

Optimals List Nonrate Workforce Structure Study

Introduction The desired end state is described as the “Optimal Nonrate.” The Optimal Nonrate is the summation of this list of 131 desired elements grouped into 17 categories. These categories and elements are not prioritized or listed in any hierarchical manner. No values have been attached to them.

Categories The 17 categories are:

- Coast Guard-Specific Knowledge
- General Armed Forces Knowledge
- Sea Service Knowledge
- Career Planning Knowledge
- Military Benefits and Support Knowledge
- Health and Well Being Knowledge
- Military Skills
- Sea Service Skills
- Communication Skills
- Physical Skills
- Personal Management Skills
- Choosing to Act as a Member of the Armed Forces
- Choosing to Value the Coast Guard and its Traditions
- Choosing Self Development
- Choosing to Act Responsibly
- Choosing to Respect Others
- Ability (Leadership, Learning, & Future Success)

Knowledge	Knowledge is being able to accurately recall information or explain where to find the information with minimal search time (the source instruction or reference). These items are the building blocks for higher order performances. What has to be memorized and what can be left to the open-book real world are contextual and will depend on task-specific characteristics such as frequency, timing, criticality, complexity, etc. The data suggest that these are the topics in which a nonrate must “be knowledgeable.”
Skills	Skills are processes or things we do. Skills put knowledge into use or action. The difference between knowledge and skill can be illustrated by this example: a nonrate can tell you what a liferaft is for, where it’s located, and what is in a liferaft. This is knowledge. Deploying and entering a liferaft are skills (putting the knowledge into use or action).
Attitude	Attitude implies choice. This is the next step: first, a nonrate must know what, where, when, how, and why to do it. Second, a nonrate must possess the skill to be able to do it. Next is the attitudinal component, the nonrate must choose to do it. Generally speaking, people choose to do things when they value the results and have confidence in their capacity to perform the task.
Ability	Ability is latent capacity. It requires knowledge, skills, attitude and application in complex and novel circumstances. Abilities are developed over time through practice and feedback. Another way to think of this is that a person with basic skills and knowledge may be competent in performing a task, but not fluent. For example, one may be able to read and understand Spanish (competence) without being able to adequately function in a Spanish-speaking environment (fluency).

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| 1.0 Coast Guard-Specific Knowledge | <ul style="list-style-type: none"> 1.1 Coast Guard's Core Values: Honor, Respect, and Devotion to Duty 1.2 Coast Guard missions and goals 1.3 Coast Guard units (surface, shore and aircraft) 1.4 Coast Guard history and traditions 1.5 The sea-going character of the Coast Guard 1.6 Coast Guard's organizational structure and chain of command 1.7 COMDTINSTs governing the rights, duties, and obligations of nonrates 1.8 Knowledge of uniform regulations and grooming standards 1.9 The value of the diverse character of the Coast Guard (genders, backgrounds, races, and perspectives) 1.10 The guidelines governing interpersonal relationships between service members as explained in the PERSMAN 8-H policy 1.11 Total Quality Management in the Coast Guard |
| 2.0 General Armed Forces Knowledge | <ul style="list-style-type: none"> 2.1 The Coast Guard is one of the 5 Armed Forces of the United States 2.2 The standards for ethical conduct (5CFR2635: Part 1, Executive Order 12674) 2.3 Military honors & courtesies 2.4 Basic military drills and ceremonies 2.5 The various ranks (officers) and rates (enlisted) for members of the Armed Forces 2.6 Importance of responsibility and accountability as a member of the military 2.7 Policies regarding Extra Military Instruction (EMI) 2.8 UCMJ and the Armed Forces Code of Conduct (the code) 2.9 Military Justice System and consequences for infractions (the process) 2.10 The importance of protecting sensitive information and materials in accordance with security and privacy regulations 2.11 The leadership competency of "Followership" and its importance in accomplishing missions |

- 3.0 Sea Service Knowledge
- 3.1 A realistic view of sea duty
 - 3.2 The concepts and value of shipboard damage control
 - 3.3 Seamanship
 - 3.4 Watchstanding
 - 3.5 Deck and mechanical maintenance
 - 3.6 Afloat safety
 - 3.7 The purpose and use of the Watch, Quarter, & Station Bill
 - 3.8 Basic flags & pennants (oscar, bravo, 3rd substitute, SOPA, etc.)
 - 3.9 Basic survival techniques in response to realistic threats (hypothermia, dehydration, hurricanes, use of liferaft contents, etc.)
- 4.0 Career Planning Knowledge
- 4.1 The differences between the SA & FA designations and the impact of the selection of the FA or SA designation
 - 4.2 What life as a nonrate will be like at first unit (lifestyle, work routine, leave, liberty, duty, and unit-unique information)
 - 4.3 The Coast Guard's different ratings including typical assignments, and career paths (including SPEAR, HYT, CFTRR, etc.)
 - 4.4 Paths of advancement (the enlisted advancement system, the enlisted performance evaluation system, rewards and recognition, and officer accession programs)
 - 4.5 The mentoring program (both formal and informal)
- 5.0 Military Benefits & Support Knowledge
- 5.1 Leave & Earnings Statements
 - 5.2 Rights, privileges and benefits of being a military member for MWR, healthcare, pay entitlements, housing, mutual assistance, education, etc.
 - 5.3 The roles and how to locate the support services provided to servicemembers (Chain of Command, Command Enlisted Advisor, Ombudsman, Chaplain, Drug & Alcohol Rep, Family Advocacy Rep, Mutual Assistance Rep, Civil Rights Officer, Voting Officer, Employee Assistance Program Rep, Health Benefits Advisor, Educational Services Officer, Morale Officer, Housing Officer, Work Life Rep, Chief of the Boat, Career Information Specialist, etc.)

6.0 Health &
Well-Being
Knowledge

- 6.1 The impact of stress in personal and professional life
- 6.2 How to cope with stress
- 6.3 Tools to remain emotionally and mentally healthy
- 6.4 Personal traits, including personality type
- 6.5 The importance of maintaining one's health and well-being in the physical, mental, and emotional realms
- 6.6 How to avail himself/herself of the Coast Guard Wellness/Fitness resources
- 6.7 The importance and benefits of life-long physical fitness
- 6.8 How to minimize the risk of injury and strains during physical activity
- 6.9 Healthy practices in:
 - 6.9.1 dental & personal hygiene
 - 6.9.2 basic nutrition
 - 6.9.3 personal safety
 - 6.9.4 workplace safety (HAZMAT, electrical hazards, etc.)
 - 6.9.5 sexual responsibility
- 6.10 The physical and psychological addictive properties and risks of tobacco use
- 6.11 The risk of alcohol abuse/addiction
- 6.12 The dangers and signs of addictive behavior (food, alcohol, tobacco, drugs, sex, gambling, etc.)
- 6.13 How to avail oneself of the resources designed to deal with addictive behaviors and disorders

- 7.0 Military Skills
 - 7.1 Qualified to carry weapons if required of billet
 - 7.2 Performs basic military drills and ceremonies
 - 7.3 Recognize ranks (officers) and rates (enlisted) for members of the Armed Forces

- 8.0 Sea Service Skills
 - 8.1 Applies maintenance skills (perform surface preservation; PMS, etc.)
 - 8.2 Able to employ basic survival equipment (deploy liferaft, don PFD, operate pyro equipment, etc.)
 - 8.3 Able to administer basic first aid (in realistic hazardous environments)
 - 8.4 Able to perform CPR (in realistic hazardous environments)
 - 8.5 Seamanship skills
 - 8.6 Engineering skills required of billet
 - 8.7 Watchstanding skills
 - 8.8 Afloat safety skills
 - 8.9 Damage control skills
 - 8.10 Recognize basic flags and pennants (oscar, bravo, 3rd substitute, SOPA, etc.)
 - 8.11 Survival swimming skills

- 9.0 Communication Skills
 - 9.1 Communications skills: both formal and informal
 - 9.1.1 Verbal communications skills
 - 9.1.2 Listening communications skills
 - 9.1.3 Chain of Command communications skills
 - 9.1.4 Interpersonal communications skills

- 10.0 Physical Skills
 - 10.1 Able to perform the physical skills associated with Cooper Institute scale (average rating) and/or standards for boat crew and boarding team members
 - 10.2 Physical strength (to do all assigned jobs)
 - 10.3 Physical endurance and stamina (to handle long and arduous working conditions and environments)
 - 10.4 Physical and mental skills (to break free from addictive

behaviors: tobacco, alcohol, etc.)

11.0 Personal
Management
Skills

11.1 Decision making skills (ex; SA/FA, rating choice, advancement
& career plans)

11.2 Financial management skills

11.3 Stress management (coping skills)

11.4 Time management skills

11.5 Human relations skills

11.6 Able to create and maintain healthy family relationships

11.7 Problem solving skills (identify & analyze problems)

11.8 Team member skills

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| 12.0 Choosing to act as a member of the Armed Forces | <ul style="list-style-type: none"> 12.1 Chooses to be squared-away 12.2 Chooses to be respectful 12.3 Chooses to follow directions 12.4 Chooses to take and follow orders 12.5 Chooses to be devoted and committed to Coast Guard 12.6 Chooses to be responsible and accountable 12.7 Chooses to protect sensitive information and materials in accordance with security and privacy regulations 12.8 Chooses to respectfully render honors, customs, and courtesies 12.9 Chooses to comply with COMDTINSTs governing the rights, duties, and obligations of non-rates 12.10 Chooses to maintain a sharp military appearance 12.11 Chooses to comply with grooming standards & uniform regulations 12.12 Chooses to deal with the public in a credible and reputable way 12.13 Chooses to subscribe to standards of ethical conduct for Coast Guard members 12.14 Chooses to adhere to the Armed Forces Code of Conduct 12.15 Chooses to follow the Chain of Command |
| 13.0 Choosing to Value the Coast Guard and its Traditions | <ul style="list-style-type: none"> 13.1 Chooses to value Coast Guard's roles and missions 13.2 Chooses to value the Coast Guard's history and traditions 13.3 Chooses to view oneself as the carrier of the legacy of CG history and traditions 13.4 Chooses to value the sea-going character of the service 13.5 Chooses to serve afloat 13.6 Chooses to embody the Coast Guard's Core Values (Honor, Respect, and Devotion to Duty) |
| 14.0 Choosing Self Development | <ul style="list-style-type: none"> 14.1 Chooses to maximize potential through a display of internal drive (self-starting) 14.2 Chooses to develop job-required skills/knowledge/education 14.3 Chooses self-development through lifelong learning |

- 14.4 Chooses to exercise objectivity in understanding self
- 14.5 Chooses to use feedback of performance appraisal for self-development
- 14.6 Chooses to effectively communicate
- 14.7 Chooses to maximize personal effectiveness
 - 14.7.1 problem solving
 - 14.7.2 time management
- 14.8 Chooses to be actively involved in mentoring relationships as a mentee (formally or informally)

15.0 Choosing to Act Responsibly

- 15.1 Chooses to act maturely
- 15.2 Chooses to demonstrate a good work ethic
- 15.3 Chooses to make informed decisions about advancement and career plans (SA/FA, rating, etc.)
- 15.4 Chooses to maintain health and well-being in the physical, mental, and emotional realms
- 15.5 Chooses proper balance between professional and personal life (work-life)
- 15.6 Chooses to engage in healthy practices in:
 - 15.6.1 dental & personal hygiene
 - 15.6.2 basic nutrition
 - 15.6.3 sexual responsibility
 - 15.6.4 personal safety
 - 15.6.5 workplace safety
- 15.7 Chooses to engage in regular physical activity program to maintain fitness level
- 15.8 Chooses to adhere to exercise practices that minimize the risk of injury and strains
- 15.9 Chooses to be at least 5% below the max allowable body fat for gender, frame, size and age
- 15.10 Chooses to be tobacco free
- 15.11 Chooses to be abuse/addiction free (food, alcohol, drugs, sex, and gambling)
- 15.12 Chooses to properly manage finances
- 15.13 Chooses to monitor Leave & Earnings Statements

15.14 Chooses to maintain healthy personal relationships

15.15 Chooses appropriate occupational health and safety precautions

16.0 Choosing
to Respect
Others

16.1 Chooses to respect others' health and well-being in the physical, mental, and emotional realms

16.2 Chooses to value and demonstrate unwavering respect for others including those of diverse genders, races, backgrounds and perspectives.

16.3 Chooses to demonstrate the leadership competency of "Followership"

- 17.0 Ability
 - 17.1 Ability to reach maximum potential
 - 17.2 Ability to balance work-life
 - 17.3 Ability to possess positive self esteem
 - 17.4 Ability to function as a follower
 - 17.5 Ability to be a team player

** Anything a non-rate should know, be able to do, choose to do, or be able to do, at a finer level of detail, will fit in one of the 17 topic areas.