i>Intent: The member should identify the proper safety equipment required for working on the above systems, or conditions. The member should ensure the proper inspection of safety equipment is completed prior to donning the above safety equipment and performing maintenance on the above systems.</i></p> <p>4.02 Dispose of batteries IAW the Hazardous Waste Management Manual, COMDTINST <u>M16478.1</u> (series) and Naval Engineering Manual, COMDTINST <u>M9000.6</u> (series).</p> <p><i>Intent: The member should understand the safety requirements to be considered when disposing of both primary and secondary cells, or batteries. The member should understand the requirement for stowing and packaging different battery types, paying particular attention to chemical reactivity, which can occur if dissimilar battery types are stowed together. The member should understand the requirements to properly package and stow batteries for shipment to the disposal sight, following all applicable published guidelines. The member should complete all required paperwork required for proper battery disposal, ensuring all applicable published guidelines are followed.</i></p>		
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<p>4.03 Dispose of lamps IAW the Naval Ships Technical Manual, Chapter <u>330</u> Lighting, and the Hazardous Waste Management Manual, COMDTINST M16478.1 (series).</p> <p><i>Intent: The member should understand the safety requirements when disposing of all lamp types, paying particular attention to potential release of hazardous waste, including mercury, to the environment. Particular attention should also be paid to the potential for explosion on High Intensity Discharge and searchlight bulbs. The member should properly package and stow all lamp types for shipment to the disposal sight, following all applicable published guidelines. The member should complete all required paperwork required for proper lamp disposal, ensuring all applicable published guidelines are followed.</i></p> <p>4.04 Perform a Tag-Out IAW the Equipment Tag-Out Procedure, COMDTINST 9077.1 (series).</p> <p><i>Intent: The member should understand the requirements for equipment tag-out of all engineering systems. The member should demonstrate the ability to open all sources of power to the circuit, closing all valves on a liquid, or pneumatic system, disabling all starting devices for rotating machines, and disabling/enabling mechanical lockout systems. The member should demonstrate an equipment tag-out acting as the person attaching the tag and as the person checking the tag. The member should demonstrate an equipment tag-in acting as the person removing the tag and as the person checking the tag removal. The member should understand when the equipment or system could be placed back in operation. The member should understand the requirements for acting as the Authorizing Officer. The member should understand the requirements for acting as a Repair Activity Representative.</i></p> <p>4.05 Perform a portable electric tool safety check IAW the Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat, <u>OPNAVINST 5100.19</u> (series), and the Naval Ships Technical Manual, Chapter <u>300</u> Electric Plant-General.</p> <p><i>Intent: The member should be able to understand the causes and effects of insulation breakdown on portable tools. The member should determine the safety state of portable electrical tools, including the insulation resistance to ground and the resistance of the ground conductor from the case to the ground terminal. The member should demonstrate the procedures for conducting a portable electric tool safety check and identify those conditions under which a portable electric tool would fail the safety check following all Preventative Maintenance Procedures.</i></p>		
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<p>D. AUXILIARY CONTROL SYSTEMS</p> <p>4.01 Troubleshoot the common faults associated with an auxiliary equipment control circuit as part of a maintenance, or repair procedure on Coast Guard equipment IAW Manufacturers Technical Manual and the Naval Ships Technical Manual, Chapter <u>221</u> Boilers, Chapter <u>300</u> Electric Plant-General, Chapter <u>430</u> Interior Communications Installations, Chapter <u>504</u> Pressure Temperature and Other Mechanical and Electromechanical Measuring Instruments, Chapter <u>510</u> Heating Ventilating and Air Conditioning Systems for Surface Ships, Chapter <u>516</u> Refrigeration Systems, and Chapter <u>593</u> Pollution Control, to include the following components:</p> <ol style="list-style-type: none"> a. Float switch b. Flow switch c. Interlock d. Level switch e. Limit switch f. Pressure switch g. Proximity switch h. Relay i. Solenoid j. Temperature switch k. Thermal expansion valve l. Timer <p><i>Intent: The member should understand the theory of operation and intended purpose of the above components in auxiliary control circuits. The member should demonstrate the proper procedure for determining faulted control circuit components, renewal of the defective components, and/or adjustment of the components to restore the circuit to proper operation.</i></p> <p>5.01 Troubleshoot the electrical components of a steering system IAW the Manufacturers Technical Manual, Naval Ships Technical Manual, Chapter <u>562</u> Surface Ship Steering Systems and <u>MIL-HDBK-225A</u> Synchros Description and Operation.</p> <p><i>Intent: The member should understand the theory of operation of a steering system to determine the cause of the failure. The member should be able to demonstrate the proper procedure for determining a faulted steering system electrical component, to include repeaters, electro-hydraulic actuators, and solenoid valves. The components must be adjusted and/or renewed to restore the steering system to proper operation.</i></p>		
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<p>5.02 Troubleshoot a window/windshield wiper system IAW the Manufacturers Technical Manual.</p> <p><i>Intent: The member should understand the theory of operation of a window/windshield wiper system to determine the cause of the failure. The member should demonstrate the proper procedure for determining a faulted window/windshield wiper system electrical component, to include the motor, the speed control rheostat, the power supply/rectifier assembly, and wiper arm gear train. The components must be adjusted and/or renewed to restore the window/windshield wiper system to proper operation.</i></p> <p>6.01 Troubleshoot governor control systems IAW the Manufacturers Technical Manual, the Naval Ships Technical Manual, Chapter <u>233</u> Diesel Engines, and Chapter <u>310</u> Electric Power Generation.</p> <p><i>Intent: The member should understand the theory of operation of a governor control system. The member should be able to demonstrate the proper procedure for determining a faulted power generation governor control system component to include the electronic governor control, the magnetic pickup, the mechanical and electrical droop adjustments, and the over speed circuit. The member should be able to demonstrate the proper procedure for determining a faulted propulsion governor control system component, including the magnetic pickup, and the voltage to pneumatic signal converter. The member must understand how to adjust and/or renewed components to restore the system to proper operation.</i></p> <p>6.02 Troubleshoot an autopilot system IAW the Manufacturers Technical Manual and Naval Ships Technical Manual, Chapter <u>562</u> Surface Ship Steering Systems.</p> <p><i>Intent: The member should understand the theory of operation of an autopilot system. The member should demonstrate the proper procedure for determining a faulted autopilot system component to include the gyro input circuit, rudder feedback, sea state compensation circuit, weather state compensation circuit, heading order circuit, and the steering mode selector circuit. Additionally, the following circuits may be included, the Dynamic Positioning System circuit, and Global Positioning System circuit. The member must understand how to adjust and/or renewed components to restore the system to proper operation.</i></p>		
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<p>6.03 Troubleshoot an electrical cathodic protection system IAW the Manufacturers Technical Manual and Naval Ships Technical Manual, Chapter <u>633</u> Cathodic Protection.</p> <p><i>Intent: The member should understand the theory of operation of a cathodic protection system. The member should demonstrate the proper procedure for determining a faulted cathodic protection system components to include the power supply, the controller, the anode, the reference electrode, the shaft ground assembly, the rudder ground (including stabilizer if installed), and the dielectric shield. The member should ensure that the system output is entered into the Cathodic Protection Log for the purpose of trend analysis. The member must understand how to adjust and/or renewed components to restore the system to proper operation.</i></p> <p>6.04 Troubleshoot boiler electrical systems IAW the Manufacturers Technical Manual and Naval Ships Technical Manual, Chapter <u>221</u> Boilers.</p> <p><i>Intent: The member should understand the theory of operation of a boiler electrical system. The member should be able to demonstrate the proper procedure for determining a faulted boiler electrical system to include the flame sensor circuit, the ignition electrodes, the pressure control circuits, the water control circuits, the fuel oil control circuits, and the temperature control circuits. The member must understand how to adjust and/or renewed components to restore the system to proper operation.</i></p> <p>E. BATTERIES</p> <p>4.01 Install multiple batteries IAW the Naval Ships Technical Manual Chapter <u>313</u>, Portable Storage and Dry Batteries to include the following configurations:</p> <ul style="list-style-type: none"> a. Parallel b. Series c. Series-Parallel <p><i>Intent: The member must understand the theory of series, parallel, and series-parallel circuits for calculating desired voltage and current. The member must be able to demonstrate connecting batteries in series, parallel, and series-parallel to obtain the desired voltage and current requirements, observing all safety precautions.</i></p>		
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<p>4.02 Maintain batteries IAW the Naval Ships Technical Manual, Chapter <u>313</u> Portable Storage and Dry Batteries, Chapter <u>400</u> Electronics, and applicable unit Preventative Maintenance Procedures to include the following:</p> <ol style="list-style-type: none"> a. Add distilled water b. Charge batteries IAW the Manufacturers Technical Manual c. Check electrolyte specific gravity, interpret and record readings d. Clean a hydrometer IAW the Manufacturers Technical Manual e. Clean batteries and lubricate terminals f. Fill batteries with pre-mixed electrolyte <p><i>Intent: The member should understand the theory of operation for batteries and their construction. The member should understand the relationship between the specific gravity of the electrolyte and the electrolyte temperature. The member must understand the reason for an initial charge, a normal charge, a boost charge, and a floating charge. The member must demonstrate the proper method of placing batteries in service and/or maintaining batteries in a ready state, following all applicable safety precautions.</i></p> <p>4.03 Maintain battery chargers by adjusting the output IAW the Manufacturers Technical Manual, the Naval Ships Technical Manual, Chapter <u>313</u> Portable Storage and Dry Batteries, and all applicable unit Preventative Maintenance Procedures.</p> <p><i>Intent: The member should understand the theory of operation of a battery charger. The member should be able to demonstrate the proper method of maintaining battery charger in a ready state, following all applicable safety precautions. Particular attention should be paid to adjusting the battery charger to maintain the connected batteries in a ready state.</i></p> <p>5.01 Troubleshoot battery chargers to component level IAW the Manufacturers Technical Manual, the Naval Ships Technical Manual, Chapter <u>300</u> Electric Plant-General, and Chapter <u>313</u> Portable Storage and Dry Batteries.</p> <p><i>Intent: The member should understand the theory of operation of a battery charger system. The member should be able to demonstrate the proper procedure for determining a faulted battery charger system component to include, the input circuit breaker/fuses, the rate selector switch, the transformer, the solid-state rectifier, the output fuses. The member should understand how to adjust and/or renewed components to restore the system to proper operation.</i></p>		
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<p>F. DECK MACHINERY EQUIPMENT</p> <p>4.01 Maintain electrical and electronic components of deck machinery IAW the Manufacturers Technical Manual, Naval Ships Technical Manual, Chapter <u>581</u> Anchoring, Chapter <u>589</u> Cranes, and all applicable Preventative Maintenance Procedures.</p> <p><i>Intent: The member should understand the electrical theory of operation of deck machinery. The member should demonstrate the ability to determine the proper operating state of interlock switches, proximity switches, limit switches, load cells, operating switches, heater elements, quick disconnects, cannon plugs, and electromagnetic brakes of deck machinery equipment to ensure proper equipment operation.</i></p> <p>4.02 Troubleshoot the common faults associated with electrical and electronic components of deck machinery IAW the Manufacturers Technical Manual and Naval Ships Technical Manual, Chapter <u>302</u> Electric Motors and Controllers.</p> <p><i>Intent: The member should understand the theory of operation of deck machinery systems to determine the cause of the failure. The member should demonstrate the proper procedure for determining a faulted deck machinery system component to include, interlock switches, proximity switches, limit switches, load cells, operating switches, heater elements, quick disconnects, cannon plugs, and electromagnetic brakes. The member must understand how to adjust and/or renewed components to restore the system to proper operation.</i></p>		
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<p>G. GALLEY, SCULLERY, AND LAUNDRY EQUIPMENT</p> <p>4.01 Troubleshoot the common faults associated with the following equipment IAW the Manufacturers Technical Manual, Naval Ships Technical Manual, Chapter <u>510</u> Heating Ventilating and Air Conditioning Systems for Surface Ships, Chapter <u>512</u> Fans, Chapter <u>651</u> Commissary Equipment, Chapter <u>655</u> Laundry and Dry Cleaning, and NAVSEA S9555 AR-MMO-010 Range Guard Fire Extinguishing System.</p> <ul style="list-style-type: none"> a. Deep fat fryer b. Galley equipment c. Galley fire suppression system d. Galley ventilation system e. Laundry equipment f. Scullery equipment <p><i>Intent: The member should understand the theory of operation of the above equipment. The member should demonstrate the proper procedure for determining faulted components, renewal of the defective components, and/or adjustment of the components to restore the equipment to proper operation.</i></p> <p>H. GENERATORS, MOTORS AND CONTROLLERS</p> <p>4.01 Troubleshoot, to the component level the common faults associated with a non-electronic controller IAW the Manufacturers Technical Manual, Naval Ships Technical Manual, Chapter <u>300</u> Electric Plant-General, and Chapter <u>302</u> Electric Motors and Controllers, to include the following components:</p> <ul style="list-style-type: none"> a. Auxiliary contacts b. Contactor c. Control transformer d. Fuses e. Interlocks f. Overloads g. Relays h. Switches i. Timers <p><i>Intent: The member should understand the theory of operation and intended purpose of the above components in a non-electronic controller. The member should demonstrate the proper procedure for determining faulted components, renewal of the defective components, and/or adjustment of the components to restore the circuit to proper operation.</i></p>		
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<p>4.02 Troubleshoot the common faults associated with a Silicon Controlled Rectifier (SCR) drive controller IAW the Manufacturers Technical Manual.</p> <p><i>Intent: The member should understand the theory of operation of a Silicon Controlled Rectifier (SCR) drive controller. The member should demonstrate the proper procedure for determining faulted components, renewal of the defective components, and/or adjustment of the components to restore the circuit to proper operation.</i></p> <p>5.01 Renew a direct drive AC motor IAW the manufacturers Technical Manual, and Naval Ships Technical Manual, Chapter <u>503</u> Pumps.</p> <p><i>Intent: The member should demonstrate the ability to renew a direct drive AC motor, following all applicable safety precautions. The member should understand the importance of proper motor-to-equipment alignment and soft foot adjustments. The member should demonstrate proper motor-to-equipment alignment procedures and soft foot adjustments to minimize vibration, excessive torque, and wear.</i></p> <p>5.02 Maintain motors and generators (AC and DC) IAW the Manufacturers Technical Manual, the Naval Ships Technical Manual, Chapter <u>244</u> Propulsion Bearings and Seals, Chapter <u>300</u> Electric Plant General, Chapter <u>302</u> Electric Motors and Controllers, and Chapter <u>310</u> Electric Power Generators and Conversion Equipment to include the following:</p> <ul style="list-style-type: none"> a. Check air gap b. Check phase balance/rotation c. Check winding temperature d. Inspect brushes e. Inspect brush riggings f. Renew bearing g. Renew brushes <p><i>Intent: The member should understand the reason for performing the above tasks to ensure optimal motor and generator performance. The member should be able to demonstrate the proper method of performing the above tasks.</i></p>		
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<p>I. INTERIOR COMMUNICATIONS SYSTEM</p> <p>4.01 Troubleshoot sound powered phone system IAW the Manufacturers Technical Manual and Naval Ships Technical Manual, Chapter <u>430</u> Interior Communications Installations.</p> <p><i>Intent: The member should understand the theory of operation of a sound powered phone system. The member should demonstrate the proper procedure for determining faulted components, renewal of the defective components, and/or adjustment of the components to restore the circuit to proper operation. Particular attention should be paid to identifying and correcting the following conditions: grounds, opens, and shorts.</i></p> <p>4.02 Troubleshoot call bell system IAW the Manufacturers Technical Manual and Naval Ships Technical Manual, Chapter <u>430</u> Interior Communications Installations.</p> <p><i>Intent: The member should understand the theory of operation of a call bell system. The member should demonstrate the proper procedure for determining faulted components, renewal of the defective components, and/or adjustment of the components to restore the circuit to proper operation. Particular attention should be paid to identifying and correcting the following conditions: grounds, opens, and shorts.</i></p> <p>4.03 Troubleshoot a common fire alarm system IAW the Manufacturers Technical Manual.</p> <p><i>Intent: The member should understand the theory of operation of a fire alarm system. The member should demonstrate the proper procedure for determining faulted components, renewal of the defective components, and/or adjustment of the components to restore the circuit to proper operation. The member should understand detector location requirement, including heat sensing and ionization type detectors, to ensure the proper type of detection. Particular attention should be paid to identifying and correcting the following conditions: grounds, opens, shorts, and the terminating resistor requirement.</i></p>		
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<p>5.01 Troubleshoot rudder angle indicator system IAW the Manufacturers Technical Manual and <u>MIL-HDBK-225A</u> Synchros Description and Operation.</p> <p><i>Intent: The member should understand the theory of operation of a synchro driven rudder angle indicator system, to include receivers, transmitters, and current transform. The member should demonstrate the proper procedure for determining faulted components, renewal of the defective components, and/or adjustment of the components to restore the system to proper operation. Particular attention should be paid to identifying and correcting the following conditions: grounds, opens, shorts, proper connection of stator and rotor leads for correct synchro system response, and the criticality of adjusting the stacked switch which controls rudder feedback.</i></p> <p>5.02 Troubleshoot wind direction (HD) and speed (HE) indicator system IAW the Manufacturers Technical Manual and <u>MIL-HDBK-225A</u> Synchros Description and Operation.</p> <p><i>Intent: The member should understand the theory of operation of a synchro driven wind direction (HD) and speed (HE) indicator system, to include receivers, transmitters. The member should demonstrate the proper procedure for determining faulted components, renewal of the defective components, and/or adjustment of the components to restore the circuit to proper operation. Particular attention should be paid to identifying and correcting the following conditions: grounds, opens, shorts, proper connection of stator and rotor leads for correct synchro system response, and proper alignment of the direction detector to the ship centerline.</i></p> <p>5.03 Troubleshoot salinity indicator system IAW the Manufacturers Technical Manual, Naval Ships Technical Manual, Chapter 531 Desalination <u>Volume 1</u> Low-Pressure Distilling Plants, <u>Volume 2</u> Vapor Compression Distilling Plants, <u>Volume 3</u> Reverse Osmosis Desalination Plants, and NAVSEA SN576-AE-MMA-010/00062 Salinity Indicating Equipment, Installation, Operation, Maintenance and Repair Instructions.</p> <p><i>Intent: The member should understand the theory of operation of a salinity indicator system. The member should demonstrate the proper procedure for determining faulted components, renewal of the defective components, and/or adjustment of the components to restore the system to proper operation. Particular attention should be paid to identifying and correcting the following conditions: grounds, opens, shorts, and the temperature compensation circuit.</i></p>		
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<p>5.04 Troubleshoot the common faults associated with the following Interior Communications (IC) Alarm systems IAW the Manufacturers Technical Manual, Naval Ships Technical Manual, <u>079 Volume 2</u> Damage Control-Practical Damage Control, and Chapter <u>430</u> Interior Communications Installations:</p> <ul style="list-style-type: none"> a. Bilge flooding (FD) b. CO₂ flooding (FR) c. High temperature (F) d. Intrusion alarm (FZ) e. Loss of ventilation (HF) <p><i>Intent: The member should understand the theory of operation and intended purpose of the above Interior Communications systems to include the following types of switches/detectors: level (FD), flow (FR and HF), temperature (F), and supervised (FZ). The member should demonstrate the proper procedure for determining faulted components, renewal of the defective components, and/or adjustment of the components to restore the circuit to proper operation.</i></p> <p>5.05 Conduct preventive maintenance procedures on a basic gyrocompass and associated equipment IAW applicable unit Preventative Maintenance System (PMS), the Manufacturers Technical Manual and Naval Ships Technical Manual, Chapter <u>420</u> Navigation Systems Equipment and Aids.</p> <p><i>Intent: The member should understand the theory of operation of a gyrocompass system and it's associated equipment including the Electronic Control Unit, (ECU), switching unit, power converter, repeaters, signal amplifiers, and alarm and error detection circuits. The member should demonstrate the proper procedure for determining faulted components, renewal of the defective components, and/or adjustment of the components. Particular attention should be paid to identifying and correcting the following conditions: grounds, opens, shorts, proper connection of stator and rotor leads for correct repeater response, and proper alignment of the gyro sphere to the ship centerline.</i></p>		
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<p>J. LIGHTING SYSTEMS</p> <p>4.01 Troubleshoot the common faults associated with the following lighting systems:</p> <ol style="list-style-type: none"> a. Battery operated portable and permanent lighting systems IAW the Manufacturers Technical Manual, Naval Ships Technical Manual, Chapter <u>330</u> Lighting, and <u>DOD-HDBK-289</u> Lighting on Naval Ships. b. Deck lighting systems IAW the Manufacturers Technical Manual, Naval Ships Technical Manual, Chapter <u>330</u> Lighting, and <u>DOD-HDBK-289</u> Lighting on Naval Ships. c. Explosion-proof lighting systems IAW the Manufacturers Technical Manual, Naval Ships Technical Manual, Chapter <u>330</u> Lighting, and <u>DOD-HDBK-289</u> Lighting on Naval Ships. d. Fluorescent lighting systems IAW the Manufacturers Technical Manual, Naval Ships Technical Manual, Chapter <u>330</u> Lighting, and <u>DOD-HDBK-289</u> Lighting on Naval Ships. e. Incandescent lighting systems IAW the Manufacturers Technical Manual, Naval Ships Technical Manual, Chapter <u>330</u> Lighting, and <u>DOD-HDBK-289</u> Lighting on Naval Ships. f. Navigational lighting systems IAW the Manufacturers Technical Manual, Naval Ships Technical Manual, Chapter <u>422</u> Navigational and Signal Lights, and <u>DOD-HDBK-289</u> Lighting on Naval Ships. <p><i>Intent: The member should understand the theory of operation and intended purpose of the above normal and emergency lighting systems including, voltage sensitive relays operating, contacts, switches, ballasts, starters, bulbs, and fixtures. The member should demonstrate the proper procedure for determining faulted components, renewal of the defective components, and/or adjustment of the components to restore the circuit to proper operation. Particular attention should be paid to identifying and correcting the following conditions: grounds, opens, shorts, maintaining seal integrity of explosion-proof fixtures, the environmental conditions under which explosion-proof fixtures can be maintained, and the criticality of dual filament bulbs in navigation lighting systems.</i></p>		
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<p>4.02 Troubleshoot darken ship switches IAW the Manufacturers Technical Manual, Naval Ships Technical Manual, Chapter <u>330</u> Lighting, and <u>DOD-HDBK-289</u> Lighting on Naval Ships.</p> <p><i>Intent: The member should understand the theory of operation of darken ship switches to restore the equipment to proper operation. The member should demonstrate the proper procedure for determining faulted components, renewal of the defective components, and/or adjustment of the components to restore the circuit to proper operation. Particular attention should be paid to identifying and correcting the following conditions: grounds, opens, shorts, and the proper adjustment of the switch.</i></p> <p>4.03 Troubleshoot search/signal lights IAW the Manufacturers Technical Manual, Naval Ships Technical Manual, Chapter <u>422</u> Navigation and Signal Lights, and <u>DOD-HDBK-289</u> Lighting on Naval Ships.</p> <p><i>Intent: The member should demonstrate the proper procedure for determining faulted components to include; starting circuit, operating circuit, ballast circuit, chassis, and the yoke. The member must understand how to adjust/renew defective components to restore the circuit to proper operation. Particular attention should be paid to identifying and correcting the following conditions: proper handling of bulbs to prevent premature failure or explosion, and reflector cleanliness.</i></p> <p>4.04 Troubleshoot the common faults associated with the telltale panels IAW the Manufacturers Technical Manual, Naval Ships Technical Manual, Chapter <u>422</u> Navigation and Signal Lights, and <u>DOD-HDBK-289</u> Lighting on Naval Ships.</p> <p><i>Intent: The member should understand the theory of operation of telltale panels to restore the equipment to proper operation to include the annunciators, current sensitive relays, indicator lamps, buzzers, switches, fuses, and dimmer control. The member should demonstrate the proper procedure for determining faulted components, renewal of the defective components, and/or adjustment of the components to restore the circuit to proper operation. Particular attention should be paid to identifying and correcting the following conditions: grounds, opens, and shorts.</i></p>		
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<p>5.01 Troubleshoot the common faults associated with the Visual Landing Aids (VLA) system IAW the Manufacturers Technical Manual, the Naval Air System Command, NAVAIR 51-50ABA-1 Air Capable Ships, and the Naval Air Technical Manual, NAVAIR 51-5B-2 Stabilized Glide Slope Indicator.</p> <p><i>Intent: The member should understand the theory of operation of the Visual Landing Aids (VLA) system to restore the equipment to proper operation to include homing beacon, wave-off light, line up lights, extended line-up lights, Hot In Flight Refueling (HIFR) lights, deck surface floodlights, vertical drop line lights, touch down light, edge lights, control stations, motor driven variable transformers, and bulbs. The member should demonstrate the proper procedure for determining faulted components, renewal of the defective components, and/or adjustment of the components to restore the circuit to proper operation.</i></p> <p>K. POWER DISTRIBUTION SYSTEM</p> <p>4.01 Rig the casualty power system IAW the Naval Ships Technical Manual, Chapter <u>079 Volume 3</u> Damage Control-Engineering Casualty Control.</p> <p><i>Intent: The member should understand the purpose of the casualty power system. The member should demonstrate the ability to rig casualty power cable from load to source following all applicable safety precautions.</i></p> <p>4.02 Perform basic switchboard operations IAW Naval Ships Technical Manual, Chapter <u>310</u> Electric Power Generators and Conversion Equipment, Chapter <u>320</u> Electric Power Distribution Systems, and all local operating procedures.</p> <p><i>Intent: The member should understand the theory of operation of a basic switchboard to include the following: monitoring equipment, circuit breakers, and control devices. The member should be able demonstrate the ability to parallel a generator to bus, parallel bus-to-bus, single up on a generator, balance true power load when in parallel, balance reactive load when in parallel, and maintain proper power factor.</i></p>		
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<p>4.03 Troubleshoot a basic electric power distribution system IAW Naval Ships Technical Manual, Chapter <u>300</u> Electric Plant General, and Chapter <u>320</u> Electric Power Distribution Systems.</p> <p><i>Intent: The member should understand the theory of operation of a power distribution system to include the switchboard, transformers, load centers, bus transfer units, types and purpose of circuit breakers, the purpose of selective tripping, switches, and junction boxes. The member should demonstrate the ability to interpret electrical distribution system prints to include: cable length, cable size, cable type, load, physical components location, and source.</i></p> <p>5.01 Troubleshoot the following power distribution system components IAW the Manufacturers Technical Manual, the Naval Ships Technical Manual, Chapter <u>300</u> Electric Plant General, and Chapter <u>320</u> Electric Power Distribution Systems.</p> <ol style="list-style-type: none"> a. Bus transfer equipment (Both automatic and manual bus transfer units) b. Distribution circuit breakers c. Distribution panels d. Ground detection systems e. Load centers f. Power factor correction equipment g. Power transformers h. Shore tie cables i. Shore tie connectors j. Shore tie receptacles <p><i>Intent: The member should understand the theory of operation and intended purpose of the above power distribution system components. The member should demonstrate the proper procedure for determining faulted components, isolation of the defective components, renewal of the defective components, and/or adjustment of the components to restore the system to proper operation.</i></p>		
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<p>5.02 Troubleshoot a switchboard, to the component level, IAW the Manufacturers Technical Manual, the Naval Ships Technical Manual, Chapter <u>235</u> Electric Propulsion Installations, Chapter <u>300</u> Electric Plant General, Chapter <u>320</u> Electric Power Distribution Systems, and Chapter <u>491</u> Electrical Measuring and Test Instruments, for the following components:</p> <ul style="list-style-type: none"> a. Circuit breakers b. Indicating lights c. Meters – Voltmeter, Ammeter, Frequency meter, Wattmeter, Synchroscope, Power Factor, Phase Sequence Indicator d. Potential and Current transformers e. Potentiometer f. Reverse Power Relay g. Rheostat h. Speed control circuit i. Synchronizer j. Voltage regulators <p><i>Intent: The member should understand the theory of operation and intended purpose of the above switchboard components. The member should demonstrate the proper procedure for determining faulted components, isolation of the defective components, renewal of the defective components, and/or adjustment of the components to restore the system to proper operation.</i></p> <p>5.03 Troubleshoot the common faults associated with the following power conversion equipment IAW the Manufacturers Technical Manual, Naval Ships Technical Manual, Chapter <u>235</u> Electric Propulsion Installations, Chapter <u>310</u> Power Generators and Conversion Equipment, Chapter <u>313</u> Portable Storage and Dry Batteries, Chapter <u>400</u> Electronics, and Chapter <u>420</u> Navigation Systems Equipment and Aids.</p> <ul style="list-style-type: none"> a. Converters b. Motor-generator set c. Static inverter d. Uninterruptible Power Supply (UPS) <p><i>Intent: The member should understand the theory of operation and intended purpose of the above power conversion equipment. The member should demonstrate the proper procedure for determining faulted components, isolation of the defective components, renewal of the defective components, and/or adjustment of the components to restore the system to proper operation.</i></p>		
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<p>L. PROPULSION SYSTEMS</p> <p>5.01 Perform air gap readings on propulsion motors and/or generators IAW the Manufacturers Technical Manual, the Naval Ships Technical Manual, Chapter <u>235</u> Electric Propulsion Installations, Chapter <u>300</u> Electric Plant General, Chapter <u>310</u> Electric Power Generators and Conversion Equipment, and all applicable Preventative Maintenance Procedures.</p> <p><i>Intent: The member should understand the reason for performing air gap readings on propulsion motors and generators to ensure optimal motor and generator performance. The member should demonstrate the proper method of performing an air gap reading, and ensure all readings are recorded and compared to previous readings for trend analysis of bearing wear and internal component alignment.</i></p> <p>5.02 Perform Polarization Index Tests on propulsion motors and/or generators IAW the Manufacturers Technical Manual and the Naval Ships Technical Manual, Chapter <u>235</u> Electric Propulsion Installations, Chapter <u>300</u> Electric Plant General and all applicable Preventative Maintenance Procedures.</p> <p><i>Intent: The member should understand the reason for performing dielectric absorption checks on propulsion motors and generators to ensure optimal motor and generator performance. The member should demonstrate the proper method of performing a dielectric absorption check, and ensure all readings are recorded and compared to previous readings for trend analysis of insulation dielectric strength.</i></p>		
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<p>6.01 Maintain the following components of a diesel-electric propulsion system IAW the Manufacturers Technical Manual, the Naval Ships Technical Manual, Chapter <u>235</u> Electric Propulsion Installations, Chapter <u>300</u> Electric Plant General, Chapter <u>310</u> Power Generators and Conversion Equipment, and all applicable Preventative Maintenance Procedures.</p> <ul style="list-style-type: none"> a. Brushes and brush riggings b. Commutator c. Connections d. Exciters e. Main contactors <p><i>Intent: The member should understand the reason for maintaining the above components to ensure optimal diesel-electric propulsion system performance. The member should demonstrate the proper method of determining the state of, and maintenance required to correct deficiencies in, the above diesel-electric propulsion components, following all applicable safety precautions.</i></p> <p>7.01 Troubleshoot a diesel-electric propulsion control system IAW the Manufacturers Technical Manual, the Naval Ships Technical Manual, Chapter <u>235</u> Electric Propulsion Installations, Chapter <u>300</u> Electric Plant General, and Chapter <u>310</u> Electric Power Generators and Conversion Equipment.</p> <p><i>Intent: The member should understand the theory of operation of a diesel-electric propulsion system including the propulsion power plant electrical characteristics, feedback circuits and components, regulation circuits and components, and monitoring circuits and components, to include connections, exciters, main contactors, propulsion logic, input devices, output devices, and propulsion switchboard. The member should demonstrate the proper procedure for determining faulted components in the system, isolation of the defective components, renewal of the defective components, and/or adjustment of the components to restore the propulsion control system to proper operation.</i></p>		
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<p>M. SHORE POWER INSTALLATION</p> <p>4.01 Install the following components IAW the National Electric Code Handbook (series).</p> <ul style="list-style-type: none"> a. Ballast (electronic and non-electronic) b. Circuit breaker c. Conduit d. Ground Fault Circuit Interrupter (GFCI) e. Receptacle-110 volt circuit f. Receptacle-220 volt circuit g. Single pole switch h. Three-way switch <p><i>Intent: The member should understand the theory of operation and intended purpose of the above components. The member should demonstrate the ability to install a lighting circuit controlled from two locations. The member should demonstrate the ability to install a branch circuit requiring a GFCI from load to source with at least two convenience receptacles in the branch, on both the interior and exterior of a wall. The member should demonstrate the ability to install a 220 volt designated circuit from load to source, on the exterior of a wall. The member should understand the following requirements for bending conduit: size, number of conductors in the conduit, reaming and threading, coupling and connectors, the number of bends in a run, the radius of conduit bends and the exceptions, securing and supporting, splices and taps, bushings, and construction specification.</i></p> <p>4.02 Given a rigid bender (Hickey) and a one-shot bender, bend conduit, IAW the Manufacturers Technical Manual, to the following angles:</p> <ul style="list-style-type: none"> a. 45 degrees b. 90 degrees c. Offset <p><i>Intent: The member should understand the requirements for bending conduit to the above specifications to ensure the conduit provides the protection required for the conductors, taking into consideration, bend radius, conductor current capacity, heat dissipation and the number of conductors.</i></p>		
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<p>N. STANDARD BOAT ELECTRICAL SYSTEMS</p> <p>4.01 Maintain the electrical system of a 41' UTB and/or 47' MLB IAW all applicable Preventative Maintenance Procedures, the Manufacturers Technical Manual, and the American Boat and Yacht (ABYC) Standards (series).</p> <p><i>Intent: The member should understand how to maintain one of the above systems to ensure optimal performance to include the starting circuit, charging circuit, navigation light circuit, and alarm circuits. The member should be able to demonstrate the proper method of determining the state of, and maintenance required to correct deficiencies in either of the above electrical systems, following all applicable safety precautions.</i></p> <p>4.02 Troubleshoot the electrical system of a 41' UTB and/or 47' MLB IAW the Manufacturers Technical Manual, and the American Boat and Yacht (ABYC) Standards (series).</p> <p><i>Intent: The member should understand the theory of operation of a UTB and /or MLB electrical system including the starting circuit, charging circuit, navigation light circuit, and alarm circuits. The member should demonstrate the proper procedure for determining faulted components in the system, isolation of the defective components, renewal of the defective components, and/or adjustment of the components to restore the UTB and/or MLB electrical system to proper operation.</i></p>		
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<p>TERMINOLOGY</p> <p>AUDIT – An official examination and verification of accounts and records.</p> <p>BEND – To force an object from a straight form into a curved one.</p> <p>CALCULATE – Determine a value by mathematical methods, reasoning, or practical experience.</p> <p>CONDUCT – To direct or control, lead, or guide.</p> <p>DETECT – To discover or determine the existence, presence, or fact of.</p> <p>DISPOSE – To put in a particular suitable place.</p> <p>DON – To put on or dress in.</p> <p>INSTALL – Place a new or modified system or equipment and/or software in service in accordance with established procedures, standards, specifications, drawings, directives, and policies.</p> <p>INTERPRET – To explain or tell the meaning of.</p> <p>MAINTAIN – All activities that serve to increase the mean-time-between-failure (MTBF) and/or decrease the total time inoperative (TTI) of equipment or systems.</p> <p>OPERATE – To cause to function.</p> <p>PERFORM – To carry out an action or pattern of behavior.</p> <p>PREPARE – Plan, gather, and assemble information to produce a document (i.e. forms and schedules)</p> <p>RENEW – To remove a defective component and install a unit with the same specifications in its place.</p> <p>REPAIR – To restore a circuit or machinery to an as intended operational state.</p> <p>RESEARCH – Systematically inquire into a subject in order to revise facts.</p> <p>REVIEW - To examine a document or process for accuracy in content and/or format and report errors or updates to the author or controlling authority.</p> <p>RIG – To put in condition or position for use.</p> <p>SUBMIT - To prepare a report or form following a defined process and forwarding it to the prescribed authority.</p> <p>TROUBLESHOOT – The process of locating and diagnosing faults in equipment by means of systemic checking or analysis and then affecting repair.</p> <p>VERIFY – To determine the accuracy of recorded information by comparing to physical evidence.</p>		
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**RECORD OF PERFORMANCE QUALIFICATIONS
ET**

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new performance qualifications assigned to their rating. Performance qualifications previously demonstrated, dated and initialed off will not be recertified. Some performance qualifications include intent statements to help clarify the requirements of the task that is to be performed.

RATING ELECTRONICS TECHNICIAN (Effective for the NOV 2003 Active Duty and the OCT 2003 Reserve SWE)			ABBREVIATION ET
DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL			
E-4	E-5	E-6	
E-7	E-8	E-9	
NAME (Last, First, Middle Initial)			SOCIAL SECURITY NUMBER

SIGNATURE OF SUPERVISOR

DATE	NAME/SIGNATURE	INITIALS	RATE	UNIT

REMARKS

RATING: ELECTRONICS TECHNICIAN	INIT	DATE
<p>A. MAINTENANCE & ADMINISTRATION</p> <p>4.01 OBTAIN parts and assemblies from inventory per the CMPlus User's Guide, and MICA</p> <p><i>Intent: The technician must be able to access the CMPlus system, locate the required part or assembly, verify the correct part listing, identify storage location, and quantity available. The technician must be able to retrieve the part from storage, verify correct, and make entries into CMPlus to subtract part from inventory.</i></p> <p>4.02 OBTAIN work assignments from the CMPlus database per the CMPlus User's Guide.</p> <p><i>Intent: The technician must be able to access the CMPlus system and print out all daily and weekly work requirements for his employee/position. Work assignments include all system generated PMS requirements, repair orders and any supervisor assignments manually entered into the system.</i></p> <p>4.03 RECORD maintenance actions (completed and deferred) into the CMPlus database per the CMPlus User's Guide.</p> <p><i>Intent: The technician must be able to access the CMPlus system, download data from a portable bar code reader or manually enter data on completed or deferred preventive or corrective maintenance actions.</i></p> <p>5.01 UPDATE ship's/unit's drawings and blueprints to match as-built configuration IAW Naval Engineering Manual, COMDTINST 9000.6 (series) or Civil Engineering Manual, COMDTINST M11000.11 (series), and applicable MLC instructions.</p> <p><i>Intent: Identify available drawings (and note missing drawings) and compare recorded (drawing) information to the actual installation. The technician must redline drawings and submit for correction following current policy.</i></p> <p>5.02 REPORT an equipment casualty as per Operational Reports, NWP 1-03-1, Casualty Reporting (CASREP) Procedures (Materiel), COMDTINST M3501.3 (series), and MLC Standard Operating Procedures.</p> <p><i>Intent: Understand the requirements for CASREPS, CASCORS, and UPDATES, how to draft Initial, Update, Correction, and Cancellation messages, and route through chain of command for release.</i></p>		
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<p>5.03 AUDIT the spare parts and modules inventory authorized by the MICA per the Electronics Manual, COMDTINST M10550.25 (series) and the CMPlus User's Guide.</p> <p><i>Intent: Conduct a spot-check of inventory accuracy. Randomly select at least 5% of items allowed in inventory and compare the recorded quantity and location with the actual quantity and location and update records as required.</i></p> <p>5.04 PROCURE spare parts, modules, and maintenance supplies using CM-Plus, FEDLOG, and commercial catalogs; IAW the Simplified Acquisitions Procedures Handbook, COMDTINST M4200.13 (series); the Supply Policy and Procedures Manual, COMDTINST M4400.19 (series); ELC SupportGram, and the CMPlus User's Guide.</p> <p><i>Intent: Identify the various types of ordering processes (Purchase Order, MILSTRIP) and types (turn in, buy new), determine the proper process to use and successfully identify, price, and order required parts and supplies.</i></p> <p>5.05 VERIFY the Electronics Installation Record (EIR) per the Electronics Manual, COMDTINST M10550.25 (series) and the CMPlus User's Guide.</p> <p><i>Intent: To verify the accuracy of the EIR, for funding, staffing, and PMS requirements. Under limited supervision the technician must perform an inventory of at least 25% of electronics equipment required to be recorded in the EIR. The technician must compare the recorded noun name, model/part number, serial number, and location with the actual equipment and update records as required.</i></p> <p>5.06 SUBMIT a feedback report (FBR) to correct a deficiency in CGPMS as per the Electronics Manual, COMDTINST M10550.25 (series) and the CGPMS User's Guide.</p> <p><i>Intent: Understand the types of feedback reports, the requirements for a feedback report, and how to complete one.</i></p> <p>5.07 SUBMIT form OPNAV 4790C/K to document an electronics equipment configuration change IAW the Electronics Manual, COMDTINST M10550.25 (series), Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19 (series), and the 3M manual, OPNAVINST 4790.</p> <p><i>Intent: Understand the requirements for an accurate configuration record, when a configuration document must be submitted, and how to complete and submit the required forms.</i></p>		
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<p>5.08 VERIFY publications in the electronics department technical library as per the Electronics Manual, COMDTINST M10550.25 (series) and Directives, Publications, & Reports Index, COMDTNOTE 5600.</p> <p><i>Intent: Verify that all required publications are available and current. Verify that at least two current (field changes entered) copies of technical/operators manual for each piece of operational equipment and one technical/operators manual for each piece of test equipment are available.</i></p> <p>5.09 IMPLEMENT/INSTALL a Field Change (all types) to an electronics equipment and/or system IAW the Electronics Manual, COMDTINST M10550.25 (series), Ordnance Manual, COMDTINST 8000.6 (series), and Navy Installation and Maintenance book: General Maintenance book (NAVSEA SE000-01-IMB-010, EIMB – General Maintenance, Part VI.</p> <p><i>Intent: To ensure electronics personnel understand the authority and requirements for modifying electronic equipment. Personnel are aware of the various types of modifications, how they are tracked, and how to implement each type of change.</i></p> <p>6.01 PREPARE work schedules for subordinates using CMPlus per the CMPlus User's Guide or other methods as prescribed by local policy.</p> <p><i>Intent: Understand the requirements and complexity of developing work schedules for technicians to conduct PMS, repairs, installations, and other work as required to meet mission requirements and standard of service policy. Schedule must be prepared to cover a week at minimum.</i></p> <p>6.02 VERIFY the unit's Coast Guard Planned Maintenance System (CGPMS) is accurate IAW the Electronics Manual, COMDTINST M10550.25 (series) and the CGPMS User's Guide.</p> <p><i>Intent: To ensure the Index of Maintenance Procedures (IMP) includes all assigned equipment and all required Maintenance Procedure Cards (MPC) are current and available.</i></p> <p>6.03 VERIFY the unit's Navy PMS and configuration reports IAW Ship's Maintenance and Material Management (3M) Manual, OPNAVINST 4790.4 (series), and the CMPlus User's Guide.</p> <p><i>Intent: To ensure that all procedures are current and available in the workbook and working cards for all assigned equipment are available; submit documentation for any required changes or replacements.</i></p>		
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<p>6.04 DEVELOP a PMS schedule for all equipment for at least one quarter; IAW Electronics Manual, COMDTINST M10550.25 (series), CGPMS User's Guide, and Ship's Maintenance and Material Management (3M) Manual, OPNAVINST 4790.4 (series).</p> <p><i>Intent: Prepare schedules to ensure all equipment is maintained as required, considering workload among personnel, personnel availability, other ship's/units work, and operational schedule.</i></p> <p>6.05 COMPLETE a MICA revision per the Electronics Manual, COMDTINST M10550.25 (series), Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19 (series), and the MICA User's Guide.</p> <p><i>Intent: Understand the requirements of establishing an accurate inventory of parts and equipment and the procedures required correct errors, including establishing requirements, addition/deletion of parts and error reporting.</i></p> <p>6.06 SUBMIT a maintenance project using the Current Ship's Maintenance Program (CSMP) per the Naval Engineering Manual, COMDTINST M9000.6 (series) and the CMPlus User's Guide, or Shore Station Maintenance Record (SSMR) per the Civil Engineering Manual, COMDTINST M11000.11 (series), and the Electronics Manual, COMDTINST M10550.25 (series).</p> <p><i>Intent: Understand when a CSMP or SSMR is required and how to complete and submit a request.</i></p> <p>6.07 TRACK the status of maintenance projects under the Current Ship's Maintenance Program (CSMP) per the Naval Engineering Manual, COMDTINST M9000.6 (series) and the CMPlus User's Guide, or Shore Station Maintenance Record (SSMR) per the Civil Engineering Manual, COMDTINST M11000.11 (series), and the Electronics Manual, COMDTINST M10550.25 (series).</p> <p><i>Intent: Understand the complexities of the CSMP/SSMR process and establish the status of projects for your unit within the process.</i></p> <p>6.08 SCHEDULE unit test equipment for calibration per the Electronics Manual, COMDTINST M10550.25 (series), MLC SOP, and the CMPlus User's Guide.</p> <p><i>Intent: Understand the requirements for calibrating test equipment and schedule development to meet calibration requirements and avoid equipment use conflicts.</i></p>		
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<p>7.01 VERIFY the technical compliance of assigned electronics systems per the Electronics Manual, COMDTINST M10550.25 (series).</p> <p><i>Intent: Review the results from a groom or other system wide evaluation to establish that all supported electronic systems are operating within prescribed specifications and requirements. Initiate any required actions to repair/replace those systems not meeting specifications.</i></p> <p>7.02 PREPARE an electronics department annual budget IAW the Electronics Manual, COMDTINST M10550.25 (series), Accounting Manual, COMDTINST M7300.4 (series), Part II, and applicable Area/MLC SOP.</p> <p><i>Intent: Develop an annual budget using previous spending data and future spending requirements estimates. Understand budget development requirements, spending limitations, accounting classifications, and the submission process.</i></p> <p>8.01 DEVELOP an Engineering Change Request in accordance with the Naval Engineering Manual, COMDTINST M9000.6 (series), Electronics Manual, COMDTINST M10550.25 (series), and current MLC policies.</p> <p><i>Intent: Understand requirements for an ECR, the ECR process and how to complete and submit an ECR.</i></p> <p>B. PERFORMANCE & TRAINING</p> <p>5.01 TRAIN electronics personnel in operating General Purpose Electronics Test Equipment (GPETE) per the Electronics Manual, COMDTINST M10550.25 (series) and the equipment technical manual.</p> <p><i>Intent: Provide instruction, formal or OJT, to electronics personnel on the application, operation, capability, and availability, of general purpose test equipment for maintaining and repairing electronics equipment.</i></p> <p>5.02 TRAIN electronics personnel in the major signal flow and power distribution of assigned electronic systems per the Electronics Manual, COMDTINST M10550.25 (series) and equipment technical manuals.</p> <p><i>Intent: Provide instruction, formal or OJT, to electronics personnel on the signal flow and power distribution of assigned electronics equipment/systems to provide cross-training to assist or assume maintenance and repair responsibilities.</i></p>		
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<p>6.01 PREPARE an annual training plan per the Electronics Manual, COMDTINST M10550.25 (series), Training and Education Manual, COMDTINST M1500.10 (series) and Cutter Training and Qualification Manual, COMDTINST M3502.4 (series).</p> <p><i>Intent: Understand the requirements for training, the various topics that are required or should be covered, and dealing with scheduling conflicts.</i></p> <p>6.02 TRAIN personnel in operation and maintenance of assigned electronic systems per the Electronics Manual, COMDTINST M10550.25 (series), Ordnance Manual, COMDTINST 8000.6 (series), and the equipment technical manuals.</p> <p><i>Intent: Cross-train personnel. Provide instruction, formal or OJT, to electronics personnel on the maintenance and operation of assigned electronics equipment/systems to assist or assume maintenance and repair responsibilities.</i></p> <p>6.03 TRAIN personnel in applicable safety procedures for working in and around installed electronics equipment per the Electronics Manual, M10550.25 (series).</p> <p><i>Intent: To ensure all ship/unit personnel are aware of the hazards and safety requirements of working in and around electronics equipment, including use of safety equipment and location of power cutoffs.</i></p> <p>6.04 TRAIN personnel on safety precautions with equipment, personnel, and explosive material, in relation to radio frequency (RF) hazards/hazards of electromagnetic radiation to ordnance (HERO) fields IAW Electromagnetic Radiation Hazards (Hazards to Ordnance), OP 3565, Vol 2, and systems technical manuals.</p> <p><i>Intent: Provide instruction, formal or OJT, to all ship/unit personnel on the hazards and precautions required for handling ordnance/explosives around RF radiation sources.</i></p> <p>7.01 TRAIN electronics personnel in Coast Guard electronics administration, supply and maintenance procedures per the Electronics Manual, COMDTINST M10550.25 (series), Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19 (series), and ELC SupportGram.</p> <p><i>Intent: Provide instruction, formal or OJT, to personnel on sources of information for procedures and policies on the management of electronics equipment/systems and the application of those procedures and policies.</i></p>		
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<p>7.02 TRAIN electronics personnel on the organizational structure and role of each level of the Coast Guard’s maintenance hierarchy; including ESD, ESU, NESU, MAT, MLC, SMEF, ELC, and HQ as described in the Electronics Manual, COMDTINST M10550.25 (series).</p> <p><i>Intent: Provide instruction, formal or OJT, to personnel to ensure that personnel know the role of each part of the chain of command for support and operation of units, systems, and equipment in the Coast Guard.</i></p> <p>7.03 REVIEW the Electronics Technician competencies (old Qualification Codes) for accuracy and currency IAW Coast Guard Enlisted Qualification Codes Manual, COMDTINST M1414.9 (series).</p> <p><i>Intent: To ensure that the requirements to earn a competency and those available are in alignment with the current work environment and Coast Guard needs.</i></p> <p>8.01 REVIEW the Electronics Technician Enlisted Performance Qualifications (EPQs) IAW the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series).</p> <p><i>Intent: To ensure that the EPQs are consistent with the current world of work for ET’s. Identify errors, omissions, and recommend changes in the EPQs to ensure alignment with the current ET world of work and requirements to meet CG mission needs. Submit recommendations to the ET RFMC at Commandant (G-SRF).</i></p> <p>8.02 TRAIN electronics personnel on the process of determining the levels of and acquiring electronics maintenance funding per the Electronics Manual, COMDTINST M10550.25 (series), Accounting Manual, COMDTINST M7300.4 (series), Part II, and applicable Area/MLC SOP.</p> <p><i>Intent: Provide instruction, formal or OJT, to electronics personnel on how funding is developed and the types (AFC’s) of funding for use in maintaining and replacing electronics systems, equipment, repair parts, and supplies.</i></p> <p>8.03 VALIDATE staffing levels for electronics personnel vs. workload requirements and submit recommendations for changes per the Staffing Standards Manual, COMDTINST M5312.11 (series).</p> <p><i>Intent: To understand the workloads (PMS, Corrective, installs, removals, travel, etc...) imposed on your personnel, the distribution of resources, and the requirements to change staffing to ensure safe and effective distribution of personnel and workloads.</i></p>		
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<p>9.01 VALIDATE the metrics in use at your unit and how they are used to develop quality of service standards within your organization. Submit recommendations for change to your Commanding Officer. Criteria and recommendations should be based on, Unit's SOP, Commandant's Quality Award Guidebook, and CG Measurement Strategy and Responsibilities, COMDTINST 5224.9 (series).</p> <p><i>Intent: To understand the measurements in use at your unit to ensure optimal support of units, systems, and personnel within your AOR.</i></p> <p>9.02 TRAIN personnel on the Integrated Logistics Support process for developing the maintenance and logistics support philosophies for electronics equipment using the policies as outlined in the System Integrated Logistics Support (SILS) Command Policy Manual, COMDTINST 4105.8 (series) and MLC or SMEF EILSP or Project Managers Guide as applicable.</p> <p><i>Intent: Provide instruction, formal or OJT, to personnel on the process involved in developing a logistics support plan for an electronic system and the content of the Electronics Integrated Logistics Support Plan (EILSP).</i></p> <p>C. SPECIAL & EMERGENCY PROCEDURES</p> <p>4.01 DEMONSTRATE the procedures for extinguishing an electrical fire per the Electronics Manual, COMDTINST M10550.25 (series).</p> <p><i>Intent: The technician must demonstrate the proper procedure for extinguishing an electrical fire, including selection of proper type of extinguisher to use.</i></p> <p>4.02 DEMONSTRATE the procedure for rescuing an electric shock victim from an energized circuit as required by the Electronics Manual, COMDTINST M10550.25 (series).</p> <p><i>Intent: The technician must demonstrate the procedure for identifying an electric shock victim. Follow procedures for moving the victim (using cane or pull rope and/or securing power). Follow all applicable precautions to prevent further injury to the victim or injury to himself and obtain assistance for the victim.</i></p>		
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<p>4.03 DEMONSTRATE the procedure for performing Cardio-Pulmonary Resuscitation per current Coast Guard instructions, American Heart Association, or American Red Cross guidelines.</p> <p><i>Intent: The technician must demonstrate the proper procedure for determining need, initiating, and performing single person, adult, CPR for a minimum of 5 minutes. Procedures followed must be in accordance with current recommended procedures of the American Heart Association</i></p> <p>4.04 DEMONSTRATE tag-out/tag-in procedures for electronics/electrical equipment for maintenance and/or repair as required in the Electronics Manual, COMDTINST M10550.25 (series) and Equipment Tag-Out Procedures, COMDTINST 9077.1 (series).</p> <p><i>Intent: The technician must demonstrate the proper procedure for determining the need to tag-out and tag-in equipment or circuits and properly tag-out/tag-in as required. The technician must complete the process observing all safety and procedural requirements.</i></p> <p>4.05 DEMONSTRATE procedures for working aloft, including harness and safety line inspection, wearing of safety harness and head protection and hazards posed by stack gasses or RF radiation sources as required by the Electronics Manual, COMDTINST M10550.25 (series).</p> <p><i>Intent: The technician must describe equipment required to go aloft, safety procedures to follow, and permissions required. Technician must conduct a safety check of all equipment and demonstrate the proper procedure for wearing and using.</i></p> <p>4.06 IDENTIFY the hazards presented and protective measures required as listed in a Material Safety Data Sheet (MSDS), Electronics Manual, COMDTINST M10550.25 (series), Hazard Communication of Workplace Materials, M6260.21 (series), Hazardous Waste Management Manual, COMDTINST 16478.1 (series), and applicable Material Safety Data Sheets (MSDS).</p> <p><i>Intent: The technician must demonstrate the safety and storage requirements as listed on a MSDS. At a minimum the technician must be able to identify skin/eye irritant, flammability, flash point, chemical interactions, and respiratory/ventilation precautions.</i></p> <p>4.07 DEMONSTRATE the procedures to measure a voltage in excess of 300V per the Electronics Manual, COMDTINST M10550.25 (series).</p> <p><i>Intent: The technician must demonstrate the proper procedure for measuring a voltage in excess of 300 V. The technician must complete the process observing all safety and procedural requirements.</i></p>		
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<p>4.08 DEMONSTRATE the procedures to test high voltage gloves per the Electronics Manual, COMDTINST M10550.25 (series).</p> <p><i>Intent: The technician must state the inspection requirements and demonstrate the proper procedure for testing high voltage gloves and shells.</i></p> <p>5.01 INSPECT electronics equipment spaces to ensure required warning signs are posted per the Electronics Manual, COMDTINST M10550.25 (series) and Navy Installation and Maintenance book General Maintenance book (NAVSEA SE000-01-IMB-010, EIMB – General Maintenance, Part VI. Signs include, but are not limited to:</p> <ul style="list-style-type: none"> • RF Radiation Hazard • High Voltage Warning • Shock Hazard Warning • CPR • Multiple Power Sources • Permissible RF exposure areas • Toxic Gas warning • Hearing Protection requirements <p><i>Intent: Understand why and where signs are required, ensure that signs are posted for the safety of all personnel, and take actions required to correct any discrepancies.</i></p> <p>5.02 DEMONSTRATE the destruction of documents and equipment as required in the unit emergency destruction plan.</p> <p><i>Intent: Understand what documents/equipment must be destroyed, the conditions and authority required to implement destruction and the acceptable methods used for destruction.</i></p> <p>5.03 DEMONSTRATE safety precautions required to eliminate/limit exposure to RF radiation IAW enclosures four, five, six and seven of DODINST 6055.11 "Protection of DoD Personnel from Exposure to Radio Frequency Radiation and Military Exempt Lasers" and the Electronics Manual, COMDTINST M10550.25 (series).</p> <p><i>Intent: Technician knows the sources of RF hazards, exposure limitation methods, physical hazards associated with exposure, and permissible exposure limits to RF radiation.</i></p>		
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<p>6.01 INSPECT the safety conditions and equipment in all department areas of responsibility per the Electronics Manual, COMDTINST M10550.25 (series).</p> <p><i>Intent: Inspect all assigned electronics equipment and spaces for safety hazards, interlocks in place, exposed wiring or terminals, and the condition of required safety equipment (grounding wands, HV gloves, etc...).</i></p> <p>7.01 DEVELOP a department hazardous materials management plan per the Hazardous Materials Management Manual, COMDTINST M16478.1 (series) and the Electronics Manual, COMDTINST M10550.25 (series).</p> <p><i>Intent: Understand the requirements of a HAZMAT plan and consequences of failing to properly handle HAZMAT.</i></p> <p>D. ELECTRONICS SYSTEMS</p> <p>4.01 WEATHERPROOF an exposed connector IAW Navy Installation and Maintenance book General Maintenance book (NAVSEA SE000-01-IMB-010, EIMB – General Maintenance, Part VI).</p> <p><i>Intent: Know when and why protection is required and demonstrate the proper procedures to protect exposed connectors from damage or failure caused by water intrusion.</i></p> <p>5.01 MAINTAIN fault protection, lightning protection, and signal reference ground subsystems IAW Standard Practice for Shipboard Bonding, Grounding, and other Techniques for Electromagnetic Compatibility and Safety, MIL-STD-1310G, Grounding Bonding and Shielding for Common Long haul/Tactical Communications Systems Including Ground Based Communications-Electronics Facilities and Equipment, MIL-STD-188-124B, Grounding, Bonding, & Shielding for Electronic Equipment & Facilities, MIL-HDBK-419A, and the Electronics Manual, COMDTINST M10550.25 (series).</p> <p><i>Intent: Understand the purpose and operation of protection circuits. Ensure that power protection circuits are installed and working to protect equipment from power surges and sags in the power system and power surges (lightning) through external wiring and antennas.</i></p> <p>5.02 TRACE a point-to-point connection through multiple compartments in accordance with ship's COEDS.</p> <p><i>Intent: Understand how to interpret a COED listing and translate to physical wiring points for tracing wiring throughout a Cutter.</i></p>		
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<p>5.03 DEMONSTRATE proper storage, handling, and installation practices and precautions for the following cables IAW the Electronics Manual, COMDTINST M10550.25 (series), Navy Installation and Maintenance book General Maintenance book (NAVSEA SE000-01-IMB-010, EIMB – General Maintenance, Part VI. and manufacturers instructions.</p> <ul style="list-style-type: none"> ▪ Stranded/Solid single & multiconductor wire ▪ Coaxial cable ▪ Heliac ▪ Multiple conductor ▪ Fiber Optic ▪ Cat-5 Network Cable <p><i>Intent: Understand the requirements, limitations, and characteristics of the various types of wire and cable. This includes current, voltage, power capacity, frequency limitations, bend radius, and environmental considerations. Demonstrate the proper selection, installation, and storage requirements for each type of conductor.</i></p> <p>6.01 INSPECT facility ground systems per the Standard Practice for Shipboard Bonding, Grounding, and other Techniques for Electromagnetic Compatibility and Safety, MIL -STD-1310G, Grounding Bonding and Shielding for Common Long haul/Tactical Communications Systems Including Ground Based Communications-Electronics Facilities and Equipment, MIL-STD-188-124B, Grounding, Bonding, & Shielding for Electronic Equipment & Facilities, MIL-HDBK-419A, and the Electronics Manual, COMDTINST M10550.25 (series).</p> <p><i>Intent: Understand the requirements of a grounding system, causes and symptoms of noise and EMI generation and ground loops. Examine grounding and bonding points to determine correct bonding methods and conductivity. Evaluate bonding for potential source of electromagnetic interference. Ensure that bonding and grounding methods meet standards and initiate action to correct any deficiencies.</i></p>		
<p>NAME (Last, First, Middle Initial)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: ELECTRONICS TECHNICIAN	INIT	DATE
<p>To successfully complete these qualifications the technician must complete all common requirements listed in sections A through D for the required grade and the required grade in any one specialty only.</p> <p>Technicians are not required to remain in the previous specialty for subsequent pay grade qualifications. Technicians may change specialties between pay grades by completing the specialty qualifications in the desired grade only. To be eligible for promotion all qualifications for the desired pay grade in any one specialty must be completed.</p> <p>Technicians are not required to qualify on the same systems within a specialty as they progress. It is encouraged that technicians qualify on multiple systems within a specialty or across specialties to increase their knowledge and skills.</p> <p>Specialty qualifications for each grade are the same in content, but not context. The qualification in each grade must be completed at the level described in the intent statement for the qualification and the definition listed for the grade on page 41.</p> <p>Specialty Qualifications are required and cannot be waived or deferred.</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>SOCIAL SECURITY NO.</p>	

RATING: ELECTRONICS TECHNICIAN	INIT	DATE
<p>E. COMMUNICATIONS SPECIALTY</p> <p>This intent applies to qualifications 4.01 and 4.02.</p> <p><i>Intent: Understand how to use the PMS system, complete a PMS procedure, and develop familiarity with the PMS requirements for communications equipment. When provided the indicated PMS assignments, tools, test equipment, and supplies, the technician must complete the procedure (under supervision) observing all safety and procedural requirements and complete all required records.</i></p> <p>4.01 PERFORM at least two planned maintenance procedures on at least two of the communications systems listed below, provided applicable technical documentation, appropriate electronic test equipment, and tools IAW the Electronics Manual, COMDTINST M10550.25 (series), USCG/USN Maintenance Procedure Cards, and the equipment's technical manual.</p> <ul style="list-style-type: none"> ▪ AN/URC-116(V) HF Communications System ▪ R-2368(V)3 LF/MF/HF Receiver ▪ RT-9000A HF Communications System ▪ AN/WSC-3(V) UHF Communications System ▪ MILSATCOM System ▪ AN/URC-114(V) HF Communications System ▪ AN/URT-41(V) HF Transmitter ▪ CEXH-RF-755A HF Transmitter ▪ CEJD-MSR-XXXX (ITT McKay) HF Communications System ▪ KY-58, KG-84, USC-43 Secure Communications equipment <p>4.02 PERFORM planned maintenance on an antenna and transmission cable, provided applicable technical documentation, appropriate electronic test equipment, and tools IAW the Electronics Manual, COMDTINST M10550.25 (series), USCG Maintenance Procedure Cards, and the equipment technical manual.</p>		
<p>NAME (Last, First, Middle Initial)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: ELECTRONICS TECHNICIAN	INIT	DATE
<p>This intent applies to qualifications 4.03 and 4.04.</p> <p>Intent: <i>Understand theory of operation of communications equipment, logical troubleshooting procedures, how to identify lowest level of repair, use of standard tools and test equipment, and safety precautions required when working in energized equipment. Under supervision, the technician should be able to identify major failure symptoms and follow logical procedures to isolate the faulty assembly or component.</i></p> <p>4.03 TROUBLESHOOT at least two of the non-operational communications systems listed below to the Lowest Repairable Unit when provided applicable technical documentation, test equipment, and tools IAW the equipment technical manual and the MICA.</p> <ul style="list-style-type: none"> ▪ AN/URC-116(V) HF Communications System ▪ R-2368(V)3 LF/MF/HF Receiver ▪ RT-9000A HF Communications System ▪ AN/WSC-3(V) UHF Communications System ▪ MILSATCOM System ▪ AN/URC-114(V) HF Communications System ▪ AN/URT-41(V) HF Transmitter ▪ CEXH-RF-755A HF Transmitter ▪ CEJD-MSR-XXXX (ITT McKay) HF Communications System ▪ KY-58, KG-84, USC-43 Secure Communications equipment <p>4.04 TROUBLESHOOT a non-operational antenna system (including transmission line and patch/switch panel), to the Lowest Repairable Unit when provided applicable technical documentation, test equipment, and tools IAW the antenna system technical manual and the MICA.</p>		
<p>NAME (Last, First, Middle Initial)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: ELECTRONICS TECHNICIAN	INIT	DATE
<p>This Intent applies to qualifications 4.05 and 4.06.</p> <p>Intent: <i>Demonstrate the proper selection and use of tools, including soldering, precautions required (ESD, power source shut off, safety) while repairing equipment. Under supervision the technician must be able to repair the equipment or system and verify that it is operating within specifications after repair. The technician must complete the process observing all safety and procedural requirements and complete all records to record completion of the repair.</i></p> <p>4.05 PERFORM corrective maintenance on at least two of the non-operational communications systems to the Lowest Repairable Unit when provided applicable technical documentation, test equipment, and tools IAW the equipment technical manual and the MICA.</p> <ul style="list-style-type: none"> ▪ AN/URC-116(V) HF Communications System ▪ R-2368(V)3 LF/MF/HF Receiver ▪ RT-9000A HF Communications System ▪ AN/WSC-3(V) UHF Communications System ▪ MILSATCOM System ▪ AN/URC-114(V) HF Communications System ▪ AN/URT-41(V) HF Transmitter ▪ CEXH-RF-755A HF Transmitter ▪ CEJD-MSR-XXXX (ITT McKay) HF Communications System ▪ KY-58, KG-84, USC-43 Secure Communications equipment <p>4.06 PERFORM corrective maintenance on a non-operational antenna system (including transmission line and patch/switch panel), to the Lowest Repairable Unit when provided applicable technical documentation, test equipment, and tools IAW the antenna system technical manual and the MICA.</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>SOCIAL SECURITY NO.</p>	

RATING: ELECTRONICS TECHNICIAN	INIT	DATE
<p>This intent applies to qualifications 5.01 and 5.02.</p> <p>Intent: <i>The technician must be able to identify required PMS assignments from a schedule and select the appropriate MPC cards from the PMS library. The technician must identify all tools, test equipment, and supplies required to complete the PMS procedure. The technician must complete the procedure observing all safety and procedural requirements and complete all required records.</i></p> <p>5.01 PERFORM at least two planned maintenance procedures on at least two of the communications systems listed below, provided applicable technical documentation, appropriate electronic test equipment, and tools IAW the Electronics Manual, COMDTINST M10550.25 (series), USCG/USN Maintenance Procedure Cards, and the equipment's technical manual.</p> <ul style="list-style-type: none"> ▪ AN/URC-116(V) HF Communications System ▪ R-2368(V)3 LF/MF/HF Receiver ▪ RT-9000A HF Communications System ▪ AN/WSC-3(V) UHF Communications System ▪ MILSATCOM System ▪ AN/URC-114(V) HF Communications System ▪ AN/URT-41(V) HF Transmitter ▪ CEXH-RF-755A HF Transmitter ▪ CEJD-MSR-XXXX (ITT McKay) HF Communications System ▪ KY-58, KG-84, USC-43 Secure Communications equipment <p>5.02 PERFORM planned maintenance on a antenna and transmission cable, provided applicable technical documentation, appropriate electronic test equipment, and tools IAW the Electronics Manual, COMDTINST M10550.25 (series), USCG Maintenance Procedure Cards, and the equipment technical manual.</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>SOCIAL SECURITY NO.</p>	

RATING: ELECTRONICS TECHNICIAN	INIT	DATE
<p>This intent applies to qualifications 5.03 and 5.04.</p> <p>Intent: <i>With limited supervision, the technician must be able to diagnose an equipment or system failure and isolate the failure to the lowest repairable unit. The technician must follow logical troubleshooting procedures. The technician must identify all tools, test equipment, and supplies required to troubleshoot the equipment/system. The technician must complete the process observing all safety and procedural requirements and complete all records.</i></p> <p>5.03 TROUBLESHOOT at least two of the non-operational communications systems listed below to the Lowest Repairable Unit when provided applicable technical documentation, test equipment, and tools IAW the equipment technical manual and the MICA.</p> <ul style="list-style-type: none"> ▪ AN/URC-116(V) HF Communications System ▪ R-2368(V)3 LF/MF/HF Receiver ▪ RT-9000A HF Communications System ▪ AN/WSC-3(V) UHF Communications System ▪ MILSATCOM System ▪ AN/URC-114(V) HF Communications System ▪ AN/URT-41(V) HF Transmitter ▪ CEXH-RF-755A HF Transmitter ▪ CEJD-MSR-XXXX (ITT McKay) HF Communications System ▪ KY-58, KG-84, USC-43 Secure Communications equipment <p>5.04 TROUBLESHOOT a non-operational antenna system (including transmission line and patch/switch panel), to the Lowest Repairable Unit when provided applicable technical documentation, test equipment, and tools IAW the antenna system technical manual and the MICA.</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>SOCIAL SECURITY NO.</p>	

RATING: ELECTRONICS TECHNICIAN	INIT	DATE
<p>This Intent applies to qualifications 5.05 and 5.06.</p> <p>Intent: <i>With limited supervision, the technician must be able to repair the equipment or system and verify that it is operating within operational specifications after repair. The technician must identify the lowest level repairable level and repair or replace the failed part accordingly. The technician must identify all tools, test equipment, and supplies required to complete the repair. The technician must complete the process observing all safety and procedural requirements and complete all records to record completion of the repair.</i></p> <p>5.05 PERFORM corrective maintenance on at least two of the non-operational communications systems to the Lowest Repairable Unit when provided applicable technical documentation, test equipment, and tools IAW the equipment technical manual and the MICA.</p> <ul style="list-style-type: none"> ▪ AN/URC-116(V) HF Communications System ▪ R-2368(V)3 LF/MF/HF Receiver ▪ RT-9000A HF Communications System ▪ AN/WSC-3(V) UHF Communications System ▪ MILSATCOM System ▪ AN/URC-114(V) HF Communications System ▪ AN/URT-41(V) HF Transmitter ▪ CEXH-RF-755A HF Transmitter ▪ CEJD-MSR-XXXX (ITT McKay) HF Communications System ▪ KY-58, KG-84, USC-43 Secure Communications equipment <p>5.06 PERFORM corrective maintenance on a non-operational whip antenna system (including transmission line), to the Lowest Repairable Unit when provided applicable technical documentation, test equipment, and tools IAW the antenna system technical manual and the MICA.</p>		
<p>NAME (Last, First, Middle Initial)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: ELECTRONICS TECHNICIAN	INIT	DATE
<p>This intent applies to qualifications 6.01 and 6.02.</p> <p>Intent: <i>The technician must be able to identify required PMS assignments from a schedule and select the appropriate MPC cards from the PMS library. The technician must identify all tools, test equipment, and supplies required to complete the PMS procedure. The technician must complete the procedure observing all safety and procedural requirements and complete all required records.</i></p> <p>6.01 PERFORM at least two planned maintenance procedures on at least two of the communications systems listed below, provided applicable technical documentation, appropriate electronic test equipment, and tools IAW the Electronics Manual, COMDTINST M10550.25 (series), USCG/USN Maintenance Procedure Cards, and the equipment's technical manual.</p> <ul style="list-style-type: none"> ▪ AN/URC-116(V) HF Communications System ▪ R-2368(V)3 LF/MF/HF Receiver ▪ RT-9000A HF Communications System ▪ AN/WSC-3(V) UHF Communications System ▪ MILSATCOM System ▪ AN/URC-114(V) HF Communications System ▪ AN/URT-41(V) HF Transmitter ▪ CEXH-RF-755A HF Transmitter ▪ CEJD-MSR-XXXX (ITT McKay) HF Communications System ▪ KY-58, KG-84, USC-43 Secure Communications equipment <p>6.02 PERFORM planned maintenance on a antenna and transmission cable, provided applicable technical documentation, appropriate electronic test equipment, and tools IAW the Electronics Manual, COMDTINST M10550.25 (series), USCG Maintenance Procedure Cards, and the equipment technical manual.</p>		
<p>NAME (Last, First, Middle Initial)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: ELECTRONICS TECHNICIAN	INIT	DATE
<p>This intent applies to qualifications 6.03 and 6.04.</p> <p>Intent: <i>The technician must be able to diagnose an equipment or system failure and isolate the failure to the lowest repairable unit. The technician must follow logical troubleshooting procedures. The technician must identify all tools, test equipment, and supplies required to troubleshoot the equipment/system. The technician must complete the process observing all safety and procedural requirements and complete all records.</i></p> <p>6.03 TROUBLESHOOT at least two of the non-operational communications systems listed below to the Lowest Repairable Unit when provided applicable technical documentation, test equipment, and tools IAW the equipment technical manual and the MICA.</p> <ul style="list-style-type: none"> ▪ AN/URC-116(V) HF Communications System ▪ R-2368(V)3 LF/MF/HF Receiver ▪ RT-9000A HF Communications System ▪ AN/WSC-3(V) UHF Communications System ▪ MILSATCOM System ▪ AN/URC-114(V) HF Communications System ▪ AN/URT-41(V) HF Transmitter ▪ CEXH-RF-755A HF Transmitter ▪ CEJD-MSR-XXXX (ITT McKay) HF Communications System ▪ KY-58, KG-84, USC-43 Secure Communications equipment <p>6.04 TROUBLESHOOT a non-operational antenna system (including transmission line and patch/switch panel), to the Lowest Repairable Unit when provided applicable technical documentation, test equipment, and tools IAW the antenna system technical manual and the MICA.</p>		
<p>NAME (Last, First, Middle Initial)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: ELECTRONICS TECHNICIAN	INIT	DATE
<p>This Intent applies to qualifications 6.05 and 6.06.</p> <p>Intent: <i>The technician must be able to repair the equipment or system and verify that it is operating within operational specifications after repair. The technician must identify the lowest level repairable level and repair or replace the failed part accordingly. The technician must identify all tools, test equipment, and supplies required to complete the repair. The technician must complete the process observing all safety and procedural requirements and complete all records to record completion of the repair.</i></p> <p>6.05 PERFORM corrective maintenance on at least two of the non-operational communications systems to the Lowest Repairable Unit when provided applicable technical documentation, test equipment, and tools IAW the equipment technical manual and the MICA.</p> <ul style="list-style-type: none"> ▪ AN/URC-116(V) HF Communications System ▪ R-2368(V)3 LF/MF/HF Receiver ▪ RT-9000A HF Communications System ▪ AN/WSC-3(V) UHF Communications System ▪ MILSATCOM System ▪ AN/URC-114(V) HF Communications System ▪ AN/URT-41(V) HF Transmitter ▪ CEXH-RF-755A HF Transmitter ▪ CEJD-MSR-XXXX (ITT McKay) HF Communications System ▪ KY-58, KG-84, USC-43 Secure Communications equipment <p>6.06 PERFORM corrective maintenance on a non-operational whip antenna system (including transmission line and patch/switch panel), to the Lowest Repairable Unit when provided applicable technical documentation, test equipment, and tools IAW the antenna system technical manual and the MICA.</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>SOCIAL SECURITY NO.</p>	

RATING: ELECTRONICS TECHNICIAN	INIT	DATE
<p>F. NAVIGATION SYSTEMS SPECIALTY</p> <p>4.01 PERFORM at least two Planned Maintenance procedures on at least two of the navigation systems listed below, provided applicable technical documentation, appropriate electronic test equipment, and tools IAW the Electronics Manual, COMDTINST M10550.25 (series), USCG/USN Maintenance Procedure Cards, and the equipment's technical manual.</p> <ul style="list-style-type: none"> ▪ AN/SPS-69 RADAR ▪ AN/SPS-73 RADAR ▪ CELZ-RASCAR 2500C RADAR ▪ LORAN, DGPS, or GPS Positioning Receiver ▪ IES-KDF-538, 580, or 581 Direction Finder ▪ AN/SQN-18 Depth Indicator ▪ CRP-V-850 Depth Indicator ▪ DGPS Transmitter Site ▪ AN/FPN-44/45A LORAN Transmitter ▪ AN/FPN-64 SSX LORAN Transmitter ▪ AN/FPN-60 LORAN Timing & Control Set <p><i>Intent: Understand how to use the PMS system, complete a PMS procedure, and develop familiarity with the PMS requirements for navigation equipment. When provided the indicated PMS assignments, tools, test equipment, and supplies, the technician must complete the procedure (under supervision) observing all safety and procedural requirements and complete all required records.</i></p>		
<p>NAME (Last, First, Middle Initial)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: ELECTRONICS TECHNICIAN	INIT	DATE
<p>4.02 TROUBLESHOOT at least two of the non-operational navigation systems listed below to the Lowest Repairable Unit when provided applicable technical documentation, test equipment, and tools IAW the equipment technical manual and the MICA.</p> <ul style="list-style-type: none"> ▪ AN/SPS-69 RADAR ▪ AN/SPS-73 RADAR ▪ CELZ-RASCAR 2500C RADAR ▪ LORAN, DGPS, or GPS Positioning Receiver ▪ IES-KDF-538, 580, or 581 Direction Finder ▪ AN/SQN-18 Depth Indicator ▪ CRP-V-850 Depth Indicator ▪ DGPS Transmitter Site ▪ AN/FPN-44/45A LORAN Transmitter ▪ AN/FPN-64 SSX LORAN Transmitter ▪ AN/FPN-60 LORAN Timing & Control Set <p><i>Intent: Understand theory of operation of navigation equipment, logical troubleshooting procedures, how to identify lowest level of repair, use of standard tools and test equipment, and safety precautions required when working in energized equipment. Under supervision, the technician should be able to identify major failure symptoms and follow logical procedures to isolate the faulty assembly or component.</i></p>		
<p>NAME (Last, First, Middle Initial)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: ELECTRONICS TECHNICIAN	INIT	DATE
<p>4.03 PERFORM Corrective Maintenance on <i>at least two</i> of the non-operational navigation systems listed below to the Lowest Repairable Unit when provided applicable technical documentation, test equipment, and tools IAW the equipment technical manual and the MICA.</p> <ul style="list-style-type: none"> ▪ AN/SPS-69 RADAR ▪ AN/SPS-73 RADAR ▪ CELZ-RASCAR 2500C RADAR ▪ LORAN, DGPS, or GPS Positioning Receiver ▪ IES-KDF-538, 580, or 581 Direction Finder ▪ AN/SQN-18 Depth Indicator ▪ CRP-V-850 Depth Indicator ▪ DGPS Transmitter Site ▪ AN/FPN-44/45A LORAN Transmitter ▪ AN/FPN-64 SSX LORAN Transmitter ▪ AN/FPN-60 LORAN Timing & Control Set <p><i>Intent: Demonstrate the proper selection and use of tools, including soldering, precautions required (ESD, power source shut off) while repairing, and general safety required during a repair. Under supervision the technician must be able to repair the equipment or system and verify that it is operating within specifications after repair. The technician must complete the process observing all safety and procedural requirements and complete all records to record completion of the repair.</i></p>		
<p>NAME (Last, First, Middle Initial)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: ELECTRONICS TECHNICIAN	INIT	DATE
<p>5.01 PERFORM at least two Planned Maintenance procedures on at least two of the navigation systems listed below, provided applicable technical documentation, appropriate electronic test equipment, and tools IAW the Electronics Manual, COMDTINST M10550.25 (series), USCG/USN Maintenance Procedure Cards, and the equipment's technical manual.</p> <ul style="list-style-type: none"> ▪ AN/SPS-69 RADAR ▪ AN/SPS-73 RADAR ▪ CELZ-RASCAR 2500C RADAR ▪ LORAN, DGPS, or GPS Positioning Receiver ▪ IES-KDF-538, 580, or 581 Direction Finder ▪ AN/SQN-18 Depth Indicator ▪ CRP-V-850 Depth Indicator ▪ DGPS Transmitter Site ▪ AN/FPN-44/45A LORAN Transmitter ▪ AN/FPN-64 SSX LORAN Transmitter ▪ AN/FPN-60 LORAN Timing & Control Set <p><i>Intent: The technician must be able to identify required PMS assignments from a schedule and select the appropriate MPC cards from the PMS library. The technician must identify all tools, test equipment, and supplies required to complete the PMS procedure. The technician must complete the procedure observing all safety and procedural requirements and complete all required records.</i></p>		
<p>NAME (Last, First, Middle Initial)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: ELECTRONICS TECHNICIAN	INIT	DATE
<p>5.02 TROUBLESHOOT at least two of the non-operational navigation systems listed below to the Lowest Repairable Unit when provided applicable technical documentation, test equipment, and tools IAW the equipment technical manual and the MICA.</p> <ul style="list-style-type: none"> ▪ AN/SPS-69 RADAR ▪ AN/SPS-73 RADAR ▪ CELZ-RASCAR 2500C RADAR ▪ LORAN, DGPS, or GPS Positioning Receiver ▪ IES-KDF-538, 580, or 581 Direction Finder ▪ AN/SQN-18 Depth Indicator ▪ CRP-V-850 Depth Indicator ▪ DGPS Transmitter Site ▪ AN/FPN-44/45A LORAN Transmitter ▪ AN/FPN-64 SSX LORAN Transmitter ▪ AN/FPN-60 LORAN Timing & Control Set <p><i>Intent: With limited supervision, the technician must be able to diagnose an equipment or system failure and isolate the failure to the lowest repairable unit. The technician must follow logical troubleshooting procedures. The technician must identify all tools, test equipment, and supplies required to troubleshoot the equipment/system. The technician must complete the process observing all safety and procedural requirements and complete all records.</i></p>		
<p>NAME (Last, First, Middle Initial)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: ELECTRONICS TECHNICIAN	INIT	DATE
<p>5.03 PERFORM Corrective Maintenance on <i>at least two</i> of the non-operational navigation systems listed below to the Lowest Repairable Unit when provided applicable technical documentation, test equipment, and tools IAW the equipment technical manual and the MICA.</p> <ul style="list-style-type: none"> ▪ AN/SPS-69 RADAR ▪ AN/SPS-73 RADAR ▪ CELZ-RASCAR 2500C RADAR ▪ LORAN, DGPS, or GPS Positioning Receiver ▪ IES-KDF-538, 580, or 581 Direction Finder ▪ AN/SQN-18 Depth Indicator ▪ CRP-V-850 Depth Indicator ▪ DGPS Transmitter Site ▪ AN/FPN-44/45A LORAN Transmitter ▪ AN/FPN-64 SSX LORAN Transmitter ▪ AN/FPN-60 LORAN Timing & Control Set <p><i>Intent: With limited supervision, the technician must be able to repair the equipment or system and verify that it is operating within operational specifications after repair. The technician must identify the lowest level repairable level and repair or replace the failed part accordingly. The technician must identify all tools, test equipment, and supplies required to complete the repair. The technician must complete the process observing all safety and procedural requirements and complete all records to record completion of the repair.</i></p>		
<p>NAME (Last, First, Middle Initial)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: ELECTRONICS TECHNICIAN	INIT	DATE
<p>6.01 PERFORM at least two Planned Maintenance procedures on at least two of the navigation systems listed below, provided applicable technical documentation, appropriate electronic test equipment, and tools IAW the Electronics Manual, COMDTINST M10550.25 (series), USCG/USN Maintenance Procedure Cards, and the equipment's technical manual.</p> <ul style="list-style-type: none"> ▪ AN/SPS-69 RADAR ▪ AN/SPS-73 RADAR ▪ CELZ-RASCAR 2500C RADAR ▪ LORAN, DGPS, or GPS Positioning Receiver ▪ IES-KDF-538, 580, or 581 Direction Finder ▪ AN/SQN-18 Depth Indicator ▪ CRP-V-850 Depth Indicator ▪ DGPS Transmitter Site ▪ AN/FPN-44/45A LORAN Transmitter ▪ AN/FPN-64 SSX LORAN Transmitter ▪ AN/FPN-60 LORAN Timing & Control Set <p><i>Intent: The technician must be able to identify required PMS assignments from a schedule and select the appropriate MPC cards from the PMS library. The technician must identify all tools, test equipment, and supplies required to complete the PMS procedure. The technician must complete the procedure observing all safety and procedural requirements and complete all required records.</i></p> <p>6.02 TROUBLESHOOT at least two of the non-operational navigation systems listed below to the Lowest Repairable Unit when provided applicable technical documentation, test equipment, and tools IAW the equipment technical manual and the MICA.</p> <ul style="list-style-type: none"> ▪ AN/SPS-69 RADAR ▪ AN/SPS-73 RADAR ▪ CELZ-RASCAR 2500C RADAR ▪ LORAN, DGPS, or GPS Positioning Receiver ▪ IES-KDF-538, 580, or 581 Direction Finder ▪ AN/SQN-18 Depth Indicator ▪ CRP-V-850 Depth Indicator ▪ DGPS Transmitter Site ▪ AN/FPN-44/45A LORAN Transmitter ▪ AN/FPN-64 SSX LORAN Transmitter ▪ AN/FPN-60 LORAN Timing & Control Set <p><i>Intent: The technician must be able to diagnose an equipment or system failure and isolate the failure to the lowest repairable unit. The technician must follow logical troubleshooting procedures. The technician must identify all tools, test equipment, and supplies required to troubleshoot the equipment/system. The technician must complete the process observing all safety and procedural requirements and complete all records.</i></p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: ELECTRONICS TECHNICIAN	INIT	DATE
<p>6.03 PERFORM Corrective Maintenance on <i>at least two</i> of the non-operational navigation systems listed below to the Lowest Repairable Unit when provided applicable technical documentation, test equipment, and tools IAW the equipment technical manual and the MICA.</p> <ul style="list-style-type: none"> ▪ AN/SPS-69 RADAR ▪ AN/SPS-73 RADAR ▪ CELZ-RASCAR 2500C RADAR ▪ LORAN, DGPS, or GPS Positioning Receiver ▪ IES-KDF-538, 580, or 581 Direction Finder ▪ AN/SQN-18 Depth Indicator ▪ CRP-V-850 Depth Indicator ▪ DGPS Transmitter Site ▪ AN/FPN-44/45A LORAN Transmitter ▪ AN/FPN-64 SSX LORAN Transmitter ▪ AN/FPN-60 LORAN Timing & Control Set <p><i>Intent: The technician must be able to repair the equipment or system and verify that it is operating within operational specifications after repair. The technician must identify the lowest level repairable level and repair or replace the failed part accordingly. The technician must identify all tools, test equipment, and supplies required to complete the repair. The technician must complete the process observing all safety and procedural requirements and complete all records to record completion of the repair.</i></p>		
<p>NAME (Last, First, Middle Initial)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: ELECTRONICS TECHNICIAN	INIT	DATE
<p>G. TACTICAL/WEAPONS SYSTEMS SPECIALTY</p> <p>4.01 PERFORM at least two Planned Maintenance procedures on at least two (or MK-92 only) of the tactical/weapons systems listed below, provided applicable technical documentation, appropriate electronic test equipment, and tools IAW the Electronics Manual, COMDTINST M10550.25 (series), USCG/USN Maintenance Procedure Cards, and the equipment's technical manual.</p> <ul style="list-style-type: none"> ▪ APX-72 IFF Transponder (cannot be used with the AIMS MK-12) ▪ AIMS MK-12 IFF System ▪ AN/URN-25 TACAN System ▪ AN/SPS-40E Air Search RADAR ▪ AN/SLQ-32(V) EW System ▪ AN/WLR-1H EW System ▪ MK-92 Fire Control System (single requirement) ▪ MK-15 Close In Weapons System (CIWS) ▪ AN/SVD-1 Optical Sight <p><i>Intent: Understand how to use the PMS system, complete a PMS procedure, and develop familiarity with the PMS requirements for tactical equipment. When provided the indicated PMS assignments, tools, test equipment, and supplies, the technician must complete the procedure (under supervision) observing all safety and procedural requirements and complete all required records.</i></p>		
<p>NAME (Last, First, Middle Initial)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: ELECTRONICS TECHNICIAN	INIT	DATE
<p>4.02 TROUBLESHOOT at least two (or MK-92 only) of the non-operational tactical/weapons systems listed below to the Lowest Repairable Unit when provided applicable technical documentation, test equipment, and tools IAW the equipment technical manual and the MICA.</p> <ul style="list-style-type: none"> ▪ APX-72 IFF Transponder (cannot be used with the AIMS MK-12) ▪ AIMS MK-12 IFF System ▪ AN/URN-25 TACAN System ▪ AN/SPS-40E Air Search RADAR ▪ AN/SLQ-32(V) EW System ▪ AN/WLR-1H EW System ▪ MK-92 Fire Control System (single requirement) ▪ MK-15 Close In Weapons System (CIWS) ▪ AN/SVD-1 Optical Sight <p><i>Intent: Understand theory of operation of tactical equipment, logical troubleshooting procedures, how to identify lowest level of repair, use of standard tools and test equipment, and safety precautions required when working in energized equipment. Under supervision, the technician should be able to identify major failure symptoms and follow logical procedures to isolate the faulty assembly or component.</i></p> <p>4.03 PERFORM Corrective Maintenance on at least two (or MK-92 only) of the non-operational tactical/weapons systems listed below to the Lowest Repairable Unit when provided applicable technical documentation, test equipment, and tools IAW the equipment technical manual and the MICA.</p> <ul style="list-style-type: none"> ▪ APX-72 IFF Transponder (cannot be used with the AIMS MKII) ▪ AIMS MKII IFF System ▪ AN/URN-25 TACAN System ▪ AN/SPS-40E Air Search RADAR ▪ AN/SLQ-32(V) EW System ▪ AN/WLR-1H EW System ▪ MK-92 Fire Control System (single requirement) ▪ MK-15 Close In Weapons System (CIWS) ▪ AN/SVD-1 Optical Sight <p><i>Intent: Demonstrate the proper selection and use of tools, including soldering, precautions required (ESD, power source shut off) while repairing, and general safety required during a repair. Under supervision the technician must be able to repair the equipment or system and verify that it is operating within specifications after repair. The technician must complete the process observing all safety and procedural requirements and complete all records to record completion of the repair.</i></p>		
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<p>5.01 PERFORM at least two Planned Maintenance procedures on at least two (or MK-92 only) of the tactical/weapons systems listed below, provided applicable technical documentation, appropriate electronic test equipment, and tools IAW the Electronics Manual, COMDTINST M10550.25 (series), USCG/USN Maintenance Procedure Cards, and the equipment's technical manual.</p> <ul style="list-style-type: none"> ▪ APX-72 IFF Transponder (cannot be used with the AIMS MK-12) ▪ AIMS MK-12 IFF System ▪ AN/URN-25 TACAN System ▪ AN/SPS-40E Air Search RADAR ▪ AN/SLQ-32(V) EW System ▪ AN/WLR-1H EW System ▪ MK-92 Fire Control System (single requirement) ▪ MK-15 Close In Weapons System (CIWS) ▪ AN/SVD-1 Optical Sight <p><i>Intent: The technician must be able to identify required PMS assignments from a schedule and select the appropriate MPC cards from the PMS library. The technician must identify all tools, test equipment, and supplies required to complete the PMS procedure. The technician must complete the procedure observing all safety and procedural requirements and complete all required records.</i></p> <p>5.02 TROUBLESHOOT at least two (or MK-92 only) of the non-operational tactical/weapons systems listed below to the Lowest Repairable Unit when provided applicable technical documentation, test equipment, and tools IAW the equipment technical manual and the MICA.</p> <ul style="list-style-type: none"> ▪ APX-72 IFF Transponder (cannot be used with the AIMS MK-12) ▪ AIMS MK-12 IFF System ▪ AN/URN-25 TACAN System ▪ AN/SPS-40E Air Search RADAR ▪ AN/SLQ-32(V) EW System ▪ AN/WLR-1H EW System ▪ MK-92 Fire Control System (single requirement) ▪ MK-15 Close In Weapons System (CIWS) ▪ AN/SVD-1 Optical Sight <p><i>Intent: With limited supervision, the technician must be able to diagnose an equipment or system failure and isolate the failure to the lowest repairable unit. The technician must follow logical troubleshooting procedures. The technician must identify all tools, test equipment, and supplies required to troubleshoot the equipment/system. The technician must complete the process observing all safety and procedural requirements and complete all records.</i></p>		
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<p>5.03 PERFORM Corrective Maintenance on at least two (or MK-92 only) of the non-operational tactical/weapons systems listed below to the Lowest Repairable Unit when provided applicable technical documentation, test equipment, and tools IAW the equipment technical manual and the MICA.</p> <ul style="list-style-type: none"> ▪ APX-72 IFF Transponder (cannot be used with the AIMS MK-12) ▪ AIMS MK-12 IFF System ▪ AN/URN-25 TACAN System ▪ AN/SPS-40E Air Search RADAR ▪ AN/SLQ-32(V) EW System ▪ AN/WLR-1H EW System ▪ MK-92 Fire Control System (single requirement) ▪ MK-15 Close In Weapons System (CIWS) ▪ AN/SVD-1 Optical Sight <p><i>Intent: With limited supervision, the technician must be able to repair the equipment or system and verify that it is operating within operational specifications after repair. The technician must identify the lowest level repairable level and repair or replace the failed part accordingly. The technician must identify all tools, test equipment, and supplies required to complete the repair. The technician must complete the process observing all safety and procedural requirements and complete all records to record completion of the repair.</i></p> <p>6.01 PERFORM at least two Planned Maintenance procedures on at least two (or MK-92 only) of the tactical/weapons systems listed below, provided applicable technical documentation, appropriate electronic test equipment, and tools IAW the Electronics Manual, COMDTINST M10550.25 (series), USCG/USN Maintenance Procedure Cards, and the equipment's technical manual.</p> <ul style="list-style-type: none"> ▪ APX-72 IFF Transponder (cannot be used with the AIMS MK-12) ▪ AIMS MK-12 IFF System ▪ AN/URN-25 TACAN System ▪ AN/SPS-40E Air Search RADAR ▪ AN/SLQ-32(V) EW System ▪ AN/WLR-1H EW System ▪ MK-92 Fire Control System (single requirement) ▪ MK-15 Close In Weapons System (CIWS) ▪ AN/SVD-1 Optical Sight <p><i>Intent: The technician must be able to identify required PMS assignments from a schedule and select the appropriate MPC cards from the PMS library. The technician must identify all tools, test equipment, and supplies required to complete the PMS procedure. The technician must complete the procedure observing all safety and procedural requirements and complete all required records.</i></p>		
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<p>6.02 TROUBLESHOOT <i>at least two</i> (or MK-92 only) of the non-operational tactical/weapons systems listed below to the Lowest Repairable Unit when provided applicable technical documentation, test equipment, and tools IAW the equipment technical manual and the MICA.</p> <ul style="list-style-type: none"> ▪ APX-72 IFF Transponder (cannot be used with the AIMS MK-12) ▪ AIMS MK-12 IFF System ▪ AN/URN-25 TACAN System ▪ AN/SPS-40E Air Search RADAR ▪ AN/SLQ-32(V) EW System ▪ AN/WLR-1H EW System ▪ MK-92 Fire Control System (single requirement) ▪ MK-15 Close In Weapons System (CIWS) ▪ AN/SVD-1 Optical Sight <p><i>Intent: The technician must be able to diagnose an equipment or system failure and isolate the failure to the lowest repairable unit. The technician must follow logical troubleshooting procedures. The technician must identify all tools, test equipment, and supplies required to troubleshoot the equipment/system. The technician must complete the process observing all safety and procedural requirements and complete all records.</i></p> <p>6.03 PERFORM Corrective Maintenance on <i>at least two</i> (or MK-92 only) of the non-operational tactical/weapons systems listed below to the Lowest Repairable Unit when provided applicable technical documentation, test equipment, and tools IAW the equipment technical manual and the MICA.</p> <ul style="list-style-type: none"> ▪ APX-72 IFF Transponder (cannot be used with the AIMS MK-12) ▪ AIMS MK-12 IFF System ▪ AN/URN-25 TACAN System ▪ AN/SPS-40E Air Search RADAR ▪ AN/SLQ-32(V) EW System ▪ AN/WLR-1H EW System ▪ MK-92 Fire Control System (single requirement) ▪ MK-15 Close In Weapons System (CIWS) ▪ AN/SVD-1 Optical Sight <p><i>Intent: The technician must be able to repair the equipment or system and verify that it is operating within operational specifications after repair. The technician must identify the lowest level repairable level and repair or replace the failed part accordingly. The technician must identify all tools, test equipment, and supplies required to complete the repair. The technician must complete the process observing all safety and procedural requirements and complete all records to record completion of the repair.</i></p>		
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<p>Glossary</p> <p>ANALYZE: Methodically identify and evaluate the circuits and signals used in an electronics system to determine the characteristics and specifications of the equipment or system.</p> <p>APPLY: To use or assign to a specific purpose as relevant to the application.</p> <p>AUDIT: Physically sight and count a random selection of supplies or property and document the results.</p> <p>CALCULATE: Determine a value by mathematical methods, reasoning, or practical experience.</p> <p>COMPLETE: Follow a process or procedure from initial identification to submission of any required reports or forms.</p> <p>CONDUCT: To direct an action or evolution as the leader (supervisor).</p> <p>DEMONSTRATE: To show proficiency in accomplishing a task by simulation or actual performance without actual follow through due to safety or efficiency consequences. (Examples: Cardio-Pulmonary Resuscitation)</p> <p>DEVELOP: Determine requirements from directives issued by competent authority, establish local requirements, and prepare directive for compliance.</p> <p>EVALUATE: Determine the status of an assembly, equipment, or system by comparing the results of tests, inspections, or other measurements to design specifications or established requirements.</p> <p>IDENTIFY: To define the elements, purpose, characteristics, and input and output signals of individual electronic circuits and determine their relation to each other and the system as a whole.</p> <p>INSPECT: Examine, test, measure, or evaluate people, spaces or equipment for installation, operation, and performance in accordance with established standards, specifications, drawings, technical manuals, directives, policies or other requirements.</p> <p>INSTALL: Place a new or modified system or equipment and/or software in service in accordance with established procedures, standards, specifications, drawings, directives, and policies.</p> <p>LOAD: Transfer a software program from storage media to computer memory.</p>		
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<p>MAINTAIN: All activities that serve to increase the mean time between failure (MTBF) and/or decrease the total time inoperative (TTI) of electronic equipment or systems. (See maintenance philosophy considerations in next section.)</p> <p>NEUTRALIZE: Deliver ordnance to an identified target until it is no longer a threat.</p> <p>OBTAIN: To physically acquire an item from storage, including completion of any required inventory records.</p> <p>PERFORM: To begin a task and carry through to completion in accordance with applicable instructions and regulations.</p> <p>PREPARE: Plan, gather, and assemble information to produce a document (i.e., forms and schedules.)</p> <p>PROCURE: To purchase a required item through an authorized process.</p> <p>RECORD: To document required information in a record book, database, or other application for later retrieval and review.</p> <p>REPAIR: To return an electronic assembly to operational status by replacing components or conductors.</p> <p>REPORT: To gather data and provide information to higher authority in a defined format for an event.</p> <p>REVIEW: To examine a document or process for accuracy in content and/or format and report errors or updates to the author or controlling authority.</p> <p>SCHEDULE: To develop a plan, based on time, for allocating resources, people and equipment, and scheduling deadline to accomplish assigned tasks.</p> <p>SUBMIT: To prepare a report or form following a defined process and forwarding it to the prescribed authority.</p> <p>TRACE: To physically identify and follow a conductor or conductor bundle (electron or light) from one termination point to another.</p> <p>TRACK: To follow the course or progress of an item. i.e. a target on a PPI or a project from submission of request to actual project completion.</p> <p>TRAIN: Convey knowledge, demonstrate skills; and measure the transfer of those skills and knowledge using a defined lesson plan and methodology.</p>		
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<p>TROUBLESHOOT: To identify a failure at the lowest repairable level in a system or equipment following a logical process.</p> <p>UPDATE: Change existing information and records to accurately align them with correct or most recent data, and if required, submit changes to controlling authority to incorporate changes.</p> <p>VALIDATE: Determine if information contained in records or developed standards is accurate and applicable to current organization.</p> <p>VERIFY: To determine the accuracy of recorded information by comparing to physical evidence.</p>		
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<p>This is a “definition” of what is expected from each level of technician when applying the level of competence determination to successfully complete a performance based qualification.</p> <p>ET3: Can configure from directions/job aid and perform basic operations on trained equipment. Can perform Planned Maintenance, minor troubleshooting, and minor corrective maintenance on trained systems as part of a team under direct supervision of a Journeyman or Master technician. Can locate and use standard hand tools, test equipment, and supplies.</p> <p>ET2: In addition to the ET3 requirements, the ET2 should be able to perform installations, modifications, and removals of electronics equipment. Can document equipment capabilities and operations. Can procure standard supplies and parts. Can work independently on assigned tasks with limited supervision, provides one-on-one supervision of apprentice technicians and small teams. Can provide technical training on installed equipment.</p> <p>ET1: All the above AND Supervision of teams of both apprentice and Journeyman technicians (multiple). Can develop maintenance scheduling, establish equipment requirements, and develop installation, modification, removal plans. Can initiate tasking and work independently without supervision. Can provide training on Coast Guard processes/procedures.</p> <p>ETC: All the above AND Budget Development AND Management, Training Management, Identifying Equipment Requirements, Liaison with outside entities on Technical Issues, Local Level Project Management, Contracting, Development of Equipment Changes.</p> <p>ETCS/ETCM: All the above AND Supervision within remote AOR, Multi-Unit Budget Development, Multi-Unit Training Requirements, Multi-Unit Project Management, "All" aspects of career mentoring to people in and out of rating, Liaison with Management (Officers) CG wide, on technical and personnel issues.</p>		
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<p>TECHNICAL REFERENCE LIBRARY FOR ELECTRONICS TECHNICIANS</p> <p>References cited in the qualifications.</p> <p>CMPlus User's Guide MICA User's Guide Naval Engineering Manual, COMDTINST 9000.6 (series) Civil Engineering Manual, COMDTINST M11000.11 (series) Operational Reports, NWP 1-03-1 Casualty Reporting (CASREP) Procedures (Materiel), COMDTINST M3501.3 (series) Electronics Manual, COMDTINST 10550.25 (series) Simplified Acquisitions Procedures Handbook, COMDTINST M4200.13 (series) Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19 (series) ELC Support Gram 3M manual, OPNAVINST 4790.4 (series) Directives, Publications, & Reports Index, COMDTNOTE 5600 Accounting Manual, COMDTINST M7300.4 (series), Part II Protection of DoD Personnel from Exposure to Radiofrequency Radiation and Military Exempt Lasers, DODINST 6055.11, encl. 4, 5, 6, 7 Training and Education Manual, COMDTINST M1500.10 (series) Cutter Training and Qualification Manual, COMDTINST M3502.4 (series) Ordnance Manual, COMDTINST 8000.6 (series) Electromagnetic Radiation Hazards (Hazards to Ordnance), OP 3565, Vol 2. Coast Guard Enlisted Qualification Codes Manual, COMDTINST M1414.9 (series) Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series) Staffing Standards Manual, COMDTINST M5312.11 (series) Commandant's Quality Award Guidebook Coast Guard Measurement Strategy and Responsibilities, COMDTINST 5224.9 (series) Acquisition and Management of Integrated Logistics Support for Coast Guard American Heart Association CPR Equipment Tag-Out Procedures, COMDTINST 9077.1 (series) Hazard Communication of Workplace Materials, M6260.21 (series) Hazardous Waste Management Manual, COMDTINST 16478.1 (series) Navy Installation and Maintenance book General Maintenance book (NAVSEA SE000-01-IMB-010, EIMB – General Maintenance, Part VI System Integrated Logistics Support (SILS) Command Policy Manual, COMDTINST M4105.8 (series)</p>		
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<p>Hazardous Materials Management manual, COMDTINST M16478.1 (series) Standard Practice for Shipboard Bonding, Grounding, and other Techniques for Electromagnetic Compatibility and Safety, MIL -STD-1310G Grounding Bonding and Shielding for Common Long haul/Tactical Communications Systems Including Ground Based Communications-Electronics Facilities and Equipment, MIL -STD-188-124B Grounding, Bonding, & Shielding for Electronic Equipment & Facilities, MIL-HDBK-419A, Vols. 1 & 2</p> <p>Other Publications of Interest</p> <p>Systems Times</p> <p>Electronics Materiel Identification Manual, COMTINST M4410.5 (series)</p> <p>One technical manual for each item of test equipment. Two technical manuals for each assigned equipment.</p> <p>National Electric Code, NFPA 70 National Lighting Code, NFPA 78 Shrader's Electronic Communications, McGraw Hill</p> <p>Electronics Installation and Maintenance Books (EIMB)</p> <ul style="list-style-type: none"> General Handbook Installation Standards Handbook Electronics Circuits Handbook Test Methods and Practices Reference Data EMI Reduction Handbook General Maintenance Handbook Communications Radar Sonar Test Equipment Countermeasures 		
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<p>Navy Electricity and Electronics Training Series (NEETS)</p> <p>Module Title</p> <ol style="list-style-type: none"> 1. Matter, Energy and Direct Current 1. Alternating Current and Transformers 2. Circuit Protection, Control and Measurement 3. Electrical Conductors, Wiring Techniques and Schematic Reading 4. Generators and Motors 5. Electronic Emission, Tubes and Power Supplies 6. Solid-State Devices and Power Supplies 7. Amplifiers 8. Wave-Generation and Wave-Shaping Circuits 9. Wave Propagation, Transmission Lines and Antennas 10. Microwave Principles 11. Modulation Principles 12. Number Systems and Logic Circuits 13. Microelectronics 14. Synchros, Servos and Gyros 15. Test Equipment 16. Radio Frequency Communications Principles 17. Radar Principles 18. Technician's Handbook 19. Glossary and Index 20. Test Methods and Practices 21. Introduction to Digital Computers 22. Magnetic Recording 23. Introduction to Fiber Optics 		
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**RECORD OF PERFORMANCE QUALIFICATIONS
FS**

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). Personnel are required to demonstrate proficiency in all performance qualifications for higher pay grades. As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Some enlisted performance qualifications include Supervisory Guidelines (SupGuide), which will assist in clarifying the intent and proper execution of the task that is to be performed. Personnel are reminded that, although demonstration of proficiency in new performance qualifications at or below their current pay grade is not required, they will be held responsible for those qualifications in future Service Wide Examinations. It is the member's responsibility to be proficient in all currently published performance qualifications, up to and including those of their present pay grade, for their specific rating.

Reference material is made available through the U.S. Coast Guard Directives System Intranet site accessible at <http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/welcome.htm>, U.S. Coast Guard Directives System Internet site accessible at <http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm>, your unit administrative library, or from other government sources. A listing of reference material (hyperlinks provided where available) is located at the end of this Tab.

RATING
FOOD SERVICE SPECIALIST (Effective for the MAY 2005 Active Duty and the OCT 2005 Reserve SWE)

ABBREVIATION
FS

DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL

E-4

E-5

E-6

E-7

E-8

E-9

NAME (Last, First, Middle Initial)

EMPLID NUMBER

SIGNATURE OF SUPERVISOR

DATE	NAME/SIGNATURE	INITIALS	RATE	UNIT

REMARKS

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<p>A. FOOD PREPARATION</p> <p>SupGuide: For each of the tasks listed in this section, the member will safely operate the required equipment including: energizing, controlling, securing, cleaning, and sanitizing.</p> <p>4.A.01 Perform the three types of recipe adjustments IAW Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <p>4.A.02 Using the proper knife, perform the following cutting technique on two different food items IAW Professional Cooking by Wayne Gisslen:</p> <ul style="list-style-type: none"> • Dice • Mince • Chop • Slice <p>SupGuide: Member will be required to display two proper techniques using the right knife for each.</p> <p>4.A.03 Progressively Cook two items from an approved weekly menu IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <p>4.A.04 Prepare brewed coffee, drink mix, and brewed iced tea IAW Professional Cooking by Wayne Gisslen, Armed Forces Recipe Service (AFRS), NAVSUP Publication 7 and Product Instructions.</p> <p>4.A.05 Prepare at least one of the following meats using dry heat cooking method. IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7:</p> <ul style="list-style-type: none"> • Poultry • Beef • Pork • Seafood <p>SupGuide: Supervisor will ensure member selects a different meat for each cooking method listed in EPQ 4.A.05 through EPQ 4.A.07.</p>		
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<p>4.A.06 Prepare at least one of the following meats using moist heat cooking method IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7:</p> <ul style="list-style-type: none"> • Poultry • Beef • Pork • Seafood <p>SupGuide: Supervisor will ensure member selects a different meat for each cooking method listed in EPQ 4.A.05 through EPQ 4.A.07.</p> <p>4.A.07 Prepare at least one of the following meats with the dry heat using fat/frying cooking method IAW Professional Cooking by Wayne Gisslen.</p> <ul style="list-style-type: none"> • Poultry • Beef • Pork • Seafood <p>SupGuide: Supervisor will ensure member selects a different meat for each cooking method listed in EPQ 4.A.05 through EPQ 4.A.07.</p> <p>4.A.08 Prepare the following sauces IAW Professional Cooking by Wayne Gisslen.</p> <ul style="list-style-type: none"> • Brown sauce • White sauce • Tomato sauce <p>4.A.09 Prepare the following cold sauces IAW Professional Cooking by Wayne Gisslen.</p> <ul style="list-style-type: none"> • Tartar sauce • Cocktail sauce <p>4.A.10 Prepare a clear/light soup IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p>		
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<p>4.A.11 Prepare a heavy/thick soup IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <p>4.A.12 Hand Carve the following cooked meats IAW Professional Cooking by Wayne Gisslen.</p> <ul style="list-style-type: none"> • Whole turkey • Roast beef or pork <p>4.A.13 Prepare the following eggs cooked to order IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <ul style="list-style-type: none"> • Over easy • Over medium • Over hard • Scrambled • Omelet <p>4.A.14 Prepare the following simmered egg products IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <ul style="list-style-type: none"> • Poached • Soft cooked/boiled • Hard cooked/boiled <p>4.A.15 Wash fresh fruits and vegetables for consumption IAW Professional Cooking by Wayne Gisslen and the Food Service Sanitation Manual, COMDTINST M6240.4 (series).</p> <p>4.A.16 Prepare at least one uncooked salad IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <p>4.A.17 Prepare at least one cooked salad IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p>		
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<p>4.A.18 Prepare a fresh and frozen vegetable product IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <p>4.A.19 Prepare at least one rice product IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <p>4.A.20 Prepare at least one pasta product IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <p>4.A.21 Prepare potato products utilizing the following cooking methods IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <ul style="list-style-type: none"> • Baked • Boiled/Simmered • Dry heat using fat/frying <p>4.A.22 Prepare the following from raw ingredients IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <ul style="list-style-type: none"> • One-crust pie. • Two-crust pie <p>4.A.23 Prepare a frosted sheet cake IAW Professional Cooking by Wayne Gisslen, Armed Forces Recipe Service (AFRS), NAVSUP Publication 7 and Product Instruction.</p> <p>SupGuide: Member will be required to bake a sheet cake, prepare from raw ingredients a butter cream frosting/icing, and frost the cake.</p>		
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<p>4.A.24 Prepare at least three of the following types of cookies from raw ingredients IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <ul style="list-style-type: none"> • Bars • Ice Box/Refrigerated • Rolled • Dropped • Sheet <p>4.A.25 Prepare the following yeast-raised products from raw ingredients IAW Professional Cooking by Wayne Gisslen.</p> <ul style="list-style-type: none"> • Soft Rolls • Sweet Roll Dough <p>4.A.26 Prepare the following cooked cereals IAW product instructions.</p> <ul style="list-style-type: none"> • Oatmeal • Grits • Cream of Wheat <p>SupGuide: Be sure that member DOES NOT use instant products.</p> <p>4.A.27 Prepare the following quick bread products from raw ingredients IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <ul style="list-style-type: none"> • Pancakes • Muffins • Biscuits <p>5.A.01 Prepare the following yeast-raised products from raw ingredients IAW Professional Cooking by Wayne Gisslen.</p> <ul style="list-style-type: none"> • White Pan Bread • French Bread • Danish Pastry • Croissants 		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>EMPLID NUMBER</p>	

RATING: FOOD SERVICE SPECIALIST	INIT	DATE
<p>5.A.02 Prepare the following desserts from raw ingredients IAW Professional Cooking by Wayne Gisslen.</p> <ul style="list-style-type: none"> • Baked Custard • Bavarian Cream • Chocolate Mousse • Foam/Sponge Cake <p>5.A.03 Draft a two-week cycle menu for approval IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series).</p> <p>SupGuide: Completion of this task will include menu costing.</p> <p>5.A.04 Draft a load guide for a two-week deployment using an approved two-week cycle menu IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series).</p> <p>SupGuide: Drafting of a load guide for a six-week deployment also meets all the requirements for this EPQ. The following link can be accessed for assistance: http://www.uscg.mil/hq/tcpet/tpf/fssms/fs2-course.htm.</p> <p>5.A.05 Draft a workflow plan for a specialty meal (i.e. Holiday, Special event) IAW Professional Cooking by Wayne Gisslen and any supervisor approved recipe book.</p> <p>5.A.06 Modify a currently used recipe following the basic principles of nutrition IAW Coast Guard Food Service Manual, COMDTINST 4061.5 (series), Food Service Management General Messes, NAVSUP Publication 486, Coast Guard Health Promotion Manual, COMDTINST M6200.1 (series) and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <p>6.A.01 Draft a six-week cycle menu for approval IAW Coast Guard Food Service Manual, COMDTINST 4061.5 (series).</p> <p>SupGuide: Completion of this task will include menu costing.</p>		
<p>NAME (Last, First, Middle Initial)</p>	<p>EMPLID NUMBER</p>	

RATING: FOOD SERVICE SPECIALIST	INIT	DATE
<p>B. UTENSILS AND EQUIPMENT</p> <p>4.B.01 Maintain safe serving temperatures utilizing the following IAW Professional Cooking by Wayne Gisslen and the Food Service Sanitation Manual, COMDTINST M6240.4 (series).</p> <ul style="list-style-type: none"> • Warming Table • Chilled Salad Bar • Ice Bar <p>SupGuide: Ensure that member continues to monitor equipment for safe serving temperatures throughout serving period.</p> <p>4.B.02 Maintain by hand the following knives using a sharpening stone and steel IAW Professional Cooking by Wayne Gisslen.</p> <ul style="list-style-type: none"> • Chef's knife • Boning knife • Paring knife <p>C. SAFETY AND SANITATION</p> <p>4.C.01 Store leftover food IAW the Food Service Sanitation Manual, COMDTINST M6240.4 (series).</p> <p>4.C.02 Clean/Sanitize all food and non-food contact surfaces within food service spaces IAW Food Service Sanitation Manual, COMDTINST M6240.4 (series).</p> <p>SupGuide: Ensure trashcans are included while performing this task.</p> <p>4.C.03 Wash dishes utilizing a dishwashing machine IAW the Food Service Sanitation Manual, COMDTINST M6240.4 (series).</p> <p>SupGuide: The member will assemble operate, descale, and disassemble the dishwashing machine.</p> <p>4.C.04 Wash dishes utilizing manual dishwashing procedures IAW the Food Service Sanitation Manual, COMDTINST M6240.4 (series).</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>EMPLID NUMBER</p>	

RATING: FOOD SERVICE SPECIALIST	INIT	DATE
<p>4.C.05 Clean/Sanitize ice machines IAW Food Service Sanitation Manual, COMDTINST M6240.4 (series).</p> <p>4.C.06 Clean/Sanitize reefers/freezers IAW Food Service Sanitation Manual, COMDTINST M6240.4 (series).</p> <p>5.C.01 Upon arrival of authorized food items, Inspect to ensure compliance with specifications IAW Food Service Sanitation Manual, COMDTINST M6240.4 (series).</p> <p>5.C.02 Inspect all food handlers for compliance to hygiene and uniform standards IAW Food Service Sanitation Manual, COMDTINST M6240.4 (series).</p> <p>D. PROCUREMENT</p> <p>5.D.01 Prepare a procurement request, DOT F 4200.1, for supplies and services from commercial sources IAW U. S. Coast Guard Finance Center Standard Operating Procedures Manual, FINCENSTFINST M7000.1 (series).</p> <p>5.D.02 Procure food items using one of the following methods IAW Coast Guard Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series).</p> <ul style="list-style-type: none"> • IMPAC credit card • Prime Vendor • Blanket Purchase Agreement <p>SupGuide: Ensure member constructs accounting line data while performing this task.</p> <p>E. RECEIPT AND STORAGE</p> <p>5.E.01 Verify a received food purchase receipt for accuracy IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series).</p> <p>SupGuide: Member will ensure listed quantities are correct.</p> <p>5.E.02 Store received food items IAW Food Service Sanitation Manual, COMDTINST M6240.4 (series).</p> <p>SupGuide: Ensure that member rotates stock utilizing First In, First Out (FIFO) rule.</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>EMPLID NUMBER</p>	

RATING: FOOD SERVICE SPECIALIST	INIT	DATE
<p>F. TRAINING</p> <p>6.F.01 Deliver a presentation to Food Service personnel on the basic principles of nutrition IAW Professional Cooking by Wayne Gisslen and Weight Management Self-Help Guide, COMDTPUB 6200.3 (series).</p> <p>7.F.01 Using the following documents Train subordinates in management procedures necessary to complete an end of month report IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series).</p> <ul style="list-style-type: none"> • CG 3123 Ration Memorandum • CG 3471 Daily Ration Cost Record • CG 3469 Provision Inventory Control Record • CG 4246 or NAVSUP 766 Provision Ledger • CG 3476 Individual Credit Account • CG 4261 Provision Inventory Report • CG 5269 Report of Survey • CG 3114 Adjustment Form • CG 2576 CG Dining Facility Operating Statement • Call Record Sheet • CG 4901 Meal Sign-In Sheet • Transmittal Letter • Cash Log • DD 1149 Requisition and Invoice/Shipping Document • Current BDFA message • Collection Acknowledgement receipts <p>7.F.02 Deliver a presentation for Coast Guard Dining Facility patrons on healthy eating habits to include daily caloric, and nutrient intake IAW Professional Cooking by Wayne Gisslen and Weight Management Self-Help Guide, COMDTPUB P6200.3.</p> <p>G. PAPERWORK AND INVENTORY MANAGEMENT</p> <p>5.G.01 Prepare an end of month “Physical Inventory” IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series).</p> <p>SupGuide: Ensure that member uses Provision Inventory Report CG-4261.</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>EMPLID NUMBER</p>	

RATING: FOOD SERVICE SPECIALIST	INIT	DATE
<p>5.G.02 Handle monetary funds IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series) to include the following.</p> <ul style="list-style-type: none"> • Collection • Accountability • Security • Transmittal <p>5.G.03 Complete a CG 2581 IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series) for each of the following tasks.</p> <ul style="list-style-type: none"> • Issues to Mess • Sale of Stores • Transfer of Stores • Sale of Meals <p>5.G.04 Complete the following documents for an end of month report using the Purchases Vs. Allowance Inventory Control System IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series).</p> <ul style="list-style-type: none"> • CG 3123 Daily/Summary Ration Memorandum • CG 3471 Daily Ration Cost Record • CG 3476 Individual Credit Account • CG 4261 Provision Inventory Report • CG 5269 Report of Survey • CG 2576 CG Dining Facility Operating Statement • Call Record Sheet • CG 4901 Meal Sign-In Sheet • Transmittal Letter • Cash Log • DD 1149 Requisition and Invoice/Shipping Document <p>SupGuide: Supervisor will provide data/information to complete report.</p> <p>5.G.05 Reconcile credit card monthly statement IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series) and U. S. Coast Guard Finance Center Standard Operating Procedures Manual, FINCENSTFINST M7000.1 (series).</p>		
<p>NAME (Last, First, Middle Initial)</p>	<p>EMPLID NUMBER</p>	

RATING: FOOD SERVICE SPECIALIST	INIT	DATE
<p>5.G.06 Prepare the documentation needed for formal and informal relief of the Food Service Officer (FSO) IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series).</p> <p>6.G.01 Complete the following documents for an end of month report using the Perpetual Inventory Control System IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series).</p> <ul style="list-style-type: none"> • CG 2581 Issues/Sales Slip • CG 3123 Daily/Summary Ration Memorandum • CG 3471 Daily Ration Cost Record • CG 3469 Provision Inventory Control Record • CG4246 or NAVSUP 766 Provision Ledger Card • CG 3476 Individual Credit Account • CG 4261 Provision Inventory Report • CG 5269 Report of Survey • CG 3114 Inventory Adjustment Form • CG 2576 CG Dining Facility Operating Statement • Call Record Sheet • CG 4901 Meal Sign-In Sheet • Transmittal Letter • Cash Log • DD 1149 Requisition and Invoice/Shipping Document <p>SupGuide: Supervisor will provide data/information to complete report.</p>		
<p>NAME (Last, First, Middle Initial)</p>	<p>EMPLID NUMBER</p>	

RATING: FOOD SERVICE SPECIALIST	INIT	DATE
<p>GLOSSARY</p> <p>Bake – To cook (as food) by dry heat especially in an oven; to dry or harden by subjecting heat.</p> <p>Carve – To cut with care or precision; to cut into pieces or slices; to cut up and serve meat; to cut a solid material as so to form something.</p> <p>Clean/Sanitize – Remove all visible impurities, then eliminate or reduce contaminants to an acceptable level.</p> <p>Complete - Follow a process or procedure from initial identification to submission of any required reports or forms; provide with lacking parts or information.</p> <p>Cook – To prepare food for eating by means of heat or other cooking methods.</p> <p>Deliver - To present to an intended target or destination</p> <p>Draft - To draw the preliminary sketch, version, or plan of; a composition; submitted for approval.</p> <p>Handle – A means of understanding or controlling an item or items.</p> <p>Inspect – Examine officially, look at carefully.</p> <p>Maintain – preserve, fix, or keep in good repair; hold or keep in a state or condition.</p> <p>Modify - To make minor changes in/to; alter or change somewhat the form or qualities of.</p> <p>Operate - To perform a function. "Operate" is to turn on, control, and turn off a piece of equipment.</p> <p>Perform – Carry out an action or pattern of behavior; To begin a task and carry through to completion in accordance with applicable instructions and regulations.</p> <p>Prepare - To combine elements and produce a product. Example: Prepare a meal. 3. To put together, make ready, put into a state of use.</p>		
<p>NAME (<i>Last, First, Middle Initial</i>)</p>	<p>EMPLID NUMBER</p>	

RATING: FOOD SERVICE SPECIALIST	INIT	DATE
<p>Procure - To purchase a required item through an authorized process</p> <p>Store - To stock or deposit. Note: Store implies protecting from deterioration or pilferage.</p> <p>Verify - To determine the accuracy of recorded information by comparing to physical evidence</p> <p>Wash – Clean by the action of a liquid, especially water; the act or process or instance of washing or being washed.</p> <p>REFERENCE MATERIAL (hyperlink provided where available)</p> <p>Armed Forces Recipe Service (AFRS), NAVSUP Publication 7</p> <p>Coast Guard Food Service Manual, COMDTINST M4061.5 (series)</p> <p>Coast Guard Health Promotion Manual, COMDTINST M6200.1 (series)</p> <p>U. S. Coast Guard Finance Center Standard Operating Procedures Manual, FINCENSTFINST M7000.1 (series) FINCEN SOP</p> <p>Food Service Management General Messes, NAVSUP Publication 486</p> <p>Food Service Sanitation Manual, COMDTINST M6240.4 (series)</p> <p>Professional Cooking by Wayne Gisslen</p> <p>Weight Management Self-Help Guide, COMDTPUB P6200.1</p>		
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**RECORD OF PERFORMANCE QUALIFICATIONS
GM**

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new performance qualifications assigned to their rating. Performance qualifications previously demonstrated, dated and initialed off will not be recertified. Some performance qualifications include intent statements to help clarify the requirements of the task that is to be performed.

RATING GUNNER'S MATE (Effective for the NOV 2003 Active Duty and the OCT 2003 Reserve SWE)			ABBREVIATION GM
DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL			
E-4	E-5		E-6
E-7	E-8		E-9
NAME <i>(Last, First, Middle Initial)</i>			SOCIAL SECURITY NUMBER

SIGNATURE OF SUPERVISOR

DATE	NAME/SIGNATURE	INITIALS	RATE	UNIT

REMARKS

RATING: GUNNER'S MATE	INIT	DATE
<p>A. SMALL ARMS AND MACHINE GUNS (.50 cal and below ONLY)</p> <p>4.01 Fire the standard small arms and machine guns in use in the Coast Guard with the exception of the Winchester model .375 HH magnum IAW Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>4.02 Perform preventive maintenance on standard small arms and machine guns in use in the Coast Guard IAW OPNAVINST 4790.4 (series), TM9-1005-249-10, Remington field service manual, TM9-1005-224-10, SW361-AB-MMO-010, SWW370-AA-OPI-010, and Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>4.03 Perform corrective actions for malfunctions and stoppages that occur when firing standard small arms and machine guns in use in the Coast Guard IAW Ordnance Manual, COMDTINST M8000.2 (series), Remington field service manual, TM9-1005-224-10, TM9-1005-213-10, TM9-1005-249-24&P, TM9-1005-317-23, SW361-AB-MMO-010, SW370-AA-OPI-010, SW370-AA-MMO-010, FM23-65, and FM23-67.</p> <p>4.04 Train personnel in small arms performance qualification standards (PQS) IAW Ordnance Manual, COMDTINST M8000.2 (series) and Cutter Training and Qualification Manual, COMDTINST 3502.4 (series).</p> <p>B. PYROTECHNICS AND AMMUNITION</p> <p>4.01 Handle ammunition and pyrotechnics IAW Ordnance Manual, COMDTINST M8000.2 (series), NAVSEA OP 4, NAVSEA OP 5, NAVSEA OP 3347, TW010-AC-MMA-010, TW010-AC-ORD-030, SW050-AB-MMA-010, SW010-AB-GTP-010, SG420-AP-MMA-010, OP 1014, OP 2173, OP 3565 volume 1 and volume 2 Parts 1 & 2, and 40 CFR 260-270 [Military Munitions Rule (MMR)].</p> <p>4.02 Inspect ammunition and pyrotechnics IAW Ordnance Manual, COMDTINST M8000.2 (series), NAVSEA OP 4, NAVSEA OP 5, NAVSEA OP 3347, TW010-AC-MMA-010, TW010-AC-ORD-030, TW024-AA-ORD-010, SW050-AB-MMA-010, and 40 CFR 260-270 [Military Munitions Rule (MMR)].</p> <p>4.03 Stow ammunition and pyrotechnics IAW Ordnance Manual, COMDTINST M8000.2 (series), NAVSEA OP4, NAVSEA OP5, NAVSEA OP 3347, TW010-AC-MMA-010, TW010-AC-ORD-030, SW050-AB-MMA-010, SW020-AC-SAF-010, and 40 CFR 260-270 [Military Munitions Rule (MMR)].</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: GUNNER'S MATE	INIT	DATE
<p>4.04 Activate all Coast Guard pyrotechnics IAW Ordnance Manual, COMDTINST M8000.2 (series) and SW050-AB-MMA-010.</p> <p>5.01 Demonstrate the procedures for emergency disposal of ammunition and pyrotechnics IAW Ordnance Manual, COMDTINST M8000.2 (series), NAVSEA OP 4, SW300-BC-SAF-010, NAVSEA OP 5, and NAVSEA OP 3347, OP 1014.</p> <p>5.02 Prepare disposition documentation for turn-in of unserviceable or damaged ammunition and pyrotechnics IAW Ordnance Manual, COMDTINST M8000.2 (series) and NAVSUP P-724.</p> <p>C. MAGAZINES AND MAGAZINE SPRINKLER SYSTEMS</p> <p>4.01 Inspect magazines and/or ready service lockers IAW Ordnance Manual, COMDTINST M8000.2 (series), NAVSEA OP 4, NAVSEA OP 5, NAVSEA OP 3347, and OPNAVINST 4790.4 (series).</p> <p>4.02 Perform preventive maintenance on a magazine sprinkler system in accordance with S9522-AA-HBK-010 and OPNAVINST 4790.4 (series).</p> <p>4.03 Perform preventive maintenance on magazine sprinkler alarm sensors and panels IAW OPNAVINST 4790.4 (series) and S9522-AA-HBK-010.</p> <p>5.01 Perform corrective maintenance on a magazine sprinkler system in accordance with S9522-AA-HBK-010 and OPNAVINST 4790.4 (series).</p> <p>D. ELECTRICAL</p> <p>4.01 Maintain electrical and electronic components of installed weapon systems IAW OPNAVINST 4790.4 (series) and Maintenance Requirement Cards (MRCs).</p> <p>Intent: The member will demonstrate entry-level electrical and electronic skills, by safely performing (under supervision) maintenance on the weapon system.</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>SOCIAL SECURITY NO.</p>	

RATING: GUNNER'S MATE	INIT	DATE
<p>E. WEAPON SYSTEMS</p> <p>5.02 Conduct a prefire brief for Mk 38 Weapon System IAW Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>INTENT: To include the system's operation, function, components, ammunition types and safe handling requirements.</p> <p>6.01 Evaluate alignment of installed weapon systems IAW SW225-CF- CSA 010, SW225-CG-CSA-010, SW225-AO-MMA-010/OP 762, SW314-AO - INS-A20, and SW360-AB-MMO-010.</p> <p>6.02 Conduct a prefire brief for installed weapon systems IAW Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>INTENT: To include the system's operation, function, components, ammunition types and safe handling requirements. The operation of the ammunition hoist and dregder hoist should also be briefed.</p> <p>6.03 Evaluate operational readiness of installed weapon systems IAW Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>Intent: Member will be required to use one of the following checklists:</p> <ul style="list-style-type: none"> a. Appropriate MLC b. CART <p>F. ORDNANCE ADMINISTRATION</p> <p>4.01 Maintain an ammunition inventory using master stock records, lot locator cards, and Retail Ordnance Logistics Management System (ROLMS) IAW Ordnance Manual, COMDTINST M8000.2 (series), TW024-AA-ORD-010, and NAVSUP P-724 (series).</p> <p>Intent: To include Ammunition Transaction Reports (ATRs), Notices of Ammunition Reclassification (NARs), Overhead Fire (OHF) Messages, and Ammo Info Notices (AINs).</p> <p>4.02 Prepare required logs, reports, and records IAW Ordnance Manual, COMDTINST M8000.2 (series) and Directives, Publications and Reports Index, COMDTNOTE 5600.</p>		
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RATING: GUNNER'S MATE	INIT	DATE
<p>4.03 Prepare documentation for all small arms and ordnance equipment transactions IAW Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>4.04 Verify a R-865 IAW Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>5.01 Prepare an ordnance repair parts requisition using CALMS, IPBs, and/or FEDLOG IAW Supply Policy and Procedures Manual, COMDTINST 4400.19 (series).</p> <p>5.02 Maintain ordnance publication IAW Ordnance Publications Index, COMDTINST M8000.3 (series).</p> <p>Intent: The member will ensure unit has appropriate publications by comparing equipment inventory to publications inventory. Member should be able to enter updates and changes when required.</p> <p>5.03 Prepare a weekly, quarterly, and cycle Planned Maintenance System (PMS) schedule IAW OPNAVINST 4790.4 (series).</p> <p>5.04 Prepare Ship's Maintenance Action Form, OPNAV 4790/2K IAW OPNAVINST 4790.4 (series) and Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>5.05 Prepare Ship's Configuration Change Form, OPNAV Form 4790/CK, IAW OPNAVINST 4790.4 (series) and Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>5.06 Develop an ammunition on/off load plan IAW Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>5.07 Develop a firing plan IAW Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>5.08 Prepare a Planned Maintenance System (PMS) Feedback Report (FBR) IAW OPNAVINST 4790.4 (series) and Ordnance Manual, COMDTINST M8000.2 (series).</p>		
<p>NAME (<i>Last, First, Middle Initial</i>)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: GUNNER'S MATE	INIT	DATE
<p>5.09 Complete the following casualty reporting system reports IAW OPNAVINST NWP1-03.1 (series) and Casualty Reporting (CASREP) Procedures (MATERIEL), COMDTINST M3501.3 (series).</p> <ul style="list-style-type: none"> • Initial CASREP • Update CASREP • Correct CASREP • Cancellation CASREP <p>5.10 Submit An ordnance budget IAW Accounting Manual, COMDTINST 7300.4 (series).</p> <p>Intent: To include NAVORD.</p> <p>5.11 Complete an inventory of ordnance department Personal Property Account (PPA) items IAW Property Management Manual, COMDTINST M4500.5 (series).</p> <p>6.01 Review ordnance department reports and forms IAW Ordnance Manual, COMDTINST M8000.2 (series), and Directives, Publications and Reports Index, COMDTNOTE 5600.</p> <p>6.02 Sub-Allocate Non-Combat Expenditure Allocation (NCEA) to units within current AOR IAW NAVSUP P-724 and Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>7.01 Develop the Training, Testing, and Current Operational Requirements (TTCOR) IAW Cutter Training and Qualification Manual, COMDTINST 3502.4 (series), Requirements for WSAT and FORACS Sensor Test, COMDTINST 9408.1 (series), Ordnance Manual, COMDTINST M8000.2 (series), and NAVSUP P-724.</p> <p>G. ENVIRONMENTAL SAFETY FOR ORDNANCE</p> <p>5.01 Manage an ordnance HAZMAT storage and disposal program IAW The Emergency Planning and Community Right-to-Know Act (EPCRA) and Pollution Prevention (PL), COMDTINST M16455.10 (series), Hazardous Waste Management Manual, COMDTINST M16478.1 (series), and 40 CFR part 260 [Military Munitions Rule (MMR)].</p>		
<p>NAME (Last, First, Middle Initial)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: GUNNER'S MATE	INIT	DATE
<p>GLOSSARY</p> <p>ACTIVATE: To turn on, or to energize.</p> <p>ANALYZE: Methodically identify and evaluate: chemicals, circuits and signals used in an electronics, mechanical interaction, hydraulic, or pneumatic systems to determine the characteristics and specifications of the equipment, system or chemical.</p> <p>APPLY: To use or assign to a specific purpose as relevant to the application.</p> <p>AUDIT: Physically sight and count a random selection of supplies or property and document the results.</p> <p>CALCULATE: Determine a value by mathematical methods, reasoning, or practical experience.</p> <p>COMPLETE: Follow a process or procedure from initial identification to submission of any required reports or forms.</p> <p>CONDUCT: To direct an action or evolution as the leader (supervisor).</p> <p>DEMONSTRATE: To show proficiency in accomplishing a task by simulation or actual performance without actual follow through due to safety or efficiency consequences. (Examples: Cardio-Pulmonary Resuscitation)</p> <p>DEVELOP: Determine requirements from directives issued by competent authority, establish local requirements, and prepare directive for compliance.</p> <p>ENERGIZE: To apply voltage to.</p> <p>EVALUATE: Determine the status of an assembly, equipment, or system by comparing the results of tests, inspections, or other measurements to design specifications or established requirements.</p> <p>FIRE: To discharge a firearm or weapon system.</p> <p>HANDLE: To move by hand; to perform a required function in regard to (~ the commodity, such as ammunition).</p>		
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RATING: GUNNER'S MATE	INIT	DATE
<p>IDENTIFY: 1. To define the elements, purpose, characteristics, and input and output signals of individual electronic circuits and determine their relation to each other and the system as a whole. 2. To define the purpose, characteristics of, chemical, mechanical, hydraulic, or pneumatic inter relationships to each other as a whole.</p> <p>INSPECT: Examine, test, measure, or evaluate people, spaces or equipment for installation, operation, and performance in accordance with established standards, specifications, drawings, technical manuals, directives, policies or other requirements.</p> <p>INSTALL: Place a new or modified system or equipment and/or software in service in accordance with established procedures, standards, specifications, drawings, directives, and policies.</p> <p>LOAD: Transfer a software program from storage media to computer memory or move material/liquid from one point to another using established procedures, standards, specifications, drawings, and directives.</p> <p>LOCATE: 1. To determine or indicate place, site, or limits of. 2. To set or establish in a particular spot 3. To Find</p> <p>MAINTAIN: 1. All activities that serve to increase the mean time between failure (MTBF) and/or decrease the total time inoperative (TTI) of, electronic equipment, mechanical equipment, hydraulic or pneumatic systems. (See maintenance philosophy considerations in next section.). 2. To keep up to date, logs, records and equipment maintenance (to keep up to operational standards). 3. The care and work put into property/equipment to keep it operating and productive; general repair and up keep.</p> <p>MANAGE: 1. To direct or carry on business or affairs: supervise, administer. 2. efficient handling or the action of controlling something (as a weapon).</p> <p>NEUTRALIZE: Deliver ordnance to an identified target until it is no longer a threat or to chemically treat an object to negate threat to environment.</p> <p>OBTAIN: To physically acquire an item from storage, including completion of any required inventory records.</p> <p>OPERATE: 1. To perform a function, or to produce an appropriate effect. 2. To cause to function.</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: GUNNER'S MATE	INIT	DATE
<p>PERFORM: To begin a task and carry through to completion in accordance with applicable instructions and regulations.</p> <p>PLACE: To put in or install an item or component in the correct location</p> <p>PLAN: A detailed formulation of a program of action or to devise or project the realization or achievement of a task or program.</p> <p>PREPARE: Plan, gather, and assemble information to produce a document (i.e., forms and schedules.).</p> <p>PROCURE: To purchase a required item through an authorized process.</p> <p>RECORD: To document required information in a record book, database, or other application for later retrieval and review.</p> <p>REPAIR: To return an electronic, mechanical, hydraulic, or pneumatic assembly to operational status by replacing components.</p> <p>REPORT: To gather data and provide information to higher authority in a defined format for an event.</p> <p>REVIEW: To examine a document or process for accuracy in content and/or format and report errors or updates to the author or controlling authority.</p> <p>SCHEDULE: To develop a plan, based on time, for allocating resources, people and equipment, and scheduling deadline to accomplish assigned tasks.</p> <p>STOW: To put away, store; to lock up for safekeeping.</p> <p>SUB-ALLOCATE: To transfer from your ammunition allocation to a subordinate unit.</p> <p>SUBMIT: To prepare a report or form following a defined process and forwarding it to the prescribed authority.</p> <p>TRACE: To physically identify and follow a conductor, conductor bundle (electron or light) or hydraulic/pneumatic line from one termination point to another.</p>		
<p>NAME (<i>Last, First, Middle Initial</i>)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: GUNNER'S MATE	INIT	DATE
<p>TRACK: To follow the course or progress of an item. (e.g. a target on a PPI or a project from submission of request to actual project completion.)</p> <p>TRAIN: Convey knowledge, demonstrate skills; and measure the transfer of those skills and knowledge using a defined lesson plan and methodology.</p> <p>TROUBLESHOOT: To identify a failure at the lowest repairable level in a system or equipment following a logical process.</p> <p>UPDATE: Change existing information and records to accurately align them with correct or most recent data.</p> <p>VALIDATE: Determine if information contained in records or developed standards is accurate and applicable to current organization.</p> <p>VERIFY: To determine the accuracy of recorded information by comparing to physical evidence</p>		
<p>NAME (<i>Last, First, Middle Initial</i>)</p>	<p>SOCIAL SECURITY NO.</p>	

**RECORD OF PERFORMANCE QUALIFICATIONS
HS**

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). Personnel are required to demonstrate proficiency in all performance qualifications for higher pay grades. As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Some enlisted performance qualifications include Supervisory Guidelines (SupGuide), which will assist in clarifying the intent and proper execution of the task that is to be performed. Personnel are reminded that, although demonstration of proficiency in new performance qualifications at or below their current pay grade is not required, they will be held responsible for those qualifications in future Service Wide Examinations. It is the member's responsibility to be proficient in all currently published performance qualifications, up to and including those of their present pay grade, for their specific rating.

Reference material is made available through the U.S. Coast Guard Directives System Intranet site accessible at <http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/welcome.htm>, U.S. Coast Guard Directives System Internet site accessible at <http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm>, your unit administrative library, or from other government sources. A listing of reference material (hyperlinks provided where available) is located at the end of this Tab. The Health & Safety Directorate (G-WK) Publications & Directives Branch website is a valuable resource available at <http://www.uscg.mil/hq/g-w/g-wk/wkh/pubs/index.htm>

SupGuide: Due to the nature of the performance qualifications required of the Health Services Technician rating, performance of the tasks in this section will be completed under actual conditions when possible, but may be completed under "as accurate as possible" simulated conditions.

RATING HEALTH SERVICES TECHNICIAN (Effective for the MAY 2005 Active Duty and the OCT 2005 Reserve SWE)	ABBREVIATION HS
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DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL		
E-4	E-5	E-6

E-7	E-8	E-9
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NAME (Last, First, Middle Initial)	EMPLID NUMBER
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SIGNATURE OF SUPERVISOR

DATE	NAME/SIGNATURE	INITIALS	RATE	UNIT

REMARKS

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RATING: HEALTH SERVICES TECHNICIAN	INIT	DATE
<p>A. EMERGENCY INTERVENTIONS</p> <p>4.A.01 Resuscitate patient utilizing Automatic External Defibrillator (AED) IAW American Heart Association (AHA) Guidelines.</p> <p>4.A.02 Perform rapid and focused trauma assessment on a patient IAW Brady's Emergency Care (current edition).</p> <p>SupGuide: To include completion of checklist for trauma assessment.</p> <p>4.A.03 Perform rapid and focused medical assessment on a patient IAW Brady's Emergency Care (current edition).</p> <p>SupGuide: To include completion of checklist for medical assessment.</p> <p>4.A.04 Treat a patient for shock IAW Brady's Emergency Care (current edition).</p> <p>4.A.05 Perform spinal and extremity immobilization procedures on a patient IAW Brady's Emergency Care (current edition).</p> <p>4.A.06 Treat a patient for secondary injury and wound procedures IAW Brady's Emergency Care (current edition).</p> <p>4.A.07 Prepare patient for transport IAW Brady's Emergency Care (current edition) and Medical Manual, COMDTINST M6000.1 (series).</p> <p>SupGuide: To include completion of Emergency Medical Treatment Report (MEDEVAC), CG-5214.</p> <p>4.A.08 Treat a patient for bites/stings IAW Brady's Emergency Care (current edition).</p> <p>4.A.09 Treat a patient for burns IAW Brady's Emergency Care (current edition).</p> <p>4.A.10 Treat a patient for eye injury IAW Brady's Emergency Care (current edition).</p> <p>4.A.11 Treat a patient for anaphylaxis IAW Brady's Emergency Care (current edition).</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>EMPLID NUMBER</p>	

RATING: HEALTH SERVICES TECHNICIAN	INIT	DATE
<p>4.A.12 Treat a patient for angina pectoris and acute myocardial infarction IAW Brady's Emergency Care (current edition).</p> <p>4.A.13 Administer intravenous therapy IAW Mosby's EMT-Intermediate (current edition).</p> <p>SupGuide: To include selecting, initiating, maintaining, and discontinuing intravenous therapy. Also to include administering medications as directed via intravenous bolus method.</p> <p>4.A.14 Treat patients for the following environmental emergencies IAW Brady's Emergency Care (current edition).</p> <ul style="list-style-type: none"> • Frostbite • Hypothermia • Heat Exhaustion • Heat Stroke • Heat Cramps • Water related <p>4.A.15 Treat patients for the following IAW Brady's Emergency Care (current edition).</p> <ul style="list-style-type: none"> • Hyperglycemia • Hypoglycemia <p>4.A.16 Treat a patient with acute respiratory distress to include the following IAW Brady's Emergency Care (current edition).</p> <ul style="list-style-type: none"> • Asthma • Chronic Obstructive Pulmonary Disease (COPD) • Pneumonia • Chest Trauma <p>5.A.01 Manage a patient for shock IAW Brady's Paramedic Emergency Care (current edition).</p> <p>5.A.02 Manage a patient for secondary injury and wound procedures IAW Mosby's EMT-Intermediate (current edition).</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>EMPLID NUMBER</p>	

RATING: HEALTH SERVICES TECHNICIAN	INIT	DATE
<p>5.A.03 Manage a patient for bites/stings IAW Mosby’s EMT-Intermediate (current edition).</p> <p>5.A.04 Manage a patient for burns IAW Mosby’s EMT-Intermediate (current edition).</p> <p>5.A.05 Manage a patient for eye injury IAW Mosby’s EMT-Intermediate (current edition).</p> <p>5.A.06 Manage a patient for anaphylaxis IAW Mosby’s EMT-Intermediate (current edition).</p> <p>5.A.07 Manage a patient for poisoning/medication overdose IAW Mosby’s EMT-Intermediate (current edition).</p> <p>5.A.08 Assess a patient for the following acute psycho/emotional episode IAW Mosby’s EMT-Intermediate (current edition).</p> <ul style="list-style-type: none"> • Depression • Anxiety Disorder • Suicide Attempt • Suicide Ideation <p>5.A.09 Manage a patient for the following IAW Mosby’s EMT-Intermediate (current edition).</p> <ul style="list-style-type: none"> • Hyperglycemia • Hypoglycemia <p>5.A.10 Provide emergency treatment for seizures, including status epilepticus IAW Mosby’s EMT-Intermediate (current edition).</p> <p>5.A.11 Manage a patient with suicidal ideation or a suicide attempt IAW Suicide Prevention, COMDTINST 1734.1 (series).</p> <p>5.A.12 Manage a patient with acute respiratory distress to include the following IAW Mosby’s EMT-Intermediate (current edition).</p> <ul style="list-style-type: none"> • Asthma • Chronic Obstructive Pulmonary Disease (COPD) • Pneumonia • Chest Trauma 		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>EMPLID NUMBER</p>	

RATING: HEALTH SERVICES TECHNICIAN	INIT	DATE
<p>B. CLINICAL SICK CALL</p> <p>4.B.01 Obtain vital signs for patients IAW Medical Manual, COMDTINST M6000.1 (series) and Clinical Procedures for Medical Assistants.</p> <p>4.B.02 Obtain a patient history IAW Mosby's Health and Physical Assessments (current edition) and Medical Manual, COMDTINST M6000.1 (series).</p> <p>4.B.03 Perform physical examinations on patients IAW Mosby's Health and Physical Assessments (current edition),</p> <p>4.B.04 Document a patient encounter using SOAP (Subjective, Objective, Assessment, Plan) IAW Medical Manual, COMDTINST M6000.1 (series).</p> <p>4.B.05 Establish a differential diagnosis for a patient presenting with skin conditions IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p>SupGuide: Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> • Urticaria • Tinea (t. corporis, t. cruris, t. pedis, t. versicolor) • Contact allergic dermatitis • Contact irritant dermatitis • Atopic dermatitis/Eczema • Chickenpox (Varicella) • Acne • Wart (verruca vulgaris or plantaris) • Measles (Rubeola) • Shingles (Herpes Zoster) • Drug eruption (medicamentosa) • Small Pox • Anthrax 		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>EMPLID NUMBER</p>	

RATING: HEALTH SERVICES TECHNICIAN	INIT	DATE
<p>4.B.06 Establish a differential diagnosis for a patient presenting with sore throat IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p>SupGuide: Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> • Viral pharyngitis • Streptococcal pharyngitis • Tonsillitis <p>4.B.07 Establish a differential diagnosis for a patient presenting with neck pain IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p>SupGuide: Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> • Meningitis • Musculo-skeletal strain <p>4.B.08 Establish a differential diagnosis for a patient presenting with cough, shortness of breath, and difficulty breathing IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p>SupGuide: Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> • Asthma • Acute bronchitis • Upper Respiratory Infection • Pneumonia, viral etiology • Pneumonia, bacterial etiology • Anaphylaxis • Pulmonary Embolism • Upper airway obstruction • Tuberculosis 		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>EMPLID NUMBER</p>	

RATING: HEALTH SERVICES TECHNICIAN	INIT	DATE
<p>4.B.09 Establish a differential diagnosis for a patient presenting with eye pain, red eye, foreign body in eye, and acute altered vision IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p>SupGuide: Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> • Infectious conjunctivitis • Allergic conjunctivitis • Hordeolum • Blepharitis • Corneal abrasion • Subconjunctival hemorrhage <p>4.B.10 Establish a differential diagnosis for a patient presenting with a bloody nose (epistaxis) IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p>SupGuide: Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> • Hypertension • Digital manipulation • Foreign object • Sinus infection • Nasal mucosa inflammation • Nasal mucosa desiccation (Dryness) 		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>EMPLID NUMBER</p>	

RATING: HEALTH SERVICES TECHNICIAN	INIT	DATE
<p>4.B.11 Establish a differential diagnosis for a patient presenting with “cold-like” (URI) symptoms (symptoms consistent with possible upper respiratory infection/URI) IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p>SupGuide: Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> • Sinusitis • Influenza • Allergic rhinitis <p>4.B.12 Establish a differential diagnosis for a patient presenting with ear pain IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p>SupGuide: Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> • Otitis Media with Effusion (Serous Otitis Media) • Otitis Media, Acute • Otitis Externa • Perforation • Eustachian Tube Dysfunction • Cerumen impaction <p>4.B.13 Establish a differential diagnosis for a patient presenting with shoulder pain IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition), Current Diagnosis & Treatment in Orthopedics and The Merck Manual (current edition).</p> <p>SupGuide: Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> • Bursitis, including Subacromial bursitis • Tendinitis, including Bicipital tendonitis 		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>EMPLID NUMBER</p>	

RATING: HEALTH SERVICES TECHNICIAN	INIT	DATE
<p>4.B.14 Establish a differential diagnosis for a patient presenting with chest pain IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition), Mosby’s EMT-Intermediate (current edition) and The Merck Manual (current edition).</p> <p>SupGuide: Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> • Gastroesophageal reflux disease (GERD) • Angina pectoris • Acute Myocardial Infarction • Costochondritis • Pleurisy • Respiratory infection <p>4.B.15 Establish a differential diagnosis for a female patient presenting with abdominal/pelvic pain IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p>SupGuide: Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> • Infectious gastroenteritis • Appendicitis • Normal pregnancy • Ectopic pregnancy • Peptic Ulcer disease • Gastroesophageal reflux disease (GERD) • Urinary tract infection • Dysmenorrhea • Renal calculus/colic (a.k.a. passing kidney stone, urolithiasis) • Sexually transmitted disease (STD) 		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>EMPLID NUMBER</p>	

RATING: HEALTH SERVICES TECHNICIAN	INIT	DATE
<p>4.B.16 Establish a differential diagnosis for a male patient presenting with abdominal pain IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p>SupGuide: Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> • Food poisoning, bacterial (infectious gastroenteritis) • Appendicitis • Epididymitis • Prostatitis • Renal calculus/colic (a.k.a. passing kidney stone, urolithiasis) • Peptic ulcer disease • Gastroesophageal reflux disease (GERD) <p>4.B.17 Establish a differential diagnosis for a patient presenting with low back pain IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p>SupGuide: Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> • Muscular low back pain • Herniated nucleus pulposus (herniated lumbar disk) • Renal calculus/colic (a.k.a. passing kidney stone, urolithiasis) <p>4.B.18 Establish a differential diagnosis for a patient presenting with testicular pain IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p>SupGuide: Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> • Epididymitis • Renal calculus/colic (a.k.a. passing kidney stone, urolithiasis) • Inguinal Hernia • Testicular Torsion 		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>EMPLID NUMBER</p>	

RATING: HEALTH SERVICES TECHNICIAN	INIT	DATE
<p>4.B.19 Establish a differential diagnosis for a female patient presenting with painful/bloody urination IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p>SupGuide: Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> • Cystitis • Uncomplicated Urinary Tract Infection (UTI) • Pyelonephritis • Renal calculus/colic (a.k.a. passing kidney stone, urolithiasis) • Vaginitis • Sexually transmitted disease (STD) <p>4.B.20 Establish a differential diagnosis for a male patient presenting with painful/bloody urination IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p>SupGuide: Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> • Uncomplicated Urinary Tract Infection (UTI) • Pyelonephritis • Renal Calculus/colic (a.k.a. passing kidney stone or urolithiasis) • Prostatitis • Sexually transmitted disease (STD) <p>4.B.21 Establish a differential diagnosis for a patient presenting with knee pain IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition), Current Diagnosis & Treatment in Orthopedics and The Merck Manual (current edition).</p> <p>SupGuide: Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> • Bursitis (i.e., Iliotibial band friction syndrome, Infrapatellar, Prepatellar, Retropatellar) • Shin Splints • Tendinitis (i.e., Patella, Popliteal) 		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>EMPLID NUMBER</p>	

RATING: HEALTH SERVICES TECHNICIAN	INIT	DATE
<p>4.B.22 Establish a differential diagnosis for a patient presenting with ankle/foot pain IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition), Current Diagnosis & Treatment in Orthopedics and The Merck Manual (current edition).</p> <p>SupGuide: Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> • Lateral ankle sprain (1st degree) • Lateral ankle sprain (2nd degree) • Lateral ankle sprain (3rd degree) • Shin Splints • Fractures that might accompany ankle sprain (i.e., distal fibular head, medial malleolus/tibial, avulsion type, etc) <p>4.B.23 Establish a differential diagnosis for a patient presenting with elbow pain IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition), Current Diagnosis & Treatment in Orthopedics and The Merck Manual (current edition).</p> <p>SupGuide: Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> • Olecranon bursitis (including septic etiology) • Tennis Elbow • Carpal tunnel syndrome <p>4.B.24 Establish a differential diagnosis for a patient presenting with wrist pain IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition), Current Diagnosis & Treatment in Orthopedics and The Merck Manual (current edition).</p> <p>SupGuide: Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> • Carpal tunnel syndrome • Tendinitis 		
<p>NAME (<i>Last, First, Middle Initial</i>)</p>	<p>EMPLID NUMBER</p>	

RATING: HEALTH SERVICES TECHNICIAN	INIT	DATE
<p>4.B.25 Establish a differential diagnosis for a patient presenting with altered mental status IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition), Mosby’s EMT-Intermediate (current edition) and The Merck Manual (current edition).</p> <p>SupGuide: Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> • Intoxication (alcohol, drugs) • Increased Intracranial pressure/intracranial hypertension • Concussion • Central Nervous System (CNS) infection (i.e., meningitis, encephalitis) <p>4.B.26 Establish a differential diagnosis for a patient presenting with dental conditions/emergencies IAW Delmar’s Dental Assisting – A Comprehensive Approach (current edition).</p> <p>SupGuide: Under direct supervision the member will be required to identify the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> • Fractured tooth • Lost restoration • Traumatically avulsed tooth • Dry socket (alveolitis) • Abscess • Aphthous ulcer (a.k.a. canker sore or aphthous stomatitis) • Temporomandibular Joint (TMJ) Pain/syndrome <p>4.B.27 Develop a treatment plan for any 12 of the differential diagnosis presented in EPQ 4.B.03 thru 4.B.24 IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition and The Merck Manual (current edition).</p> <p>4.B.28 Perform verbal case presentations for patients IAW Mosby’s Health and Physical Assessments (current edition) and Medical Manual, COMDTINST M6000.1 (series).</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>EMPLID NUMBER</p>	

RATING: HEALTH SERVICES TECHNICIAN	INIT	DATE
<p>4.B.29 Inject the patient using the following techniques IAW Clinical Procedures for Medical Assistants.</p> <ul style="list-style-type: none"> • Intramuscular • Intra-dermal • Subcutaneous <p>4.B.30 Perform an electrocardiogram IAW Clinical Procedures for Medical Assistants and Manufactures Guidelines.</p> <p>4.B.31 Prescribe pharmaceuticals from the HS Drug Formulary IAW Medical Manual, COMDTINST M6000.1 (series), Nursing Drug Reference (current edition), Standardized Health Services Technician Drug Formulary, COMDTINST 6570.1 (series).</p> <p>4.B.32 Perform wound closure procedures IAW Clinical Procedures for Medical Assistants and Wounds and Lacerations Emergency Care and Closure.</p> <p>4.B.33 Sterilize surgical instruments IAW Medical Manual, COMDTINST M6000.1 (series) and Clinical Procedures for Medical Assistants.</p> <p>4.B.34 Collect the following laboratory specimens IAW Clinical Procedures for Medical Assistants.</p> <ul style="list-style-type: none"> • Blood • Stool • Urine • Wound • Throat • Sexually Transmitted Disease (STD) 		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>EMPLID NUMBER</p>	

RATING: HEALTH SERVICES TECHNICIAN	INIT	DATE
<p>4.B.35 Perform rapid reagent laboratory tests IAW Clinical Procedures Medical Assistants and Manufactures Guidelines.</p> <p>4.B.36 Perform audio acuity testing IAW Medical Manual, COMDTINST M6000.1 (series) and Manufactures Guidelines.</p> <p>4.B.37 Perform vision testing IAW Medical Manual, COMDTINST M6000.1 (series) and Manufactures Guidelines.</p> <p>5.B.01 Manage a patient presenting with a non-traumatic headache IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition), Mosby's EMT-Intermediate (current edition) and The Merck Manual (current edition).</p> <p>SupGuide: Under minimal supervision the member will manage the patient using the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> • Migraine • Cluster • Tension (cervical) • Sinusitis or sinus congestion • Temporomandibular Joint (TMJ) induced headache • Hypertension • Cerebrovascular Accident (CVA) <p>5.B.02 Manage a patient presenting with dizziness IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition), Mosby's EMT-Intermediate (current edition) and The Merck Manual (current edition).</p> <p>SupGuide: Under minimal supervision the member will manage the patient using the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> • Cardiac dysrhythmia/arrhythmia (rate/rhythm) • ENT illnesses (labyrinthitis or sinusitis) • Toxic (intoxication, environmental, medication) • Metabolic (Febrile illness, dehydration) • Pregnancy (including that exacerbated by supine position) 		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>EMPLID NUMBER</p>	

RATING: HEALTH SERVICES TECHNICIAN	INIT	DATE
<p>5.B.03 Manage a patient presenting with skin conditions IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p>SupGuide: Under minimal supervision the member will manage a patient for the conditions listed, including those listed in EPQ 4.B.03:</p> <ul style="list-style-type: none"> • Psoriasis • Seborrhea • Cellulitis • Folliculitis • Insect bites (scabies, fleas, lice, ticks) • Drug reaction/allergies • Dyshydrotic eczema • Impetigo • Herpes simplex • Hand-foot-mouth disease (coxsackie virus) <p>5.B.04 Manage a patient presenting with eye pain, red eye, foreign body in eye, or acute altered vision IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition), Mosby’s EMT-Intermediate (current edition) and The Merck Manual (current edition).</p> <p>SupGuide: Under minimal supervision the member will manage a patient for the conditions listed, including those listed in EPQ 4.B.07:</p> <ul style="list-style-type: none"> • Acute iritis • Acute retinal detachment • Hyphema • Flash burns • Herpes Keratitis • Chemical burns 		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>EMPLID NUMBER</p>	

RATING: HEALTH SERVICES TECHNICIAN	INIT	DATE
<p>5.B.05 Manage a patient presenting with cough, shortness of breath, and difficulty breathing IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition), Mosby’s EMT-Intermediate (current edition) and The Merck Manual (current edition).</p> <p>SupGuide: Under minimal supervision the member will manage a patient for the conditions listed, including those listed in EPQ 4.B.06:</p> <ul style="list-style-type: none"> • Pulmonary edema • Pneumothorax • Status asthmaticus • Pleuritis <p>5.B.06 Manage a patient presenting with ear pain IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p>SupGuide: Under minimal supervision the member will manage a patient for the conditions listed, including those listed in EPQ 4.B.10:</p> <ul style="list-style-type: none"> • Foreign body • Mastoiditis • Barotrauma • Temporomandibular Joint (TMJ) syndrome <p>5.B.07 Manage a differential diagnosis for a patient presenting with sore throat IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition), Mosby’s EMT-Intermediate (current edition) and The Merck Manual (current edition).</p> <p>SupGuide: Under minimal supervision the member will manage a patient for the conditions listed, including those listed in EPQ 4.B.04:</p> <ul style="list-style-type: none"> • Epiglottitis • Influenza • Peritonsillar abscess • Diphtheria • Croup • Toxic shock syndrome 		
NAME <i>(Last, First, Middle Initial)</i>	EMPLID NUMBER	

RATING: HEALTH SERVICES TECHNICIAN	INIT	DATE
<p>5.B.08 Manage a patient presenting with neck pain IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition), Current Diagnosis & Treatment in Orthopedics and The Merck Manual (current edition).</p> <p>SupGuide: Under minimal supervision the member will manage a patient for the conditions listed, including those listed in EPQ 4.B.05:</p> <ul style="list-style-type: none"> • Tension headache • Cervical Herniated Nucleus Pulposis • Torticollis <p>5.B.09 Manage a patient presenting with shoulder pain IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition), Mosby’s EMT-Intermediate (current edition), Current Diagnosis & Treatment in Orthopedics and The Merck Manual (current edition).</p> <p>SupGuide: Under minimal supervision the member will manage a patient for the conditions listed, including those listed in EPQ 4.B.11:</p> <ul style="list-style-type: none"> • Shoulder (dislocation, subluxation, sprain & fracture) • Acromioclavicular Joint Injury (i.e., dislocation, subluxation, sprain) • Dislocation, subluxation, sprain • Rotator Cuff Injuries <p>5.B.10 Manage a patient presenting with chest pain IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition), Mosby’s EMT-Intermediate (current edition) and The Merck Manual (current edition).</p> <p>SupGuide: Under minimal supervision the member will manage a patient for the conditions listed, including those listed in EPQ 4.B.12:</p> <ul style="list-style-type: none"> • Myocardial Infarction • Pulmonary embolism • Spontaneous pneumothorax 		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>EMPLID NUMBER</p>	

RATING: HEALTH SERVICES TECHNICIAN	INIT	DATE
<p>5.B.11 Manage a patient presenting with elbow pain IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition), Current Diagnosis & Treatment in Orthopedics and The Merck Manual (current edition).</p> <p>SupGuide: Under minimal supervision the member will manage a patient for the conditions listed, including those listed in EPQ 4.B.21:</p> <ul style="list-style-type: none"> • Lateral or medial epicondylitis • Radial head fracture • Dislocation <p>5.B.12 Manage a patient presenting with wrist pain IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition), Current Diagnosis & Treatment in Orthopedics and The Merck Manual (current edition).</p> <p>SupGuide: Under minimal supervision the member will manage a patient for the conditions listed, including those listed in EPQ 4.B.22:</p> <ul style="list-style-type: none"> • Scaphoid fracture • Radial/ulna fracture • Degenerative joint disease/noninflammatory arthritis <p>5.B.13 Manage a patient presenting with fingernail/toenail pain IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p>SupGuide: Under minimal supervision the member will manage the patient using the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> • Paronychia • Ingrown Nail 		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>EMPLID NUMBER</p>	

RATING: HEALTH SERVICES TECHNICIAN	INIT	DATE
<p>5.B.14 Manage a patient presenting with low back pain IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition), Mosby’s EMT-Intermediate (current edition) and The Merck Manual (current edition).</p> <p>SupGuide: Under minimal supervision the member will manage a patient for the conditions listed, including those listed in EPQ 4.B.15:</p> <ul style="list-style-type: none"> • Aneurysm (such as ruptured abdominal aorta); • Osteoarthritis (noninflammatory arthritis); • Gynecological condition (i.e., endometriosis, etc.) <p>5.B.15 Manage a patient presenting with testicular pain IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p>SupGuide: Under minimal supervision the member will manage a patient for the conditions listed, including those listed in EPQ 4.B.16:</p> <ul style="list-style-type: none"> • Incarcerated Inguinal Hernia • Testicular cancer • Hydrocele • Varicocele <p>5.B.16 Manage a patient presenting with painful/bloody urination IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p>SupGuide: Under minimal supervision the member will manage a patient for the conditions listed, including those listed in EPQs 4.B.17 and 4.B.18:</p> <ul style="list-style-type: none"> • Renal trauma • Urethritis 		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>EMPLID NUMBER</p>	

RATING: HEALTH SERVICES TECHNICIAN	INIT	DATE
<p>5.B.17 Manage a female patient presenting with abdominal or pelvic pain IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition), Mosby's EMT-Intermediate (current edition) and The Merck Manual (current edition).</p> <p>SupGuide: Under minimal supervision the member will manage a patient for the conditions listed, including those listed in EPQ 4.B.13:</p> <ul style="list-style-type: none"> • Perforated ulcer • Fecal impaction • Abdominal aneurysm • Hepatitis • Pancreatitis • Ovarian cyst • Endometriosis • Upper Gastrointestinal (GI) bleeding • Pelvic inflammatory disease • Colitis (Inflammatory Bowel Disease) • Irritable bowel syndrome • Diverticulitis • Cholecystitis • Gastroenteritis 		
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RATING: HEALTH SERVICES TECHNICIAN	INIT	DATE
<p>5.B.18 Manage a male patient presenting with abdominal pain IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition), Mosby's EMT-Intermediate (current edition) and The Merck Manual (current edition).</p> <p>SupGuide: Under minimal supervision the member will manage a patient for the conditions listed, including those listed in EPQ 4.B.14:</p> <ul style="list-style-type: none"> • Hernia • Irritable bowel syndrome • Colitis (Inflammatory Bowel Disease) • Diverticulitis • Pancreatitis • Cholecystitis • Hepatitis • Abdominal aneurysm • Bowel obstruction • Perforated ulcer • Testicular torsion <p>5.B.19 Manage a female patient presenting with excessive vaginal bleeding or pain IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition), Mosby's EMT-Intermediate (current edition) and The Merck Manual (current edition).</p> <p>SupGuide: Under minimal supervision the member will manage the patient using the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> • Threatened abortion (miscarriage) • Ectopic pregnancy • Dysfunctional uterine bleeding (DUB) • Metrorrhagia (uterine bleeding at irregular intervals) 		
<p>NAME (Last, First, Middle Initial)</p>	<p>EMPLID NUMBER</p>	

RATING: HEALTH SERVICES TECHNICIAN	INIT	DATE
<p>5.B.20 Manage a female patient presenting with vaginal irritation IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p>SupGuide: Under minimal supervision the member will manage the patient using the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> • Herpes simplex virus (HSV), type II • Trichomonas • Candidiasis • Condyloma acuminata • Chlamydia • Gonorrhea • Human Papilloma Virus • Syphilis • Bacterial/Gardnerella Vaginosis • Excoriation/trauma <p>5.B.21 Manage a patient presenting with sexually transmitted disease IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p>SupGuide: Under minimal supervision the member will manage the patient using the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> • Herpes simplex virus (HSV), type II • Condyloma acuminata • Syphilis • Trichomonas • Human Papilloma Virus • Gonorrhea • HIV • Hepatitis • Chancroid • Pediculosis • Chlamydia 		
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RATING: HEALTH SERVICES TECHNICIAN	INIT	DATE
<p>5.B.22 Manage a patient presenting with rectal bleeding disease IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition) and The Merck Manual (current edition).</p> <p>SupGuide: Under minimal supervision the member will manage the patient using the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> • External hemorrhoids • Internal hemorrhoids • Colon cancer • Prostatitis <p>5.B.23 Manage a patient presenting with knee pain IAW Mosby's Health and Physical Assessment (current edition), Mosby's Primary Care Consultant (current edition), Current Diagnosis & Treatment in Orthopedics and The Merck Manual (current edition).</p> <p>SupGuide: Under minimal supervision the member will manage a patient for the conditions listed, including those listed in EPQ 4.B.19:</p> <ul style="list-style-type: none"> • Patellofemoral disorders (arthralgia and compression syndrome); • Lateral or Medial Collateral Ligament (LML or MCL) injuries (sprain tear, or avulsion), being sure to use application of varum and valgum stress, with knee at proper degree of flexion, as part of your examination; • Anterior or Posterior Cruciate Ligament (ACL or PCL) Injuries • Lateral and Medial Meniscus Injuries, being sure to use McMurray's Test as part of your examination; • Fractures 		
<p>NAME (Last, First, Middle Initial)</p>	<p>EMPLID NUMBER</p>	

RATING: HEALTH SERVICES TECHNICIAN	INIT	DATE
<p>5.B.24 Manage a patient presenting with ankle/foot pain IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition), Current Diagnosis & Treatment in Orthopedics and The Merck Manual (current edition).</p> <p>SupGuide: Under minimal supervision the member will manage a patient for the conditions listed, including those listed in EPQ 4.B.20:</p> <ul style="list-style-type: none"> • Achilles tendon rupture • Achilles tendinitis • Plantar fasciitis <p>5.B.25 Manage a patient presenting with altered mental status IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition), Mosby’s EMT-Intermediate (current edition) and The Merck Manual (current edition).</p> <p>SupGuide: Under minimal supervision the member will manage a patient for the conditions listed, including those listed in EPQ 4.B.23:</p> <ul style="list-style-type: none"> • Diabetic coma • Insulin shock • Cerebrovascular Accident (CVA) • Acute psychotic episode <p>5.B.26 Manage a patient presenting with acute depression IAW Mosby’s Health and Physical Assessment (current edition), Mosby’s Primary Care Consultant (current edition), Mosby’s EMT-Intermediate (current edition) and The Merck Manual (current edition).</p> <p>SupGuide: Under minimal supervision the member will manage the patient using the following conditions as possible diagnosis:</p> <ul style="list-style-type: none"> • Adjustment disorder • Major depression • Bipolar disorder • Suicidal ideation 		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>EMPLID NUMBER</p>	

RATING: HEALTH SERVICES TECHNICIAN	INIT	DATE
<p>5.B.27 Perform minor surgical procedures to include the following IAW Clinical Procedures for Medical Assistants and Wounds and Lacerations Emergency Care and Closure.</p> <ul style="list-style-type: none"> • Incision and Drainage (I&D) • Wound-Packing • Ingrown Toenail Removal <p>5.B.28 Maintain poison antidote lockers IAW Health Services Allowance List, Ashore, COMDTINST M6700.5 (series), Health Services Allowance List, Afloat, COMDTINST M6700.6 (series) and Health Services Allowance List, Part III (Shore Units and Vessels), COMDTINST M6700.7 (series).</p> <p>C. MEDICAL ADMINISTRATION</p> <p>4.C.01 Maintain health records IAW Medical Manual, COMDTINST M6000.1 (series).</p> <p>4.C.02 Request Medical Records IAW Medical Manual, COMDTINST M6000.1 (series).</p> <p>4.C.03 Input patient data into computerized tracking/appointment systems IAW Medical Manual, COMDTINST M6000.1 (series).</p> <p>5.C.01 Prepare the following reports for Physical Examination IAW Medical Manual, COMDTINST M6000.1 (series).</p> <ul style="list-style-type: none"> • Report of Medical Examination (DD-2808) • Report of Medical History (DD-2807-1) • Occupational Medical Surveillance and Evaluation Program (OMSEP) <p>5.C.02 Prepare Binnacle lists IAW Medical Manual, COMDTINST M6000.1 (series).</p> <p>5.C.03 Review the medical departmental SOPs for compliance with MLC SOP IAW Medical Manual, COMDTINST M6000.1 (series).</p> <p>5.C.04 Prepare controlled substances inventories IAW Medical Manual, COMDTINST M6000.1 (series).</p>		
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RATING: HEALTH SERVICES TECHNICIAN	INIT	DATE
<p>6.C.01 Verify the following reports for Physical Examination IAW Medical Manual, COMDTINST M6000.1 (series).</p> <ul style="list-style-type: none"> • Report of Medical Examination (DD-2808) • Report of Medical History (DD-2807-1) • Occupational Medical Surveillance and Evaluation Program (OMSEP) <p>6.C.02 Maintain SOP Manuals for CG Medical Treatment Facilities IAW Medical Manual, COMDTINST M6000.1 (series).</p> <p>7.C.01 Maintain departmental quality assurance programs IAW Medical Manual, COMDTINST M6000.1 (series).</p> <p>D. PATIENT AFFAIRS</p> <p>5.D.01 Counsel personnel on basic health benefits programs IAW Medical Manual, COMDTINST M6000.1 (series).</p> <p>SupGuide: To include medical and dental services.</p> <p>6.D.01 Counsel patients on medical board procedures IAW Physical Disability Evaluation System, COMDTINST M1850.2 (series).</p> <p>6.D.02 Prepare Initial Medical Board packages IAW Physical Disability Evaluation System, COMDTINST M1850.2 (series).</p> <p>6.D.03 Counsel patients on medical/dental wavier requests IAW Medical Manual, COMDTINST M6000.1 (series).</p> <p>6.D.04 Advise command on requirements for Initial Medical Boards IAW Physical Disability Evaluation System, COMDTINST M1850.2 (series) and Medical Manual, COMDTINST M6000.1 (series).</p> <p>E. MEDICAL SUPPLY AND FISCAL MANAGEMENT</p> <p>5.E.01 Conduct an inventory of medical supplies IAW Health Services Allowance List, Ashore, COMDTINST M6700.5 (series), Health Services Allowance List, Afloat, COMDTINST M6700.6 (series) and Health Services Allowance List, Part III (Shore Units and Vessels), COMDTINST M6700.7 (series).</p> <p>5.E.02 Order Health Care Equipment IAW Medical Manual, COMDTINST M6000.1 (series).</p>		
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<p>6.E.01 Maintain a Preventive Maintenance Program for health care equipment IAW Medical Manual, COMDTINST M6000.1 (series).</p> <p>F. BASIC INSTRUCTION</p> <p>5.F.01 Provide departmental training IAW Medical Manual, COMDTINST M6000.1 (series).</p> <p>6.F.01 Conduct health services related unit training IAW Medical Manual, COMDTINST M6000.1 (series)</p> <p>SupGuide: Training to be conducted outside the health services division.</p> <p>6.F.02 Manage a health services department training program IAW Medical Manual, COMDTINST M6000.1 (series).</p> <p>G. SAFETY AND ENVIRONMENTAL HEALTH</p> <p>4.G.01 Interpret tuberculosis-screening test IAW Medical Manual, COMDTINST M6000.1 (series).</p> <p>5.G.01 Conduct a food service sanitation inspection IAW Food Service Sanitation Manual, COMDTINST M6240.4 (series).</p> <p>5.G.02 Manage a heat stress program IAW Manual of Naval Preventive Medicine, NAVMED P-5010.</p> <p>5.G.03 Manage a hearing conservation program IAW Medical Manual, COMDTINST M6000.1 (series).</p> <p>6.G.01 Conduct a unit sanitation inspection IAW Manual of Naval Preventive Medicine, NAVMED P-5010.</p> <p>6.G.02 Test potable water IAW Manual of Naval Preventive Medicine NAVMED P5010 and Water Supply and Wastewater Disposal Manual, COMDTINST M6240.5 (series).</p>		
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RATING: HEALTH SERVICES TECHNICIAN	INIT	DATE
<p>GLOSSARY</p> <p>Administer - To manage or supervise the execution, use, or conduct of a relatively structured activity; to give remedially.</p> <p>Advise - To counsel or recommend; to give advice; caution.</p> <p>Assess - To determine the importance, size, or value of; to fix the amount of.</p> <p>Collect - To gather or exact from a number of persons or sources; to bring together in a group.</p> <p>Conduct - To direct or control, lead, or guide; to direct an action or evolution as the leader (supervisor).</p> <p>Counsel – To provide information and/or advice regarding something.</p> <p>Develop - To set forth or make clear by degrees or in detail; bring into activity or reality.</p> <p>Establish - To bring into existence; institute; to introduce as a permanent entity or procedure.</p> <p>Inject – To introduce as an element or factor in or into some situation or subject; to force a fluid into.</p> <p>Input - To provide information to or to enter information into a system.</p> <p>Interpret - To present or delineate the meaning of; explain.</p> <p>Maintain - To preserve, fix, or keep in good repair; to keep in a proper state or condition of validity.</p> <p>Manage - To handle or direct with a degree of skill or specialized knowledge; to exercise executive, administrative, and supervisory direction; to direct or carry on business or affairs: supervise, administer.</p>		
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RATING: HEALTH SERVICES TECHNICIAN	INIT	DATE
<p>Obtain - To physically acquire an item, gain possession of.</p> <p>Order – To requisition or request from a supply system.</p> <p>Perform - To carry out an action or pattern of behavior; to begin a task and carry through to completion in accordance with applicable instructions and regulations.</p> <p>Prepare - To put together; to combine elements and produce a product; to make ready; to make other persons or things ready.</p> <p>Prescribe – Recommend or order the use of a drug or medication.</p> <p>Provide - To supply or make available; furnish.</p> <p>Request - To ask for; to ask someone to do something.</p> <p>Resuscitate – To revive from apparent death or from unconsciousness.</p> <p>Review - To go over for the purpose of determining correctness or currency.</p> <p>Sterilize – To make sterile; make free from microorganisms.</p> <p>Test - To examine to prove the value, tolerances and performance of or ascertain the nature of something;</p> <p>Treat – To care for or deal with medically or surgically.</p> <p>Verify - To confirm or establish the accuracy or truth of something; prove; authenticate.</p> <p>REFERENCE MATERIAL (hyperlinks provided where available)</p> <p>American Heart Association (AHA) Guidelines</p> <p>Brady’s Emergency Care (current edition)</p> <p>Clinical Procedures for Medical Assistants</p> <p>Current Diagnosis & Treatment in Orthopedics</p>		
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RATING: HEALTH SERVICES TECHNICIAN	INIT	DATE
<p>Delmar's Dental Assisting – A Comprehensive Approach (current edition)</p> <p>Food Service Sanitation Manual, COMDTINST M6240.4 (series)</p> <p>Guide to Antimicrobial Therapy</p> <p>Health Services Allowance List, Ashore, COMDTINST M6700.5 (series)</p> <p>Health Services Allowance List, Afloat, COMDTINST M6700.6 (series)</p> <p>Health Services Allowance List, Part III (Shore Units and Vessels), COMDTINST M6700.7 (series)</p> <p>Manual of Naval Preventive Medicine NAVMED P-5010 http://www.vnh.org/PreventiveMedicine/PreventiveMedicine.html</p> <p>Manufactures Guidelines</p> <p>Medical Manual, COMDTINST M6000.1 (series)</p> <p>Mosby's EMT-Intermediate (current edition)</p> <p>Mosby's Health and Physical Assessments (current edition)</p> <p>Mosby's Primary Care Consultant (current edition)</p> <p>Nursing Drug Reference (current edition)</p> <p>Physical Disability Evaluation System, COMDTINST M1850.2 (series)</p> <p>Standardized Health Services Technician Drug Formulary, COMDTINST 6570.1 (series)</p> <p>Suicide Prevention, COMDTINST 1734.1 (series)</p> <p>The Merck Manual (current edition)</p> <p>Water Supply and Wastewater Disposal Manual, COMDTINST M6240.5 (series)</p> <p>Wounds and Lacerations Emergency Care and Closure</p>		
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**RECORD OF PERFORMANCE QUALIFICATIONS
IT**

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new performance qualifications assigned to their rating. Performance qualifications previously demonstrated, dated and initialed off will not be recertified. Some performance qualifications include intent statements to help clarify the requirements of the task that is to be performed.

RATING
INFORMATION SYSTEMS TECHNICIAN (Effective for the NOV 2003 Active Duty and the OCT 2003 Reserve SWE)

ABBREVIATION
IT

DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL

E-4

E-5

E-6

E-7

E-8

E-9

NAME (Last, First, Middle Initial)

SOCIAL SECURITY NUMBER

RATING: INFORMATION SYSTEMS TECHNICIAN	INIT	DATE
<p>A. INFORMATION SYSTEMS MANAGEMENT</p> <p>4.01 IDENTIFY event log errors in accordance with Microsoft documentation.</p> <p><i>INTENT: Member should be able to identify and report system errors to appropriate levels.</i></p> <p>4.02 INSTALL the Coast Guard Standard Image for the following systems in accordance with current TISCOM documentation and Microsoft Windows NT Administration (Microsoft Press).</p> <ul style="list-style-type: none"> a. Primary Domain Controller (PDC) b. Backup Domain Controller (BDC) c. Applications Server d. File and Print Server e. Client Workstation f. Laptop <p>4.03 INSTALL and CONFIGURE the following peripheral devices in accordance with current TISCOM Hardware Installation and Configuration Documents and manufacturer's documentation:</p> <ul style="list-style-type: none"> a. Printers b. Scanners c. ZIP Drives d. CD Towers e. CDRW f. SCSI Tape Drives <p>4.04 ADD, DELETE, and MODIFY users and groups utilizing User Manager and AddUser Program in accordance with current TISCOM and Microsoft documentation.</p> <p>5.01 INSTALL and MAINTAIN additional software as required by the Local Configuration Control Boards (LCCB) in accordance with software release notices.</p> <p>5.02 Given a Primary Domain Controller (PDC), CONFIGURE License Manager in accordance with current TISCOM documentation.</p>		
<p>NAME (Last, First, Middle Initial)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: INFORMATION SYSTEMS TECHNICIAN	INIT	DATE
<p>5.03 Given a system, UPGRADE the following computer hardware components in accordance with current TISCOM documentation.</p> <ul style="list-style-type: none"> a. Memory b. Hard Drives c. Video Cards d. Sound Cards e. SCSI Controller <p>5.04 INSTALL and CONFIGURE Timbuktu Pro Software for remote systems management in accordance with current TISCOM documentation.</p> <p>5.05 INSTALL and CONFIGURE Remote Access Service on a laptop running the Coast Guard Standard Image in accordance with current TISCOM documentation.</p> <p>6.01 CONFIGURE Windows Internet Name Service (WINS) in accordance with current TISCOM documentation.</p> <p>6.02 CONFIGURE dynamic host configuration protocol (DHCP) in accordance with current TISCOM documentation.</p> <p>B. MICROSOFT EXCHANGE SERVER (MSX)</p> <p>4.01 Given an operational Microsoft Exchange Server, ADD, DELETE, and MAINTAIN mailbox resources in accordance with current TISCOM and Microsoft documentation.</p> <p>4.02 Given an operational Microsoft Exchange Server, CREATE and MAINTAIN the following MSX Server resources in accordance with current TISCOM and Microsoft documentation.</p> <ul style="list-style-type: none"> a. Public Folders b. Global Distribution Lists c. Recipients Containers <p>4.03 Given an operational Microsoft Exchange Server, IDENTIFY message transfer agent (MTA) queue congestion in accordance with current TISCOM and Microsoft Exchange Server documentation.</p>		
<p>NAME (<i>Last, First, Middle Initial</i>)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: INFORMATION SYSTEMS TECHNICIAN	INIT	DATE
<p>4.04 IDENTIFY errors in MSX server event log in accordance with Microsoft and TISCOM documentation.</p> <p><i>INTENT: Member should be able to identify and report system errors to appropriate levels.</i></p> <p>4.05 ADVISE users on system status, software releases, structure, and policy changes in accordance with Microsoft Sourcebook for the Help Desk (Microsoft Press).</p> <p><i>INTENT: Member must be able to notify domain customers, to include the use of "netsend", for pending system changes.</i></p> <p>5.01 CONDUCT scheduled MSX maintenance in accordance with current TISCOM documentation.</p> <p>5.02 PROVIDE user support regarding Outlook trouble resolution and configuration in accordance with current TISCOM and Microsoft documentation.</p> <p>6.01 ASSIGN and LIMIT administrator privileges to Microsoft Exchange in accordance with current TISCOM documentation.</p> <p>6.02 INSTALL and CONFIGURE Microsoft Exchange Server in accordance with current TISCOM documentation.</p> <ul style="list-style-type: none"> a. Bridgehead Server b. Member Server 		
<p>NAME (Last, First, Middle Initial)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: INFORMATION SYSTEMS TECHNICIAN	INIT	DATE
<p>C. NETWORK MANAGEMENT</p> <p>4.01 Given transmission impairment measuring sets (TIMS), multi-meters, network analyzers, cable testers or operating system troubleshooting software, PERFORM the following tests and DOCUMENT in accordance with Electronic Industries Alliance (EIA), Telecommunication Industry Association (TIA) standards and manufacturers technical manuals.</p> <p><i>INTENT: Member must be able to conduct these tests for the purpose of establishing baselines for new systems and operational testing of existing systems.</i></p> <ul style="list-style-type: none"> a. PING b. BERT c. Trace Route d. Continuity e. C-Message Weight f. Signal to Noise g. Level h. Echo Return i. Near End Cross Talk j. Far End Cross Talk k. Frequency Response l. Wave Jitter m. 3K Flat n. Resistance o. Loop p. Singing Return Loss q. Link <p>4.02 INSTALL the following ancillary equipment in accordance with National Electric Code (NEC), Electronic Industries Alliance (EIA), Telecommunication Industry Association (TIA) standards, the Electronics Manual, COMDTINST M10550.25 (series) and manufacturer’s technical manuals.</p> <ul style="list-style-type: none"> a. Routers b. Hubs c. Data Switches d. UPS e. Encryption Devices f. Bit Drivers g. Media Converters h. HDSL Units 		
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RATING: INFORMATION SYSTEMS TECHNICIAN	INIT	DATE
<p>4.03 INSTALL the following premise distribution systems in accordance with the National Electric Code (NEC), Electronic Industries Alliance (EIA), Telecommunication Industry Association (TIA) standards and the equipment manufacturer's technical manuals.</p> <p><i>INTENT: Member should be able to pull, terminate, and test cable and fiber.</i></p> <ul style="list-style-type: none"> a. Category 5 Horizontal Cabling b. Category 5 Backbone Cabling c. Fiber Optic Cabling <p>4.04 Given five separate network casualties, ISOLATE each casualty in accordance with current TISCOM documentation, MCSE: TCP/IP Study Guide (Microsoft Press), and manufacturer's technical troubleshooting procedures.</p> <p><i>INTENT: Member is to use all available tools to systematically identify circuit or equipment failures and take appropriate corrective action.</i></p> <p>4.05 Given a restored network casualty, PERFORM operational checks in accordance with current TISCOM documentation, MCSE: TCP/IP Study Guide (Microsoft Press), and manufacturer's technical manuals.</p> <p><i>INTENT: Member is to validate the operation of circuits from end-user to end-user after notification by repair technicians that the circuit has been restored, i.e. radio check after repair of a radio landline circuit; send an e-mail after restoration of CGDN+; etc.</i></p> <p>5.01 CONDUCT traffic analyses for voice and data networks to provide current and future needs in accordance with current TISCOM documentation, ITU-T Recommendation E.500 Traffic Intensity Measurement Principles and E.492 Traffic Reference Period, Voice Over IP Fundamentals (Cisco Press), and manufacturer's technical manuals.</p> <p><i>INTENT: Member should be able to identify methods of voice and data traffic load measurement, grades of service, traffic types and sampling methods.</i></p> <p>5.02 Given separate unique network casualties, RESTORE each casualty in accordance with current TISCOM documentation, MCSE TCP/IP Study Guide (Microsoft Press), and manufacturer's technical manual.</p> <p><i>INTENT: Member is to use all available tools to systematically identify circuit or equipment failures and take appropriate corrective action.</i></p>		
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<p>5.03 INSTALL, CONFIGURE, and MAINTAIN line or circuit conditioning equipment in accordance with NAVEDTRA Manuals, Navy Electrical and Electronics Training Series (NEETS), NAVEXLEX Electronics Information and Maintenance-Bulletin-Electronic Circuits (EIMB), and the equipment manufacturer's technical manual.</p> <p>6.01 CREATE a casualty recovery plan in accordance with the Automated Information Systems (AIS) Security Manual, COMDTINST M5500.13 (series).</p> <p>7.01 Given a simulated security breach, RECOMMEND updates to the network security plan in accordance with the Automated Information Systems (AIS) Security Manual, COMDTINST M5500.13 (series).</p> <p>7.02 DESIGN premise distribution system including carrier equipment in accordance with NAVEXLEX Manual Designers Planning Manual for Facilities Ashore, Electronics Manual, COMDTINST M10550.25 (series), Electronic Industries Alliance (EIA), Telecommunication Industry Association (TIA) standards, Telcordia standards and current local, state, and federal regulations.</p> <p>D. TELEPHONY SYSTEMS</p> <p>4.01 INSTALL the following telephone trunking services in accordance with the National Electric Code (NEC), Lee's ABC Tele-Training Volumes 2 and 15, Building Industry Consulting Service International (BICSI) publications and the equipment manufacturer's technical manuals:</p> <ul style="list-style-type: none"> a. Loop Start b. Ground Start c. Foreign Exchange d. Toll Free e. DS-1 f. ISDN g. Video Conferencing h. DTS i. XDSL l. Channel Banks m. Shore Tie n. Ear and Mouth (E&M) o. Switch Data Services (56K, 128K...) p. Direct Inward/Outward Dial 		
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<p>4.02 Given a functional telephone system, PERFORM moves, adds, and changes (MAC's) in accordance with the National Electric Code (NEC), Lee's ABC Tele-Training Volumes 2 and 15, Electronic Industries Alliance (EIA), Telecommunication Industry Association (TIA) standards and manufacturer's technical manuals.</p> <p><i>INTENT: Member must be able to perform a MAC, from an analog and digital telephone set to the system, to include the software.</i></p> <p>4.03 Given a voice recorder, PERFORM the following tasks in accordance with the manufacturers technical manual, Electronic Industries Alliance (EIA), Telecommunication Industry Association (TIA) standards and National Electrical Code (NEC):</p> <ul style="list-style-type: none"> a. Verify recorder is operating within normal operating specification. b. Verify inputs are operating within normal operating specification. c. Install input d. Remove input e. Replace a major component <p>4.04 PERFORM moves, adds, and changes (MAC's) on the following systems in accordance with manufacturer's technical manual:</p> <ul style="list-style-type: none"> a. Call Distribution b. Call Accounting c. Auto Attendant d. Voice Mail e. Voice Processing <p>4.05 Given five separate systems casualties, ISOLATE each casualty in accordance with the manufacturer's technical and troubleshooting manuals.</p> <p><i>INTENT: Member is to use all available tools to systematically identify circuit or equipment failures and take appropriate corrective action.</i></p> <p>5.01 INSTALL, CONFIGURE, and MAINTAIN the following systems in accordance with the manufacturer's technical manuals:</p> <ul style="list-style-type: none"> a. Call Distribution b. Call Accounting c. Auto Attendant d. Voice Mail e. Voice Processing 		
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<p>6.01 IDENTIFY alternate communication circuits in order to reroute communications during a casualty in accordance with NAVELEX Manual Designers Planning Manual for Facilities Ashore and Federal Acquisitions and Regulations.</p> <p>7.01 IMPLEMENT and MAINTAIN 20% telephone system growth factor in accordance with NAVELEX Manual Designers Planning Manual for Facilities Ashore, Electronics Manual, COMDTINST M10550.25 (series), equipment technical manuals and manufacturer's recommendations.</p> <p>7.02 CONTROL "through dial", direct inward system access (DISA), and external call forwarding in accordance with the Automated Information Systems (AIS) Security Manual, COMDTINST M5500.13 (series).</p> <p>7.03 REVIEW and MAINTAIN the standardized telephone numbering system in accordance with NAVELEX Manual Designers Planning Manual for Facilities Ashore, Electronics Manual, COMDTINST M10550.25 (series), equipment technical manuals, manufacturer's recommendations and current local, state, and federal regulations.</p> <p>8.01 DEVELOP a set of requirements for a telephone system prototype in accordance with NAVELEX Manual Designers Planning Manual for Facilities Ashore, Electronics Manual, COMDTINST M10550.25 (series), equipment technical manuals, manufacturer's recommendations and current local, state, and federal regulations.</p> <p>E. INFORMATION SYSTEMS SECURITY</p> <p>4.01 INSTALL and MAINTAIN current anti-virus software on the following systems in accordance with current TISCOM documentation.</p> <ul style="list-style-type: none"> a. Servers b. Workstations <p>5.01 IDENTIFY attempted or actual security breaches in accordance with the Automated Information Systems (AIS) Security Manual, COMDTINST M5500.13 (series) and hardware and software manufacturer's documentation.</p> <p><i>INTENT: Both data and voice systems are being monitored daily for attempted or actual breaches and initial actions are taken in accordance with unit AIS Security Plan.</i></p>		
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<p>5.02 Given an AIS Security Plan, MAINTAIN AIS security measures in accordance with the Automated Information Systems (AIS) Security Manual, COMDTINST M5500.13 (series).</p> <p>6.01 DEVELOP a unit level Automated Information System (AIS) Security Plan in accordance with the Automated Information Systems (AIS) Security Manual, COMDTINST M5500.13 (series).</p> <p>6.02 COMPLETE a system accreditation checklist in accordance with the Automated Information Systems (AIS) Security Manual, COMDTINST M5500.13 (series).</p> <p>7.01 VERIFY and CONTROL system security passwords in accordance with the Automated Information Systems (AIS) Security Manual, COMDTINST M5500.13 (series).</p> <p>7.02 CONTROL access to telecommunication closets, frame rooms, and server rooms in accordance with the Physical Security and Force Protection Program, COMDTINST M5530.1 (series).</p> <p><i>INTENT: Member is to establish key control procedures for unclassified, locked spaces and to control access to classified spaces via established security procedures.</i></p> <p>7.03 DEVELOP an AIS Contingency plan in accordance with current TISCOM documentation, Automated Information Systems (AIS) Security Manual, COMDTINST M5500.13 (series) and unit AIS Security Plan.</p> <p>7.04 UPDATE Contingency plans as necessitated by after action reports in accordance with the Automated Information Systems (AIS) Security Manual, COMDTINST M5500.13 (series).</p>		
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<p>F. GENERAL SYSTEMS SUPPORT AND ADMINISTRATION:</p> <p>4.01 Given a configured backup schedule, CONDUCT system backups for the following systems in accordance with current TISCOM documentation and equipment manufacturer's technical manuals.</p> <p><i>INTENT: Member should be able to identify and rotate media for backup schedules.</i></p> <ul style="list-style-type: none"> a. Primary Domain Controller (PDC) b. Backup Domain Controller (BDC) c. Applications Server d. File and Print Server e. Microsoft Exchange Server (MSX) <ul style="list-style-type: none"> (1) Online (2) Offline f. Private Branch Exchange (PBX) g. Electronic Key System (EKS) h. Voice Processing i. Voice Mail j. Call Accounting k. Auto Attendant <p>4.02 INSTALL and CONFIGURE Uninterruptible Power Supply (UPS) in accordance with the manufacturers technical manuals.</p> <p><i>INTENT: This applies to self contained UPSs.</i></p> <p>4.03 MAINTAIN emergency power systems in accordance with the National Electric Code (NEC), and the equipment manufacturer's technical manuals.</p> <p><i>INTENT: Perform battery maintenance and validate that the rectifier is working normally, not to include generators.</i></p> <p>4.04 MAINTAIN circuit identification, service provider, and technical support contact numbers for installed voice and data systems in accordance with Electronic Industries Alliance (EIA), Telecommunication Industry Association (TIA) standards.</p>		
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<p>5.01 CONFIGURE backup schedules on the following systems in accordance with current TISCOM documentation, Microsoft Windows NT Administration (Microsoft Press), and equipment manufacturer's technical manuals:</p> <ul style="list-style-type: none"> a. Primary Domain Controller (PDC) b. Backup Domain Controller (BDC) c. Applications Server d. File and Print Server e. Microsoft Exchange Server (MSX) <ul style="list-style-type: none"> (1) Online (2) Offline f. Private Branch Exchange (PBX) g. Electronic Key System (EKS) h. Voice Processing i. Voice Mail j. Call Accounting k. Auto Attendant <p>5.02 INSTALL emergency power systems in accordance with the National Electric Code (NEC) and the equipment manufacturer's technical manuals.</p> <p><i>INTENT: Install batteries, rectifiers, and inverters. Does not include generators</i></p> <p>5.03 CREATE a record of all equipment, circuit identifications, locations, service providers, and resource numbers for all installed voice and data systems in accordance with Electronic Industries Alliance (EIA) and Telecommunication Industry Association (TIA) standards.</p> <p>5.04 MAINTAIN adequate spare parts package in accordance with the Electronics Manual, COMDTINST M10550.25 (series), and the Comptroller Manual, Volume III, Supply and Property, COMDTINST M4400.13 (series).</p> <p>5.05 CONDUCT scheduled system maintenance in accordance with current TISCOM documentation and equipment manufacturer's technical manuals.</p> <p>5.06 CREATE equipment history logs to keep track of equipment failures in accordance with the Electronics Manual, COMDTINST M10550.25 (series).</p> <p>5.07 MAINTAIN spare equipment to enable Crisis Action Center (CAC) standup in accordance with the Automated Information Systems (AIS) Security Manual, COMDTINST M5500.13 (series) and Incident Command System (ICS) directives.</p>		
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<p>6.01 RESTORE backups on the following servers to return system to full operations in accordance with current TISCOM/Microsoft documentation and equipment manufacturer's technical manuals.</p> <p><i>INTENT: Member should be able to restore a system to full operation from a backup set (online and offline).</i></p> <ul style="list-style-type: none"> a. Primary Domain Controller (PDC) b. Backup Domain Controller (BDC) c. Applications Server d. File and Print Server e. Microsoft Exchange Server (MSX) f. Private Branch Exchange (PBX) g. Electronic Key System (EKS) h. Voice Processing i. Voice Mail j. Call Accounting k. Auto Attendant <p>6.02 ACQUIRE parts to replace spare or defective components in accordance with Electronics Manual, COMDTINST M10550.25 (series) and the E/GIP 4408 instruction series.</p> <p>6.03 CREATE a standard troubleshooting job-aid for one of the following systems in accordance with current TISCOM and Microsoft documentation, the manufacturer's technical manual, Electronic Industries Alliance (EIA) and Telecommunication Industry Association (TIA) standards.</p> <ul style="list-style-type: none"> a. Network (LAN or WAN) b. Telephone c. Windows NT Server d. MSX Server e. Windows NT Workstation <p>7.01 Given a plan to standup an Incident Command Center (ICC), RECOMMEND appropriate resources for support in accordance with the Automated Information Systems (AIS) Security Manual, COMDTINST M5500.13 (series) and Incident Command System (ICS) directives.</p> <p><i>INTENT: Member should be able to identify resources necessary to support all voice and data requirements for standing up an ICC to full operational capabilities.</i></p>		
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<p>8.01 Given a scenario, DEVELOP ElectronAlt in accordance with NAVELEX Manual Designers Planning Manual for Facilities Ashore, Electronics Manual, COMDTINST M10550.25 (series), and current local, state, and federal regulations.</p> <p>8.02 Given a scenario, DEVELOP ShipAlt in accordance with NAVELEX Manual Designers Planning Manual for Facilities Ashore, Electronics Manual, COMDTINST M10550.25 (series), and current local, state, and federal regulations.</p>		
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**RECORD OF PERFORMANCE QUALIFICATIONS
INVESTIGATOR (IV)/SPECIAL AGENT**

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard and Coast Guard Reserve as outlined in the Enlisted Qualifications Manual (COMDTINST M1414.8, series). As proficiency in each performance qualification is demonstrated, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new qualifications assigned to their rating. Qualifications previously demonstrated, dated and initialed off will not be recertified.

Prior to commencement of ADT, the member's Reserve Unit shall indicate, by circling in red, those qualifications which cannot be completed during inactive duty and should be completed on ADT.

RATING The 03-00 edition of the Investigator Performance Qualifications is effective for the IV 2001 SWE.

ABBREVIATION

IV

DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL

E-4

E-5

E-6

E-7

E-8

E-9

NAME (Last, First, Middle Initial)

SOCIAL SECURITY NUMBER

SIGNATURE OF SUPERVISOR

DATE	NAME/SIGNATURE	INITIALS	RATE	UNIT

REMARKS

Large empty rectangular area for entering remarks.

RATING: INVESTIGATOR (IV)/SPECIAL AGENT	INIT	DATE
<p>Legal Section</p> <p>5.01 BRIEF military personnel (or the public) on Coast Guard Investigative Service (CGIS) authority concerning the following CGIS missions IAW the Investigations Manual COMDTINST M5527.1 (series), Maritime Law Enforcement Manual COMDTINST 16247.1 (series), Title 10 United States Code (USC), and Title 14 USC:</p> <ul style="list-style-type: none"> (a) Criminal Investigation (UCMJ) (b) Criminal Investigation- (USC) (c) Personnel Security Investigations (d) Protective Services (e) Operational Intelligence Collection <p>5.02 EXPLAIN the significance of the following statutes as they pertain to CGIS missions IAW the Investigations Manual COMDTINST M5527.1 (series), Maritime Law Enforcement Manual COMDTINST M16247.1(series), Title 10 USC, Title 14 USC, and Title 19 USC:</p> <ul style="list-style-type: none"> (a) 14 USC 2 (b) 14 USC 89a (c) 14 USC 93e (d) 14 USC 95 (e) 14 USC 141 (f) 14 USC 143 (g) 19 USC 1401 (h) 19 USC 1581 (i) 19 USC 1589a <p>5.03 EXPLAIN CGIS authority and Jurisdiction as it applies to <i>enforcement of U.S. statutes</i> (e.g., maritime law enforcement, criminal codes) IAW the Investigations Manual COMDTINST M5527.1 (series), Maritime Law Enforcement Manual COMDTINST M16247.1 (series), and Boarding Officer (BO)/ Boarding Team Member (BTM) Performance Qualifications Standards (PQS) Standard Answer Book COMDTINST M16247.7 (series).</p> <p>5.04 LIST the procedures to confirm the extent of a diplomat's immunity IAW the BO/BTM PQS Standard Answer Book COMDTINST M16247.7 (series).</p> <p>5.05 EXPLAIN the Posse Commitatus Act, and how it relates to CGIS missions IAW Title 18 USC 1385 and the Investigations Manual COMDTINST M5527.1 (series).</p> <p>5.06 DEFINE the elements, maximum punishments, and statutes of limitations for a Federal criminal code violation IAW the U.S. Codes, Maritime Law Enforcement Manual COMDTINST M16247.1 (series), BO/BTM PQS Standard Answer Book COMDTINST 16247.7 (series), Investigations Manual COMDTINST M5527.1 (series), and the Manual for Courts-Martial.</p>		
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<p>5.07 DESCRIBE the legal basis for military jurisdiction over a person and give examples of personnel subject to military jurisdiction according to the Uniformed Code of Military Justice (UCMJ) and in IAW the Manual for Courts-Martial, and the Investigations Manual COMDTINST M5527.1 (series).</p> <p>5.08 IDENTIFY when a warrant/search authorization is required to conduct a search IAW the Investigations Manual COMDTINST M5527.1 (series), the Maritime Law Enforcement Manual COMDTINST M16247.1 (series), the Manual for Courts-Martial and the Military Justice Manual COMDTINST M5010.1 (series).</p> <p>5.09 LIST which searches may be conducted without a search warrant or search authorization IAW the Manual for Courts-Martial and the Investigations Manual COMDTINST M5527.1 (series).</p> <p>5.10 IDENTIFY when a search can be conducted during the following exigent circumstances IAW the Manual for Courts-Martial, the Investigations Manual COMDTINST M5527.1 (series), Cupp Vs Murry, 42 U.S. 291 (1973), U.S. vs Santana 42 U.S. 38 (1975), and Mincey vs Arizona, 437 U.S. 385 (1978):</p> <ul style="list-style-type: none"> (a) Hot pursuit (b) Destruction of evidence (c) Mobile conveyance (d) Crime scene emergency <p>5.11 EXPLAIN Military Rules of Evidence which address search and seizure issues for the military environment IAW the Investigations Manual COMDTINST M5527.1 (series) and the Manual for Courts-Martial.</p> <p>5.12 PREPARE an affidavit in support of a search warrant IAW the Federal Rules of Criminal Procedure.</p> <p>5.13 OBTAIN a Federal search warrant IAW the Federal Rules of Criminal Procedure.</p> <p>5.14 PREPARE an application for a search authorization IAW the Manual for Courts-Martial, the Military Justice Manual COMDTINST M5010.1 (series), and the Investigations Manual COMDTINST M5527.1 (series).</p> <p>5.15 OBTAIN a search authorization IAW the Manual for Courts-Martial.</p> <p>5.16 PREPARE a consent for search and seizure form to search IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>5.17 PREPARE an authority to search and seize form to search IAW the Investigations Manual COMDTINST M5527.1 (series).</p>		
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<p>5.18 IDENTIFY the constitutional basis for the Military Justice System IAW the Manual for Courts-Martial.</p> <p>5.19 STATE the purpose of Article 15, UCMJ (non-judicial punishment) and the punishments that may be imposed IAW the Manual for Courts-Martial.</p> <p>5.20 DESCRIBE the different courts-martial and the purposes of the Article 32 Hearings, and the 39(a) Sessions, IAW the Manual for Courts-Martial.</p> <p>5.21 DESCRIBE the requirements for apprehensions in private dwellings IAW the Manual for Courts-Martial.</p> <p>5.22 IDENTIFY the court officials an agent will brief prior to testifying IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>5.23 DEFINE the following concepts IAW the Investigations Manual COMDTINST M5527.1 (series):</p> <ul style="list-style-type: none"> (a) Scope of consent (b) Third party consent <p>5.24 STATE examples of agent behavior that would prevent evidence obtained during a search from being admissible in a Federal Court or Courts-Martial IAW the Investigations Manual COMDTINST M5527.1 (series) and the Manual for Courts-Martial.</p> <p>5.25 EXPLAIN when abandoned property can be inventoried, searched, and/or seized IAW the Personnel Manual COMDTINST M1000.6 (series) and the Manual for Courts-Martial.</p> <p>5.26 EXPLAIN what constitutes an interrogation IAW the Manual for Courts-Martial.</p> <p>5.27 EXPLAIN when Miranda/Tempia warnings must be provided to civilian and military personnel IAW the Investigations Manual COMDTINST M5527.1 (series), the Maritime Law Enforcement Manual COMDTINST M16247.1 (series), and the BO/BTM PQS Standard Answer Book COMDTINST M16247.7 (series).</p> <p>5.28 LIST the situations when an individual has the right to counsel IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>5.29 LIST who must advise a military member of their Article 31 rights, IAW the Manual for Courts-Martial and the Investigations Manual COMDTINST M5527.1 (series).</p>		
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<p>5.30 EXPLAIN when questioning must be stopped during an interview of a Subject IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>5.31 PROVIDE a cleansing statement to a military member IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>5.32 DEFINE the jurisdictional limitations for those maritime areas applicable to your area of responsibility IAW the Maritime Law Enforcement Manual COMDTINST M16247.1 (series) and BO/BTM PQS Standard Answer Book COMDTINST M16247.7 (series):</p> <ul style="list-style-type: none"> (a) High Seas (b) Internal Waters (c) Exclusive State Waters (d) Un-enclosed Portions of the Great Lakes (e) Navigable and Territorial Waters of the U.S. (f) Special Maritime and Territorial Jurisdiction of the U.S. (g) Territorial Sea (h) Exclusive Economic Zone (i) Customs Waters (j) Land or Water not within nor between any of the 50 states. (k) Contiguous Zone (l) Foreign Territorial Waters <p>5.33 DEFINE the jurisdictional limitations of the following IAW the BO/BTM PQS Standard Answer Book COMDTINST M16247.7 (series):</p> <ul style="list-style-type: none"> (a) Innocent passage (b) Force majeure (c) Hot pursuit (d) Constructive presence <p>5.34 DETERMINE which vessels are exempt from U.S. jurisdiction IAW the BO/BTM PQS Standard Answer Book COMDTINST M16247.7 (series).</p> <p>5.35 DEFINE the limitations of a consensual boarding IAW the BO/BTM PQS Standard Answer Book COMDTINST M16247.7 (series).</p> <p>5.36 EXPLAIN possible indicators of a stateless vessel IAW the BO/BTM PQS Standard Answer Book COMDTINST M16247.7 (series).</p>		
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<p>5.37 EXPLAIN the scope of the following types of initial safety inspections (ISI) IAW the BO/BTM PQS Standard Answer Book COMDTINST M16247.7 (series):</p> <ul style="list-style-type: none"> (a) Basic (b) Extended <p>5.38 EXPLAIN the difference between an ISI and a search IAW the BO/BTM PQS Standard Answer Book COMDTINST M16247.7 (series).</p> <p>5.39 DEFINE the following procedures relating to evidence IAW the Investigations Manual COMDTINST M5527.1 (series):</p> <ul style="list-style-type: none"> (a) Properly disposing of evidence (b) Returning evidence (c) Storing evidence (d) Transferring evidence <p>5.40 STATE the procedures for maintaining an Evidence Log IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>5.41 TRANSPORT a prisoner to a detention facility IAW the procedures set forth in the Investigations Manual COMDTINST M5527.1 (series).</p> <p>6.01 DEMONSTRATE the following procedures relating to evidence IAW the Investigations Manual COMDTINST M5527.1 (series):</p> <ul style="list-style-type: none"> (a) Dispose evidence (b) Return evidence to owner/entity (c) Store evidence (d) Transfer evidence <p>6.02 MAINTAIN an evidence log IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>6.03 CONDUCT an evidence inventory IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>7.01 REVIEW an evidence log for accuracy and completeness IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>Investigative Techniques Section</p> <p>5.01 DEMONSTRATE the positive attributes and characteristics of a good interviewer IAW the CGIS Field Guide for Criminal Investigations.</p>		
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<p>5.02 EXPLAIN the difference between an interview and interrogation IAW the CGIS Field Guide for Criminal Investigations.</p> <p>5.03 DEMONSTRATE the various questioning techniques used during an interview and interrogation IAW the CGIS Field Guide for Criminal Investigations.</p> <p>5.04 DEMONSTRATE the primary approach to correctly interview victims and witnesses IAW the CGIS Field Guide for Criminal Investigations.</p> <p>5.05 DESCRIBE pre-interview considerations IAW the CGIS Field Guide for Criminal Investigations.</p> <p>5.06 CONDUCT an interview IAW the CGIS Field Guide for Criminal Investigations, and the Investigations Manual COMDTINST M5527.1 (series).</p> <p>5.07 CONDUCT an interrogation IAW the CGIS Field Guide for Criminal Investigations and the Investigations Manual COMDTINST M5527.1 (series).</p> <p>5.08 CONDUCT a behavior symptom analysis IAW the CGIS Field Guide for Criminal Investigations.</p> <p>5.09 DESCRIBE verbal and non-verbal behaviors IAW the CGIS Field Guide for Criminal Investigations.</p> <p>5.10 DESCRIBE CGIS policy concerning legal considerations when conducting interviews with minors IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>5.11 COMPLETE an Interview Log during a criminal investigation interview IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>5.12 OBTAIN a sworn affidavit using the affidavit form IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>5.13 ADMINISTER an oath for an affidavit IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>5.14 DEFINE the following concepts IAW the CGIS Field Guide for Criminal Investigations:</p> <ul style="list-style-type: none"> (a) When to conduct a surveillance (b) The objectives of a surveillance (c) The categories of a surveillance (d) The scope of a surveillance (e) The methods of a surveillance 		
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<p>5.15 EXPLAIN the limiting factors when conducting a site survey IAW the CGIS Field Guide for Criminal Investigations.</p> <p>5.16 PARTICIPATE as a team member in surveillance IAW the CGIS Field Guide for Criminal Investigations.</p> <p>5.17 CONDUCT the following types of surveillance IAW the CGIS Field Guide for Criminal Investigations:</p> <ul style="list-style-type: none"> (a) Foot Surveillance (b) Mobile Surveillance (c) Counter Surveillance <p>5.18 EXPLAIN when to conduct a line-up (physical or photographic) to establish identification of a Subject IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>5.19 EXPLAIN the legal rights afforded to civilian and military suspects while conducting line-ups IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>5.20 DESCRIBE the procedures for setting up and conducting the following line-ups IAW the Investigations Manual COMDTINST M5527.1 (series):</p> <ul style="list-style-type: none"> (a) Photographic (b) Physical <p>5.21 CONDUCT the following types of line-ups IAW the Investigations Manual COMDTINST M5527.1 (series):</p> <ul style="list-style-type: none"> (a) Photographic (b) Physical <p>5.22 EXPLAIN the purpose of the polygraph exam IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>5.23 DESCRIBE when a polygraph exam is appropriate during an investigation IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>5.24 LIST which agencies are authorized to perform polygraph examinations for CGIS IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>5.25 EXPLAIN the reporting requirements for polygraph examinations conducted IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>5.26 LIST the different drug schedule categories of the Controlled Substance Abuse Act of 1970 IAW the Controlled Substance Abuse Act of 1970.</p>		
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<p>5.27 IDENTIFY the following drugs of abuse by their drug schedule categories and physical characteristics IAW the Drug Identification Bible:</p> <ul style="list-style-type: none"> (a) Amphetamines (b) Anabolic steroids (c) Cocaine (d) Heroin (e) LSD (f) Marijuana (g) PCP (h) Peyote (i) Psilocybin mushrooms (j) Rohypnol <p>5.28 IDENTIFY the most common ingestion methods of the following drugs of abuse IAW the Drug Identification Bible:</p> <ul style="list-style-type: none"> (a) Amphetamines (b) Anabolic steroids (c) Cocaine (d) Heroin (e) LSD (f) Marijuana (g) PCP (h) Peyote (i) Psilocybin mushrooms (j) Rohypnol <p>5.29 PERFORM an analysis of an unknown substance utilizing a field drug test kit IAW the field test kit user's manual and the BO/BTM PQS Standard Answer Book COMDTINST 16247.7 (series).</p> <p>5.30 DESCRIBE what determinations can be made from the following types of evidence as a result of laboratory analysis IAW the CGIS Field Guide for Criminal Investigations and the Investigations Manual COMDTINST M5527.1 (series):</p> <ul style="list-style-type: none"> (a) Paper items (b) Cloth items (c) Trace items (d) Narcotics items (e) Bodily Fluids (f) Electronic Media 		
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<p>5.31 DEMONSTRATE the proper collection and preservation of the following types of evidence IAW the CGIS Field Guide for Criminal Investigations and the Investigations Manual COMDTINST M5527.1 (series):</p> <ul style="list-style-type: none"> (a) Paper items (b) Cloth items (c) Trace items (d) Narcotics items (e) Bodily Fluids (f) Electronic Media <p>5.32 OBTAIN handwritten exemplars IAW the CGIS Field Guide for Criminal Investigations and the Investigations Manual COMDTINST 5527.1 (series).</p> <p>5.33 DESCRIBE the roles and responsibilities of the following members of a crime scene team IAW the CGIS Field Guide for Criminal Investigations:</p> <ul style="list-style-type: none"> (a) Team leader (b) Scene observer (c) Photographer (d) Sketcher (e) Search and evidence collection team (f) On-scene evidence custodian (g) Crime scene interviewers <p>5.34 STATE the reasons for determining if the victim is still at the scene when the initial notification is received IAW the CGIS Field Guide for Criminal Investigations.</p> <p>5.35 DESCRIBE who should be interviewed at a crime scene IAW the CGIS Field Guide for Criminal Investigations.</p> <p>5.36 ESTABLISH a perimeter at a crime scene IAW the CGIS Field Guide for Criminal Investigations.</p> <p>5.37 ESTABLISH an entry control point at a crime scene IAW the CGIS Field Guide for Criminal Investigations.</p> <p>5.38 DESCRIBE the search patterns used to process a crime scene IAW the CGIS Field Guide for Criminal Investigations.</p>		
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<p>5.39 DEMONSTRATE how to conduct a search of the following areas IAW the CGIS Field Guide for Criminal Investigations and the BO/BTM PQS Standard Answer Book COMDTINST M16247.7 (series):</p> <ul style="list-style-type: none"> (a) Dwelling / Residence (b) Vehicle (c) Vessel <p>5.40 DESCRIBE how to process a crime scene IAW the CGIS Field Guide for Criminal Investigations.</p> <p>5.41 COLLECT the following types of evidence at a crime scene IAW the CGIS Field Guide for Criminal Investigations:</p> <ul style="list-style-type: none"> (a) Latent prints (b) Footwear & tire mark impressions (c) Tool mark & bite mark impressions (d) Trace evidence (e) Questioned document evidence (f) Biological evidence (g) Blood spatter pattern evidence (h) Entomological evidence <p>5.42 CONDUCT a frisk IAW the BO/BTM PQS Standard Answer Book COMDTINST M16247.7 (series).</p> <p>5.43 CONDUCT a search incident to apprehension IAW the Investigations Manual COMDTINST M5527.1 (series), the Manual for Courts-Martial, and the BO/BTM PQS Standard Answer Book COMDTINST 16247.7 (series).</p> <p>5.44 EFFECT an arrest IAW the Investigations Manual COMDTINST M5527.1 (series), the Manual for Courts-Martial, and the BO/BTM PQS Standard Answer Book COMDTINST 16247.7 (series).</p> <p>5.45 OBTAIN consent from a subject to search an area under the Subject's control IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>5.46 CONDUCT a consent search IAW the Investigations Manual COMDTINST M5527.1 (series) and the Federal Rules of Criminal Procedure.</p> <p>5.47 OBTAIN authority to search and seize property within the agent's jurisdiction IAW the Military Justice Manual COMDTINST M5810.1 (series) and the Investigations Manual COMDTINST M5527.1 (series).</p>		
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<p>5.48 DESCRIBE an agent's obligation to impartiality when conducting investigations IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>5.49 DESCRIBE when to inform appropriate legal and command authorities concerning an investigation IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>5.50 CONDUCT a command appraisal IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>5.51 REPLY to discovery requests from defense attorneys IAW the Investigation Manual COMDTINST 5527.1 (series).</p> <p>5.52 DEMONSTRATE the following procedures IAW the Investigations Manual COMDTINST 5527.1 (series):</p> <ul style="list-style-type: none"> (a) Transferring evidence (b) Disposing evidence <p>5.53 IDENTIFY the policy on transfer, retention, and distribution of investigative case files IAW the Investigation Manual COMDTINST 5527.1 (series).</p> <p>5.54 DESCRIBE how forensic techniques can assist when processing a crime scene IAW the Investigations Manual COMDTINST 5527.1 (series)</p> <p>5.55 EXPLAIN CGIS policy for conducting undercover operations IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>6.01 EMPLOY the different types of defensive driving techniques IAW the CGIS Field Guide for Protective Service Operations.</p> <p>6.02 COORDINATE a surveillance team IAW the CGIS Field Guide for Criminal Investigations.</p> <p>6.03 DOCUMENT event information in surveillance logs IAW the CGIS Field Guide for Criminal Investigations.</p> <p>6.04 OBTAIN authorization to conduct a polygraph examination IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>6.05 CONDUCT a "lost contact" drill IAW the CGIS Field Guide for Protective Service Operations.</p>		
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<p>6.06 PERFORM the following roles at a crime scene IAW the CGIS Field Guide for Criminal Investigations:</p> <ul style="list-style-type: none"> (a) Scene observer (b) Photographer (c) Sketcher (d) Search and evidence collection team member (e) Crime scene interviewer <p>6.07 PERFORM the role of an on scene evidence custodian at a crime scene IAW the CGIS Field Guide for Criminal Investigations.</p> <p>6.08 DESCRIBE the specific equipment and supplies needed to process the following types of crime scenes IAW the CGIS Field Guide for Criminal Investigations:</p> <ul style="list-style-type: none"> (a) Sexual assault scenes (b) Child abuse scenes (physical & sexual) (c) Breaking and entering scenes (d) Assault / robbery scenes (e) Death scenes (f) Arson scenes (g) Computer related scenes (h) Environmental pollution scenes <p>6.09 DRAFT an initial assessment plan of a crime scene search IAW the CGIS Field Guide for Criminal Investigations.</p> <p>7.01 DRAFT an operational plan IAW the Investigations Manual, COMDTINST M5527.1 (series).</p> <p>7.02 IDENTIFY when to utilize specialized crime scene kits (e.g., sexual assault, arson, electronic media, etc.) specific to your region IAW CGIS Field Guide.</p> <p>7.03 COORDINATE a polygraph examination for a Subject or witness with an approved Federal law enforcement entity IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>7.04 CONDUCT an undercover operation IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>7.05 PERFORM the role of a team leader at a crime scene IAW the CGIS Field Guide for Criminal Investigations.</p>		
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<p>7.06 LIST the responsibilities for the following offices/personnel in support of an undercover (UC) operation IAW the Investigations Manual COMDTINST M5527.1 (series):</p> <ul style="list-style-type: none"> (a) District/MLC Legal Office (b) Assistant U. S. Attorney (AUSA) (c) Commandant (G-O-CGIS) (d) Special Agent-in-Charge (SAC) (e) Case Agent <p>8.01 REVIEW an operational plan for accuracy, safety, and completeness IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>8.02 CONDUCT a pre-operations meeting IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>9.01 DRAFT a post-operations assessment Report IAW the Investigations Manual, COMDTINST M5527.1 (series).</p> <p>9.02 REVIEW a site survey for accuracy and completeness IAW the CGIS Field Guide for Criminal Investigations.</p> <p>Policy, History, and Mission Section</p> <p>4.01 DESCRIBE military and civilian positions available in the Coast Guard Investigative Service IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>4.02 DESCRIBE CGIS organization and missions IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>4.03 DESCRIBE the Coast Guard’s use of Force policy IAW the Maritime Law Enforcement Manual COMDTINST M16247.1 (series) and the BO/BTM PQS Standard Answer Book COMDTINST M16247.7 (series).</p> <p>4.04 EXPLAIN the following tactical concepts IAW the BO/BTM PQS Standard Answer Book COMDTINST M16247.7 (series):</p> <ul style="list-style-type: none"> (a) Reactionary gap (b) Line of fire (c) Triangulation (d) Cover & concealment (e) Fatal funnel (f) Weapons awareness (g) Personal contact & cover 		
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<p>4.05 EXPLAIN how verbal commands can escalate or de-escalate a situation IAW the BO/BTM PQS Standard Answer Book COMDTINST M16247.7 (series).</p> <p>4.06 DEMONSTRATE a verbal command (Level 2) indicating the consequences of non-compliance IAW the BO/BTM PQS Standard Answer Book COMDTINST M16247.7 (series).</p> <p>4.07 EXPLAIN when the use of soft control techniques (Level 3) is appropriate IAW the BO/BTM PQS Standard Answer Book COMDTINST M16247.7 (series).</p> <p>4.08 DEMONSTRATE the following soft control techniques IAW the BO/BTM PQS Standard Answer Book COMDTINST M16247.7 (series):</p> <ul style="list-style-type: none"> (a) Escort (b) Transport Wristlock <p>4.09 DEMONSTRATE the following pressure point control techniques IAW the BO/BTM PQS Standard Answer Book COMDTINST M16247.7:</p> <ul style="list-style-type: none"> (a) Infra-orbital nerve (b) Hypoglossal nerve (c) Mandibular nerve (d) C-Clamp (e) Jugular notch <p>4.10 EXPLAIN when the use of hard control techniques (Level 4) are appropriate IAW the BO/BTM PQS Standard Answer Book COMDTINST M16247.7 (series).</p> <p>4.11 IDENTIFY the “target areas” for hard control techniques IAW the BO/BTM PQS Standard Answer Book COMDTINST M16247.7 (series).</p> <p>4.12 DEMONSTRATE the following hard control techniques IAW the BO/BTM PQS Standard Answer Book COMDTINST M16247.7 (series):</p> <ul style="list-style-type: none"> (a) Three upper body techniques (b) Three lower body techniques (c) A takedown <p>4.13 EXPLAIN when the use of a chemical irritant (Level 4) is appropriate IAW the BO/BTM PQS Standard Answer Book COMDTINST M16247.7 (series).</p> <p>4.14 DISCHARGE an inert substance at the facial area of a silhouette target IAW the BO/BTM PQS Standard Answer Book COMDTINST M16247.7 (series).</p>		
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<p>4.15 RECEIVE exposure to Oleoresin Capsicum (OC) chemical irritant IAW the BO/BTM PQS Standard Answer Book COMDTINST M16247.7 (series).</p> <p>4.16 DEMONSTRATE the first aid procedures to treat an exposed Subject IAW BO/BTM PQS Standard Answer Book COMDTINST M16247.7 (series).</p> <p>4.17 LIST the training requirements and carriage policy on Oleoresin Capsicum (OC) pepper spray IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>4.18 EXPLAIN when the use of an expandable baton (Level 5) is appropriate IAW the BO/BTM PQS Standard Answer Book COMDTINST M16247.7 (series).</p> <p>4.19 DEMONSTRATE the ready and loaded positions with an open and closed expandable baton IAW the BO/BTM PQS Standard Answer Book COMDTINST M16247.7 (series).</p> <p>4.20 DEMONSTRATE striking techniques using the expandable baton in its open and closed modes IAW the BO/BTM PQS Standard Answer Book COMDTINST M16247.7 (series).</p> <p>4.21 EXPLAIN the training requirements and carriage policy on the expandable baton IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>4.22 DEMONSTRATE the following weapons retention techniques IAW the BO/BTM PQS Standard Answer Book COMDTINST M16247.7 (series):</p> <ul style="list-style-type: none"> (a) Holstered duty weapon (b) Drawn duty weapon (c) Rear Escape (d) Front Choke Break <p>4.23 EXPLAIN an agent's responsibilities for a handcuffed Subject IAW the BO/BTM PQS Standard Answer Book COMDTINST M16247.7 (series).</p> <p>4.24 DEMONSTRATE the proper procedures for handcuffing a non resisting Subject in the following positions IAW the BO/BTM PQS Standard Answer Book COMDTINST M16247.7 (series):</p> <ul style="list-style-type: none"> (a) Standing position (b) Kneeling position (c) Prone position (d) Offside prone position 		
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<p>4.25 DEMONSTRATE the following takedowns using handcuffs when confronted with a resistive subject IAW the BO/BTM PQS Standard Answer Book COMDTINST M16247.7 (series):</p> <ul style="list-style-type: none"> (a) Iron wristlock takedown (b) Iron wristlock takedown “the whip” <p>4.26 DEMONSTRATE the proper procedure for the removal of handcuffs from a Subject IAW the BO/BTM PQS Standard Answer Book COMDTINST M16247.7 (series).</p> <p>5.01 ESTABLISH a law enforcement point of contact for the following entities within the agent’s jurisdiction and area of responsibility (AOR) IAW the Investigations Manual COMDINST M5527.1 (series) local and regional guidelines:</p> <ul style="list-style-type: none"> (a) Coast Guard units (b) Federal law enforcement agencies (c) State law enforcement agencies (d) Local law enforcement agencies <p>Protective Service Operations (PSO) Section</p> <p>5.01 CONDUCT a protective threat assessment IAW the CGIS Field Guide for Protective Service Operations.</p> <p>5.02 LIST the factors to be considered about a Principal to properly assess the risks in planning a protective detail IAW the CGIS Field Guide for Protective Service Operations.</p> <p>5.03 DEFINE the process of carrying out the major steps (route surveys, safe havens, site surveys, and command post) involved in conducting an advance IAW the CGIS Field Guide for Protective Service Operations.</p> <p>5.04 STATE the procedures for conducting an advance IAW the CGIS Field Guide for Protective Service Operations.</p> <p>5.05 IDENTIFY the roles and responsibilities of the following PSO team members IAW the CGIS Field Guide for Protective Service Operations and the Investigations Manual COMDTINST M5527.1 (series).</p> <ul style="list-style-type: none"> (a) Command Post Operator (b) Shift Leader (c) Detail Leader (Security Advisor) (d) PSO Team Member 		
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<p>5.06 IDENTIFY team members' positions and responsibilities during a foot escort in various formations in IAW the CGIS Field Guide for Protective Service Operations.</p> <p>5.07 DEMONSTRATE proficiency in various foot escort formations IAW the CGIS Field Guide for Protective Service Operations.</p> <p>5.08 IDENTIFY the correct procedure to protect the principal when dealing with various types of crowds IAW the CGIS Field Guide for Protective Service Operations.</p> <p>5.09 IDENTIFY team members' positions and responsibilities during a motorcade escort in various formations IAW the CGIS Field Guide for Protective Service Operations.</p> <p>5.10 DEMONSTRATE proficiency in various motorcade escort formations IAW the CGIS Field Guide for Protective Service Operations.</p> <p>6.01 CONDUCT pre-operations meeting with PSO team members to assign duties IAW the CGIS Field Guide for Protective Service Operations.</p> <p>6.02 DEVELOP a professional working relationship with the principal IAW the CGIS Field Guide for Protective Service Operations.</p> <p>6.03 CONDUCT an advance IAW the CGIS Field Guide for Protective Service Operations.</p> <p>7.01 PERFORM PSO planning and operation management tasks IAW the CGIS Field Guide for Protective Service Operations.</p> <p>Administration Section</p> <p>5.01 PREPARE a USCG Investigative Service Time Report (CG-4356A) IAW Investigations Manual COMDTINST M5527.1 (series).</p> <p>5.02 PREPARE a Report of Investigation (ROI) IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>5.03 COMPLETE a Preliminary Inquiry Report (PIR) IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>5.04 DESCRIBE the policy on completing a Spot Report IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>6.01 PREPARE a Spot Report IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>6.02 PREPARE a Use of Force Report IAW the Investigations Manual COMDTINST M5527.1 (series).</p>		
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<p>7.01 REVIEW a Report of Investigation (ROI) for accuracy and completeness IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>7.02 REVIEW a Preliminary Inquiry Report (PIR) IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>7.03 REVIEW a Use of Force Report IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>7.04 IDENTIFY the purpose and frequency for the following administrative reports IAW the Investigations Manual COMDTINST M5527.1 (series):</p> <ul style="list-style-type: none"> (a) Command Action Reports (b) Quarterly Fraud Report to the DOT Inspector General (CG-5476) (c) USCG Investigative Service Time Report (CG-4356A) (d) Quarterly Activity Report (e) Quarterly OJT Checklist for New Agents (f) Quarterly Report of Electronic Interceptions (g) Major Crimes Report <p>7.05 IDENTIFY who is responsible for completing or submitting the following administrative reports IAW the Investigations Manual COMDTINST M5527.1 (series):</p> <ul style="list-style-type: none"> (a) Command Action Reports (b) Quarterly Fraud Report to the DOT Inspector General (CG-5476) (c) USCG Investigative Service Time Report (CG-4356A) (d) Quarterly Activity Report (e) Quarterly OJT Checklist for New Agents (f) Quarterly Report of Electronic Interceptions (g) Major Crimes Report <p>7.06 ENSURE compliance with home-to-work policy IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>7.07 PREPARE GSA mileage record sheets IAW the Motor Vehicle Manual COMDTINST M11240.9 (series).</p> <p>7.08 OBTAIN a GSA vehicle for CGIS duty use IAW the Motor Vehicle Manual COMDTINST M11240.9 (series).</p> <p>7.09 OBTAIN scheduled GSA vehicle maintenance IAW the Motor Vehicle Manual COMDTINST M11240.9 (series).</p>		
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<p>8.01 PREPARE the following administrative reports IAW the Investigations Manual COMDTINST M5527.1 (series):</p> <ul style="list-style-type: none"> (a) Command Action Reports (b) Quarterly Activity Report (c) USCG Investigative Service Time Report (d) Quarterly OJT Checklist for New Agents (e) Major Crimes Report <p>Personnel Security Investigations (PSI) Section</p> <p>4.01 DESCRIBE CGIS authority to conduct Personnel Security Investigations IAW the CGIS Field Guide for Personnel Security Investigations, 14 USC 93(e), 14 USC 211 (b), 14 USC 212 (b), and 14 USC 213 (b).</p> <p>5.01 LIST the types of Personnel Security Investigations IAW the CGIS Field Guide for Personnel Security Investigations.</p> <p>5.02 DESCRIBE the purpose and scope of a National Agency Check Local Check (NACLC) IAW the CGIS Field Guide for Personnel Security Investigations.</p> <p>5.03 IDENTIFY the components of a NACLC IAW the CGIS Field Guide for Personnel Security Investigations.</p> <p>5.04 LIST the minimum investigative requirements for an single scope background investigation (SSBI) IAW the CGIS Field Guide for Personnel Security Investigations.</p> <p>5.05 LIST the required persons to be interviewed IAW the CGIS Field Guide for Personnel Security Investigations.</p> <p>5.06 CONDUCT a reference interview under the supervision of a qualified special agent IAW the CGIS Field Guide for Personnel Security Investigations.</p> <p>5.07 DESCRIBE CGIS policy regarding in-person and telephonic interviews during an SSBI IAW the CGIS Field Guide for Personnel Security Investigations.</p> <p>5.08 IDENTIFY circumstances that require a special agent to expand an SSBI IAW the CGIS Field Guide for Personnel Security Investigations.</p> <p>5.09 DESCRIBE the procedures for transferring incomplete leads to the appropriate CGIS Regional Office for investigative follow-up and completion IAW the CGIS Field Guide for Personnel Security Investigations.</p>		
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<p>5.10 CONDUCT the following record checks IAW the CGIS Field Guide for Personnel Security Investigations:</p> <ul style="list-style-type: none"> (a) Police Records (b) Birth Records (c) Citizenship Records (d) Financial Records (e) Marital Records (f) Divorce Records (g) Personnel Records (h) Educational Records (i) Employment Records <p>5.11 LIST the types of questions to be used during an SSBI Subject Interview IAW the CGIS Field Guide for Personnel Security Investigations.</p> <p>5.12 CONDUCT an SSBI Subject Interview under the supervision of a qualified special agent IAW the CGIS Field Guide for Personnel Security Investigations.</p> <p>6.01 LIST the minimum investigative requirements of a post-adjudication investigation IAW the CGIS Field Guide for Personnel Security Investigations.</p> <p>6.02 DESCRIBE the purpose of a limited inquiry (LI) IAW the CGIS Field Guide for Personnel Security Investigations.</p> <p>7.01 ASSIGN PSI investigative leads to special agents for completion IAW the CGIS Field Guide for Personnel Security Investigations.</p> <p>7.02 DESCRIBE the PSI dissemination procedures for completed PSI reports IAW the CGIS Field Guide for Personnel Security Investigations.</p> <p>7.03 REVIEW a completed Personnel Security Report of Investigation (ROI) for accuracy and completeness IAW the CGIS Field Guide for Personnel Security Investigations.</p> <p>Operational Intelligence Section</p> <p>5.01 LIST the duties and responsibilities of a command intelligence officer IAW the Intelligence Manual COMDTINST MS3800.1 (series).</p> <p>5.02 IDENTIFY the types of Coast Guard units requiring a command intelligence officer IAW the Intelligence Manual COMDTINST MS3800.1 (series).</p>		
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<p>5.03 DRAFT an Intelligence Information Report (IIR) IAW the Coast Guard Intelligence Manual COMDTINST MS3800.1, Atlantic Area IIR Job Aid, and/or Pacific Area IIR Job Aid.</p> <p>5.04 DRAFT a Field Intelligence Report (FIR) IAW the Intelligence Manual COMDTINST MS3800.1 (series), Atlantic Area FIR instruction, and/or Pacific Area FIR instruction.</p> <p>5.05 DRAFT a Request for Intelligence Information (RFI) IAW the Intelligence Collection and Reporting Guidelines for Coast Guard Units COMDTINST C3821.5 (series).</p> <p>5.06 INCORPORATE a photographic titling log into the body of the IIR IAW the Intelligence Manual COMDTINST MS3800.1 (series).</p> <p>5.07 DEMONSTRATE the ability to take intelligence photographs IAW the Intelligence Manual COMDTINST MS3800.1 (series).</p> <p>5.08 DESCRIBE how intelligence supports each of the following Coast Guard mission areas in accordance with the Coast Guard Intelligence Manual COMDTINST MS3800.1 (series):</p> <ul style="list-style-type: none"> (a) Counter narcotics (b) Marine Environmental Protection (c) Alien Migrant Interdiction (d) Port Security/Merchant Shipping (e) Fisheries (f) Counter terrorism <p>6.01 CONDUCT a post-seizure collection IAW the Intelligence Manual COMDTINST MS3800.1 (series) and current Coast Guard area/district guidelines.</p> <p>6.02 COLLECT raw intelligence utilizing the Human Intelligence (HUMINT) method IAW the Intelligence Manual COMDTINST MS3800.1 (series).</p> <p>6.03 DISSEMINATE intelligence information provided by Coast Guard units within your area of responsibility (AOR) IAW the Intelligence Manual COMDTINST MS3800.1 (series).</p> <p>7.01 CREATE a unit-level intelligence training program in accordance with the Intelligence Manual COMDTINST MS3800.1 (series).</p>		
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<p>7.02 PRESENT an intelligence briefing in accordance with the Intelligence Manual COMDTINST MS3800.1 (series).</p> <p>7.03 RECRUIT confidential sources (CS) IAW the procedures outlined in the Investigations Manual COMDTINST M5527.1 (series).</p> <p>8.01 OBTAIN confidential source (CS) funding IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>8.02 CONDUCT an antiterrorism briefing IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>9.01 CONDUCT training for Coast Guard units pertaining to intelligence collection methods and source development IAW the Intelligence Manual COMDTINST MS3800.1 (series).</p> <p>Weapons Section</p> <p>4.01 COMPLETE an FAA-approved training program on “LEO’s Flying Armed” IAW the Memorandum of Agreement (MOA) between the FAA and CGIS.</p> <p>4.02 QUALIFY on the approved Coast Guard small arms courses for the following weapons IAW the Investigations Manual COMDTINST M5527.1 (series) and the Ordnance Manual COMDTINST M8000.2 (series):</p> <ul style="list-style-type: none"> (a) Sig Sauer P228 duty weapon (b) Personal duty weapon (if authorized) (c) Remington shotgun (d) MP-5 tactical sub-machine gun (if applicable) <p>4.03 QUALIFY on the Coast Guard Judgmental Pistol Course (JPC) IAW the Coast Guard judgmental pistol course instruction (CGJPC) COMDTINST 3574.5 (series).</p> <p>4.04 IDENTIFY the situations requiring the wear of a protective vest IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>4.05 DEFINE the elements that must exist prior to the use of deadly force IAW BO/BTM PQS Standard Answer Book COMDTINST M16247.7 (series), Maritime Law Enforcement Manual COMDTINST M16247.1 (series), and the Investigations Manual COMDTINST M5527.1 (series).</p> <p>4.06 IDENTIFY when a firearm is required to be carried in the line of duty IAW the Investigations Manual COMDTINST M5527.1 (series).</p>		
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RATING: INVESTIGATOR (IV)/SPECIAL AGENT	INIT	DATE
<p>4.07 LIST the requirements for controlling the duty weapon when not in storage IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>4.08 IDENTIFY when CGIS agents may carry the 12-gauge shotgun or MP5 submachine gun IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>4.09 DEFINE the CGIS-approved weapons storage procedures IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>4.10 STATE when a personally owned weapon may be carried on duty and the procedures for obtaining approval to carry a personally owned weapon IAW the Investigations Manual COMDTINST M5527.1 (series).</p> <p>4.11 LIST the lost weapon reporting requirements IAW the Ordnance Manual COMDTINST M8000.2 (series).</p> <p>5.01 PREPARE a DD-1149 for weapons receipt or transfer IAW the Ordnance Manual COMDTINST M8000.2 (series).</p> <p>6.01 DESCRIBE the procedures for maintaining qualification course records for CGIS personnel IAW the Ordnance Manual COMDTINST M8000.2 (series).</p> <p>6.02 DESCRIBE the procedures for maintaining weapons inventory custody records IAW the Ordnance Manual COMDTINST M8000.2 (series).</p> <p>7.01 EXPLAIN the duties of the CGIS regional weapons control officer IAW the Ordnance Manual COMDTINST M8000.2 (series) and the Investigations Manual COMDTINST M5527.1 (series).</p>		
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RECORD OF PERFORMANCE QUALIFICATIONS
MK

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new performance qualifications assigned to their rating. Performance qualifications previously demonstrated, dated and initialed off will not be recertified. Some performance qualifications include intent statements to help clarify the requirements of the task that is to be performed.

RATING MACHINERY TECHNICIAN (Effective for the MAY 2003 Active Duty and the OCT 2003 Reserve SWE)			ABBREVIATION MK
DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL			
E-4	E-5	E-6	
E-7	E-8	E-9	
NAME (Last, First, Middle Initial)			SOCIAL SECURITY NUMBER

SIGNATURE OF SUPERVISOR

DATE	NAME/SIGNATURE	INITIALS	RATE	UNIT

REMARKS

RATING: MACHINERY TECHNICIAN	INIT	DATE
<p>A. ADMINISTRATION</p> <p>4.01 Retrieve the following information from CMPlus/MICA/FED LOG utilizing CG Standard Workstation IAW CMPlus user manual volume 2, Federal logistics data (FEDLOG) user's manual (CD-ROM) program.</p> <ul style="list-style-type: none"> a. Engineering Parts Inventory date. b. Engineering PMS data. c. Damage Control information. d. Technical Publications indices. e. Machinery History <p>Intent: The member will demonstrate the ability to navigate the database's, enter data, view and print data.</p> <p>4.02 Perform a Tag-Out as part of maintenance or repair procedure IAW Equipment Tag-Out Procedure, COMDTINST 9077.1 (series).</p> <p>Intent: The member will understand the requirements for equipment tag-out of engineering systems. The member should demonstrate the ability to secure all sources of power to the circuit, close all valves on a liquid, or pneumatic system, disabling all starting devices for rotating machines, and disabling/enabling mechanical lockout systems. The member should demonstrate how to tag-out acting as the person attaching the tag and as the person checking the tag. The member should demonstrate an equipment tag-in, acting as the person removing the tag and as the person checking the tag removal. The member should understand when the equipment or system could be placed back in operation.</p> <p>5.01 Develop engineering department Preventive Maintenance Schedules (PMS) IAW Naval Engineering Manual, COMDTINST 9000.6 (series), chapter 081, and CMPlus user manual volume 2.</p> <p>Intent: The member will develop/prepare amendments to PMS, develop PMS requirements for non-standard local equipment and make PMS entries in CM Plus database.</p> <p>6.01 Maintain unit engineering technical publications and drawings IAW Directives, Publications and Reports Index (DPRI), COMDTNOTE 5600 and Naval Engineering Manual, COMDTINST M9000.6 (series), chapter 086-1.</p> <p>Intent: The member will ensure unit has the appropriate publications by comparing equipment inventory to publications/drawing inventory. Member should be able to enter updates and changes when required.</p>		
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RATING: MACHINERY TECHNICIAN	INIT	DATE
<p>6.02 Maintain the following engineering department reports IAW Naval Engineering Manual, COMDTINST M9000.6 (series), chapters 041, 090.</p> <ul style="list-style-type: none"> a. Boat Inspection Report b. Cutter Engineering Report c. Drydock and Underwater Body Paint <p>Intent: The member will develop and prepare each report. Member will make entries; maintain appropriate file inventory and currency.</p> <p>6.03 Maintain the following engineering department files IAW Naval Engineering Manual, COMDTINST M9000.6 (series), chapters 041, 090.</p> <ul style="list-style-type: none"> a. ECR Files b. Engineering Work Request (Jet Forms, CMPlus) c. Machinery History Files d. CSMP e. SSMR f. Tag Out Log g. Boat Record <p>Intent: The member will make entries; maintain appropriate file inventory and currency.</p> <p>6.04 Prepare the following casualty report messages IAW Casualty Reporting (CASREP) Procedures (Material), COMDTINST M3501.3 (series), Operational Reports, NWP 1-03-1 (series), MLC Standard Operating Procedures (SOP), and CMPlus User Manual.</p> <ul style="list-style-type: none"> a. Initial b. Update c. Correction d. Cancellation <p>Intent: The member will report status, identify resource needs, assistance required, and repair parts. Member will assign the proper category classification and the time constraints involved.</p>		
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<p>6.05 Compare Shore Side Maintenance Request (SSMR) with the associated Statement of Work IAW Naval Engineering Manual, COMDTINST M9000.6 (series) and Civil Engineering Manual, COMDTINST M11000.11 (series).</p> <p>Intent: The member will review Specifications for any technical shortcomings. Review will include matching SSMR to the statement of work and ensuring that the entire scope of the project is addressed. If changes are needed, member will submit change recommendations to the appropriate authority.</p> <p>7.01 Review specifications for an availability period and provide comments IAW MLCA SOP/MLCP instruction/MLC standard specifications, Naval Engineering Manual, COMDTINST M9000.6 (series), CSMP and ECR file.</p> <p>Intent: The member will review Specifications for any technical shortcomings. Review will include matching CSMP's to the statement of work and ensuring all interferences are identified within the specifications. If changes are needed, member will submit change recommendations to the appropriate authority. Member will validate specs by utilizing the CSMP/ECR file and MLC standard specifications.</p> <p>7.02 Develop diesel engine maintenance work list IAW Naval Engineering Manual, COMDTINST M9000.6 (series) and PMS schedule for hourly and conditional procedures.</p> <p>Intent: The member will develop an engine maintenance work list by inspecting the equipment and analyzing data from the applicable trend analysis listed below.</p> <ul style="list-style-type: none"> a. DEMP b. PAR c. ODR d. Engine Hours e. Oil Analysis/Hydraulic Analysis <p>7.03 Submit an engineering Department Budget/Financial Plan IAW unit procedures.</p> <p>Intent: The member will use historical budgetary data, pending unit projects, and current unit shortfalls to submit a budget via the chain of command.</p>		
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<p>B. TRAINING</p> <p>6.01 Conduct a basic engineering casualty control exercise (BECCE) IAW Naval Engineering Manual, COMDTINST M9000.6 (series), chapter 079, NSTM chapter 079 volume 3., Boatcrew Qualification Guide, volume III, Engineer.</p> <p>Intent: The member will coordinate the drill event on either a CG Cutter or CG Standard Boat to include: imposing the drill, preparing the drill card, evaluating the drill, conducting both the pre & post briefing of the watch section.</p> <p>C. ELECTRICAL AND ELECTRONIC</p> <p>4.01 Install new wet cell starter/storage batteries as part of a maintenance or repair procedure IAW standard, NSTM, chapter 313 and Manufacturers Instructions.</p> <p>Intent: The member will demonstrate the ability to connect batteries in series and parallel. Member will understand what happens to amperage/voltage when batteries are connected in either parallel or series operation. Member will fill a wet cell battery with electrolyte and or distilled water. Member will place battery on a charge and understand the differences between initial, boost, normal and floating charge. Member will wear all required safety equipment.</p> <p>4.02 Maintain wet cell starter/storage IAW NSTM, chapter 313 and Manufacturer's Instructions.</p> <p>Intent: The member will as part of a maintenance or repair procedure check specific gravity and interpret readings as determined by the manufacturer's operating instructions for the hydrometer. Member will load test battery, place battery on charge. Member will wear all required safety equipment.</p>		
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<p>4.03 Troubleshoot under supervision, common faults such as opens and grounds in one of the following alternating current electrical circuits IAW the Manufacturer’s Technical Manuals and NSTM, chapter 491.</p> <ul style="list-style-type: none"> a. Motor b. Hot start <p>Intent: The member will demonstrate the proper usage of the following tools; multi meter, clamp on ammeter and megger. The member will conduct the following checks; current, voltage, resistance, insulation - resistance -to ground. Member will know and follow all safety precautions.</p> <p>4.04 Troubleshoot under supervision, common faults such as opens and grounds in one of the following DC electrical circuits using, a multi-meter IAW NSTM, chapters 491,330 and 400.</p> <ul style="list-style-type: none"> a. Starting circuit b. Charging circuit c. Lighting circuit d. Engine Alarm Circuit e. Steering <p>Intent: The member will understand basic electrical theory as it applies to direct current (DC) circuits. The member will have a basic understanding of electrical prints. The member will be capable of selecting and operating required test equipment on commonly found electrical components in a Coast Guard Standard or non Standard small boat. The member will conduct basic system checks and understand how to safely isolate electronics in order to prevent damage to those components. Member will troubleshoot for opens, faults and grounds.</p> <p>4.05 Renew electric wire and connectors as part of a maintenance or repair procedure on a Coast Guard standard or non standard boat IAW American wire gage (AWG) NSTM, chapter 320, manufacturer Tech Pubs.</p> <p>Intent: The member will know how to select the proper replacement wire and connectors for DC systems. Member will demonstrate selecting the proper wire then strip and install common compression connectors.</p>		
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<p>5.01 Troubleshoot one of the following electronic circuits to the card level IAW NSTM, chapters 491,330 and 400.</p> <ul style="list-style-type: none"> a. Starting circuit b. Engine Alarm Circuit c. Steering <p>Intent: The member will understand safety and precautions associated with electronics. Member will become familiar with electronic block diagrams and identify components within the diagram for one of the above system found on a standard/non standard boat/cutter. Member will use a multi meter to isolate a fault to the card level. Member will remove/renew faulty card.</p> <p>6.01 Renew the following Alternating Current system components as part of a maintenance or repair procedure IAW NSTM, chapter 302 and Manufacturer Tech Pubs.</p> <ul style="list-style-type: none"> a. Motors 1 hp or less b. Switches <p>Intent: The member will renew AC components following all applicable safety precautions. The member will select the proper replacement components by comparing nameplate data. The member will then install the component using the proper connectors then place system back into operation.</p> <p>7.01 Troubleshoot one of the following electronic systems as part of a maintenance or repair procedure IAW NSTM, chapter 320 and 491.</p> <ul style="list-style-type: none"> a. Charging system b. Engine alarm system c. Bilge alarm system d. Starting systems e. Auxiliary system <p>Intent: The member will select test equipment to troubleshoot and take corrective actions to repair one of the above systems. Member to possess the ability to read block diagrams.</p>		
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<p>D. VALVES</p> <p>4.01 Maintain the following valves found in common Coast Guard systems as part of a maintenance or repair procedure (e.g.; Firemain, Raw Water, Potable Water, Chill Water, Fuel Oil, Sewage and Hydraulic oil) IAW NSTM, chapter 505 and MLC Standard Specifications.</p> <ul style="list-style-type: none"> a. Check b. Pressure regulating/relief c. Ball d. Butterfly e. Gate f. Globe g. Needle h. Petcock i. Temperature controlled/regulating <p>Intent: The member will understand the functional characteristics of the above type valves. Member will perform basic maintenance associated with each type of valve to include lubrication, cycling, visual inspection, testing and understand how to perform lapping procedures. Member will identify safety procedures with removing/installing valves.</p> <p>E. TUBING, PIPING AND HOSES</p> <p>4.01 Assemble tubing/copper pipe as part of a maintenance or repair procedure using each of the following techniques IAW NSTM, chapter 505.</p> <ul style="list-style-type: none"> a. Silver Soldering/brazing b. Soft Soldering c. Flare fittings d. Compression fittings <p>Intent: The member will understand how to select the proper assembly technique. Member will safely operate the oxy/acetylene torch, cut, size, bend, flare tubing/pipe and solder tubing/pipe.</p>		
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<p>4.02 Install flexible hose as part of a maintenance or repair procedure IAW Naval Engineering Manual, COMDTINST M9000.6.(series), chapter 505, NSTM, chapters 556/505 and Manufacturer’s Tech Pubs.</p> <p>Intent: The member will select proper tools and replacement materials to include; flexible hose, reusable fittings, gaskets, and thread sealers prior to conducting the job. Member will understand how to size, assemble, install, and test flexible hose.</p> <p>4.03 Install flange shielding to a piping system using proper tools and materials IAW Naval Engineering Manual, COMDTINST M9000.6 (series) chapter 077, NSTM Chapter 635.</p> <p>Intent: The member will demonstrate proper installation techniques and demonstrate the proper usage of lockwire pliers.</p> <p>4.04 Install PVC and Steel piping as part of a maintenance or repair procedure IAW NSTM chapter 505 and Manufacturer’s Tech Pubs.</p> <p>Intent: The member will demonstrate the proper usage of the following tools when performing this qualification: bench grinder, drill press, taps dies, thread files. Member will select replacement materials to include; steel, stainless steel, PVC piping, fittings, gaskets, glue, primer and thread sealers prior to conducting the job. Member will cut, size, and thread piping.</p> <p>F. AUXILIARY EQUIPMENT</p> <p>4.01 Operate an AC&R system IAW GoodHeart & Wilcox Modern Refrigeration Book, Manufacturer Tech Pubs, and EOP.</p> <p>Intent: The member will understand theory of operation, component function and be capable of system component identification. Given a secured AC&R system, member will properly place system on line and then secure.</p> <p>4.02 Troubleshoot and Repair the common casualties associated with centrifugal pumps as part of a maintenance or repair procedure IAW Manufacturer Tech Pubs, and NSTM, chapter 503</p> <p>Intent: The member will understand centrifugal pump theory. Member will systematically locate cause of casualty. Member will know all safety precautions associated with performing maintenance and repairs. Member will conduct repairs which include; replacing seals, bearings and impellers.</p>		
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RATING: MACHINERY TECHNICIAN	INIT	DATE
<p>4.03 Maintain air compressors as part of a pneumatic system IAW NSTM, chapter 551, and Manufacturer Tech Pubs.</p> <p>Intent: The member will understand the basic safety and principles of operation of either a start air compressor; ships service air compressor or a fixed shop air compressor. Member will be adjust drive belt tension, clean cooling fins, replace air filters add and change oil.</p> <p>4.04 Maintain strainers and filters in the following systems IAW units PMS Procedures, Manufacturer Tech Pubs.</p> <ul style="list-style-type: none"> a. Fuel b. Oil c. Sea Water d. Air e. HVAC <p>Intent: The member will understand the functional characteristics of simplex and duplex strainers. Member must know associated safety precautions. Member will know how to clean or replace strainers filters.</p> <p>5.01 Maintain potable water tanks and system IAW Naval Engineering Manual, COMDTINST 9000.6 (series), Water Supply and Waterwaste Disposal Manual, COMDTINST M6240.5 (series) and NSTM, chapter 533.</p> <p>Intent: The member will conduct P/W testing and treatment (Bromine and Chlorine) procedures.</p> <p>5.02 Troubleshoot common casualties in a Pneumatic system as part of a maintenance or repair procedure IAW Manufacturer Tech Pubs and NSTM, chapter 551.</p> <p>Intent: The member will know major components of either a ships service, start air, or shop fixed air system. Member will systematically troubleshoot a non-functioning system to determine what component or components have failed, to include; pressure regulating, pressure relief valves, air water separators, and isolation valves. Member will renew defective components, and/or adjust components to restore the system to proper operation.</p>		
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RATING: MACHINERY TECHNICIAN	INIT	DATE
<p>6.01 Overhaul one of the following types of heat exchangers found in MDE's,SSDG's, AC&R, ASW, and MGT's IAW Manufacturer Tech Pubs, PMS schedule and NSTM, chapter 254.</p> <ul style="list-style-type: none"> a. Tube & Shell b. Fin & Tube c. Plate Type <p>Intent: The member will clean and overhaul a heat exchanger from one of the above systems.</p> <p>G. BOILER AND DISTILLERS</p> <p>5.01 Maintain a reverse osmosis system IAW NSTM, chapter 531, volume 3 and Manufacturer Tech Pubs.</p> <p>Intent: The member will understand the principals of operation. Member will be capable of changing oil in the high PSI pump, changing the filters, both membrane and sand.</p> <p>6.01 Maintain Auxiliary Boiler found on either a Coast Guard Cutter or shore facility IAW Naval Engineering Manual, COMDTINST M9000.6 (series), chapter 517, NSTM, chapter 220, volume 2, PMS schedule and Manufacturer Tech Pubs.</p> <p>Intent: The member will understand the principals of operation and be capable of performing adjustments and repairs to the following components;</p> <ul style="list-style-type: none"> a. Fuel nozzles b. Blower assemblies c. Flame detector ring d. Fuel pump e. Handhole Covers & Gaskets f. Electrodes g. Photoelectric eye h. Safety Devices i. Firing Controls 		
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RATING: MACHINERY TECHNICIAN	INIT	DATE
<p>6.02 Maintain flash type evaporator IAW Water Supply and Waterwaste Disposal Manual, COMDTINST M6240.5 (series), Naval Engineering Manual, COMDTINST M9000.6 (series), NSTM, chapter 533. and Manufacturer Tech Pubs.</p> <p>Intent: The member will understand the principals of operation and will adjust steam, feed water, distillate and brine flows. Member will treat feedwater and clean unit as per PMS procedures.</p> <p>H. OILY WATER SEPARATORS</p> <p>5.01 Maintain an oily water separator IAW the Manufacturer Tech Pubs, PMS procedures and NSTM, chapter 593.</p> <p>Intent: The member will understand the principals of operation. Member will align system, adjust the OCA, monitor PPM, inspect or replace coalescing elements and maintain safety devices.</p> <p>6.01 Troubleshoot and Repair an oily water separator as part of a maintenance or repair procedure IAW Manufacturer's Tech Pubs NSTM, chapter 593.</p> <p>Intent: The member will systematically troubleshoot an inoperative OWS, identify faults such as loss of power, loss of pump suction, and system stuck in a constant re-circulation cycle. Member will take corrective actions to bring system up to full operation.</p> <p>I. LUBE OIL AND FUEL OIL SYSTEMS</p> <p>4.01 Compare and Test Lube Oil Viscosity using a viscosity gage and falling ball comparator IAW Naval Engineer Manual, COMDTINST M9000.6 (series), NSTM, chapter 262 and Manufacturer's Tech Pubs.</p> <p>Intent: The member will understand the safety precautions associated with drawing lube oil samples from running equipment. Member will understand the causes and effects of viscosity changes. Member will know what operating hour intervals to pull oil samples.</p>		
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<p>4.02 Prepare Lube Oil Sample for Spectro analysis IAW Naval Engineering Manual, COMDTINST M9000.6 (series), chapter 262.</p> <p>Intent: The member will follow all safety precautions. Member will draw sample, label, package and mail lube oil samples to the testing facility.</p> <p>4.03 Conduct a fuel oil test prior to fueling a CG Standard Boat or Cutter IAW Naval Engineering Manual, COMDTINST M9000.6 (series), chapter 541, NSTM, chapter 541 and Unit’s Engineering Standing Orders.</p> <p>Intent: The member will draw a fuel sample prior to refueling and check for water sediment and report finding to the Fueling Officer.</p> <p>7.01 Conduct a shipboard fueling operation IAW Naval Engineering Manual, COMDTINST M9000.6 (series), chapter 541, NSTM, chapter 541 and Unit’s Engineering Standing Orders.</p> <p>Intent: Following all safety procedures the member will oversee set-up, treatment, receipt and transfer of fuel.</p> <p>J. BEARINGS AND SEALS</p> <p>4.01 Renew gaskets, seals, packing, and/or O-rings as part of either a maintenance or repair procedure IAW NSTM, chapter 078, Volume, 244.</p> <p>Intent: The member will select the proper materials, and fabricate gaskets. The member will demonstrate the proper usage of the following tools when performing this qualification: gasket cutter, packing puller, and seal puller. The member will then install new gaskets/seals/packing/O-rings used in Coast Guard machinery.</p> <p>5.01 Troubleshoot and Renew bearings found in common Coast Guard systems (eg; diesel engines, pumps, air compressors) IAW NSTM, chapter 244, and Manufacturer Technical Publications.</p> <p>Intent: The member will understand the principals of operation for the following bearing types; ball, roller, precision inserts, thrust bearings, bushings, collars and needle bearings. Member will perform basic maintenance to include lubrication, cleaning and inspecting bearings. Member will know common causes of bearing failure how to replace failed bearings.</p>		
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RATING: MACHINERY TECHNICIAN	INIT	DATE
<p>K. MECHANICAL SKILLS</p> <p>4.01 Align a Pump Shaft as part of a maintenance or repair procedure IAW NSTM, chapter 503, Preventive Maintenance Schedule Manual (PMS), and Manufacturer Tech Pubs.</p> <p>Intent: The member will understand the importance of proper pump alignment. Member will understand the different techniques used to align common pump couplings. The member will demonstrate the proper usage of the following tools when performing this qualification: dial indicator, machinist rule and thickness gages.</p> <p>4.02 Replace gauges as part of a maintenance or repair procedure IAW Manufacturer Tech Pubs.</p> <p>Intent: The member will select the appropriate gauge and identify the operating characteristics of the following gauges:</p> <ul style="list-style-type: none"> a. Temperature b. Duplex c. Compound d. Manometer <p>L. HYDRAULICS</p> <p>4.01 Maintain a hydraulic system IAW NSTM, chapter 556, Naval Engineering Manual, COMDTINST M9000.6 (series), Manufacturer Tech Pubs and unit PMS procedures.</p> <p>Intent: The member will understand the functional characteristics of the following components; Reservoirs, pumps positive displacement (vane, piston & gear), Motors (vane, piston & gear, cylinders (single, double acting), control valves. Member will draw a hydraulic oil sample for spectro-analysis, package and mail. Member will change filters, clean strainers and inspect for leaks.</p>		
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<p>6.01 Troubleshoot a hydraulic system IAW NSTM, chapter 556, Naval Engineering Manual, COMDTINST M9000.6 (series), Manufacturer Tech Pubs and unit PMS procedures.</p> <p>Intent: The member will understand hydraulic theory and positive displacement pump theory. Member will conduct systematic checks of the following components to locate malfunction; pumps, motors, reservoirs, cylinders, filters, strainers and control valves. Member will make recommendations for corrective action. Once corrective action taken, member is to conduct Operational test.</p> <p>M. OUTBOARD MOTORS</p> <p>4.01 Maintain an outboard engine IAW Preventive Maintenance Schedule Manual (PMS), and Manufacturer's Tech/Service Manual.</p> <p>Intent: The member will understand the mechanical and electrical components of an outboard motor and conduct Preventative Maintenance. Member will change lower unit oil, tune up, change zincs, adjust synchronization of carburetors, and replace water pumps. Member to conduct common corrective maintenance associated with outboard motors such as prop replacement, ignition system and charging system component replacement.</p> <p>5.01 Troubleshoot an outboard motor as part of a maintenance or repair procedure IAW Applied Theory for Outboard Technicians and Manufacturer's tech/service manual.</p> <p>Intent: The member will conduct systematic checks of electrical and mechanical components. Member will make recommendations and/or take corrective action.</p>		
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RATING: MACHINERY TECHNICIAN	INIT	DATE
<p>N. INTERNAL COMBUSTION ENGINES</p> <p>4.01 Overhaul an internal combustion engine listed in Naval Engineering Manual, COMDTINST M9000. 6 (series), chapter 233, table 233-1 IAW the Manufacturer's Tech Pubs.</p> <p>Intent: The member will overhaul under supervision one of the engines listed in the Naval Engineering Manual, COMDTINST M9000.6 (series). The member will demonstrate the proper usage of the following tools when performing this qualification: inside outside micrometers, dial indicator, calipers, thickness gages, depth gages, bearing pullers, snap ring pliers, machinist rule, torque wrench, gasket cutter, hydraulic press, lock wire pliers, compression tester, and helicoil kit. Member to renew/replace components worn below manufacturer's tolerances. Emphasis will be placed on the engines external attachments. Member to make all required adjustments and place engine back in operation.</p> <p>5.01 Troubleshoot as part of a maintenance or repair procedure an internal combustion engine listed in Naval Engineering Manual, COMDTINST M9000. 6 (series), chapter 233, table 233-1 IAW Manufacturer's Tech Pubs and PMS procedures.</p> <p>Intent: The member will systematically troubleshoot a diesel engine using DEMPS, ODR, PAR, round sheets, and tech pubs then make recommendations for repairs.</p> <p>5.02 Adjust an internal combustion engine listed in Naval Engineering Manual, COMDTINST M9000. 6 (series), chapter 233, table 233-1 IAW Manufacturer's Tech Pubs and PMS procedures.</p> <p>Intent: The member will adjust, overspeed trips, governors, fuel racks, valves, injectors, and linkages to any engine listed in the Naval Engineering Manual, COMDTINST M9000.6 (series), table 233-1.</p> <p>6.01 Supervise the overhaul of an internal combustion engine listed in Naval Engineering Manual, COMDTINST M9000.6 (series), chapter 233 table 233-1.</p> <p>Intent: The member will supervise the overhaul of one of the engines listed above in the Naval Engineering Manual, COMDTINST M9000.6 (series). Member to ensure all safety procedures are followed. In addition all tools and parts are staged for overhaul.</p>		
<p>NAME (Last, First, Middle Initial)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: MACHINERY TECHNICIAN	INIT	DATE
<p>O. MECHANICAL POWER TRANSMISSION EQUIPMENT</p> <p>4.01 Maintain propulsion-shafting seals IAW NSTM, chapters 244, PMS Manual and Manufacturer's Technical Manual.</p> <p>Intent: The member will make inspections and adjustments to any of the common shaft packing glands, seals found on CG Cutters and Small Boats. In addition, using a packing puller tool, remove worn packing. The member will then select the proper replacement packing/seals and install.</p> <p>5.01 Maintain propulsion transmission equipment IAW Manufacturer's Technical. Manual, NSTM, chapter 241 and units PMS schedule.</p> <p>Intent: The member will understand functional characteristics of commonly found reduction gears in the Coast Guard. Member to ensure quality and quantity of lube oil. Member to clean/change filters/strainers.</p> <p>5.02 Conduct a Rudder inspection as part of a maintenance or repair procedure IAW Manufacturer's Tech Pub, NSTM, chapter 562 and units PMS Schedule.</p> <p>Intent: The member will take rudder bearing clearance readings on a Coast Guard Standard Boat. Member will make recommendations concerning the condition found, then enter readings in the boat records.</p> <p>6.01 Align a propulsion shaft found on a Cutter or Standard Small Boat as part of a maintenance or repair procedure IAW NSTM, chapter 243 and Manufacturer's Tech Pub.</p> <p>Intent: The member will understand how the raising and lowering of foundation mounts changes the alignment relationship to the shaft. Member will align a propulsion shaft to an output coupling.</p> <p>6.02 Troubleshoot and Repair as part of a maintenance or repair procedure a propulsion transmission found on either a Cutter or Standard Small Boat IAW Manufacturer's Tech Pub, NSTM, chapter 241 and units PMS schedule.</p> <p>Intent: The member will have knowledge of shafting, gears, clutches, seals, and bearings. Member will make repairs/adjustments to any of the following components, selector valves, control linkages, seals, coolers, thermostats, clutch's, recommend corrective action for common casualties.</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>SOCIAL SECURITY NO.</p>	

RATING: MACHINERY TECHNICIAN	INIT	DATE
<p>TERMINOLOGY</p> <p>ADJUST To bring parts or equipment into a truer or more effective setting or relationship.</p> <p>ALIGN place parts in proper position to one another.</p> <p>ASSEMBLEE To fit parts of a machine together.</p> <p>COMPARE To examine the character or qualities of, in order to discover resemblances of differences.</p> <p>CONDUCT To direct or control, lead, or guide.</p> <p>DEVELOP To set forth or make in detail.</p> <p>INSTALL To place a new or modified part in a system or equipment IAW established procedures, standards, specifications, drawings, directives and policies.</p> <p>LAP To cut or polish mating surfaces.</p> <p>MAINTAIN To preserve or keep in good repair.</p> <p>OPERATE To cause to function.</p> <p>OVERHAUL To disassemble, inspect, renew defective components, reassemble and place back in service.</p> <p>PERFORM To carry out an action or pattern of behavior.</p> <p>PREPARE Plan, gather, and assemble information to produce a document (i.e. forms and schedules).</p> <p>RENEW To remove a defective component and install a new component with the same specifications in its place.</p> <p>REPAIR To restore a circuit or machinery to an as intended operational state.</p> <p>REPLACE To remove and reinstall same component.</p> <p>REVIEW - To examine a document or process for accuracy in content and/or format and report errors or updates to the author or controlling authority.</p> <p>RETRIEVE To obtain data.</p> <p>SUBMIT - To prepare a report or form following a defined process and forwarding it to the prescribed authority.</p> <p>SUPERVISE To oversee, to critically watch, motivate and direct activities.</p> <p>TROUBLESHOOT The process of locating and diagnosing faults in equipment by means of systemic checking or analysis.</p> <p>VERIFY To determine the accuracy of recorded information by comparing to physical evidence.</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

**RECORD OF PERFORMANCE QUALIFICATIONS
MST**

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new performance qualifications assigned to their rating. Performance qualifications previously demonstrated, dated and initialed off will not be recertified. Some performance qualifications include intent statements to help clarify the requirements of the task that is to be performed.

RATING
MARINE SCIENCE TECHNICIAN (Effective for the MAY 2003 Active Duty and the OCT 2003 Reserve SWE)

ABBREVIATION
MST

DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL

E-4

E-5

E-6

E-7

E-8

E-9

NAME (*Last, First, Middle Initial*)

SOCIAL SECURITY NUMBER

RATING: MARINE SCIENCE TECHNICIAN	INIT	DATE
<p>A. WATERFRONT FACILITY IN COMPLIANCE WITH REGULATIONS</p> <p>4.01 PERFORM bulk liquid facility examination IAW 33 CFR 126.10, 154, 156, 158, and Marine Safety Manual, Vol II (Materiel Inspection), COMDTINST M16000.7 (series), section B, Chapters 6.C and 7.</p> <p>INTENT: The Petty Officer will identify, interpret and apply the standards and regulations of the applicable Code of Federal Regulations (CFR) to the type of bulk liquid facility being examined. The Petty Officer should be able to use all accepted practices to ensure compliance with the regulations including, but not limited to, immediate correction, Letter of warning, Notice of Violation. The Petty Officer will demonstrate the ability to recognize and verify during examination the various permits required to handle dangerous cargo. Upon completion of the examination, the Petty Officer must successfully communicate the results of the examination to the Facility representative.</p> <p>4.02 PERFORM designated waterfront facility examination IAW 33 CFR 126, 158, 49 CFR 171 – 179, Marine Safety Manual, Vol II (Materiel Inspection), COMDTINST M16000.7 (series), Section B, Chapter 7, and Marine Safety Manual, Vol. VI, Ports and Waterways Activities, COMDTINST M16000.11 (series), Chapter 1, Sections C & I.</p> <p>INTENT: The Petty Officer will identify, interpret and apply the standards and regulations of the applicable CFR to the type of Designated Waterfront facility being examined. The Petty Officer should be able to use any of the accepted practices to ensure compliance with the regulations including, but not limited to, immediate correction, Letter of warning, Notice of Violation. The Petty Officer will demonstrate the ability to recognize and verify during examination the various permits required to handle dangerous cargo. Upon completion of the examination, the Petty Officer must successfully communicate the results of the examination to the Facility representative.</p> <p>5.01 REVIEW facility file IAW Marine Safety Manual, Vol II (Materiel Inspection), COMDTINST M16000.7 (series), Section B, Chapter 7, Section D.</p> <p>INTENT: The Petty Officer will demonstrate a knowledge of what information is required to be in the facility file by correcting any discrepancies or omissions that are noted.</p> <p>6.01 EVALUATE facility Operations Manual for compliance with 33 CFR 154, Sub Part B IAW Marine Safety Manual, Vol II (Materiel Inspection), COMDTINST M16000.7 (series), Section B, Chapter 7, section D.</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: MARINE SCIENCE TECHNICIAN	INIT	DATE
<p>6.02 EVALUATE facility Response Plan for compliance with 33 CFR 154 Sub Part F, 40 CFR 112, and Volume IX - Marine Environmental Protection - Marine Safety Manual, COMDTINST M16000.14 (series), Chapter 4.</p> <p>7.01 EVALUATE response actions during an unannounced drill utilizing a facility's approved Response Plan, 33 CFR 154 Sub Part F, 40 CFR 112, and Volume IX - Marine Environmental Protection - Marine Safety Manual, COMDTINST M16000.14 (series), Chapter 4.</p> <p>B. CONTINGENCY PLANS READY FOR EXECUTION</p> <p>5.01 DEPLOY boom in the following configurations IAW the Manual of Practice for Protection and Cleanup of Shorelines, Vol. II (EPA 600/7-79-1876):</p> <ul style="list-style-type: none"> a. diversion b. containment c. exclusion <p>INTENT: Deploy boom during maintenance, drills, or actual response activities. The Petty Officer will demonstrate a familiarity with the appropriate parameters for using each of the above listed booming configurations and their limitations. The Petty officer will demonstrate a familiarity with the types of boom, parts of a boom and the equipment needed to deploy boom in various configurations.</p> <p>C. SAFE WATERWAYS</p> <p>4.01 PERFORM multi-mission patrols IAW Marine Safety Manual, Vol VI, Ports and Waterways, COMDTINST M16000.11 (series), Chapter 1.</p> <p>INTENT: The Petty Officer will demonstrate proficiency in identifying the various activities and special areas in the port environment. These include, but are not limited to:</p> <ul style="list-style-type: none"> a. Environmentally Sensitive Areas. b. Limited Access Areas. c. Anchorage Areas. d. Lightering or Bunkering operations. e. Bulk, Break-bulk and Container operations. <p>The Petty Officer will report all required activities to the Captain of the Port for follow-up investigation and will identify which activities require immediate actions.</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>SOCIAL SECURITY NO.</p>	

RATING: MARINE SCIENCE TECHNICIAN	INIT	DATE
<p>7.01 DEVELOP a safety or security zone IAW 33 CFR 6, 165 Sub Parts C-D, Marine Safety Manual, Vol VI, Ports and Waterways, COMDTINST M16000.11 (series), Chapter 1.J, and Volume VII - Port Security - Marine Safety Manual, COMDTINST M16000.12 (series), Chapter 1.</p> <p>INTENT: The Petty Officer will demonstrate familiarity with the Notice of Proposed Rulemaking (NPRM) process. The Petty Officer will demonstrate knowledge of the difference between a safety zone and a security zone and which zone is appropriate for a given situation.</p> <p>8.01 COORDINATE a response exercise IAW Area Contingency Plan, 40 CFR 300, Sub Part C, and Volume IX - Marine Environmental Protection - Marine Safety Manual, COMDTINST M16000.14 (series), Chapter 4.</p> <p>8.02 UPDATE Area Contingency Plan IAW 40 CFR 109, 40 CFR 300, Sub Part C, and Volume IX - Marine Environmental Protection - Marine Safety Manual, COMDTINST M16000.14 (series), Chapter 4.</p> <p>D. POLLUTION INCIDENTS DISCOVERED</p> <p>4.01 PERFORM Phase I activities IAW 33 CFR 153 Sub Parts A-B, 40 CFR 110, 300 (Sub Part D), Marine Safety Manual, Vol VI, Ports and Waterways, COMDTINST M16000.11 (series), Chapter 1.B.3.b and 7.B.1, Volume IX – Marine Environmental Protection – Marine Safety Manual, COMDTINST 16000.14 (series), Chapter 5.</p> <p>a. Receive & process pollution report from a reporting source. b. Report initial observation of pollution incident from the field.</p> <p>INTENT: The Petty Officer will determine the various types of oil that could be spilled into the environment based on physical clues. Additionally, the petty officer will recognize clues leading to the identity of a hazardous material, i.e. Placards, labels, UN number, CAS registry number, etc. The Petty Officer will estimate the amount of material spilled or released into the environment. The Petty Officer will demonstrate an understanding of the inter-relationship between the USCG and EPA “On-Scene Coordinators” and determine which organization is the pre-designated OSC for an oil or hazardous materials incident. The Petty officer, demonstrating a knowledge of how Federal, State and Local Agencies interact with the Coast Guard, will determine who should be notified of a pollution incident.</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>SOCIAL SECURITY NO.</p>	

RATING: MARINE SCIENCE TECHNICIAN	INIT	DATE
<p>E. SUCCESSFUL INVESTIGATION</p> <p>4.01 DETERMINE if an incident meets the requirements of a reportable marine casualty IAW 33 CFR 153 Sub Parts A-B, 40 CFR 110, 117, 46 CFR 4, and Marine Safety Manual, Vol V (Investigations), COMDTINST M16000.10 (series).</p> <p>4.02 PERFORM investigative activities to establish that the five elements of a pollution violation exist IAW Section 311 of the Clean Water Act, 40 CFR 110, 117, and Marine Safety Manual, Vol V (Investigations), COMDTINST M16000.10 (series), Chapter 5.B.3.d.</p> <p>INTENT: The Petty Officer should demonstrate the ability to prepare a witten statement documenting the elements of a Clean Water Act violation.</p> <p>4.03 ISSUE Notice of Federal Interest (NOFI) IAW Marine Safety Manual, Vol VI, Ports and Waterways, COMDTINST M16000.11 (series), Chapter 7.B.3., Volume IX - Marine Environmental Protection - Marine Safety Manual, COMDTINST M16000.14 (series), Chapter 5.</p> <p>4.04 COLLECT samples IAW Oil Spill Sample Handling and Transmittal Guide, 5th Ed. (USCG Marine Safety Laboratory).</p> <p>INTENT: The Petty Officer will determine which types of samples should be collected and document, handle and transfer custody of oil spill samples as required.</p> <p>4.05 COLLECT the following IAW Marine Safety Manual, Vol V (Investigations), COMDTINST M16000.10 (series), Chapter 5:</p> <ul style="list-style-type: none"> a. Witness statements b. Physical evidence c. Photographs/video d. Other relevant documentation <p>INTENT: The Petty Officer understanding the rules of evidence as they pertain to investigations, will collect evidence demonstrating the proper documentation, handling and custody.</p>		
<p>NAME (<i>Last, First, Middle Initial</i>)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: MARINE SCIENCE TECHNICIAN	INIT	DATE
<p>4.06 DETERMINE the cause of a pollution incident IAW Marine Safety Manual, Vol V (Investigations), COMDTINST M16000.10 (series), chapter 3, 46 CFR 4, 46 CFR Subchapter D, 33 CFR 151 thru 157.</p> <p>INTENT: The Petty Officer will determine if a pollution incident occurred due to a violation of applicable pollution prevention regulations. The Petty Officer will also determine other causal factors including but not limited to environmental conditions, personnel factors, or material condition of the vessel or facility.</p> <p>5.01 DEVELOP an incident-specific sampling plan using methods and strategies outlined in the Oil Spill Sample Handling and Transmittal Guide, 5th Ed. (USCG Marine Safety Laboratory).</p> <p>F. ENVIRONMENT IN SAME CONDITION BEFORE AND AFTER POLLUTION</p> <p>4.01 DEVELOP a response strategy for a pollution incident IAW 33 CFR 153, 40 CFR 300 Subpart D, 40 CFR 300 Appendix E.5, Manual of Practice for Protection and Cleanup of Shorelines, Vol. I & II (EPA 600/7-79-1876), and Shoreline Assessment Manual (NOAA HAZMAT Report No. 98-3)ADD NIOSH/ACGIH/CHRIS</p> <p>INTENT: The Petty Officer should demonstrate a working knowledge of the various reference resources available in determining the hazards of a spilled pollutant. The Petty Officer should demonstrate an understanding of physical and chemical properties of a material and apply these properties in determining an appropriate response. The Petty Officer should demonstrate knowledge of the four “routes of entry” of a hazardous material and the various means to protect personnel from these hazards. The Petty Officer will select the proper PPE for a response strategy.</p> <p>4.02 PERFORM survey of potentially impacted areas IAW Manual of Practice for Protection and Cleanup of Shorelines Vol. I (EPA 600/7-79-1876), Shoreline Assessment Manual (NOAA HAZMAT Report No. 98-3), and 40 CFR 300, Subpart D.</p> <p>4.03 PLOT the position of a marine incident on a nautical chart IAW American Practical Navigator vol. 1, NOAA Chart 1.</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>SOCIAL SECURITY NO.</p>	

RATING: MARINE SCIENCE TECHNICIAN	INIT	DATE
<p>5.01 CONDUCT Phase II activities IAW 40 CFR 300 Subparts D & E, 40 CFR 300 Appendix E.5, and the Shoreline Assessment Manual (NOAA HAZMAT 98-3) and Manufacturers Technical Publications.</p> <p>INTENT: The Petty Officer will evaluate the following pollution incident response considerations: environmental sensitivity, economic and public impact, and select the appropriate recovery methods. Such methods may include but are not limited to mechanical, chemical, or biological means.</p> <p>5.02 SECURE a source of discharge or release IAW 40 CFR 300, Appendix E.2.2b.</p> <p>INTENT: To take direct action or coordinate appropriate agencies/parties in securing the source of an oil discharge or hazardous substance release. The Petty Officer will demonstrate a knowledge of the hazards associated with securing the source and what Personal Protective Equipment (PPE) may be required.</p> <p>5.03 FORECAST the trajectory of a floating pollutant over a period not less than eight hours using the vector addition method established in the Manual of Practice for Protection and Cleanup of Shorelines Vol. I, (EPA 600/7-79-1876)</p> <p>INTENT: The Petty Officer will gather wind, current, tidal data and other weather or environmental factors and apply these conditions to the forecast of the trajectory of the observed pollutant.</p> <p>5.04 CONDUCT response actions based on notification data obtained from a reporting source IAW 33 CFR 153 Subpart B, 40 CFR 110, 117, 300 (Subparts D, E, and Appendix E).</p> <p>6.01 DEVELOP a Site Safety Plan IAW 29 CFR 1910.120(b)(4) and Marine Safety Manual, Vol I (Administration & Management), COMDTINST M16000.6 (series), Chapter 10.</p> <p>6.02 DIRECT Phase III removal actions IAW 29 CFR 1910.120, 33 CFR 133-138, 33 CFR 153 Subpart C, 40 CFR 260 – 263, and 300.</p> <p>INTENT: The Petty Officer will evaluate the effectiveness of removal actions and make adjustments as necessary in response to changes in environmental conditions or operational requirements.</p>		
NAME (<i>Last, First, Middle Initial</i>)	SOCIAL SECURITY NO.	

RATING: MARINE SCIENCE TECHNICIAN	INIT	DATE
<p>6.03 CONDUCT an incident brief using an ICS-201 Form IAW Incident Command System, COMDTINST 3120.14 (series) and the Incident Management Handbook, COMDTPUB P3120.17.</p> <p>6.04 PREPARE the following Phase III action documentation IAW National Pollution Fund Center User Guide, 40 CFR 262, Incident Command System, COMDTINST 3120.14 (series), and the Incident Management Handbook, COMDTPUB P3120.17.</p> <ul style="list-style-type: none"> a. Cost Documentation (CG-5136 Series) b. Incident Action Plan c. Hazardous Waste Manifest <p>7.01 CONDUCT exportable pollution response training designed to familiarize USCG Group, Station, and/or Air Station personnel with the jurisdictional, reporting and initial response requirements outlined in Marine Safety Manual, Vol VI, Ports and Waterways, COMDTINST M16000.11 (series), Chapter 7, and Safety and Occupational Health Training Requirements for Oil Spill Response Activities, COMDTINST 6260.31 (series).</p> <p>G. PROPERLY DOCUMENTED POLLUTION INCIDENT</p> <p>5.01 PROCESS pollution samples IAW Marine Safety Manual, Vol V (Investigations), COMDTINST M16000.10 (series), Chapter 5, Marine Safety Manual, Vol VI, Ports and Waterways, COMDTINST M16000.11 (series), Chapter 7, 49 CFR 171 – 176, and USCG Marine Safety Laboratory Oil Spill Sample Handling and Transmittal Guide.</p> <p>INTENT: Includes storage, transmittal and disposal.</p> <p>5.02 DRAFT pollution report (SITREP-POL) for transmittal IAW Marine Safety Manual, Vol VI, Ports and Waterways, COMDTINST M16000.11 (series), Chapter 7.</p> <p>7.01 DRAFT and submit a FOSC Final Financial Summary pursuant to completion of Phase IV actions IAW National Pollution Fund Center User Guide, Volume IX - Marine Environmental Protection - Marine Safety Manual, COMDTINST M16000.14 (series), Chapter 5, 33 CFR 133-138, and 40 CFR 300(NCP).</p> <ul style="list-style-type: none"> a. Safety Equipment b. Vessel Documents c. Cargo Operations 		
NAME (<i>Last, First, Middle Initial</i>)	SOCIAL SECURITY NO.	

RATING: MARINE SCIENCE TECHNICIAN	INIT	DATE
<p>H. COMMERCIAL VESSEL IN COMPLIANCE WITH REGULATIONS</p> <p>4.01 PERFORM a Basic Examination on a foreign commercial vessel IAW Marine Safety Manual, Vol. II (Materiel Inspection), COMDTINST M16000.7 (series), 33 CFR 151, 155-158, 160, and 164, 46 CFR 30-40, 148, 150, 153, and 154, 49 CFR 171, 172, and 176, as applicable, to include:</p> <ul style="list-style-type: none"> d. Navigation Safety e. Pollution Prevention <p>6.01 PLAN the unit daily vessel boarding schedule IAW Marine Safety Manual, Vol II (Materiel Inspection), COMDTINST M16000.7 (series), Section D, Chapters 4 & 5.</p> <p>INTENT: The petty officer will schedule the appropriate vessel boardings based on analysis of information contained in the port state control boarding matrix and available resources.</p> <p>I. UNIT IN COMPLIANCE WITH SAFETY AND OCCUPATIONAL HEALTH INSTRUCTIONS</p> <p>6.01 SUPERVISE unit safety programs IAW Marine Safety Manual, Vol I (Administration & Management), COMDTINST M16000.6 (series), Chapter 10, Medical Manual, COMDTINST M6000.1 (series), Chapter 12, Safety and Environmental Health Manual, COMDTINST M5100.47 (series), Technical Guide: Practices for Respiratory Protection, COMDTINST M6260.2 (series), Hazard Communication for Workplace Materials, COMDTINST 6260.21 (series), and Implementation of the Benzene Occupational Exposure Standard, COMDTINST 6260.25 (series).</p> <p>J. ENFORCEMENT</p> <p>4.01 PREPARE the following IAW Marine Safety Manual, Vol I (Administration & Management), COMDTINST M16000.6 (series), Chapter 5, Civil Penalty Procedures and Administration, COMDTINST 16200.3 (series), and Marine Pollution Notice of Violation "Ticket" User's Guide, COMDTINST M5582.1 (series):</p> <ul style="list-style-type: none"> a. Verbal/Written Warning b. Notice of Violation c. Report of Violation <p>INTENT: All documentation required to support a given case should be completed including any Coast Guard forms, booklets, and MISLE products.</p>		
<p>NAME (<i>Last, First, Middle Initial</i>)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: MARINE SCIENCE TECHNICIAN	INIT	DATE
<p>6.01 REPAIR the following IAW Marine Safety Manual, Vol VI, Ports and Waterways, COMDTINST M16000.11 (series), Chapter 1.</p> <p>a. Captain of the Port Order b. Administrative Order</p> <p>Definitions</p> <p>COLLECT: To gather or exact from a number of persons or sources a group of objects, documents, or a body of information.</p> <p>CONDUCT: higher level than perform, determines acceptable conditions and corrective actions.</p> <p>COORDINATE: To contact and utilize personnel resources from other agencies according to existing agreements.</p> <p>DEPLOY: To position, or arrange positioning of, response equipment resources for tactical use during field operations or exercises.</p> <p>DETERMINE: To settle or decide by choice of alternatives or possibilities. “Decide” refers to arriving at a conclusion and to pronounce that decision. “Determine” is to settle or decide by choice of alternatives or possibilities and to fix precisely.</p> <p>DEVELOP: Determine requirements from directives issued by competent authority, establish local requirements, and prepare directive for compliance.</p> <p>DIRECT: 1. To regulate activities, or courses of action, by guiding subordinate leaders or work groups toward the achievement of a particular objective.</p> <p>DRAFT: to produce the first version of a document for review.</p> <p>ENFORCE: Take action to ensure that the provisions of an order or regulation are carried out effectively.</p> <p>EVALUATE: Higher level than review; determine adequacy, identify strengths and weaknesses.</p> <p>FORECAST: To predict the outcome of a situation or the disposition of an object by accounting for the influence of quantifiable external factors relative to the inherent properties of the subject.</p>		
<p>NAME (<i>Last, First, Middle Initial</i>)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: MARINE SCIENCE TECHNICIAN	INIT	DATE
<p>ISSUE: To serve legally binding federal documentation, notices, or declarations to an individual, business, or other distinctive entity, either suspected or proven to be in violation federal, state, or local statutes.</p> <p>PERFORM: To be able to fulfill basic requirements of a monitor, inspection, or investigation.</p> <p>PLAN: To formulate a systematic scheme or program of action in response to an actual or simulated emergency according to Coast Guard authority, jurisdiction, and mission requirements.</p> <p>PREPARE: Plan, gather, and assemble information to produce a document (i.e., forms and schedules.)</p> <p>PROCESS: To initiate a series of actions or operations leading to a particular end. Example: Process a Letter of Federal Assumption.</p> <p>REVIEW: To examine a document or process for accuracy in content and/or format and report errors or updates to the author or controlling authority.</p> <p>SUPERVISE: Higher than conduct, to direct the actions of several teams or functions.</p> <p>SURVEY: To examine a physical area, structure, or vessel and report conditions observed to supervisor and/or other cognizant authorities.</p> <p>UPDATE: Change existing information and records to accurately align them with correct or most recent data.</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>SOCIAL SECURITY NO.</p>	

RATING: MUSICIAN (MU)

PERFORMANCE QUALIFICATIONS FOR ADVANCEMENT

When openings occur in the Coast Guard Band, all eligible personnel are considered. FINAL recommendations for advancement of all MU rated personnel in the Coast Guard are made by the Director of the Coast Guard Band.

A promotion board consisting of senior band members is appointed by the Band Director. This board meets for the express purpose of evaluating qualifications of all eligible personnel and making recommendations to the Band Director.

Recommendations are based on the following factors:

- (1) Time in grade/service.
- (2) Musical achievements.
- (3) Contributions to the band.
- (4) Volunteer extra duty.
- (5) Marks.

For personnel NOT stationed with the Band, recommendations must come from superiors at individual duty stations. The following factors are also considered for these personnel:

- (1) Time in grade/service.
- (2) Musical achievement.
- (3) Marks.

NAME (Last, First, Middle Initial)

SOCIAL SECURITY #

**RECORD OF PERFORMANCE QUALIFICATIONS
OS**

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new performance qualifications assigned to their rating. Performance qualifications previously demonstrated, dated and initialed off will not be recertified. Some performance qualifications include intent statements to help clarify the requirements of the task that is to be performed.

RATING
OPERATIONS SPECIALISTS (Effective for the NOV 2003 Active Duty and the
OCT 2003 Reserve SWE)

ABBREVIATION
OS

DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL

E-4

E-5

E-6

E-7

E-8

E-9

NAME (Last, First, Middle Initial)

SOCIAL SECURITY NUMBER

SIGNATURE OF SUPERVISOR

DATE	NAME/SIGNATURE	INITIALS	RATE	UNIT

REMARKS

REMARKS

RATING: OPERATIONS SPECIALISTS	INIT	DATE
<p>A. COMMUNICATIONS SYSTEMS</p> <p>4.01 MONITOR assigned frequencies in accordance with the Telecommunications Manual (TCM), COMDTINST M2000.3 (series), the Radio Frequency Plan, COMDTINST M2400.1 (series), and local communications plans.</p> <p>4.02 BROADCAST the following on voice and data circuits in accordance with the Telecommunications Manual (TCM), COMDTINST M2000.3 (series) and Area Annex Kilo's:</p> <ul style="list-style-type: none"> a. Scheduled b. Safety c. Urgent d. Marine Assistance Request Broadcast (MARB) <p>4.03 MAINTAIN an accurate communications/radio log in accordance with the Telecommunications Manual (TCM), COMDTINST M2000.3 (series) and Naval Telecommunications Procedures – Fleet Communications, NTP 4 (series).</p> <p>4.04 PROCESS information using circuit discipline in accordance with Communications Instructions and Operating Signals, ACP 131 US Supp-1 (series), Communications Procedures, ACP 125 (series), and Radio Users Manual and Radio Users Telephone Manual.</p> <p>4.05 ESTABLISH voice communications on free and directed networks in accordance with the Radiotelephone Handbook, COMDTINST M2300.7 (series) and Radiotelephone Procedures, ACP 125 (series).</p> <p>4.06 Given information required to be transmitted and received remotely, PATCH radio handsets, speakers, and local operating positions in accordance with the Naval Telecommunications Procedures – Navy Ultra High Frequency Satellite Communications, NTP 2 Section 2 (series) and Navy Fleet Pacific Indian Ocean Manual, and Navy Atlantic/Mediterranean instructions Manual, C2300.1 (series) (SHIPBOARD STRAND).</p> <p>4.07 Given a circuit required to be encrypted, ALIGN cryptographic equipment for secure communications in accordance with applicable KAO's.</p> <p>4.08 CONFIGURE transmitters and receivers to process radio signals in accordance with equipment operator manuals.</p>		
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<p>4.09 Given a functional data communications circuit, CONDUCT circuit checks on free and directed networks in accordance with the Naval Telecommunications Procedures – Navy Ultra High Frequency Satellite Communications, NTP 2 Section 2 (series), Navy Fleet Pacific Indian Ocean Manual, and Navy Atlantic/ Mediterranean Instructions Manual, C2300.1 (series).</p> <p>4.10 SUBMIT a report of harmful interference in accordance with the Telecommunications Manual (TCM), COMDTINST M2000.3 (series) and Naval Telecommunications Procedures – Fleet Communications, NTP 4 (series).</p> <p>4.11 SUBMIT a radio violation report in accordance with the Telecommunications Manual (TCM), COMDTINST M2000.3 (series) and Naval Telecommunications Procedures – Fleet Communications, NTP 4 (series).</p> <p>5.01 CONFIGURE communication software applications for all local operating positions at own unit in accordance with application user manuals.</p> <p>6.01 PREPARE a communications plan in accordance with Naval Operational Planning, NWP 5-01 (series) and Basic Operational Communications Doctrine, NWP 6-01, (series) and local Operation Orders.</p> <p>7.01 Given a report of harmful interference, take all appropriate actions to RESOLVE harmful interference in accordance with the Telecommunications Manual (TCM), COMDTINST M2000.3 (series) and Naval Telecommunications Procedures–Fleet Communications, NTP 4 (series).</p> <p>B. COMMUNICATIONS SECURITY</p> <p>4.01 PERFORM the following actions associated with handling COMSEC material in accordance with CMS Policy and Procedures for Navy Tier 2 Electronic Key Management System, CMS-21 (series).</p> <ul style="list-style-type: none"> a. Receipt b. Account c. Storage d. Inventory e. Destruction f. Issue g. Transfer <p>6.01 CONDUCT COMSEC user training in accordance with CMS Policy and Procedures for Navy Tier 2 Electronic Key Management System, CMS-21 (series).</p>		
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<p>C. PHYSICAL SECURITY</p> <p>4.01 PREPARE classified material for transmission via the following methods in accordance with the Classified Information Management Program, COMDTINST M5510.23 (series):</p> <ul style="list-style-type: none"> a. Electronically b. U.S. Mail c. Courier <p>4.02 DESTROY classified material in accordance with the Classified Information Management Program, COMDTINST M5510.23 (series).</p> <p>4.03 RECEIPT for classified material in accordance with the Classified Information Management Program, COMDTINST M5510.23 (series).</p> <p>5.01 ADMINISTER the Communications Tactical and Naval Warfare Publication Libraries in accordance with the COMTAC Publications Index, COMDTINST M2600.1 (series) and Classified Information Management Program, COMDTINST M5510.23 (series).</p> <p>6.01 Under simulated conditions, EXECUTE the Emergency Action Plan (EAP) in accordance with the Classified Information Management Program, COMDTINST M5510.23 (series).</p> <p>6.02 ENTER classified material into the Classified Material Control System in accordance with the Classified Information Management Program, COMDTINST M5510.23 (series).</p> <p>7.01 DEVELOP and PROMULGATE the unit security plan and emergency action plan for the protection of national security information in accordance with the Classified Information Management Program, COMDTINST M5510.23 (series) and CMS Policy and Procedures for Navy Tier 2 Electronic Key Management System, CMS-21 (series).</p> <p>D. PERSONNEL SECURITY</p> <p>6.01 REVIEW personnel security clearance investigation packages for accuracy in accordance with the Military Personnel Security Program, COMDTINST M5520.12 (series).</p> <p>6.02 CONDUCT operational security training and briefings in accordance with the Military Personnel Security Program, COMDTINST M5520.12 (series), Classified Information Management Program, COMDTINST M5510.23 (series), and the Physical Security and Force Protection Program, COMDTINST M5530.1 (series).</p>		
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<p>7.01 REVIEW personnel security records for continuous eligibility in accordance with the Military Personnel Security Program, COMDTINST M5520.12 (series).</p> <p>E. DISTRESS COMMUNICATIONS</p> <p>4.01 IDENTIFY a distress situation in accordance with the Telecommunications Manual (TCM), COMDTINST M2000.3 (series) and the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).</p> <p>4.02 ESTABLISH communications with a vessel in distress in accordance with the Telecommunications Manual (TCM), COMDTINST M2000.3 (series) and the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).</p> <p>4.03 COLLECT and ANALYZE distress information in accordance with the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).</p> <p>4.04 ISSUE Urgent Marine Information Broadcast (UMIB) in accordance with the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).</p> <p>4.05 NOTIFY appropriate personnel of distress communications in accordance with the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).</p> <p>4.06 ESTABLISH a communications schedule in accordance with the Telecommunications Manual (TCM), COMDTINST M2000.3 (series) and the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).</p> <p>4.07 COORDINATE communications between assets in accordance with the Telecommunications Manual (TCM), COMDTINST M2000.3 (series) and the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).</p>		
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<p>4.08 COORDINATE all required documentation for a Search and Rescue (SAR) folder in accordance with U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).</p> <p>4.09 MONITOR a distress situation in accordance with the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).</p> <p>4.10 NOTIFY supervisory personnel of search and rescue case progress in accordance with the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).</p> <p>F. SEARCH AND RESCUE CASE EXECUTION</p> <p>4.01 MONITOR distress, emergency, and safety systems in accordance with the Telecommunication Manual (TCM), COMDTINST M2000.3 (series).</p> <p>4.02 MONITOR domestic agencies and search and rescue (SAR) resource response in accordance with the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).</p> <p>4.03 IDENTIFY emergent and safety incidents in accordance with the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).</p> <p>4.04 MAINTAIN search and rescue case documentation in accordance with the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).</p> <p>4.05 DISSEMINATE search and rescue case documentation in accordance with the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).</p>		
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<p>5.01 CONDUCT appropriate briefings in accordance with the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).</p> <p>6.01 EVALUATE urgency of search and rescue (SAR) resource response in accordance with the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).</p> <p>6.02 SELECT appropriate search and rescue unit (SRU) response in accordance with the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).</p> <p>6.03 BREIF search and rescue units (SRU) in accordance with the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).</p> <p>6.04 DISPATCH search and rescue units (SRU) in accordance with the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).</p> <p>6.05 ESTABLISH search plans in accordance with the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).</p> <p>6.06 DISSEMINATE search plans in accordance with the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).</p> <p>6.07 MONITOR emergent and safety incidents in accordance with the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).</p>		
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<p>G. LAW ENFORCEMENT CASE EXECUTION</p> <p>4.01 CONDUCT a tactical query of the following maritime law enforcement (MLE) systems in accordance with the Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series) and applicable system user manuals.</p> <ul style="list-style-type: none"> a. Law Enforcement Information System (LEIS) b. Marine Safety Information System (MSIS) c. El Paso Intelligence Center (EPIC) d. National Crime Information Center (NCIC) <p>4.02 ENTER data in to Law Enforcement Information Systems (LIES) in accordance with the LEIS Users Manual.</p> <p>4.03 MAINTAIN tactical status of all available maritime law enforcement (MLE) resources in accordance with the Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series) and local operating orders.</p> <p>5.01 EVALUATE the following types of maritime law enforcement (MLE) incidents for appropriate response in accordance with the Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series) and Marine Safety Manual, Vol 1 (Administration and Management), COMDTINST M16000.6 (series):</p> <ul style="list-style-type: none"> a. Fisheries b. Drug Enforcement c. Pollution d. Alien Migration Interdiction Operations e. Boating Safety f. Terrorist <p>6.01 SELECT the appropriate law enforcement resource for response in accordance with the Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series), U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series)., Marine Safety Manual, Vol I (Administration and Management), COMDTINST M16000.6 (series), and Volume VII, Port Security, Marine Safety Manual, COMDTINST M16000.12 (series) and local operation orders.</p>		
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<p>6.02 CONDUCT the following types of maritime law enforcement (MLE) briefings in accordance with the Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series) and local operation orders:</p> <ul style="list-style-type: none"> a. Pre/Post-Boarding b. In/Out-Chop c. Case Status d. Daily Operations e. Statement of No Objection (SNO)/PD-27 <p>H. MARINE/ENVIRONMENTAL SAFETY</p> <p>6.01 COORDINATE appropriate response to an actual or simulated marine incident with the COTP in accordance with local doctrine.</p> <p>7.01 PLAN and COORDINATE a marine event using Incident Command System (ICS) doctrine and local COTP directives.</p> <p>I. INTELLIGENCE</p> <p>5.01 DEFINE the following terms:</p> <ul style="list-style-type: none"> a. Intelligence b. Counter-Intelligence c. Foreign Intelligence d. Security e. Strategic Intelligence f. Operational Intelligence g. Tactical Intelligence h. Law enforcement information i. Essential Elements of Information (EEI) <p>5.02 COLLECT intelligence in response to published requirements in accordance with the Coast Guard Intel Manual, COMDTINST SM3800 (series).</p> <p>5.03 MAINTAIN an intelligence library as required in accordance with the Coast Guard Intel Manual, COMDTINST SM3800 (series) and AREA guidance.</p> <p>5.04 SUBMIT intelligence photography in accordance with the Coast Guard Intel Manual, COMDTINST SM3800 (series) and AREA guidance.</p> <p>6.01 SUBMIT a request for intelligence (RFI) for specific mission requirements in accordance with the Coast Guard Intel Manual, COMDTINST SM3800 (series).</p>		
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<p>6.02 SUBMIT required reports (IIR/FIR) in response to current intelligence requirements in accordance with the Coast Guard Intel Manual, COMDTINST SM3800 (series).</p> <p>7.01 CONDUCT an intelligence brief for command personnel in accordance with the Coast Guard Intel Manual, COMDTINST SM3800 (series).</p> <p>J. COMMAND AND CONTROL SYSTEMS</p> <p>4.01 ENERGIZE and CONFIGURE a C4I system for operational use in accordance with the manufacturers technical manual.</p> <p><i>Intent: Member must be able to bring a C4I system from a powered down state to full operation and return to a powered down state</i></p> <p>4.02 PERFORM the following Automated Radar Plotting Aid (ARPA) functions on installed radar systems in accordance with manufacturer’s technical manuals:</p> <ul style="list-style-type: none"> a. Intercept b. Collision Avoidance c. Trail Maneuvers d. Navigational Points e. System Tracks f. Local Tracks g. Graphics h. Man Overboard <p>4.03 Given a operational C4I system, PERFORM the following actions in accordance with the manufacturer’s technical manual:</p> <ul style="list-style-type: none"> a. MAINTAIN and PROCESS tracks b. CREATE position intended movement (PIM) tracks c. CREATE overlays d. PROCESS message traffic e. UPDATE status boards f. UPDATE support tables g. LOAD and USE electronic charts h. MAINTAIN the geographic and tactical display <p>4.04 Given an operational C4I system, VERIFY the system is operating properly utilizing maintenance requirements cards (MRC) in accordance with the manufacturer’s technical manual.</p>		
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<p>4.05 Given an operational C4I system, ESTABLISH communications via Officer in Tactical Command Information Exchange System (OTCIXS) in order to keep units situationally aware in accordance with the manufacturer's technical manual and supplemental OPTASK messages.</p> <p>4.06 Given an operational C4I system, TRANSMIT and RECEIVE the following information in order to keep units situationally aware in accordance with standing orders and supplemental OPTASK messages:</p> <ul style="list-style-type: none"> a. Overlays b. Operator Notes c. Position Intended Movement (PIM) d. Tracks e. Search and Rescue (SAR) Plans f. Force Over-the-Horizon Track Coordinator (FOTC) Situation Report (SITREP) <p>4.07 Given an operational C4I system, PERFORM the following actions in accordance with Navigation Rules, OPTASK, and operational orders:</p> <ul style="list-style-type: none"> a. ACQUIRE contacts b. TRACK contacts c. IDENTIFY contacts d. EVALUTATE contacts e. DISSEMINATE track information <p>4.08 DISSEMINATE relevant navigation and shipping information to the bridge in accordance with Coast Guard Navigation Standards, COMDTINST M3530.2 (series), 270ft WMEC Class Tactical Manual, NWP 3-20.6.22, 378ft WHEC Class Tactical Manual, NWP 3-20.6.23</p> <p>5.01 Given an operational C4I system, FUSE and CORRELATE data in accordance with the Worldwide OPTASK and OPORDERS and manufacturer's technical manual.</p> <p>5.02 Given an operational C4I system, CONFIGURE communications circuits in accordance with the manufacturer's technical manual.</p> <p>5.03 Given an operational C4I system, CREATE and DISPLAY flight plans in accordance with the Shipboard-Helicopter Operational Procedures Manual, COMDTINST M3710.2 (series).</p>		
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<p>5.04 Given an operational C4I system, OPERATE in the following FOTC modes in accordance with the manufacturer's technical manual and OPTASK.</p> <ul style="list-style-type: none"> a. Controller b. Participant c. Non-participant <p>5.05 Given an operational C4I system, PERFORM system file cleanup in accordance with the manufacturer's technical manual.</p> <p>5.06 DISSEMINATE piloting information to the conning officer in restricted waters in accordance with Coast Guard Navigational Standards, COMDTINST M3530.2 (series), 270ft WMEC Class Tactical Manual, NWP 3-20.6.22, 378ft WHEC Class Tactical Manual, NWP 3-20.6.23.</p> <p>5.07 PERFORM the duties as Shipping Officer in restricted water in accordance with Coast Guard Navigation Standards, COMDTINST M3530.2 (series), 270ft WMEC Class Tactical Manual, NWP 3-20.6.22, 378ft WHEC Class Tactical Manual, NWP 3-20.6.23.</p> <p>5.08 CONDUCT preflight brief for safe flight following advisory or positive control in accordance with the Shipboard-Helicopter Operational Procedures Manual, COMDTINST M3710.2 (series).</p> <p>6.01 Given an operational C4I system, PERFORM system security management in accordance with the manufacturer's technical manual.</p> <p>6.02 Given an operational C4I system, DEVELOP search plans in accordance with the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series) and Shipboard-Helicopter Operational Procedures Manual, COMDTINST M3710.2 (series).</p> <p>K. TACTICAL WARFARE OPERATIONS</p> <p>4.01 SET and MONITOR the following conditions in accordance with Electronic Warfare Coordination, NWP 3-13.1.13, Shipboard-Helicopter Operational Procedures Manual, COMDTINST M3710.2 (series), and NAVSEA OP 3565 Volume II (series):</p> <ul style="list-style-type: none"> a. Emission Control (EMCON) b. Hazardous Electronic Radiation to Personnel (HERP) c. Hazardous Electronic Radiation to Ordinance (HERO) d. Hazardous Electronic Radiation to Fuel (HERF) 		
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<p>6.01 PERFORM the following roles and responsibilities as a composite warfare commander (CWC) and their alternate in accordance with Navy Command and Control Warfare Commanders Manual, NWP 3-13.1.1, Anti-Air Warfare Commanders Manual, NWP 3-01.01, Surface Ship Anti-surface Warfare Commanders Manual, NWP 3-20.3, and Electronic Warfare Coordination, NWP 3-13.1.13:</p> <ul style="list-style-type: none"> a. Air Warfare Coordinator b. Surface Warfare Coordinator c. Electronic Warfare Coordinator <p>6.02 INTERPRET an ordered EMCON plan in accordance with Electronic Warfare Coordination, NWP 3-13.1.13 and Allied Maritime Tactical Instructions and Procedures, ATP 1 Volume 1.</p> <p>7.01 DEVELOP unit EMCON plan in accordance with Electronic Warfare Coordination, NWP 3-13.1.13 and Allied Maritime Tactical Instructions and Procedures, ATP 1 Volume 1.</p>		
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**RECORD OF PERFORMANCE QUALIFICATIONS
PA**

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). Personnel are required to demonstrate proficiency in all performance qualifications for higher pay grades. As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Some enlisted performance qualifications include Supervisory Guidelines (SupGuide), which will assist in clarifying the intent and proper execution of the task that is to be performed. Personnel are reminded that, although demonstration of proficiency in new performance qualifications at or below their current pay grade is not required, they will be held responsible for those qualifications in future Service Wide Examinations. It is the member's responsibility to be proficient in all currently published performance qualifications, up to and including those of their present pay grade, for their specific rating.

Reference material is made available through the U.S. Coast Guard Directives System Intranet site accessible at <http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/welcome.htm>, U.S. Coast Guard Directives System Internet site accessible at <http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm>, your unit administrative library, or from other government sources. A listing of reference material (hyperlinks provided where available) is located at the end of this Tab.

RATING
PUBLIC AFFAIRS SPECIALIST (Effective for the MAY 2005 Active Duty and the OCT 2005 Reserve SWE)

ABBREVIATION
PA

DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL

E-4 **E-5** **E-6**

E-7 **E-8** **E-9**

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EMPLID NUMBER

RATING: PUBLIC AFFAIRS SPECIALIST	INIT	DATE
<p>A. PUBLIC AFFAIRS</p> <p>4.A.01 Draft a news release applying Coast Guard requirements for Security, Accuracy, Propriety and Policy (SAPP) IAW the Associated Press Style Guide and the Public Affairs Manual, COMDTINST M5728.2 (series).</p> <p>4.A.02 Perform an on-camera media interview IAW the Public Affairs Manual, COMDTINST M5728.2 (series).</p> <p>SupGuide: Under simulated conditions member will be interviewed, answering questions while incorporating command messages.</p> <p>4.A.03 Develop responses to media queries IAW the Public Affairs Manual, COMDTINST M5728.2 (series).</p> <p>5.A.01 Facilitate a media visit as a Public Affairs escort IAW the Public Affairs Manual, COMDTINST M5728.2 (series).</p> <p>5.A.02 Prepare a Coast Guard spokesperson for a news media interview IAW the Public Affairs Manual, COMDTINST M5728.2 (series), the National Response Team Joint Information Center Manual, "Online Deadline: Managing Media Relations" by Carole M. Howard and Wilma K. Mathews and the University of California at Irvine "Meet the Media" on-line guide available: http://today.uci.edu/resources/meet_the_media.asp</p> <p>5.A.03 Perform on camera media interviews IAW the Public Affairs Manual, COMDTINST M5728.2 (series), "Online Deadline: Managing Media Relations" by Carole M. Howard and Wilma K. Mathews, and the University of California at Irvine "Meet the Media" on-line guide available: http://today.uci.edu/resources/meet_the_media.asp</p> <p>5.A.04 Administer a speaker's bureau IAW the Public Affairs Manual, COMDTINST M5728.2 (series) and U. S. Navy Journalist Advanced Non-Resident Training Course NAVEDTRA 14335.</p> <p>5.A.05 Arrange media visits to Coast Guard units IAW the Public Affairs Manual, COMDTINST M5728.2 (series) and Unit SOP.</p> <p>5.A.06 Coordinate requests for CG participation in community events IAW the Public Affairs Manual, COMDTINST M5728.2 (series).</p>		
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<p>5.A.07 Develop public affairs guidance to include the following IAW the Public Affairs Manual, COMDTINST M5728.2 (series) and the National Response Team Joint Information Center Manual.</p> <ul style="list-style-type: none"> • Talking Points • Command Messages • Background Information • Questions and Answers <p>5.A.08 Assemble a media press pack including news releases, background material, biographies, graphics, photos, video footage and maps IAW Industry Standards.</p> <p>5.A.09 Establish a media response center IAW the Public Affairs Manual, COMDTINST M5728.2 (series) and the National Response Team Joint Information Center Manual.</p> <p>SupGuide: Member will determine public affairs response resources required for an on scene event/incident.</p> <p>5.A.10 Guide unit commands regarding Coast Guard incidents or issues. IAW Public Affairs Manual, COMDTINST M5728.2 (series) and District/Area SOP.</p> <p>5.A.11 Coordinate a media production project IAW the Public Affairs Manual, COMDTINST M5728.2 (series).</p> <p>SupGuide: Member will serve as liaison, schedule, enforce ground rules, escort, arrange assets and spokespersons, etc. for the duration of the project.</p> <p>6.A.01 Release information in coordination with federal, state, and local agencies IAW the Public Affairs Manual, COMDTINST M5728.2 (series).</p> <p>6.A.02 Coordinate news briefings IAW the Public Affairs Manual, COMDTINST M5728.2 (series).</p> <p>6.A.03 Arrange a press pool IAW Public Affairs Manual, COMDTINST M5728.2 (series).</p>		
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<p>7.A.01 Perform the duties of Assistant Information Officer in a Joint Information Center (JIC) IAW the National Response Team Joint Information Center Manual.</p> <p>SupGuide: Member can complete this performance by participating as an Assistant Information Officer in an actual response or simulated exercise.</p> <p>7.A.02 Coordinate news conferences IAW the Public Affairs Manual, COMDTINST M5728.2 (series) and the National Response Team Joint Information Center Manual.</p> <p>7.A.03 Assess Coast Guard related media coverage IAW the Public Affairs Manual, COMDTINST M5728.2 (series) and the National Response Team Joint Information Center Manual.</p> <p>SupGuide: Member will compile results, identify trends, determine effectiveness and brief personnel.</p> <p>B. WRITING</p> <p>4.B.01 Write a news release in inverted pyramid format IAW the Associated Press Style Guide.</p> <p>4.B.02 Write a news story in inverted pyramid format based on three of the following IAW the Associated Press Style Guide.</p> <ul style="list-style-type: none"> • Coast Guard Message • Coast Guard Report • Coast Guard Directive • Interviews • Other written material <p>4.B.03 Write the following IAW the Public Affairs Manual, COMDTINST M5728.2 and the Associated Press Style Guide.</p> <ul style="list-style-type: none"> • Feature story • Photo Feature • Captions 		
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RATING: PUBLIC AFFAIRS SPECIALIST	INIT	DATE
<p>5.B.01 Market the following to internal and external media outlets IAW Industry Standards.</p> <ul style="list-style-type: none"> • News Release • Feature Story • Media Advisory <p>SupGuide: Member will determine specific markets for the release.</p> <p>5.B.02 Localize Department of Homeland Security or Coast Guard published information IAW the U.S. Navy Journalist Basic Non-Resident Training Course NAVEDTRA 14321.</p> <p>C. WEB-BASED SKILLS</p> <p>5.C.01 Format news releases, photos, and other publicly releasable information for a Coast Guard Web site IAW the Public Affairs Manual, COMDTINST M5728.2 (series); Use and Management of Coast Guard Internet and Intranet Web Sites, Content and Access, COMDTINST 5230.62 (series); and the Federal Communicators Network Communicators Guide.</p> <p>D. IMAGERY</p> <p>4.D.01 Shoot photographs using available light and flash IAW Visual Impact in Print, Gerald D. Hurley and Angus McDougall; Photojournalism: Content and Technique, Greg Lewis; and the Nikon D-1H Operators Manual.</p> <p>4.D.02 Enhance photos using imaging software IAW DOD Directive 5040.5, Alteration of Official DOD Imagery and Industry Standards.</p> <p>5.D.01 Maintain photographic and audiovisual equipment IAW Manufacturer Guidelines, “The Little Digital Video Book” by Michael Rubin and “Digital Photography for Dummies” by Julie Adair King.</p> <p>5.D.02 Document Coast Guard operations using a video camera IAW the Public Affairs Manual, COMDTINST M5728.2 (series) and “The Little Digital Video Book” by Michael Rubin.</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>EMPLID NUMBER</p>	

RATING: PUBLIC AFFAIRS SPECIALIST	INIT	DATE
<p>5.D.03 Release Coast Guard operational video and still images to media IAW the Public Affairs Manual, COMDTINST M5728.2 (series), “The Little Digital Video Book” by Michael Rubin, “Digital Photography for Dummies” by Julie Adair King and U.S. Navy Journalist Basic Non-Resident Training Course NAVEDTRA 14321.</p> <p>SupGuide: Member will follow Security, Accuracy, Propriety and Policy (SAPP) procedures.</p> <p>E. EDITING AND LAYOUT</p> <p>4.E.01 Edit material for grammar, spelling, punctuation, construction, and style IAW the Associated Press Style Guide.</p> <p>6.E.01 Create page layouts for publication using desktop publishing software IAW Industry Standards, including the Guide to QuarkXpress.</p> <p>F. ADMININSTRATIVE AND CLERICAL</p> <p>6.F.01 Conduct public affairs training for units within your area of responsibility IAW the Public Affairs Manual, COMDTINST 5728.2 (series).</p> <p>7.F.01 Manage public affairs training programs for units within your area of responsibility IAW the Public Affairs Manual, COMDTINST 5728.2 (series).</p> <p>7.F.02 Develop a communication plan for a public affairs event or issue IAW the District/Area SOP.</p> <p>7.F.03 Update public affairs annex of the unit SOP IAW the Public Affairs Manual, COMDTINST 5728.2 (series).</p>		
<p>NAME (Last, First, Middle Initial)</p>	<p>EMPLID NUMBER</p>	

RATING: PUBLIC AFFAIRS SPECIALIST	INIT	DATE
<p>Glossary</p> <p>Administer - manage or direct execution, conduct or application of</p> <p>Arrange - put in order; systematically make preparations for</p> <p>Assemble - gather together into a group; put or fit together</p> <p>Assess - determine the importance of; estimate value and extent of conduct - lead, control; direct</p> <p>Coordinate - bring into a common action, movement, or condition</p> <p>Create - bring into being</p> <p>Develop - bring into activity or reality; treat films or plates to make a picture visible</p> <p>Document – to record accurate and precise information in order to preserve historical data.</p> <p>Draft - make a preliminary sketch or composition of</p> <p>Edit - revise or make ready for publication</p> <p>Enhance – augment, improve, add to</p> <p>Establish - bring into existence</p> <p>Facilitate – make possible, help, assist</p> <p>Format – to produce a document or electronic report in a specified form or style</p> <p>Guide – direct</p> <p>Localize - limit or confine to a place, area, locality</p> <p>Locate - search for and discover the position of</p> <p>Maintain – to preserve, fix, or keep in good repair; hold or keep in a state or condition</p> <p>Manage - control, guide, direct, or administer</p>		
<p>NAME (<i>Last, First, Middle Initial</i>)</p>	<p>EMPLID NUMBER</p>	

RATING: PUBLIC AFFAIRS SPECIALIST	INIT	DATE
<p>Market - business of buying and selling a product or concept (as in marketing a story idea to the news media)</p> <p>Perform - carry out an action; do</p> <p>Prepare - make ready, put into a state for use or application</p> <p>Release - let go; set free from configuration or condition</p> <p>Shoot - record on film, video, or digital imaging equipment</p> <p>Update - to bring up to date or make current; Change existing information and records to accurately align them with correct or most recent data</p> <p>Write – compose</p> <p>REFERENCE MATERIAL (hyperlinks provided where available)</p> <p>Associated Press Style Guide</p> <p>District/Area SOP</p> <p>Alteration of Official DOD Imagery and Industry Standards, DOD Directive 5040.5</p> <p>Federal Communicators Network Communicators Guide</p> <p>National Response Team Joint Information Center Manual</p> <p>“Photojournalism: Content and Technique” by Greg Lewis</p> <p>Public Affairs Manual, COMDTINST M5728.2 (series)</p> <p>The Nikon D-1H Operators Manual</p> <p>Use and Management of Coast Guard Internet and Intranet Web Sites, Content and Access, COMDTINST 5230.62</p> <p>“Visual Impact in Print” by Gerald D. Hurley and Angus McDougall</p>		
<p>NAME (Last, First, Middle Initial)</p>	<p>EMPLID NUMBER</p>	

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<p style="text-align: center;">REFERENCE MATERIAL (cont'd)</p> <p>“On Deadline: Managing Media Relations” by Carole M. Howard and Wilma K. Mathews</p> <p>University of California at Irvine “Meet the Media” on-line guide, http://today.uci.edu/resources/meet_the_media.asp</p> <p>“Communicate with Power: Encountering the Media” by Barry McLoughlin Associates, Inc.</p> <p>U.S. Navy Journalist Basic Non-Resident Training Course, NAVEDTRA 14321, https://www.advancement.cnet.navy.mil/</p> <p>U.S. Navy Journalist Advanced Non-Resident Training Course, NAVEDTRA 14335, https://www.advancement.cnet.navy.mil/</p> <p>U.S. Army Soldier’s Manual and Trainer’s Guide, MOS 46Q: Print Journalist</p> <p>The Publicity Handbook, David R. Yale</p> <p>Sony Digital Video Camera Recorder DCR-TRV950 User’s Manual</p> <p>“The Little Digital Video Book” by Michael Rubin</p> <p>“Digital Video for Dummies” by Martin Doucette</p> <p>“Digital Photography for Dummies” by Julie Adair King</p> <p>“Photojournalism: The Professionals’ Approach” by Kenneth Kobre</p> <p>Guide to QuarkXpress</p> <p>Adobe Pagemaker User’s Manual</p> <p style="text-align: center;">END</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>EMPLID NUMBER</p>	

**RECORD OF PERFORMANCE QUALIFICATIONS
PS**

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new performance qualifications assigned to their rating. Performance qualifications previously demonstrated, dated and initialed off will not be recertified. Some performance qualifications include intent statements to help clarify the requirements of the task that is to be performed.

RATING PORT SECURITY SPECIALIST (Effective for the OCT 2003 Reserve SWE)	ABBREVIATION PS
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DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL		
E-4	E-5	E-6

E-7	E-8	E-9
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NAME (Last, First, Middle Initial)	SOCIAL SECURITY NUMBER
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RATING: PORT SECURITY SPECIALIST	INIT	DATE
<p>A. SECURITY</p> <p>4.01 Participate as a team member in a security patrol IAW Volume VII-Port Security-Marine Safety Manual, COMDTINST M16000.12 (series), Physical Security and Force Protection Program, COMDTINST M5530.1 (series), USMC Marine Battle Skills Training Handbook, 2-13-1 to 2-13-2</p> <p>Intent: To acquire basic skills for deterring and detecting breaches in security, criminal activities and safety issues</p> <p>4.02 Stand a security post as a member of a security team IAW Physical Security and Force Protection Program, COMDTINST M5530.1 (series), USMC Marine Battle Skills Training Handbook, 3-14-41 to 3-14-43</p> <p>4.03 Establish access/entry control points as a member of a security team IAW Physical Security and Force Protection Program, COMDTINST M5530.1 (series), USMC Marine Battle Skills Training Handbook, 3-14-41 to 3-14-43</p> <p>Intent: Create, modify or maintain designated control points</p> <p>4.04 Participate as a team member at a designated access/entry control point IAW Physical Security and Force Protection Program, COMDTINST M5530.1 (series), Port Security Unit Personal Qualification Standards COMDTINST M1540.11</p> <p>Intent: Verify personnel and vehicle identification and authorization for access</p> <p>4.05 Participate in the enforcement of a waterside security zone as a member of a harbor patrol team, IAW Volume VII-Port Security-Marine Safety Manual, COMDTINST M16000.12 (series), Navy Tactics, Techniques and Procedures for Naval Coastal Warfare Operations (NTTP) 3.10.1</p> <p>4.06 Participate as a team member in a security inspection of a waterfront facility IAW Volume VII-Port Security-Marine Safety Manual, COMDTINST M16000.12 (series), Navy Physical Security Manual, OPNAVINST 5530.14</p> <p>5.01 Conduct a security patrol as the team leader IAW Volume VII-Port Security-Marine Safety Manual, COMDTINST M16000.12 (series), USMC Marine Battle Skills Training Handbook, 3-13-7 to 3-13-12</p> <p>5.02 Perform an initial safety inspection (ISI) IAW Maritime Law Enforcement Manual (MLEM) COMDTINST M16247.1 (Series)</p> <p>Intent: ISI should be conducted onboard a large capacity freight, tank ship, or passenger vessel</p>		
<p>NAME (Last, First, Middle Initial)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: PORT SECURITY SPECIALIST	INIT	DATE
<p>5.03 Conduct a security inspection of a waterfront facility as the Team Leader IAW Volume VII-Port Security-Marine Safety Manual, COMDTINST M16000.12 (series), Navy Physical Security Manual, OPNAVINST 5530.14</p> <p>Intent: To include completion of a security survey form</p> <p>6.01 Evaluate the effectiveness of Security Inspection teams IAW Volume VII-Port Security-Marine Safety Manual, COMDTINST M16000.12 (series), Navy Physical Security Manual, OPNAVINST 5530.14</p> <p>Intent: Ensure quality of work, correct deficiencies as required</p> <p>6.02 Supervise security patrol teams IAW Volume VII-Port Security-Marine Safety Manual, COMDTINST M16000.12 (series), Physical Security Program, COMDTINST M5530.1 (series), USMC Marine Battle Skills Training Handbook, 3-13-7 to 3-13-12</p> <p>Intent: Plan, coordinate, assign personnel</p> <p>6.03 Evaluate a ship's security plan IAW Volume VII-Port Security-Marine Safety Manual, COMDTINST M16000.12 (series), 33 CFR, PARTS 120 and 128, Navigation and Vessel Inspection Circulars (NVIC), No. 4-02 and 10-02, G-M Policy Letter dated 04 SEPT 02</p> <p>Intent: Member capable of understanding and correctly applying the scope of the various plan requirements identified in listed references.</p> <p>B. OPERATIONAL AUTHORITY AND TACTICS</p> <p>4.01 Respond to a request for asylum IAW Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (Series), Naval Coastal Warfare 3.10</p> <p>4.02 Fire the M-870 Riot Shot Gun IAW Ordinance Manual COMDTINST 8000.2 (series)</p> <p>Intent: Member will qualify on the Riot Shot Gun Course</p> <p>4.03 Fire the M-16 Rifle IAW Ordinance Manual COMDTINST 8000.2 (series)</p> <p>Intent: Member will qualify on the Basic Rifle Marksmanship Course</p>		
<p>NAME (<i>Last, First, Middle Initial</i>)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: PORT SECURITY SPECIALIST	INIT	DATE
<p>4.04 Fire the M-9 Service Pistol IAW Ordinance Manual COMDTINST 8000.2 (series)</p> <p>Intent: Member will qualify on the Basic Pistol Marksmanship Course</p> <p>4.05 Perform the following tactical procedures with weapon drawn and weapon holstered IAW Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series) and Boarding Officer/Boarding Team Member Personal Qualification Standard (PQS), COMDTINST M16247.3 (series):</p> <ul style="list-style-type: none"> a. Enter a compartment b. Move through a passageway c. Secure a doorway and hatch d. Tactical lighting e. Move up or down a ladder f. Tactical communications g. Quick peek h. Use an inspection mirror i. Slice the pie <p>4.06 Remove a weapon from a cooperative subject IAW Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series) and Boarding Officer/Boarding Team Member Personal Qualification Standard (PQS), COMDTINST M16247.3 (series).</p> <p>4.07 Render a found weapon safe IAW Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series) and Boarding Officer/Boarding Team Member Personal Qualification Standard (PQS), COMDTINST M16247.3 (series)</p> <p>4.08 Retain control of your Personal Defense Weapon from a subject attempting to remove it under the following conditions IAW Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series) and Boarding Officer/Boarding Team Member Personal Qualification Standard (PQS), COMDTINST M16247.3 (series):</p> <ul style="list-style-type: none"> a. When holstered b. When drawn <p>4.09 Conduct a frisk search IAW Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series) and Boarding Officer/Boarding Team Member Personal Qualification Standard (PQS), COMDTINST M16247.3 (series).</p>		
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RATING: PORT SECURITY SPECIALIST	INIT	DATE
<p>4.10 Control a subject using the following tactics and techniques IAW Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series) and Boarding Officer/Boarding Team Member Personal Qualification Standard (PQS), COMDTINST M16247.3 (series)</p> <ul style="list-style-type: none"> a. combined techniques b. two-person tactics c. soft control techniques d. hard control techniques e. expandable baton f. OC Spray <p>Intent: Member is proficient in the COMDT use of force continuum</p> <p>4.11 Handcuff a subject IAW Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series) and Boarding Officer/Boarding Team Member Personal Qualification Standard (PQS), COMDTINST M16247.3 (series).</p> <p>C. PORT READINESS AND CONTINGENCY PLANNING</p> <p>5.01 Perform as a team leader in a port security exercise IAW Volume VII-Port Security-Marine Safety Manual, COMDTINST M16000.12 (series), Exercise Planning Manual, COMDTINST M3010.21 (Series)</p> <p>Intent: To gain skills and experience in contingency operations. For the purpose of this EPQ an actual incident or operation maybe substituted.</p> <p>7.01 Perform as a “controller” or “evaluator” in a port security exercise IAW Volume VII-Port Security-Marine Safety Manual, COMDTINST M16000.12 (series), Exercise Planning Manual, COMDTINST M3010.21 (Series)</p> <p>8.01 Prepare an exercise plan or an after-action report for a port security exercise Volume VII-Port Security-Marine Safety Manual, COMDTINST M16000.12 (series), Exercise Planning Manual, COMDTINST M3010.21 (Series)</p> <p>Intent: Serve as a chief planner or chief evaluator</p> <p>D. TRAINING</p> <p>6.01 Train personnel in security tactics, techniques and procedures IAW Volume VII-Port Security-Marine Safety Manual, COMDTINST M16000.12 (series) and Physical Security and Force Protection Program, COMDTINST M5530.1 (series)</p>		
<p>NAME (<i>Last, First, Middle Initial</i>)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: PORT SECURITY SPECIALIST	INIT	DATE
<p>E. AT/FP</p> <p>4.01 Establish unit security/defensive perimeter IAW Physical Security and Force Protection Program, COMDTINST M5530.1 (series) and USMC Marine Battle Skills Training Handbook</p> <p>5.01 Perform a threat assessment survey of a shoreside facility/asset. IAW Volume VII-Port Security-Marine Safety Manual, COMDTINST M16000.12 (series)</p> <p>5.02 Perform a threat assessment survey of a waterside facility/asset. IAW Volume VII-Port Security-Marine Safety Manual, COMDTINST M16000.12 (series)</p> <p>5.03 Perform a threat assessment survey of a CG facility/asset IAW Physical Security and Force Protection Program, COMDTINST M5530.1 (series)</p> <p>6.01 Prepare a draft threat assessment IAW Physical Security and Force Protection Program, COMDTINST M5530.1 (series), Volume VII-Port Security-Marine Safety Manual, COMDTINST M16000.12 (series)</p> <p>Intent: To be used in developing or updating a shoreside, waterside, or unit security plan</p> <p>7.01 Review a threat assessment IAW Physical Security and Force Protection Program, COMDTINST M5530.1 (series) Volume VII-Port Security-Marine Safety Manual, COMDTINST M16000.12 (series)</p>		
<p>NAME (<i>Last, First, Middle Initial</i>)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: PORT SECURITY SPECIALIST	INIT	DATE
<p>GLOSSARY</p> <p>PARTICIPATE To be actively involved in the performance of a task for the purpose of gaining knowledge and experience, while sharing in the overall responsibility for successful completion.</p> <p>STAND To successfully perform assigned duties.</p> <p>ESTABLISH To set up or bring into existence.</p> <p>PERFORM To begin a task and carry through to completion in accordance with applicable instructions and regulations.</p> <p>CONDUCT To direct, control, or guide an action or evolution as the leader (supervisor).</p> <p>EVALUATE To determine the significance or quality of actions performed or of documents and plans, by comparison to existing standards or requirements through careful appraisal or study and correct any discrepancies noted.</p> <p>SUPERVISE Higher than conduct, to direct the actions of several teams or functions.</p> <p>PREPARE Plan, gather, and assemble information to produce a document (i.e. forms and schedules).</p> <p>REVIEW To examine a document or process for accuracy in content and/or format and report errors or updates to the author or controlling authority.</p> <p>RESPOND React to a given situation and successfully carry out appropriate basic actions that are consistent with existing response procedures or directives.</p> <p>FIRE To discharge a weapon.</p> <p>REMOVE To take away or displace.</p>		
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RATING: PORT SECURITY SPECIALIST	INIT	DATE
<p>RENDER To cause to be or to become.</p> <p>RETAIN: To keep possession of.</p> <p>CONTROL To exercise restraining or direct influence over; to compel compliance.</p> <p>HANDCUFF To demonstrate ability to use properly.</p> <p>PLAN To formulate a systematic strategy, course of action or program.</p> <p>TRAIN To make proficient by instruction and practice</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>SOCIAL SECURITY NO.</p>	

**RECORD OF PERFORMANCE QUALIFICATIONS
SK**

INSTRUCTIONS

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RATING STOREKEEPER (Effective for the MAY 2003 Active Duty and the OCT 2003 Reserve SWE)			ABBREVIATION SK
DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL			
E-4	E-5	E-6	
E-7	E-8	E-9	
NAME (Last, First, Middle Initial)			SOCIAL SECURITY NUMBER

RATING: STOREKEEPER	INIT	DATE
<p>A. SUPPLY SUPPORT</p> <p>4.01 Conduct an inventory of Supplies and Materials IAW the Supply Policy and Procedures Manual, COMDTINST M4400.19 (series), CMplus User Manual and CMplus Job Aids.</p> <p>Intent: Member should understand the purpose of completing and maintaining a physical inventory. Member must be able to identify the appropriate type of inventory for a particular situation and when they are required to be conducted. Member should be able to complete the entire Physical Inventory Procedure with, or without using the Barcode reader and ensure all discrepancies are documented and reported to the proper authority.</p> <p>4.02 Prepare the following MILSTRIP documents during the course of an actual Requisition IAW Supply Policy and Procedures Manual, COMDTINST M4400.19 (series):</p> <ol style="list-style-type: none"> 1. Requisition 2. Cancellation 3. Follow-up 4. Modification <p>Intent: Member must construct each of the MILSTRIP documents and understand which data/codes are entered in each record position. Member must understand the sequence of acquiring material. Member must know the appropriate approval levels for procurement of hazardous material, safety equipment, and reportable property.</p> <p>4.03 Prepare formatted and narrative MILSTRIP messages for the following types of requests IAW Supply Policy and Procedures Manual, COMDTINST M4400.19 (series), and CMplus Job Aids:</p> <ol style="list-style-type: none"> 1. Requisition 2. Cancellation 3. Follow-up 4. Modification <p>Intent: The member should choose the applicable message type and understand the rules that govern when each message is used. Member should understand which data/codes are entered in each record position.</p>		
<p>NAME (<i>Last, First, Middle Initial</i>)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: STOREKEEPER	INIT	DATE
<p>4.04 Process incoming materials IAW the Supply Policy and Procedures Manual, COMDTINST M4400.19 (series) and Storage and Materials Handling, DOD 4145.19-R-1.</p> <p>Intent: The member should sign, inspect, inventory, and process incoming material. This includes proper handling of receipt documents, marking of materials for storage and material receipt acknowledgement. Member should also determine if material is hazardous, or reportable for property and add any items in the Oracle Fixed Asset Module (FAM) within the required timeframe.</p> <p>4.05 Report MILSTRIP Status to the requisitioner IAW the Supply Policy and Procedures Manual, COMDTINST M4400.19 (series) MILSTRIP/MILSTRAP Desk Guide (NAVSUP PUB 409), Defense Logistics Agency (DLA) Customer Handbook.</p> <p>Intent: The member should understand how to interpret supply and shipment status via message, or automated means, inform the originator and take necessary actions to complete the requisition and understand the reasons a MILSTRIP could be rejected.</p> <p>5.01 Prepare a Report of Discrepancy (ROD), (SF-364) IAW Supply Policy and Procedures Manual, COMDTINST M4400.19 (series) for the following:</p> <ol style="list-style-type: none"> 1. Shipping Discrepancy 2. Packaging Discrepancy <p>Intent: The member should understand when to submit an SF-364, the uses and response requirements, time standards for submission and how to distribute the completed form.</p> <p>6.01 Supervise an inventory of supplies and materials IAW Supply Policy and Procedures Manual, COMDTINST M4400.19 (series), CMplus Users Manual and Cmplus Job Aids.</p> <p>Intent: Member shall follow documented inventory procedures, organize and oversee personnel to insure all equipment i.e. scanners, reports, material-handling equipment is available and ensure all safety precautions are followed. Member will interpret the reports and understand how to reconcile any inventory discrepancies, either automatically, or manually.</p>		
<p>NAME (Last, First, Middle Initial)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: STOREKEEPER	INIT	DATE
<p>6.02 Prepare a Quality Deficiency Report, (QDR) (SF-368), IAW Supply Policy and Procedures Manual, COMDTINST M4400.19 (series).</p> <p>Intent: The member should understand when to submit an SF-368 and how to notify the proper source of supply. The member must also know the time standards for submission, how to distribute the form and understand disposition and credit procedures for QDR material.</p> <p>B. INVENTORY CONFIGURATION MANAGEMENT</p> <p>4.01 Create an inventory item using CMplus, IAW CMplus User Manual and CMplus Job Aids.</p> <p>Intent: The member should know how to navigate to the proper screen and create an inventory item. The member must also know where to obtain the necessary data to fill in the required fields to save and create a new inventory item.</p> <p>4.02 Issue an inventory item using CMplus, IAW CMplus User Manual and CMplus Job Aids.</p> <p>Intent: The member should know how to navigate to the proper screen and issue an inventory item. The member must also know where to obtain the necessary data, fill in all required fields and issue an inventory item.</p> <p>4.03 Receive items using CMplus, IAW CMplus User Manual and CMplus Job Aids.</p> <p>Intent: The member should know how to navigate to the proper screen to receipt for commercial and MILSTRIP items. The member must also know where to obtain all necessary data to fill in required fields to complete a full or partial receipt.</p>		
<p>NAME (Last, First, Middle Initial)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: STOREKEEPER	INIT	DATE
<p>C. SIMPLIFIED ACQUISITION PROCEDURES</p> <p>4.01 Prepare an OF-347, Order for Supplies and Services by manual or electronic means and procure supplies or services within the Simplified Acquisition Threshold (SAT) IAW Federal Acquisition Regulations (FAR), Coast Guard Acquisition Procedures (CGAP), COMDTINST M4200.19 (series), Finance Center Standard Operating Procedures (SOP) Manual FINCENSTIFINST M7000.1 (series) Transportation Acquisition Manual (TAM), Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series), LUFs-NT Software User/Operator Manual (User's Guide)</p> <p>Intent: The member should understand the entire purchasing process following the six basic steps to procurement, including any necessary waivers, proper documentation, and necessary clauses. Member must also understand the breakdown and assignment of a standard DAFIS Document Number, accounting line and Procurement Instrument Identification Number (PIIN).</p> <p>4.02 Procure supplies or services under the micro purchase threshold using the Government wide commercial purchase card IAW Federal Acquisition Regulations (FAR), Finance Center Standard Operating Procedures (SOP) Manual FINCENSTIFINST M7000.1 (series), Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series) LUFs-NT Software User/Operator Manual (User's Guide)</p> <p>Intent: The member should understand the micro purchase threshold, and the entire purchasing process following the six basic steps to procurement, including any necessary waivers, reviews and proper documentation. Member must also understand the breakdown and assignment of a standard DAFIS Document Number, accounting line and understand procedures for review and approval of Statement of Account (SOA).</p>		
<p>NAME (Last, First, Middle Initial)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: STOREKEEPER	INIT	DATE
<p>5.01 Review Procurement Requests for completeness IAW Coast Guard Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series), Page 2 of Form DOT F 4200.1.2CG, Finance Center Standard Operating Procedures (SOP) Manual FINCENSTIFINST M7000.1</p> <p>Intent: The member will review the Procurement Request for accuracy before submitting for procurement. Member should insure the following is correct: accounting data, approval signature, certification of funds, description, delivery date, sources of supply, sole source (if applicable), property review, and Pollution Prevention Coordinator (PPC) review. Member must also ensure conditions have been met for any special Procurement items. Member will contact customer for any missing, or incomplete data.</p> <p>5.02 Prepare a Coast Guard Simplified Acquisition Summary form (DOT F 4230.1) IAW Coast Guard Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series).</p> <p>Intent: The member should understand when the form is used and determine price reasonableness, competition and business size. If written quotes were used, member will verify completed Request for Quotations (SF-18/SF-1449). Member should ensure the summary is properly signed and filed. Any missing information will be brought to the Contracting Officer's attention.</p> <p>6.01 Prepare the following documents IAW Finance Center Standard Operating Procedures (SOP) Manual, FINCENSTIFINST M7000.1 (series), Coast Guard Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series), Supply Policy and Procedures Manual, COMDTINST M4400.19 (series), Coast Guard Acquisition Procedures (CGAP), COMDTINST M4200.19 (series):</p> <ol style="list-style-type: none"> 1. Requisition and Invoice/Shipping Document (DD-1149) 2. Military Interdepartmental Purchase Request (MIPR) (DD-448) <p>Intent: The member should understand when and how to use each form for purchase/transfer of bulk fuel, petroleum oil and lubricants or services and supplies from a DOD/OGA source. Member should also know the proper fund and accounting line for each type of request.</p>		
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<p>6.02 Prepare the following documents by manual or electronic means and procure supplies or services within the Simplified Acquisition Threshold (SAT) IAW Federal Acquisition Regulations (FAR), Coast Guard Acquisition Procedures (CGAP), COMDTINST M4200.19 (series), Finance Center Standard Operating Procedures (SOP) Manual FINCENSTIFINST M7000.1 (series) Transportation Acquisition Manual (TAM), Coast Guard Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series), LUFNS-NT Software User/Operator Manual (User's Guide):</p> <ol style="list-style-type: none"> 1. Solicitation/Contract/Order for Commercial Items (SF-1449) 2. Amendment of Solicitation/Modification of Contract (SF-30) <p>Intent: The member should understand the entire purchasing process following the six basic steps to procurement, including any necessary waivers, proper documentation, and necessary clauses. Member must also understand the breakdown and assignment of a standard DAFIS Document Number, accounting line and Procurement Instrument Identification Number (PIIN) for each form indicated. Member must also understand the different types of modifications and the reasons one is issued.</p> <p>7.01 Review ratification documents for an unauthorized commitment IAW Coast Guard Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series), Transportation Acquisition Manual (TAM), Coast Guard Acquisition Procedures (CGAP), COMDTINST M4200.19 (series).</p> <p>Intent: The member should assist and collect documents from the individual who made the unauthorized commitment to ensure all four steps for ratification have been completed in the required timeframe prior to submission to the Contracting Officer.</p> <p>7.02 Audit closed contract files for compliance IAW Coast Guard Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series).</p> <p>Intent: Member will review a contract file for completeness as per local procurement compliance checklist guidelines. Member should be able to make determination that the file has enough documentation to withstand audit on it's own. Member will report audit results to the Contracting Officer.</p>		
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<p>D. FINANCIAL MANAGEMENT</p> <p>8.01 Complete a unit budget IAW Financial Resource Management Manual, COMDTINST M7100.3 (series). LUFs-NT User's Guide, Appendix A, Funds Management.</p> <p>Intent: The member should have a basic knowledge of the Coast Guard Budget Process and use of appropriations. Member will assist unit in collection of data, backlog lists, and use budget worksheets to forecast the needs of departments for future procurement requirements. Member should coordinate the approval and execution of the budget within the command.</p> <p>E. PROPERTY</p> <p>4.01 Prepare the following documents for transfer of Personal Property between agencies IAW Property Management Manual, COMDTINST M4500.5 (series), IFAMS Software User Operator Manual, (User's Guide), Coast Guard Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series):</p> <ol style="list-style-type: none"> 1. DOD Single Line Item Release/Receipt Document (DD-1348-1) 2. Requisition and Invoice/Shipping Document (DD-1149) <p>Intent: The member should have a basic knowledge of the Property Management Policy and understand the differences between reportable/non-reportable property. The member should also know the purpose of each form and order of priority governing the release of excess property. The member must understand screening, approval and documentation requirements in the Oracle Fixed Assets Module (FAM) and submit the forms for supervisor review.</p> <p>5.01 Transfer Personal Property between agencies IAW Property Management Manual, COMDTINST M4500.5 (series), IFAMS Software User Operator Manual (User's Guide).</p> <p>Intent: The member should review prepared forms, correct any discrepancies and upon approval transfer the Property for disposal, or permanent transfer to another agency or CG unit. The member must document the transfer in the Oracle Fixed Assets Module (FAM).</p>		
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<p>5.02 Review a property report upon completion of a physical inventory IAW Property Management Manual, COMDTINST M4500.5 (series), IFAMS Software User Operator Manual (User's Guide).</p> <p>Intent: The member must know how to produce the report in the Oracle Fixed Assets Module (FAM) and understand when an inventory is required. The member will ensure all required information is included, correct any discrepancies in the (FAM) and depending on the type of inventory, make distribution and ensure survey and final approving authority requirements are met.</p> <p>5.03 Prepare a Report of Survey form (CG-5269), IAW Property Management Manual, COMDTINST M4500.5 (series).</p> <p>Intent: The member will assist custodian as necessary in the block by block preparation of survey reports, for damaged, destroyed, lost or stolen property. The member will also advise the custodian of their Property Management responsibilities.</p> <p>6.01 Review a Report of Survey form (CG-5269), IAW Property Management Manual, COMDTINST M4500.5 (series).</p> <p>Intent: The member must know survey and final approving authority requirements. The member must also know board convening composition and special item requirements. The member will ensure all required information is included and make the mandatory distribution depending on the type of property involved.</p> <p>6.02 Prepare and submit a Report of Excess Personal Property (SF-120) by manual or electronic means IAW Property Management Manual, COMDTINST M4500.5 (series).</p> <p>Intent: The member must know the entire process of reporting excess property, including timeframes, were to submit and proper approval. The member must understand where to obtain all required data, how to withdraw, or cancel an existing SF-120. Member will understand action necessary to release or ship material requested.</p>		
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<p>7.01 Prepare the following annual management reports IAW Property Management Manual, COMDTINST M4500.5 (series):</p> <ol style="list-style-type: none"> 1. Report of Survey Activity 2. Report of Utilization and Donation 3. Report of Non-Federal Recipient 4. Report of Exchange Sale <p>Intent: The member must know how to prepare each report in the proper format and submit on the required date. Member should understand what agencies receive the information and what it is used for.</p> <p>F. TRANSPORTATION</p> <p>4.01 Ship non-hazardous materials through a government approved carrier IAW Inspection, Packaging, Handling, Storage and Transportation Handbook, COMDTINST M4450.1 (series), Transportation of Freight Manual, COMDTINST M4610.5 (series), Packaging of Material, Preservation NAVSUP Pub 502, Vol I, Packaging of Material, Packaging NAVSUP Pub 503, Vol III.</p> <p>Intent: The member must have basic knowledge of policies and procedures for transportation and freight management functions. Member will prepare material, including those requiring special handling for carrier pickup. This will include, labeling, loading, unloading, measuring, packaging and weighing. Member will complete documents requesting shipping from local Electronic Transportation Acquisition (ETA) Site.</p>		
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<p>GLOSSARY</p> <p>AUDIT - To examine and verify accounts and records.</p> <p>CONDUCT - To direct an action or evolution by a documented procedure.</p> <p>COMPLETE - To follow a process or procedure from initial identification to submission of any required reports or forms.</p> <p>CREATE - To take action to make a new record item in a computer application.</p> <p>ISSUE – To take action to give out and place an item in an issued status in a computer application.</p> <p>PREPARE - To plan, gather, and assemble information to produce a document (i.e. forms and reports).</p> <p>PROCESS – To receive, record, and account for incoming material.</p> <p>PROCURE - To purchase a required item through an authorized process.</p> <p>REPORT - To provide information on ongoing purchase requests.</p> <p>REVIEW - To examine a document or process for accuracy in content and/or format and report errors or updates to the author or controlling authority.</p> <p>SHIP - To send material from one place to another via authorized means.</p> <p>SUBMIT - To prepare a report or form following a defined process and forwarding it to the prescribed authority.</p> <p>SUPERVISE - To direct an action or evolution as the leader (Supervisor).</p> <p>TRANSFER – To prepare papers and move property from on place to another.</p> <p>A Complete Reading List containing links to all Reference Material related to these Performance Qualifications is located at the Storekeeper Subject Matter Specialist Homepage, at http://www.uscg.mil/hq/tcpet/tpf/sksms/sksms.htm</p>		
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**RECORD OF PERFORMANCE QUALIFICATIONS
YN**

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). Personnel are required to demonstrate proficiency in all performance qualifications for higher pay grades. As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Some enlisted performance qualifications include Supervisory Guidelines (SupGuide), which will assist in clarifying the intent and proper execution of the task that is to be performed. Personnel are reminded that, although demonstration of proficiency in new performance qualifications at or below their current pay grade is not required, they will be held responsible for those qualifications in future Service Wide Examinations. It is the member's responsibility to be proficient in all currently published performance qualifications, up to and including those of their present pay grade, for their specific rating.

Reference material for Coast Guard publications is available through the U.S. Coast Guard Directives System Intranet site accessible at <http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/welcome.htm>, or the U.S. Coast Guard Directives System Internet site accessible at <http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm>, your unit administrative library, or from other government sources. A listing of reference material (hyperlinks provided where available) is located at the end of this Tab.

RATING
YEOMAN (Effective for MAY 2005 Active Duty and the OCT 2005 Reserve SWE)

ABBREVIATION
YN

DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL

E-4

E-5

E-6

E-7

E-8

E-9

NAME (Last, First, Middle Initial)

EMPLID NUMBER

SIGNATURE OF SUPERVISOR

DATE	NAME/SIGNATURE	INITIALS	RATE	UNIT

REMARKS

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<p>A. PAY AND PERSONNEL</p> <p>SupGuide: Throughout this section the term “members” refers to both Active Duty and/or Reserve Personnel. Also, when counseling Members on procedures, application of Direct Access/SDA II may be necessary.</p> <p>4.A.01 Counsel members on policies and procedures for the following types of Leave and Liberty IAW Personnel Manual, COMDTINST M1000.6 (series), Joint Federal Travel Regulations, CG Supplement To Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series), U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <ul style="list-style-type: none"> • Regular • Emergency • Compensatory Absence • Advance • Excess • Sick • Maternity <p>4.A.02 Counsel members on policies and procedures for Bonds and Allotments IAW U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series) and Direct Access Online Reference Guide.</p> <p>SupGuide: To include explanation of starting and stopping, non-receipt, change, types of bonds, and discretionary and non-discretionary allotments.</p> <p>4.A.03 Counsel members on policies and procedures for Payment Option Elections (POE) IAW U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series) and Direct Access Online Reference Guide.</p> <p>4.A.04 Counsel members on policies and procedures for Family/Member Dental Plan Election IAW U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p>		
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<p>4.A.05 Process BAH/Dependency Emergency Data Form transactions IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), and Direct Access Online Reference Guide.</p> <p>SupGuide: To include assisting member with review/preparation of worksheet(s), and the submission of information as authorized by your unit level; i.e. mail, Direct Access, etc.</p> <p>4.A.06 Process Emergency Contact Data transactions IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), and Direct Access Online Reference Guide.</p> <p>SupGuide: To include assisting member with review/preparation of worksheet(s), and the submission of information as authorized by your unit level; i.e. mail, Direct Access, etc.</p> <p>4.A.07 Process Designation of Beneficiaries for Death Gratuity, Unpaid Pay and Allowances and Person to Receive Allotment of Pay If Missing or Unable to Transmit Fund Transactions form IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), and Direct Access Online Reference Guide.</p> <p>SupGuide: To include assisting member with review/preparation of worksheet(s), and the submission of information as authorized by your unit level; i.e. mail, Direct Access, etc.</p> <p>4.A.08 Counsel members on policies and procedures for Service Members' Group Life Insurance (SGLI) Election and optional family coverage IAW U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), Service Members' and Veterans' Group Life Insurance Handbook, VA Handbook 29-75-1 and Direct Access Online Reference Guide.</p> <p>4.A.09 Maintain the following Military Personnel Data Records (PDR) IAW Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series) and The Coast Guard Freedom of Information (FOIA) and Privacy Acts Manual, COMDTINST M5260.3 (series).</p> <ul style="list-style-type: none"> • Servicing Personnel Office (SPO) • Unit 		
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<p>4.A.10 Verify the following service dates/times IAW Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <ul style="list-style-type: none"> • Creditable Service • Active Duty Base Date • Pay Base Date • Expiration of Enlistment • Date of Rank • Creditable Sea Duty <p>SupGuide: To include calculating and adjusting the above dates and times, as required, including deductible time.</p> <p>4.A.11 Process the following expiration of enlistment transactions IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), Direct Access Online Reference Guide and Source Data Automation II User Manual, PSCINST M5231.2 (series)</p> <ul style="list-style-type: none"> • Extension of Enlistment • Re-extension of Enlistment • Reenlistment • Indefinite Reenlistment <p>SupGuide: To include calculating Selective Reenlistment Bonus (SRB), SELRES bonus, Leave (Lump Sum Leave payments, Leave Loss, and Leave Balance) and drafting of Administrative Remarks, CG-3307. Performer will assist member with review/preparation of worksheet, and the submission of information as authorized by your unit level; i.e. mail, Direct Access, etc.</p> <p>4.A.12 Counsel members on pay and allowance variations using the Leave and Earnings Statement (LES) IAW U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Joint Federal Travel Regulations, CG Supplement To Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <p>4.A.13 Counsel members on non-receipt of pay IAW U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p>		
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<p>4.A.14 Process the following allowances IAW U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Joint Federal Travel Regulations and CG Supplement To Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), Direct Access Online Reference Guide, Coast Guard Housing Manual, COMDTINST M11101.13 (series) and Source Data Automation II User Manual, PSCINST M5231.2 (series)</p> <ul style="list-style-type: none"> • Housing • Subsistence • Family Separation • Cost of Living <p>SupGuide: To include assisting member with review/preparation of worksheet(s), and the submission of information as authorized by your unit level; i.e. mail, Direct Access, etc.</p> <p>4.A.15 Counsel members on entitlement procedures for obtaining the following Armed Forces Identification Cards IAW Personnel Manual, COMDTINST M1000.6 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <ul style="list-style-type: none"> • Active Duty • Dependent • Selective Reserve • Retired <p>4.A.16 Process members for Retirements IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST M1900.4 (series), Joint Federal Travel Regulations, Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), Direct Access Online Reference Guide and Source Data Automation II User Manual, PSCINST M5231.2 (series)</p> <p>SupGuide: To include assisting member with review/preparation of worksheet(s), and the submission of information as authorized by your unit level; i.e. mail, Direct Access, etc.</p>		
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<p>4.A.17 Process members for Discharges IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST M1900.4 (series), Joint Federal Travel Regulations, Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), Direct Access Online Reference Guide and Source Data Automation II User Manual, PSCINST M5231.2 (series)</p> <p>SupGuide: To include assisting member with review/preparation of worksheet(s), and the submission of information as authorized by your unit level; i.e. mail, Direct Access, etc.</p> <p>4.A.18 Process members for Release from Active Duty IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST M1900.4 (series), Joint Federal Travel Regulations, Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), Direct Access Online Reference Guide and Source Data Automation II User Manual, PSCINST M5231.2 (series)</p> <p>SupGuide: To include assisting member with review/preparation of worksheet(s), and the submission of information as authorized by your unit level; i.e. mail, Direct Access, etc.</p> <p>4.A.19 Prepare advancement certificates IAW Personnel Manual, COMDTINST M1000.6 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <p>4.A.20 Prepare Good Conduct certificates IAW Medals and Awards Manual, COMDTINST M1650.25 (series).</p> <p>5.A.01 Counsel members on policies and procedures for BAH/Dependency eligibility IAW Personnel Manual, COMDTINST M1000.6 (series), U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <p>5.A.02 Counsel members on policies and procedures for Emergency Contact Data IAW Personnel Manual, COMDTINST M1000.6 (series), U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p>		
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<p>5.A.03 Counsel members on policies and procedures for Designation of Beneficiaries for Death Gratuity, Unpaid Pay and Allowances and Person to Receive Allotment of Pay If Missing or Unable to Transmit Funds IAW Personnel Manual, COMDTINST M1000.6 (series), U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <p>5.A.04 Counsel members on policies and procedures for the following expiration of enlistment options IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <ul style="list-style-type: none"> • Extension of Enlistment • Re-extension of Enlistment • Reenlistment • Indefinite Reenlistment <p>SupGuide: To include SRB, SELRES bonus as published in current ALCOAST issued by Commandant (G-W) .</p> <p>5.A.05 Counsel members on the following allowances IAW U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), Joint Federal Travel Regulations, Coast Guard Housing Manual, COMDTINST M11101.13 (series) and CG Supplement To Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series).</p> <ul style="list-style-type: none"> • Housing • Subsistence • Family Separation • Cost of Living <p>SupGuide: To include the different types of allowances.</p> <p>5.A.06 Assist members in preparing a request for the following assignments IAW Personnel Manual, COMDTINST M1000.6 (series).</p> <ul style="list-style-type: none"> • Humanitarian • Mutual Exchange of Station • Unilateral Transfers 		
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<p>5.A.07 Counsel members on policies and procedures for Retirements IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST M1900.4 (series), Joint Federal Travel Regulations and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <p>5.A.08 Counsel members on policies and procedures for Discharges IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST M1900.4 (series), Joint Federal Travel Regulations and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <p>5.A.09 Counsel members on policies and procedures for Release from Active Duty IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST M1900.4 (series), Joint Federal Travel Regulations and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <p>6.A.01 Counsel members on the eligibility and procedures for the following special pay entitlements IAW Special Duty Assignment Pay (SDAP), COMDTINST 1430.1 (series), U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <ul style="list-style-type: none"> • Career Sea Pay • Career Sea Pay Premium • Special Duty Assignment Pay <p>6.A.02 Complete the documentation for NJP proceedings IAW Uniform Code of Military Justice (UCMJ), Military Justice Manual, COMDTINST M5810.1 (series), Military Personnel Security Program, COMDTINST M5520.12 (series), Personnel Manual, COMDTINST M1000.6 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), and Direct Access Online Reference Guide.</p> <p>6.A.03 Assist members with the following requests IAW U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <ul style="list-style-type: none"> • Remission of Indebtedness • Waiver of Indebtedness 		
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<p>6.A.04 Counsel members on policies and procedures for Career Status Bonus IAW U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <p>SupGuide: To include entitlement, recoupment, election procedures and Date of Initial Entry To Military Service (DIEMS).</p> <p>6.A.05 Counsel members on Annuities and Premiums for the Survivor Benefit Plan (SBP)/Reserve Component Survivor Benefit Plan (RC-SBP)/Supplemental Survivor Benefit Plan (SSBP) IAW Personnel Manual, COMDTINST M1000.6 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <p>7.A.01 Prepare Administrative Discharge Recommendations IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <p>B. TRAVEL AND TRANSPORTATION</p> <p>4.B.01 Counsel members on the following PCS entitlements IAW U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), Joint Federal Travel Regulations and CG Supplement To Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series).</p> <ul style="list-style-type: none"> • Advance Pay • Advance Pay and Allowances • Dislocation Allowance • Temporary Lodging Expense • MALT and Per Diem • Temporary Lodging Allowance • Consecutive Overseas Tour (COT) <p>SupGuide: Performer will include calculations.</p> <p>4.B.02 Counsel members on entitlements for TDY orders IAW Personnel Manual, COMDTINST M1000.6 (series), U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), Joint Federal Travel Regulations and CG Supplement To Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series).</p> <p>SupGuide: Verify order issuing authority via Direct Access/Airport Terminal.</p>		
<p>NAME (Last, First, Middle Initial)</p>	<p>EMPLID NUMBER</p>	

RATING: YEOMAN	INIT	DATE
<p>4.B.03 Process the following travel and transportation orders IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), Joint Federal Travel Regulations and CG Supplement To Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series) Direct Access Online Reference Guide and Source Data Automation II User Manual, PSCINST M5231.2 (series)</p> <ul style="list-style-type: none"> • Single IDT Drill • Multiple IDT Drill • Readiness Management Period • Active Duty for Training (ADT) • Active Duty Other than for Training (ADOT) • Reserve Mobilization <p>SupGuide: To include assisting member with review/preparation of worksheet(s), and the submission of information as authorized by your unit level; i.e. mail, Direct Access, etc.</p> <p>4.B.04 Counsel members on the entitlements for the following types of travel orders IAW Personnel Manual, COMDTINST M1000.6 (series), U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), Joint Federal Travel Regulations, CG Supplement To Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series), Personal Property Transportation Manual, COMDTINST M4050.6 (series), Policies and Procedures Concerning Travel Orders to Class "A" School of Less than 20 weeks, COMDTINST 4600.15 (series) and Direct Access Online Reference Guide.</p> <ul style="list-style-type: none"> • PCS/TEM DU • PCS orders • Class "A" School orders <p>SupGuide: Verify order issuing authority via Direct Access/Airport Terminal.</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>EMPLID NUMBER</p>	

RATING: YEOMAN	INIT	DATE
<p>5.B.01 Counsel members on travel and transportation entitlements for the following types of travel orders Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series), Joint Federal Travel Regulations and CG Supplement To Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series).</p> <ul style="list-style-type: none"> • Single IDT Drill • Multiple IDT Drill • Readiness Management Period • Active Duty for Training (ADT) • Active Duty Other than for Training (ADOT) • Reserve Mobilization <p>5.B.02 Counsel members on shipment/storage of Privately Owned Vehicles (POV) IAW Personal Property Transportation Manual, COMDTINST M4050.6 (series) and Joint Federal Travel Regulations.</p> <p>5.B.03 Counsel members on the following travel/transportation vouchers IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Personal Property Transportation Manual, COMDTINST M4050.6 (series), Joint Federal Travel Regulations, CG Supplement To Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series) and Unit Travel System (UTS) User Guide.</p> <ul style="list-style-type: none"> • Local • TDY • PCS • Self Procured Move <p>SupGuide: Performer will utilize UTS when applicable.</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>EMPLID NUMBER</p>	

RATING: YEOMAN	INIT	DATE
<p>6.B.01 Counsel members on the following Household goods entitlements IAW Personal Property Transportation Manual, COMDTINST M4050.6 (series), Joint Federal Travel Regulations, CG Supplement To Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series).</p> <ul style="list-style-type: none"> • Storage in transit • Non-Temporary Storage • Unaccompanied Baggage • Household goods • Self-Procured Method of Transportation <p>6.B.02 Review travel/transportation voucher IAW Personnel Manual, COMDTINST M1000.6 (series), Reserve Policy Manual, COMDTINST M1001.28 (series), Personal Property Transportation Manual, COMDTINST M4050.6 (series), Joint Federal Travel Regulations, CG Supplement To Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series) and Unit Travel System (UTS) User Guide.</p> <p>C. ADMINISTRATION</p> <p>4.C.01 Prepare the following correspondence IAW The Coast Guard Correspondence Manual, COMDTINST M5216.4 (series), Standard Subject Identification Codes (SSIC) Manual, COMDTINST M5210.5 (series), Standard Distribution List, COMDTNOTE 5605.</p> <ul style="list-style-type: none"> • Memorandum Letter • Business Letter • Endorsements <p>4.C.02 Prepare Administrative Remarks IAW Preparation and Submission of Administrative Remarks, CG-3307, COMDTINST 1000.14 (series) and Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series).</p> <p>5.C.01 Maintain a directives library IAW The Coast Guard Directives System, COMDTINST M5215.6 (series), Coast Guard Paperwork Management Manual, COMDTINST M5212.12 (series) and Directives, Publications, and Reports Index (DPRI), COMDTNOTE 5600.</p> <ul style="list-style-type: none"> • Enter changes to directives. • File directives. • Order directives. 		
NAME (Last, First, Middle Initial)	EMPLID NUMBER	

RATING: YEOMAN	INIT	DATE
<p>5.C.02 Maintain unit correspondence files IAW Coast Guard Paperwork Management Manual, COMDTINST M5212.12 (series) and Standard Subject Identification Codes (SSIC) Manual, COMDTINST M5210.5 (series).</p> <p>7.C.01 Draft the following directives IAW The Coast Guard Correspondence Manual, COMDTINST M5216.4 (series), The Coast Guard Directives System, COMDTINST M5215.6 (series) and Standard Subject Identification Codes (SSIC) Manual, COMDTINST M5210.5 (series).</p> <ul style="list-style-type: none"> • Instructions • Notices <p>7.C.02 Assist members with Personnel Records Review Board requests IAW Personnel Manual, COMDTINST M1000.6 (series).</p> <p>7.C.03 Assist members with Board of Correction Military Records requests IAW Personnel Manual, COMDTINST M1000.6 (series).</p>		
<p>NAME (<i>Last, First, Middle Initial</i>)</p>	<p>EMPLID NUMBER</p>	

RATING: YEOMAN	INIT	DATE
<p>GLOSSARY</p> <p>Assist - Give aid by participating in a task.</p> <p>Complete - Bring to an end, especially into a perfected state.</p> <p>Counsel - Provide information and advice on a subject.</p> <p>Draft - Draw the preliminary version or plan of a written document.</p> <p>Maintain - Hold or keep in a proper state or condition of validity.</p> <p>Prepare - Combine elements and produce a product; to make ready.</p> <p>Process - Initiate a series of actions or operations leading to a particular end.</p> <p>Review - Examine critically or deliberately to determine correctness.</p> <p>Verify - Prove; confirm; substantiate; authenticate.</p> <p>REFERENCE MATERIAL (hyperlinks provided where available) Reference material for Coast Guard publications is available through the U.S. Coast Guard Directives System <u>Intranet</u> site accessible at http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/welcome.htm or the U.S. Coast Guard Directives System <u>Internet</u> site accessible at http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm or your unit administrative library, or from other government sources.</p> <p>ALCOASTs http://cgweb.comdt.uscg.mil/hsc t-4/commcen/default.html</p> <p>Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST M1900.4 (series)</p> <p>Medals and Awards Manual, COMDTINST M1650.25 (series)</p> <p>CG Supplement To Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series)</p> <p>Coast Guard Housing Manual, COMDTINST M11101.13 (series)</p> <p>Coast Guard Paperwork Management Manual, COMDTINST M5212.12 (series)</p> <p>Direct Access Online Reference Guide http://www.uscg.mil/hq/psc/cghrms/index.htm</p>		
<p>NAME (<i>Last, First, Middle Initial</i>)</p>	<p>EMPLID NUMBER</p>	

RATING: YEOMAN	INIT	DATE
<p>Directives, Publications, and Reports Index (DPRI), COMDTNOTE 5600</p> <p>Joint Federal Travel Regulations http://www.dtic.mil/perdiem/trvlregs.html</p> <p>Military Justice Manual, COMDTINST M5810.1 (series)</p> <p>Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series)</p> <p>Military Personnel Security Program, COMDTINST M5520.12 (series)</p> <p>Personal Property Transportation Manual, COMDTINST M4050.6 (series)</p> <p>Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2 (series)</p> <p>Personnel Manual, COMDTINST M1000.6 (series)</p> <p>Preparation and Submission of Administrative Remarks (CG-3307), COMDTINST 1000.14 (series)</p> <p>Reserve Policy Manual, COMDTINST M1001.28 (series)</p> <p>Source Data Automation II User Manual, PSCINST M5231.2 (series) http://cgweb.uscg.mil/g-w/psc/sdaii.shtm</p> <p>Service Members' and Veterans' Group Life Insurance Handbook, VA Handbook 29-75-1</p> <p>Standard Distribution List, COMDTNOTE 5605</p> <p>Standard Subject Identification Codes (SSIC), COMDTINST M5210.5 (series)</p> <p>The Coast Guard Correspondence Manual, COMDTINST M5216.4 (series)</p> <p>The Coast Guard Directives System, COMDTINST M5215.6 (series)</p> <p>The Coast Guard Freedom of Information (FOIA) and Privacy Acts Manual, COMDTINST M5260.3 (series)</p> <p>Uniform Code of Military Justice (UCMJ)</p> <p>Unit Travel System (UTS) User Guide</p> <p>U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series)</p>		
NAME <i>(Last, First, Middle Initial)</i>	EMPLID NUMBER	

**RECORD OF PERFORMANCE QUALIFICATIONS
SN**

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). As proficiency in each performance qualification is DEMONSTRATED, the DATE and INITIALS column shall be completed. Personnel are required to DEMONSTRATE proficiency in all new qualifications assigned to their rating. Qualifications previously demonstrated, dated and initialed off will not be recertified.

Prior to commencement of ADT, the member's unit shall indicate, by circling in red, those qualifications which cannot be completed during inactive duty and should be completed on ADT.

RATING
SEAMAN

ABBREVIATION
SN

DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR SEAMAN

NAME *(Last, First, Middle Initial)*

SOCIAL SECURITY NUMBER

RATING: SEAMAN	INIT	DATE
<p>A. MARLINSPIKE SEAMANSHIP</p> <p>3.01 Determine the size of the following by counting threads and/or taking physical measurements IAW the Boat Crew Seamanship Manual, COMDTINST M16114.5 (series) and NAVEDTRA 10120-JI (Seaman) procedures.</p> <ul style="list-style-type: none"> a. Natural fiber line. b. Synthetic fiber line. <p>3.02 Perform all tasks required to care for the following lines IAW the Boat Crew Seamanship Manual, COMDTINST M16114.5 (series) and NAVEDTRA 10120-JI (Seaman) procedures.</p> <ul style="list-style-type: none"> a. Manila line. b. Synthetic line. c. Cotton line. <p>3.03 Remove the following lines/rope used at your unit from a coil or reel IAW the Boat Crew Seamanship Manual, COMDTINST M16114.5 (series) and NAVEDTRA 10120-JI (Seaman) procedures.</p> <ul style="list-style-type: none"> a. Natural fiber lines. b. Synthetic fiber lines. c. Wire rope. <p>3.04 Heave a lead line and make sounding reports using the proper terminology IAW NAVEDTRA 10120-JI (Seaman) procedures.</p> <p>B. MAINTENANCE</p> <p>3.01 Mix and apply the following coatings IAW the procedures in the Coating and Color Manual, COMDTINST M10360.3 (series).</p> <ul style="list-style-type: none"> a. Latex base. b. Enamel base. c. Vinyl base. d. Epoxy base. <p>3.02 Use masking tape and drop cloths during painting IAW the Coatings and Color Manual, COMDTINST M10360.3 procedures.</p> <p>3.03 Secure, stow, and dispose of paint, paint brushes and rollers IAW the procedures in the Coatings and Color Manual, COMDTINST M10360.3 (series).</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: SEAMAN	INIT	DATE
<p>3.04 Identify the environmental hazards and personal protective measures required when using the following coatings. Refer to the Unit's Material Safety Data Sheet File for assistance.</p> <ul style="list-style-type: none"> a. Latex base. b. Enamel base. c. Vinyl base. d. Epoxy base. <p>C. BOAT AND DECK SEAMANSHIP</p> <p>3.01 Verify/conduct an inventory and inspection of the Boat Outfit Equipment for the boats assigned to your unit using the Daily Boat Outfit Inspection Checklist.</p> <p>3.02 Participate in a boat lowering and list the position of the davit crew, boat crew and their responsibilities (afloat only) IAW NAVEDTRA 10120-Ji (Seaman) procedures.</p> <p>3.03 Participate in a boat hoisting and list the position of the davit crew, boat crew and their responsibilities (afloat only) IAW NAVEDTRA 10120-Ji (Seaman) procedures.</p> <p>3.04 Handle lines during all phases of mooring/unmooring the cutter and/or assigned boats IAW the Boat Crew Seamanship Manual, COMDTINST M16 114.5 (series) and NAVEDTRA 10120-Ji (Seaman) procedures.</p> <p>3.05 Indicate the position of and name all navigation lights aboard your cutter or boats assigned to your unit IAW the Boat Crew Seamanship Manual, COMDTINST M16114.5 (series) for guidance.</p> <p>3.06 Participate as a member of an anchor detail IAW the Boat Crew Seamanship Manual, COMDTINST M16114.5 and NAVEDTRA 10120-Ji (Seaman) procedures.</p> <p>D. WATCHSTANDING AND COMMUNICATIONS</p> <p>3.01 Certify according to the Cutter Training and Qualifications Manual, COMDTINST M3502.4 (series) for the following watchstations (afloat only):</p> <ul style="list-style-type: none"> a. Security watchstander. b. Helmsman. c. Lookout. 		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: SEAMAN	INIT	DATE
<p>3.02 Certify for the following applicable watchstations (ashore only) IAW the procedures in the Group and Stations Communications Watchstander Qualifications Guide, COMDTINST M16120.7 (series) and current directives.</p> <p> a. Security watchstander.</p> <p> b. Communications watchstander.</p> <p>E. SMALL ARMS</p> <p>3.01 Demonstrate familiarization, operation and safe handling for the following applicable weapons iaw the Small Arms Manual, COMDTINST M8370.11 procedures.</p> <p> a. 9mm M9 pistol.</p> <p> b. 5.56mm M16 rifle.</p> <p> c. M870 12 gauge shotgun.</p> <p>F. PERSONNEL PROTECTION</p> <p>3.01 Demonstrate the proper selection, use and care of respiratory protective devices used in hazardous environments aboard your unit IAW the Technical Guide: Practices For Respiratory Protection, COMDTINST M6260.2 (series) procedures.</p> <p>G. FIRST AID</p> <p>3.01 Complete the first aid requirements in Chapter II Division Nine of the Boat Crew Qualifications Guide Volume I (Boat Crewman), COMDTINST M16114.10.</p> <p>H. DAMAGE CONTROL AND FIREFIGHTING</p> <p>3.01 Complete the Basic Damage Control PQS NAVEDTRA 43119-2 (series)(afloat only) IAW the Cutter Training and Qualifications Manual, COMDTINST M3502.4 (series).</p> <p>3.02 Participate in your units Fire Fighting Plan (ashore) or Fire Bill (afloat). Use the guidance of the Safety and Environmental Health Manual, COMDTINST M5100.47 (series), Unit's Fire Fighting Plan (ashore) and Ship's Fire Bill (afloat).</p> <p>3.03 List each billet and its function in your section of the fire fighting plan or bill. Refer to the Safety and Environmental Health Manual, COMDTINST M5100.47 (series), Unit Fire Fighting Plan (ashore) and Ship's Fire Bill (afloat) for assistance.</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: SEAMAN	INIT	DATE
<p>I. AIDS TO NAVIGATION</p> <p>3.01 While underway, indicate the position and purpose of the aids to navigation in your unit's area. Refer to the Boat Crew Seamanship Manual, COMDTINST M16114.5 (series) for assistance.</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>SOCIAL SECURITY NO.</p>	

**RECORD OF PERFORMANCE QUALIFICATIONS
FN**

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard and Coast Guard Reserve as outlined in the Enlisted Qualifications Manual (COMDTINST M1414.8, series). As proficiency in each performance qualification is demonstrated, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new qualifications assigned to their rating. Qualifications previously demonstrated, dated and initialed off will not be recertified.

Prior to commencement of ADT, the member's Reserve Unit shall indicate, by circling in red, those qualifications which cannot be completed during inactive duty and should be completed on ADT.

RATING	ABBREVIATION
FIREMAN	FN

DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL		
E-4	E-5	E-6

E-7	E-8	E-9
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NAME <i>(Last, First, Middle Initial)</i>	SOCIAL SECURITY NUMBER
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RATING: FIREMAN (FN)	INIT	DATE
<p><u>QUALIFICATIONS FOR ADVANCEMENT</u> <u>PRACTICAL FACTORS</u></p> <p>A. Engineering Organization and Watch Standing</p> <p>3.01 Perform the duties of a fireman in accordance with the specific requirements of your unit.</p> <p>3.02 Physically trace engineering piping for firemain, hydraulic, lube-oil, and fuel-only systems.</p> <p>3.03 Stand required engineering watches.</p> <p>3.04 Maintain designated logs.</p> <p>3.05 Locate, identify, and use the Naval Engineering Manual (COMDTINST M9000.6 series), NAVSHIPS Technical Manuals, Commandant's Instructions, Coating and Color Manual (CG-263), Blueprints, Watch, Quarter and Station Bill, and other publications and technical manuals pertinent to the Engineering Department.</p> <p>B. Damage Control and Fire Fighting Equipment</p> <p>3.01 Identify and, under proper supervision, use equipment in Damage Control Lockers.</p> <p>3.02 Identify and, under proper supervision, operate fire-fighting and dewatering pumps.</p> <p>3.03 Under proper supervision, line-up, operate, and secure installed fire and bilge pumps.</p> <p>3.04 Set and maintain Material Conditions of Readiness.</p> <p>C. General Purpose Tools</p> <p>3.01 Identify your shops common hand and power tools and demonstrate their proper use and care.</p> <p>3.02 Identify the common fasteners found in your shop.</p>		
NAME <i>(Last, First, Middle Initial)</i>	SOCIAL SECURITY NO.	

RATING: FIREMAN (FN)	INIT	DATE
<p>D. Internal Combustion Engines</p> <p>3.01 Under proper supervision, start, operate, secure, and assist in performing maintenance on internal combustion engines.</p> <p>E. Auxiliaries</p> <p>3.01 Locate and identify all engineering auxiliary equipment at your unit.</p> <p>3.02 Under proper supervision, start, operate, secure, and assist in performing maintenance on auxiliary equipment.</p> <p>3.03 Demonstrate proper use and application of lubricants and solvents commonly used at your unit.</p> <p>F. Basic Electricity</p> <p>3.01 Under proper supervision, start, operate, secure, and assist in performing maintenance on electrical equipment.</p> <p>G. Safety</p> <p>3.01 Identify and practice applicable Safety precautions when working or standing a watch.</p> <p>2. KNOWLEDGE FACTORS</p> <p>A. ENGINEERING ORGANIZATION AND WATCHSTANDING</p> <p>3.01 List engineering watch standing procedures.</p> <p>3.02 Describe the organizational structure of your unit's Engineering Department.</p> <p>B. Damage Control and Fire Fighting Equipment</p> <p>3.01 Identify equipment required in Your units Damage Control Locker.</p> <p>C. General Purpose Tools.</p> <p>3.01 Identify and state the uses of common hand and power tools.</p> <p>3.02 State the procedures for care and use of common hand and power tools.</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: Fireman (FN)	INIT	DATE
<p>3.02 State how the following equipment is operated:</p> <ul style="list-style-type: none"> a. Oxygen breathing apparatus (OBA). b. Oxygen Indicators. c. Combustible gas indicator. d. CG all-purpose nozzles. e. AFFF nozzles. f. In-line proportions. g. Fire hose fittings. h. Portable ventilating blowers. i. Overhaul equipment. j. Steel shoring. k. Hull patching equipment. l. Pipe patching equipment. m. Portable lanterns. <p>3.03 State the uses of fire fighting and de-watering and de-watering pumps.</p> <p>3.04 Explain the different Material Conditions of Readiness and how to set and maintain them.</p> <p>3.05 Describe compartment numbering systems used in the Coast Guard.</p> <p>D. INTERNAL COMBUSTION ENGINES</p> <p>3.01 Identify the following internal combustion engines:</p> <ul style="list-style-type: none"> a. Gasoline b. Diesel. c. Gas turbine. <p>3.02 Explain the basic principles of operation of the following internal combustion engines.:</p> <ul style="list-style-type: none"> a. Gasoline b. Diesel. c. Gas turbine. <p>E. AUXILIARIES</p> <p>3.01 Explain the basic operating principles of auxiliary equipment, e.g., boilers, evaporators, refrigeration equipment, air compressors, sewage systems, and hydraulic systems.</p>		
<p>NAME (<i>Last, First, Middle Initial</i>)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: FIREMAN (FN)	INIT	DATE
<p>F. BASIC ELECTRICITY</p> <p>3.01 Define the following electrical terms:</p> <ol style="list-style-type: none"> Voltage. Current. Resistance Power. <p>3.02 Show the relationship among power, current, and voltage by solving problems.</p> <p>3.03 Define and identify electrical conductors and insulators.</p> <p>3.04 Identify and explain the differences between dry cell and wet cell batteries.</p> <p>3.05 Identify and explain the uses of common electrical equipment.</p> <p>G. SAFETY</p> <p>3.01 List the safety precautions required when:</p> <ol style="list-style-type: none"> Working on or around machinery. Using hand and power tools. Working on or around electrical equipment. Handling hazardous or toxic materials, IAW material safety data sheets. Entering or working in tanks, voids, and unventilated spaces. 		
NAME <i>(Last, First, Middle Initial)</i>	SOCIAL SECURITY NO.	

INSTRUCTIONS

Record of Military Requirements shall be completed for enlisted personnel of the Coast Guard and Coast Guard Reserve as outlined in the Enlisted Qualifications Manual COMDTINST M1414.8 (series). As proficiency in each Military Requirement is demonstrated, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new qualifications. Qualifications previously demonstrated, dated and initialed off will not be re-certified.

Prior to commencement of ADT, the member's Reserve Unit shall indicate, by circling in red, those qualifications, which cannot be completed during inactive duty and should be completed on ADT.

Title	Abbreviation
MILITARY REQUIREMENT	MRN
Date Completed all Military Requirements for Rate Level	
E-3	E-4
E-5	E-6
E-7	E-8
E-9	
NAME (Last, First, Middle Initial)	SOCIAL SECURITY #

SIGNATURE OF SUPERVISOR

DATE	NAME/SIGNATURE	INITIALS	RATE	UNIT

REMARKS

NAME (Last, First, Middle Initial)

SOCIAL SECURITY #

MILITARY REQUIREMENTS (MRN)	INIT	DATE
<p>STANDARDS FOR ADVANCEMENT</p> <p>A. COURTESIES, DRILLS AND CEREMONIES</p> <p>NONE</p> <p>B. MILITARY JUSTICE AND CODE OF CONDUCT</p> <p>4.01 Describe and practice the responsibilities of a Petty Officer as they pertain to the following categories, in accordance with the U. S. Manual for Courts-Martial (current series), Military Justice Manual (COMDTINST M5810.1 series), the Uniform Code of Military Justice, and Title 14, U. S. Code Section 89:</p> <ul style="list-style-type: none"> a. EMI (Extra Military Duties) b. Withholding of Privileges c. Offense and Violation d. Rights of Accused e. Basic statutory authority of the Coast Guard under title 14 USC Sec. 89 <p>7.01 Describe and practice the responsibilities of a Petty Officer as they pertain to the following categories, in accordance with the U. S. Manual for Courts-Martial (current series), Military Justice Manual (COMDTINST M5810.1 series), the Uniform Code of Military Justice, and Title 14, U. S. Code Section 89:</p> <ul style="list-style-type: none"> a. mast representative b. pre-mast investigator <p>7.02 Outline the prerequisites for search and seizure aboard a Coast Guard installation/vessel as outlined in the Manual for Court-Martial.</p>		

MILITARY REQUIREMENTS (MRN)	INIT	DATE
<p>C. INTERNATIONAL ACTIVITIES</p> <p>NONE.</p> <p>D. SECURITY REGULATIONS</p> <p>4.01 PERFORM the procedures for handling top secret, secret, confidential, and for official use only (FOUO) information in accordance with the Information Security Program (COMDTINST M5510.21 series).</p> <p>4.02 DIAGRAM the procedures for loss, compromise, and unauthorized disclosure of classified matter in accordance with the Information Security Program (COMDTINST M5510.21 series).</p> <p>E. BOAT AND DECK SEAMANSHIP</p> <p>NONE</p> <p>F. UNIFORMS, MEDALS AND AWARDS</p> <p>3.01 Place the following awards in the correct order of Precedence using the Medals and Awards Manual (COMDTINST 1650.25A)</p> <p>CG Distinguished Service Medal Silver Lifesaving Medal CG Good Conduct Medal CG Commendation Medal Medal of Honor CG Achievement Medal CG Meritorious Unit Commendation CG Medal CG Unit Commendation Gold Lifesaving Medal.</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY #	

MILITARY REQUIREMENTS (MRN)	INIT	DATE
<p>G. CAREER INFORMATION</p> <p>3.01 INITIATE an outline on preparing a civil rights complaint in accordance with the Military Coast Guard Civil Rights Manual (COMDTINST M5350.11 series).</p> <p>3.02 PARTICIPATE in a drug and alcohol training session presented at your command, which covers but is not limited to the following topics in accordance with the Personnel Manual (COMDTINST M1000.6 series) and the Alcohol Abuse Treatment and Prevention Program (COMDTINST M6330.1 series) and the USCG Beneficiary Guide:</p> <ul style="list-style-type: none"> a. Coast Guard drug and alcohol policies b. Duties of the Drug and Alcohol Representative (DAR & CDAR) c. How to detect potential alcohol abuse d. Alcohol situations e. Alcohol incidents f. Coast Guard required drug and alcohol training g. Alcohol abuse programs <p>3.03 DISCUSS with the Health Benefits Advisor (HBA) how the following CHAMPUS policies impact members with and without dependents in accordance with Medical Manual (COMDTINST M6000.1 series) and the Handbook, DOD Pub 6010.46 (series) and the USCG Beneficiary Guide:</p> <ul style="list-style-type: none"> a. CHAMPUS Eligibility b. Coast Sharing for In and Outpatient Care c. Allowable charges d. Non-availability Statement e. Limitations of dependent health care coverage f. DEERS Enrollment <p>4.01 Complete a Form CG-3698A, Unit Assignment request (Dream Sheet) in accordance with PPCINST MI000.2 and Personnel Manual (COMDTINST M1000.6A).</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY #	

MILITARY REQUIREMENTS (MRN)	INIT	DATE
<p>4.02 Outline your career path to Warrant Officer in accordance with the CG Personnel Manual (COMDTINST M1000.6A).</p> <p>4.03 Verify your time in service, time in grade and award points for the next servicewide exam in accordance with PPCINST M1000.2 and CG Personnel Manual (CCOMDTINST M1000.6A).</p> <p>4.04 DIAGRAM the appeal process for enlisted performance (COMDTINST M1000.6 series) evaluation as stated in the Personnel Manual</p> <p>5.01 Prepare a Leave Authorization, CG-2519, in accordance with the Pay Personnel Procedures (PPCINST M1000.2).</p> <p>6.01 INSTRUCT personnel with the Drug and Alcohol representative (DAR) or collateral duty drug and alcohol representative (CDAR) present on drug and alcohol abuse policies covering but not limited to the following in accordance with the Personnel Manual (COMDTINST M1000.6 series) and the Alcohol Abuse Treatment and Prevention Program (COMDTINST M6330.1 series) and USCG Beneficiary Guide:</p> <ul style="list-style-type: none"> a. Coast Guard drug and alcohol policies b. Duties of the Drug and Alcohol Representative (DAR & CDAR) c. How to detect potential alcohol abuse d. Alcohol situations e. Alcohol incidents f. Coast Guard required drug and alcohol training g. Alcohol abuse programs <p>H. FIRST AID</p> <p>NONE</p> <p>I. SURVIVAL</p> <p>NONE</p>		
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MILITARY REQUIREMENTS (MRN)	INIT	DATE
<p>J. FITNESS, HEALTH AND WELLNESS</p> <p>3.01 PLAN and discuss your own stress reduction with your supervisor using the Wellness Bulletin (COMDTPUB 6100.4 series) and the Fit For Duty/Fit For Life (COMDTUP 6100.2 series).</p> <p>4.01 PLAN and discuss personal wellness program with your supervisor using the Wellness Bulletin and the Fit for Duty/Fit For Life (COMDTPUB 6100.2 series).</p> <p>5.01 INSTRUCT to your coworkers and junior members what are the effects of stress in the workplace in accordance with the CG Wellness Bulletin (COMDTPUB 6100.4 series), CG Wellness Bulletins CY 92 (COMDTPUB 6100.7 series) and the Fit for Duty/Fit for Life (CO 6100.2 series).</p> <p>7.01 Discuss with a non-Petty Officer/Petty Officer their personal stress reduction program using the Wellness Bulletin and the Fit For Duty/Fit For Life (COMDTPUB 6100.2 series).</p> <p>K. COAST GUARD HISTORY AND TRADITIONS</p> <p>NONE</p> <p>L. SAFETY AND OCCUPATIONAL HEALTH</p> <p>3.01 PERFORM equipment tag-out procedures in accordance with the Naval Engineering Manual (COMDTINST M9000.6 series) and the Safety and Environmental Health Manual (COMDTINST M5100.47 series).</p> <p>3.02 PERFORM necessary safety precautions before entering a non-ventilated or poorly ventilated space in accordance with the Naval Engineering Manual (COMDTINST M9000.6 series) and the Safety and Environmental Health Manual (COMDTINST M5100.47 series).</p>		
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<p>3.03 PERFORM the proper procedure for lifting a 20-lb. box from the floor or deck in accordance with the Safety and Environmental Health Manual (COMDTINST M5100.47 series).</p> <p>6.01 CONDUCT a training session to non-Petty Officer/Petty Officers on the rights and responsibilities of safety and environmental health in accordance with the Safety and Environmental Health Manual (COMDTINST M5100.47 series).</p> <p>6.02 PREPARE a mishap report in accordance with the Safety and Environmental Health Manual (COMDTINST M5100.47 series).</p> <p>7.01 List the procedures for conducting a preliminary investigation of personal injury/death and fill out a mishap report in accordance with the Safety and Environmental Health Manual (COMDTINST M5100.47 series).</p> <p>M. DAMAGE CONTROL</p> <p>NONE</p> <p>N. SMALL ARMS</p> <p>NONE</p> <p>O. CG ORGANIZATION</p> <p>NONE</p> <p>P. VESSEL AND AIRCRAFT CHARACTERISTICS</p> <p>NONE</p> <p>Q. SURFACE PRESERVATION</p> <p>NONE</p> <p>R. SIGNALS AND COMMUNICATIONS</p> <p>NONE</p>		
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MILITARY REQUIREMENTS (MRN)	INIT	DATE
<p>S. WATCHSTANDING</p> <p>NONE</p> <p>T. ADMINISTRATION AND CLERICAL</p> <p>3.01 PARTICIPATE in a basic awareness of Total Quality Management (TQM) presentation at your unit in accordance with Coast Guard Total Quality Management (TQM) Generic Organization (COMDTINST 5224.7 series).</p> <p>5.01 Verify your PCS entitlements 30 days prior to detachment in accordance with Joint Federal Travel Regulations (JFTR), Pay and Personnel Procedures Manual (PPCINST M1000.2). Submit a completed PCS travel claim to your supervisor for review in accordance with Travel Manual (COMDTINST M4600.12 series) and Supplement to (JFIR).</p> <p>5.02 UTILIZE the appropriate sections of the Personal Property Accountability (PPA) system to determine an individual's responsibilities listed below to track, use, and dispose of PPA items and related documentation requirements in accordance with Property Management Manual (COMDTINST M4500.5 series):</p> <ul style="list-style-type: none"> a. User b. Custodian c. Property Officer <p>5.04 PREPARE a Short-Term Resident Training Request (CG-5223) for Class "C" training in accordance with the Training and Education Manual (COMDTINST M1500.10 series).</p> <p>6.01 DRAFT the following Coast Guard correspondence in accordance with the Correspondence Manual (COMDTINST M5216.4 series):</p> <ul style="list-style-type: none"> a. Coast Guard Basic Letter b. Coast Guard Business Letter c. Coast Guard Rapidraft Letter 		
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MILITARY REQUIREMENTS (MRN)	INIT	DATE
<p>6.02 DRAFT a message using proper format in accordance with the Telecommunications Manual (TQM COMDTINST M2000.3 series).</p> <p>7.01 Brief personnel on procedures for submitting ideas as outlined in the Idea Express Suggestion System (COMDTINST M5305.4 series).</p> <p>7.02 Review a completed travel claim for accuracy in accordance with Travel Manual (COMDTINST M4600.12 series) and Supplement to (JFIR).</p> <p>7.03 Evaluate a Petty Officer training session and provide feedback in accordance with CG Training Pamphlet (D45393).</p> <p>7.04 DISCUSS with a non-petty officer/petty officer their personnel stress reduction program using the wellness bulletin (COMDTPUB 6100.4) and Fit for Duty fit for Life (COMDTPUB 6100.2 series).</p> <p>U. TRAINING</p> <p>NONE</p> <p>V. LEADERSHIP AND SUPERVISION</p> <p>3.01 Using the Non-Rated Enlisted Performance Evaluation Form (CG-3788A) and the Non-Rated Enlisted Performance Evaluation Support Form (CG-3788G), EVALUATE yourself on the following performance dimensions and submit your evaluation to your supervisor for counseling and feedback in accordance with Chapter 10-B, Personnel Manual (COMDTINST M1000.6 series):</p> <ul style="list-style-type: none"> a. Uniform b. Grooming C. Customs and Courtesies d. Integrity e. Cogitating f. Loyalty g. Respecting Others 		
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<p>h. Human Relations i. Working with Others j. Responsibility k. Setting an Example</p> <p>4.01 Using the Petty Officer Enlisted Performance Evaluation Form (CG-3788B) and the Petty Officer Enlisted Performance Evaluation Support Form (CG-3788E), EVALUATE yourself on the following performance dimensions and submit your evaluation to your supervisor for counseling and feedback in accordance with Chapter 10-B, Personnel Manual (COMDTINST M1000.6 series):</p> <p>a. Communicating b. Responsibility c. Directing Others d. Working with Others e. Developing Subordinates f. Looking Out for Others g. Setting an Example h. Military Bearing i. Customs and Courtesies j. Integrity k. Loyalty l. Respecting Others m. Human Relations</p> <p>4.02 DESCRIBE and practice the responsibilities of a petty officer as they pertain to the following categories in accordance with the U. S. Manual for Courts-Martial, Military Justice Manual (COMDTINST M5810.1 series), the Uniform Code of Military Justice, and Title 14, U.S. Code Section 89:</p> <p>a. Extra Military Instruction (EMI) b. Withholding of Privileges c. Offense and Violation d. Rights of the accused e. Basic Statutory Authority of the Coast Guard under Title 14, U.S. Code Section 89</p>		
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<p>5.01 Using an Enlisted Performance Evaluation Forms (CG- 3788A or B) and the Enlisted Performance Evaluation Support Forms (CG-3788E, or G), EVALUATE a subordinate on the following performance dimensions and submit the evaluation to your supervisor for feedback in accordance with Chapter 10-B, Personnel Manual (COMDTINST M1000.6 series):</p> <ul style="list-style-type: none"> a. Communicating b. Responsibility c. Directing Others (Form CG-3788B only) d. Working with Others e. Developing Subordinates (Form CG-3788B only) f. Looking Out for Others (Form CG-3788B only) g. Setting an Example (Form CG-3788B only) h. Military Bearing (Form CG-3788B only) i. Customs and Courtesies j. Integrity k. Loyalty l. Respecting Others m. Human Relations <p>5.02 WITH your supervisor present and using the Enlisted Performance Evaluation Report (CG-3788B) and Enlisted Evaluation Support Form (CG-3788E) prepared by you, counsel a subordinate in accordance with Chapter 10-B Personnel Manual (CCOMDTINST M1000.6 series).</p>		
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<p>5.03 Using the Petty Officer Enlisted Performance Evaluation Form (CG-3788B) and the Petty Officer Enlisted Performance Evaluation Support Form (CG-3788E), EVALUATE yourself on the following performance dimensions and submit your evaluation to your supervisor for counseling and feedback in accordance with Chapter 10-B Personnel Manual (COMDTINST M1000.6 series):</p> <ul style="list-style-type: none"> a. Communicating b. Responsibility c. Directing Others d. Working with Others e. Developing Subordinates f. Looking Out for Others g. Setting an Example h. Military Bearing i. Customs and Courtesies j. Integrity k. Loyalty 1. Respecting Others m. Human Relations <p>6.01 Using the Enlisted Performance Evaluation Support Form (CG-3788E or G), CONDUCT a pre-evaluation counseling session to a newly assigned member (junior to you) to your unit and explain their general duties and responsibilities . Reference: Chapter 10-B Personnel Manual (COMDTINST M1000.6 series).</p>		
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<p>6.02 Using the Petty Officer Enlisted Performance Evaluation Report (CG-3788B) and the Enlisted Performance Evaluation Support Form (03-3788 E), EVALAUTE a subordinate on the Following performance dimensions of his or her leadership abilities, and submit the evaluation to your supervisor for feedback in accordance with Chapter 10-B Personnel Manual (COMDTINST M1000.6 series):</p> <ul style="list-style-type: none"> a. Communication b. Responsibility c. Directing Others d. Working with Others e. Developing Subordinates f. Looking Out for Others g. Setting an Example h. Military Bearing i. Customs and Courtesies j. Integrity k. Loyalty 1. Respecting Others m. Human Relations <p>6.03 Using the Enlisted Performance Evaluation Report (CG-3788B) and Enlisted Evaluation Support Form (03-3788E), COUNSEL a junior member in accordance with Chapter 10-B, Personnel Manual (COMDTINST M1000.6 series).</p> <p>6.04 PREPARE an Administrative Remarks Sheet (03-3307) and submit it to your supervisor for review on the following performance behaviors in accordance with Personnel and Pay Procedures Manual PPCINST M1000.2 & Chapter 10 (Encl. 6).</p> <ul style="list-style-type: none"> a. Exceptional b. Substandard <p>7.01 EVALUTE and counsel an individual (junior to you) on his or her ability to evaluate others in accordance with Chapter 10-B, Personnel Manual (COMDTINST M1000.6 series)</p>		
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<p>7.02 WITH your supervisor present and using the Enlisted Performance Evaluation Report (CG-3788B) and Enlisted Evaluation Support Form (CG-3788E) prepared by you, COUNSEL a junior member on his or her performance evaluations in accordance with Chapter 10-B, Personnel Manual (COMDTINST M1000.6 series).</p> <p>7.03 Using the Chief Petty Officer Enlisted Performance Evaluation Form (CG-3788C) and the Chief Petty Officer Enlisted Performance Evaluation Support Form (CG-3788F), EVALUATE yourself on the following performance dimensions, and submit your evaluation to your supervisor for counseling and feedback in accordance with Chapter 10-B, Personnel Manual (COMDTINST M1000.6 series):</p> <ul style="list-style-type: none"> a. Communicating b. Responsibility c. Directing Others d. Working with Others e. Developing Subordinates f. Looking Out for Others g. Getting an Example h. Military Bearing i. Customs and Courtesies j. Integrity k. Loyalty l. Respecting Others m. Human Relations. <p>7.04 PREPARE an award recommendation on an individual assigned to your unit and submit it to your super-visor for review in accordance with The Coast Guard Medals and Awards Manual (COMDTINST M1650.25 series).</p> <p>8.01 CONDUCT a unit/division training session on the enlisted evaluation system. In accordance with Chapter 10-B, CG Personnel Manual (COMDTINST M1000.6A).</p> <p>9.01 COMPLETE the USCG Chief Petty Officer Academy or any of the Department of Defense Senior Enlisted Academies in accordance with Chief Petty Officer's Academy (COMDTINST 1500.15 series).</p>		
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MILITARY REQUIREMENTS (MRN)	INIT	DATE
<p>W. PUBLIC AFFAIRS</p> <p>6.01 DRAFT a public affairs news release in accordance with the Public Affairs Manual (COMDTINST M5728.2 series) and the Privacy and Freedom of Information Act Manual, COMDINST M5720.3 (series).</p> <p>6.02 INSTRUCT juniors on the policy of releasing and selling photographs and videotaping of Coast Guard activities in accordance with the Public Affairs Manual (COMDTINST M5728.2 series) and the Privacy and Freedom of Information Act Manual, COMDTINST M5720.3 (series).</p>		
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APPENDIX A - GLOSSARY

1. **Accomplished Performers.** Members whose skill or performance is exemplary, above the norm. The “best of the best.”
2. **Competency.** Synonymous with “qualification”. A denotation given to members who successfully perform to written standard (e.g., CGHRMS is the new legacy system which will capture competencies).
3. **Condition.** Describes the surroundings or circumstances under which the performance occurs. It includes tools, equipment and environment in which the performance is made.
4. **Core competency (or skills).** Core competencies are the skills or behaviors that apply to all members of a rating or all enlisted members and are identified as enlisted performance qualifications for the rating (including E-2 and E-3) and MRN.
5. **Course Curriculum/materials.** A systematized or prescribed series of lessons designed to guide formal instruction. All “A” School Curriculum is developed from E-4 rating enlisted performance qualifications. All E-5 to E-7 required correspondence courses are developed from E-5 to E-7 enlisted performance qualifications.
6. **Enabling Objective (EO).** An EO contains a condition, behavior and standard. EO is an objective developed from a skill or knowledge that describes in measurable and observable terms a necessary step to accomplish the related TPO (See definition below for TPO).
7. **Enlisted Performance Qualifications (EPQs).** Those core competencies that are observable and measurable, that enlisted personnel in each rating are required to successfully perform. EPQs are directly reflective of job tasks required for mission accomplishment. They are a foundational element to the enlisted advancement system.
8. **Front-end-analysis (FEA).** A level of performance analysis that is a subset of program level analysis. FEAs are limited to specific individual jobs, specialties, or activities and they are geared toward individual or unit performance. The FEA report identifies performance requirements including knowledge, skills, attitude, policy, etc.
9. **Human Performance Technology (HPT).** A careful and systematic approach to solving problems—or realizing opportunities—related to the performance of people, groups, or organizations. HPT results in solutions that improve a system in terms of achievement or accomplishments that the organization values.

10. **Hyperlinks.** Electronic links that enable the user to quickly jump from one location or activity in electronic documentation to another.
11. **Implementation Plan.** The required output of an Annual Rating and Enlisted Performance Qualifications Review. It can include several actions, i.e., revised or edited or new enlisted performance qualifications, initiating required analysis, (i.e., OA, FEA, etc.), etc.
12. **Job Aid.** Guides and performance support materials that help members perform tasks they do infrequently, that are too complex to memorize, or that are comprised of critical steps. Examples: procedures, worksheets, decision tables, cookbooks, etc.
13. **Job Task Analysis (JTA).** A type of performance analysis that determines the duties and tasks that are, or should be, performed by personnel occupying a given type of job or fulfilling a given function.
14. **Major Accomplishments.** The primary outcomes or products produced by workers in a job. Several major accomplishments make up a job/specialty accomplishment.
15. **Occupational Analysis (OA).** OA refers to a number of procedures to measure the job structure of an occupation. In most organizations, these procedures are referred to as “job analysis”. However, most analysts for military organizations examine “job” families such as those in the Coast Guard enlisted rating structure.
16. **Performance Technology Center (PTC).** The designated focal point for Coast Guard expertise related to human performance analysis and the associated performance technology applications and tools that are most germane to Coast Guard projects and products. Includes identification and use of the tools and processes needed to complete focused analysis, evaluation, and cost-effective product creation. Relies on a “virtual environment” that includes other CG developers and centers of human performance excellence.
17. **Qualification.** Synonymous with “competency”. A denotation given to members who successfully perform to the written standard.
18. **Rating Force Master Chief (RFMC).** The RFMC, formerly called “force manager”, is the individual within a program responsible for the oversight of a Coast Guard enlisted rating or military performance requirements. This oversight includes structural concerns for the rating’s size and grade distribution, the setting of performance standards, and the content of enlisted performance qualifications.
19. **Terminal Performance Objective (TPO).** A description of what the student will be required to do upon completion of the instruction.