

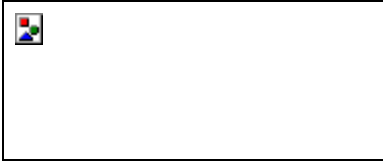
U.S. Department
of Transportation

United States
Coast Guard



ENLISTED PERFORMANCE QUALIFICATIONS MANUAL

COMDTINST M1414.8C



Commandant
United States Coast Guard

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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,

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	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z	
A	2	2	2		2	2	1	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	
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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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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.

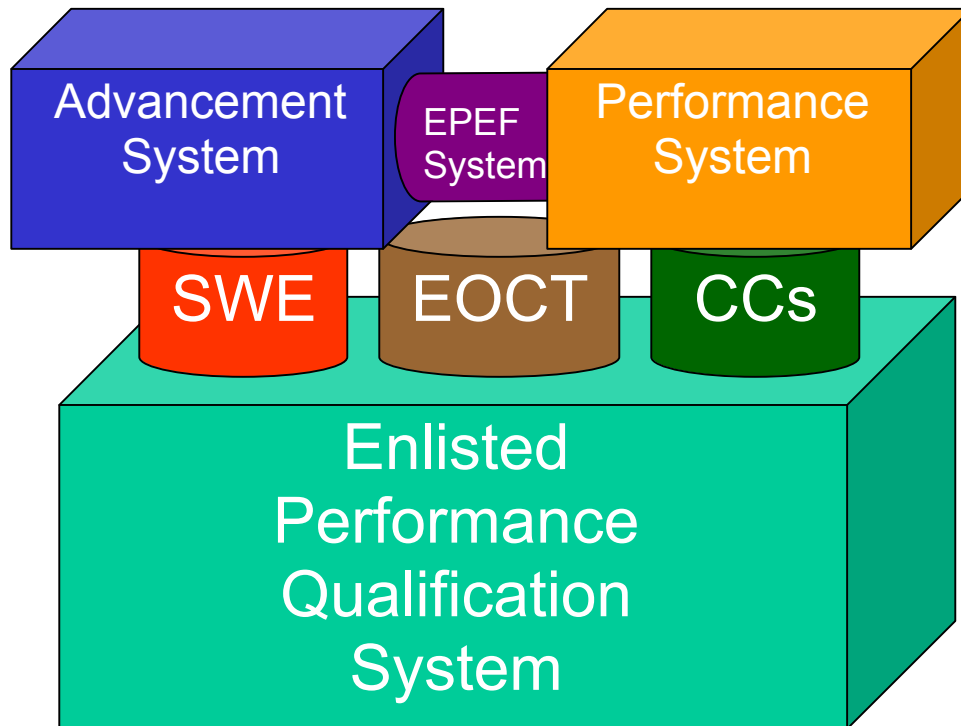


Figure 1

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.)

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.

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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.

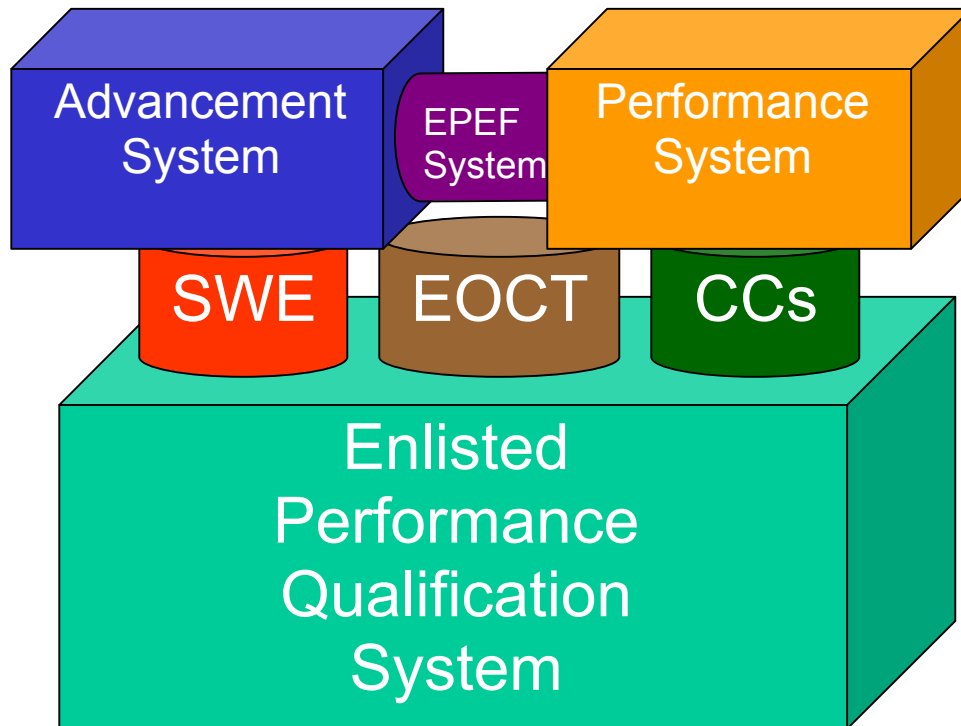


Figure 1

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).

- (3) 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.)

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.

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard and Coast Guard Reserve 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 need to be re-certified.

RATING FIRE CONTROL TECHNICIAN – Effective for the NOV 2002 SWE.			ABBREVIATION FT	
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 NUMBER	SECURITY

SIGNATURE OF SUPERVISOR

DATE	NAME/SIGNATURE	INITIAL S	RATE	UNIT

REMARKS

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RATING: FIRE CONTROL TECHNICIAN (FT)	INIT	DATE
<u>PERFORMANCE QUALIFICATIONS FOR ADVANCEMENT</u>		
A. SAFETY		
4.01 PERFORM the following.		
<ul style="list-style-type: none"> a. Remove an electric shock victim from an energized electronics circuit IAW Electronics Manual, COMDTINST M10550.25 (series). Chapter 2, paragraph b.7. b. Resuscitate an unconscious person IAW Syllabus of the Medical Manual, COMDTINST M6000.1 (series) and Healthcare Provider's Handbook for Basic Life Support, American Heart Association, ISBN 0-87493-602-0. c. Cardiopulmonary Resuscitation IAW Syllabus of The Medical Manual, COMDTINST M6000.1 (series) and Healthcare Provider's Handbook for Basic Life Support, American Heart Association, ISBN 0-87493-602-0. d. First aid treatment for electrical burns IAW Syllabus of The Medical Manual, COMDTINST M6000.1 (series) and Healthcare Provider's Handbook for Basic Life Support, American Heart Association, ISBN 0-87493-602-0. e. First aid treatment for shock IAW Syllabus of The Medical Manual, COMDTINST M6000.1 (series) and Healthcare Provider's Handbook for Basic Life Support, American Heart Association, ISBN 0-87493-602-0. 		
4.02 LOCATE all power supply switches that provide power for securing live equipment in assigned work areas and demonstrate method of securing live equipment in an emergency situation in accordance with applicable technical manuals.		
4.03 DEMONSTRATE safety precautions when working with toxic compounds IAW MSDS, Safety and Environmental Health Manual, COMDTINST M5100.47 (series), and NAVSEA S6340-AA-MMA-010.		
5.01 DEMONSTRATE general small arms safety procedures IAW the Ordnance Manual, COMDTINST M8000.2 (series).		
5.02 DEMONSTRATE safety precautions while working in or around magazines and ready service lockers IAW Ordnance Manual, COMDTINST M8000.2 (series), OP 4 and OP 5.		
5.03 DEMONSTRATE safety precautions with equipment, personnel, and explosive material, in relation to radio frequency (RF) hazards/hazards of electromagnetic radiation to ordnance (HERO) fields IAW OP 3565 and system technical manuals.		
NAME <i>(Last, First, Middle Initial)</i>	SOCIAL SECURITY NO.	

RATING: FIRE CONTROL TECHNICIAN (FT)	INIT	DATE
<p>5.04 DEMONSTRATE misfire/hangfire procedures for weapons systems IAW NAVSEA SW300-BC-SAF-010, SW261-CG-SOM-010, and MRCs.</p> <p>5.05 INSPECT ordnance areas to ensure the following warning signs are posted IAW Electronics Manual, COMDTINST M10550.25 (series) Chapter 2, paragraphs B.3.h., B.3.i, and B.3.j., and EIMB General Handbook NAVSEA SE000-00-EIM-100, section 3-20:</p> <ul style="list-style-type: none"> a. RF Radiation Hazard Sign b. Danger High Voltage Warning Sign c. CPR Sign d. Electrical Safety Precautions e. Danger Ammo Far Side f. Electronic Safety Precautions g. Train Warning Circle h. Hearing Protection Required i. Toxic Gas j. Misfire/Jammed Gun k. Ammo List Safety Precautions (CIWS Only) l. Yellow Lines outlining portable deck matting with correct stenciling within lines (CIWS Only) m. No Smoking n. Required Operating Instructions <p>5.06 INSPECT ordnance equipment and spaces for safety hazards and devices IAW Ordnance Manual, COMDTINST M8000.2 (series), EIMB, system technical manuals, and current directives.</p> <p>5.07 TRAIN personnel in safety precautions within the weapons department IAW Ordnance Manual, COMDTINST M8000.2 (series), EIMB, systems technical manuals, and current directives.</p> <p>B. SYSTEM OPERATION</p> <p>4.01 LOAD Mk 92 FCS or CIWS operational program IAW applicable system technical manuals.</p> <p>4.02 ENERGIZE the Mk 92 FCS or CIWS IAW system technical manuals. (INTENT: Supervisor will ensure member has performed pre turn-on checks IAW system technical manuals.)</p> <p>4.03 OPERATE fire control switchboards in all modes IAW ship's drawings and system technical manuals. (INTENT: Supervisor will ensure member places the switchboard in all modes while verifying external inputs are being supplied to the weapons system.)</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: FIRE CONTROL TECHNICIAN (FT)	INIT	DATE
<p>4.04 Given predetermined, internal/external values, ENTER the values into the weapons system IAW system technical manuals.</p> <p>4.05 PERFORM operational/movement checks of the weapons system IAW system technical manuals. (INTENT: Understand weapons system integration.)</p> <p>4.06 CALCULATE spot corrections for surface targets IAW Ordnance Manual, COMDTINST M8000.2 (series), system technical manuals, and NWIP 50-1.</p> <p>4.07 TRACK assigned targets from the controlling station during a simulated firing exercise IAW system technical manuals, NWP 3-20-6.23 (WHEC), NWP 3-20-6.22 (WMEC), and applicable COMTAC series publications.</p> <p>4.08 PLACE the weapons system in the appropriate mode of operation for various environmental and tactical conditions IAW system technical manuals.</p> <p>5.01 CALCULATE ballistic corrections for installed weapons system IAW Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>5.02 OPERATE the installed weapons system from all controlling and operational stations using standard commands IAW system technical manuals, Ordnance Manual, COMDTINST M8000.2 (series), and COMNAVSURFLANTINST C8000.1/COMNAV PACINST C8000.2 (series).</p> <p>5.03 APPLY spot corrections for surface targets IAW Ordnance Manual, COMDTINST M8000.2 (series), system technical manuals, and NWIP 50-1.</p> <p>5.04 NEUTRALIZE assigned targets from the controlling station during a live firing exercise IAW system technical manuals, and applicable COMTAC series publications. (INTENT: To include proper ammunition selection, threat criteria, and BDA.)</p> <p>5.05 EXECUTE prescribed emergency operating procedures to be used during the following conditions as they pertain to the installed weapons systems IAW system technical manuals:</p> <ul style="list-style-type: none"> a) Loss of ship's main gyro (Mk 92 FCS) b) Loss of KSR-35 (Mk 92 FCS) c) Loss of ASW (CIWS) d) Loss of TWS (Mk 92 FCS) e) Over-temperature conditions (Mk 92 FCS and CIWS) 		
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RATING: FIRE CONTROL TECHNICIAN (FT)	INIT	DATE

<p>5.06 PLACE the weapon system in the required mode when specific EMCON/HERO conditions are set IAW ship's doctrine.</p> <p>5.07 PERFORM prefire and postfire procedures IAW system technical manuals, Ordnance Manual, COMDTINST M8000.2 (series), and MRCs.</p> <p>5.08 CREATE a DSOT scenario IAW FCS Mk 92 Mod 1 Training Test Scenario User's Manual TM271-S1-COM-020 and Combat Systems Doctrine. To include the following:</p> <ul style="list-style-type: none"> a. Two maneuvering surface targets with missile launch. b. Two maneuvering air targets with missile launch. c. Clutter d. ECM <p>6.01 PREPARE firing plans IAW Ordnance Manual, COMDTINST M8000.2 (series) and FXPs 2 & 3.</p> <p>6.02 PREPARE a combat systems scenario for General Quarters Condition One for the Combat Systems Training Team (CSTT) IAW Cutter Training and Qualification Manual, COMDTINST M3502.4 (series), FCS Mk 92 Mod 1 Training Test Scenario User's Manual TM271-S1-COM-020, and Combat Systems Doctrine.</p> <p>6.03 PERFORM prefire and postfire briefings IAW Ordnance Manual, COMDTINST M8000.2 (series) and FXPs 2 & 3.</p> <p>6.04 SUPERVISE onload/offload of ammunition IAW Ordnance Manual, COMDTINST M8000.2 (series), OP 4, OP 5, SPCCINST 8010.12 (series), and OP 3565 (HERO).</p> <p>6.05 SUPERVISE gunnery exercises IAW Ordnance Manual, COMDTINST M8000.2 (series) and COMTAC series publications.</p> <p>6.06 TRAIN personnel on tactical employment of shipboard weapons systems IAW NWP 1-10.1, NWP 3-20.6.23 (WHEC), NWP 3-20.6.22 (WMEC), TAO Handbook, and current Combat Systems Doctrine.</p> <p>7.01 PERFORM the duties of the Weapons Control Officer (WCO) during a live firing exercise IAW COMTAC series publications and Combat Systems Doctrine.</p> <p>8.01 PLAN onload/offload of ammunition IAW Ordnance Manual, COMDTINST M8000.2 (series), OP 4, OP 5, SPCCINST 8010.12 (series), NAVSUP P-724, and OP 3565 (HERO).</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>SOCIAL SECURITY NO.</p>	

RATING: FIRE CONTROL TECHNICIAN (FT)	INIT	DATE
<p>C. MAINTENANCE</p> <p>4.01 PERFORM planned maintenance on the installed weapons systems IAW system technical manuals and MRCs.</p> <p>4.02 TROUBLESHOOT the weapons system equipment IAW system technical manuals. (INTENT: With limited supervision, the technician must be able to identify all failure symptoms and follow logical procedures to isolate the faulty assembly or component. The technician must identify the lowest level repairable for the identified failed assembly or component. The technician must identify all tools, test equipment, and supplies required. The technician must complete the process observing all safety and procedural requirements.)</p> <p>4.03 PERFORM corrective maintenance on the weapons system equipment IAW system technical manuals. (INTENT: With limited supervision, the technician must be able to repair identified faults to the weapons system equipment. The technician must replace the lowest level repairable for the identified failed assembly or component to include wire wrap and cable connectors. The technician must identify all tools, test equipment, and supplies required. The technician must complete the process observing all safety and procedural requirements.)</p> <p>5.01 PERFORM fire control internal alignment to within system tolerances IAW system technical manuals. (INTENT: The technician must be able to electrically and mechanically align internal subassemblies of the weapon control system to ensure proper mechanical and electrical responses.)</p> <p>5.02 REPORT the requirement or nonrequirement of a weapons system battery alignment IAW OD46575, SW 225-AO-MMA-010 762, SW 225-CF-CSA-010 or SW 225-CG-CSA-010, and system technical manuals.</p> <p>5.03 TROUBLESHOOT the interface with the weapons system and other shipboard equipment IAW ship's drawings and system technical manuals. (INTENT: With limited supervision, the technician must be able to identify all inputs and outputs between the weapons system and external ship's systems and follow logical procedures to isolate the fault.)</p> <p>6.01 REPORT the need for maintenance/technical assistance on installed weapons systems IAW Ordnance Manual, COMDTINST M8000.2 (series) and MLC SOPs.</p> <p>8.01 SCHEDULE a combat systems battery alignment IAW MLC SOPs.</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: FIRE CONTROL TECHNICIAN (FT)	INIT	DATE																		
<p>D. ADMINISTRATION</p> <p>4.01 RECORD standard data entries into required logs, records, and reports IAW Ordnance Manual, COMDTINST M8000.2 (series) and OPNAVINST 4790 (series).</p> <p>4.02 PREPARE the following planned maintenance system documents IAW OPNAVINST 4790.4 (series):</p> <table border="0" data-bbox="162 436 925 619"> <thead> <tr> <th><u>Form Number</u></th> <th><u>Form Name</u></th> </tr> </thead> <tbody> <tr> <td>a. 4790.15a</td> <td>Weekly PMS Schedule</td> </tr> <tr> <td>b. 4790.14a</td> <td>Quarterly PMS Schedule</td> </tr> <tr> <td>c. 4790.13a</td> <td>Cycle PMS Schedule</td> </tr> <tr> <td>d. 4790.7b</td> <td>PMS Feedback Report</td> </tr> </tbody> </table> <p>5.01 PREPARE Fire Control/Ballistics Logs IAW Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>5.02 PERFORM the duties of the fire control publications custodian IAW Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>5.03 OBTAIN replacement parts from supply IAW Supply Policy Procedures Manual, COMDTINST M4400.19A (series) and the unit's current requisition process.</p> <p>5.04 VERIFY adequate logistic supplies are available IAW COSAL. (INTENT: Inventory OSI, SRI, and Test Equipment)</p> <p>5.05 UPDATE Maintenance Index Pages and Maintenance Requirement Cards IAW Force Revisions and 3M Manual.</p> <p>5.06 SUBMIT the following Planned Maintenance System documents IAW OPNAVINST 4790.4 (series):</p> <table border="0" data-bbox="162 1276 966 1423"> <thead> <tr> <th><u>Form Number</u></th> <th><u>Form Name</u></th> </tr> </thead> <tbody> <tr> <td>a. 4790.CK</td> <td>Configuration Change Form</td> </tr> <tr> <td>b. 4790.2K (Kilo)</td> <td>Maintenance Action Form</td> </tr> <tr> <td>c. 4790.2L (Lima)</td> <td>Supplemental Form</td> </tr> </tbody> </table> <p>5.07 SUBMIT the following Casualty Reports IAW Ordnance Manual COMDTINST M8000.2 (series), NWP 10-1-10, Casualty Reporting Procedures Material, COMDTINST 3501.3 (series), OPNAV 3501.66 (series), and SORTS (NWP 1-03.3):</p> <ol style="list-style-type: none"> Initial Update Correct Cancel 	<u>Form Number</u>	<u>Form Name</u>	a. 4790.15a	Weekly PMS Schedule	b. 4790.14a	Quarterly PMS Schedule	c. 4790.13a	Cycle PMS Schedule	d. 4790.7b	PMS Feedback Report	<u>Form Number</u>	<u>Form Name</u>	a. 4790.CK	Configuration Change Form	b. 4790.2K (Kilo)	Maintenance Action Form	c. 4790.2L (Lima)	Supplemental Form		
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RATING: FIRE CONTROL TECHNICIAN (FT)	INIT	DATE
<p>5.08 SUBMIT Technical Manual Deficiency Report System (TMDRS) report IAW system technical manuals.</p> <p>5.09 INSPECT ordnance spaces and material for physical security IAW Ordnance Manual, COMDTINST M8000.2 (series), COMDTINST M5500 (series), and current security directives.</p> <p>5.10 REVIEW the ship's EMCON bill as it applies to installed weapons system for accuracy IAW Cutter Organization Manual, COMDTINST M5400.16 (series), Chapter 3 Section 320 Paragraph 7; ATP 1 (B) Vol 6-7 thru 6-17; NTP 4, Article 03.06.1100: Combat Systems Doctrine; applicable Area Instructions, and Navy OPTASKs.</p> <p>6.01 PERFORM the duties of 3M work center supervisor IAW OPNAVINST 4790 (series) and Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>6.02 VERIFY the accuracy of Fire Control Logs IAW Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>6.03 EVALUATE the accuracy of ship's pre and postfire check sheets format IAW the Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>6.04 SUBMIT a Current Ship's Maintenance Project (CSMP) IAW Naval Engineering Manual, COMDTINST M9000.6 (series).</p> <p>6.05 UPDATE the Ship Configuration and Logistics Support Information System (SCLIS) report IAW Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>6.06 REVIEW Fire Control Technician qualification codes for accuracy and currency IAW Coast Guard Enlisted Qualification Codes Manual, COMDTINST M1414.9 (series).</p> <p>6.07 PREPARE annual divisional budget plans for NAVORD equipment IAW Accounting Manual, COMDTINST 7300.4 (series).</p> <p>7.01 REVIEW ship's Combat Systems Doctrine and COs Battle Orders for accuracy IAW Cutter Class Tactical Manual and instructions.</p> <p>7.02 REVIEW current 378' or 270' Tactical Manuals for accuracy IAW the TACMAN. (INTENT: Identify changes, additions and deletions to the TACMAN.)</p> <p>8.01 REVIEW Fire Control Technician shipboard training requirements IAW Coast Guard Paperwork Management Manual, COMDTINST 5212.12 (series).</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: FIRE CONTROL TECHNICIAN (FT)	INIT	DATE
<p>8.02 VERIFY the accuracy of submitted ATRs IAW Ordnance Manual, COMDTINST M8000.2 (series), NAVSUP P-724, and appropriate Area Instructions.</p> <p>8.03 REVIEW the Ordnance Publications Index, COMDTINST M8000.3 (series) for accuracy IAW the OPI. (INTENT: Identify changes, additions, and deletions to the OPI.)</p> <p>8.04 REVIEW the Ordnance Manual, COMDTINST M8000.2 (series) for accuracy IAW the ORDMAN. (INTENT: Identify changes, additions, and deletions to the ORDMAN.)</p> <p>8.05 REVIEW current Afloat Training Group inspections and training requirements conducted in your area IAW Cutter Training and Qualifications Manual, COMDTINST M3502.4 (series), Area Instructions, and applicable ATG Afloat Training Handbook Checklist, Chapter 9 (Combat).</p> <p>8.06 REVIEW E-4 through E-9 Fire Control Technician performance qualifications for accuracy IAW the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). (INTENT: Recommended changes to FT performance qualifications are to be submitted to the Fire Control Technician Rating Force Master Chief.)</p>		
E. MODULE TEST AND REPAIR		
<p>4.01 EVALUATE a circuit card utilizing the MTR station IAW Coast Guard Module Test and Repair (MTR) Program, COMDTINST M4790.2 (series).</p> <p>4.02 REPAIR an electronic assembly IAW Coast Guard Module Test and Repair (MTR) Program, COMDTINST M4790.2 (series) and SE004-AK-TRS-010/2M (2M Technical Manual).</p> <p>4.03 SUBMIT Module Test Repair Tracking System (MTRTS) reports IAW Coast Guard Module Test and Repair (MTR) Program COMDTINST M4790.2 (series).</p> <p>5.01 VERIFY the 2M Workstation IAW the 2M Certification Plan.</p>		
F. SMALL ARMS		
<p>4.01 FIRE standard Coast Guard small arms IAW the Ordnance Manual, COMDTINST M8000.2 (series). (INTENT: Fire for familiarization: M9 9mm, M16 5.56, and 12GA Riot Shotgun.)</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: FIRE CONTROL TECHNICIAN (FT)	INIT	DATE
<p>5.01 PERFORM the following duties of a weapon's petty officer IAW ship's doctrine and Ordnance Manual, COMDTINST M8000.2 (series):</p> <ol style="list-style-type: none"> a. Activate CG Pyrotechnics. b. Perform ammunition Inventories. c. Inspect CG ammunition and pyrotechnics. d. Stow CG ammunition and pyrotechnics. <p>(INTENT: Perform the duties and responsibilities of a shipboard duty gunner's mate.)</p> <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>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: FIRE CONTROL TECHNICIAN (FT)	INIT	DATE
<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> <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>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: FIRE CONTROL TECHNICIAN (FT)	INIT	DATE
<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. (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>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

**RECORD OF PERFORMANCE QUALIFICATIONS
PS**

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard and Coast Guard Reserve 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 re-certified.

RATING
PORT SECURITY SPECIALIST (Effective for the OCT 2002 SWE)

ABBREVIATION
PS

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**

**RECORD OF PERFORMANCE QUALIFICATIONS
RD**

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard and Coast Guard Reserve 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 re-certified.

RATING

RADARMAN (Effective for the NOV 2002 SWE)

ABBREVIATION

RD

DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL

E-4

E-5

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NAME (*Last, First, Middle Initial*)

**SOCIAL SECURITY
NUMBER**

SIGNATURE OF SUPERVISOR

DATE	NAME/SIGNATURE	INITIAL S	RATE	UNIT

REMARKS

RATING: RADARMAN (RD)	INIT	DATE
<p>A. ADMINISTRATION, TRAINING, AND SECURITY</p> <p>4.01 Prepare and update the following logs in accordance with the Classified Information Management Program, COMDTINST M5510.23 (series), NWP 1-01.</p> <ul style="list-style-type: none"> a. CIC Visitors Log b. Publication Custody Log c. Publication Watch to Watch Inventory Log <p>4.02 Safeguard and stow all types of classified material and equipment used in CIC in accordance with the Classified Information Management Program, COMDTINST M5510.23,(series), COMTAC Publications Index, COMDTINST M2600.1 (series), NWP 1-01, and CMS 4.</p> <p>4.03 Enter corrections and changes to classified publications in accordance with COMTAC Publications Index, COMDTINST M2600.1 (series), Classified Information Management program, COMDTINST M5510.23 (series), and NWP 1-01 to include:</p> <ul style="list-style-type: none"> a. Pen and ink changes b. Message Corrections c. Bulk changes d. Page checks in accordance with List of Effective Pages e. CPL Card update <p>4.04 Demonstrate the implementation of the CIC Emergency Action Plan in accordance with the Classified Management Information Program, COMDTINST M5510.23,(series) and CMS 4.</p> <p>5.01. Prepare a classified material destruction report in accordance with the Classified Information Management Program, COMDTINST M5510.23 (series) and CMS 4.</p> <p>5.02 Update an individual training record in accordance with the Cutter Training Qualification Manual, COMDTINST M3502.4,(series).</p> <p>5.03 Plan and organize training programs that include CIC personnel in accordance with Table 5.1 of the Cutter Training and Qualification Manual, COMDTINST M3502.4 (series).</p> <p>6.01 Schedule and supervise training programs among CIC personnel in accordance with Table 5.1 of the Cutter Training and Qualification Manual COMDTINST M3502.4 (series).</p> <p>6.02 Train CIC watchstanders for each watch station in preparation for qualification in accordance with the Cutter Training and Qualification Manual, COMDTINST M3502.4 (series).</p>		
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<p>6.03 Draft local instructions and submit via the chain of command in accordance with the Paperwork Management Manual, COMDTINST M5212.12 (series).</p> <p>7.01 Supervise the maintenance of the unit, department, or division's notices, instructions, message traffic, correspondence files, and records in accordance with the Paperwork Management Manual, (COMDTINST M5212.12 (series).</p> <p>7.02 Serve as a member of the CCTT and/or NCTT training team in accordance with the Cutter Training and Qualification Manual, COMDTINST M3502.4 (series).</p> <p>7.03 Review RD shipboard training requirements and submit recommended changes in writing through the chain of command in accordance with Cutter Training and Qualification Manual, COMDTINST M3502.4 (series).</p> <p>7.04 Review CIC Job Qualification Requirements and submit recommended changes in writing via the chain of command in accordance with the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series).</p> <p>8.01 Review RD performance qualifications and qualification codes and submit recommended changes in writing via the chain of command to Commandant (G-WTT) in accordance with the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series).</p>		
<p><u>B. COMMUNICATIONS</u></p>		
<p>4.01 Transmit and Receive a message on an R/T circuit in accordance with ACP 125 and the Radiotelephone Users Training Handbook (RUTH)/Radiotelephone Users Manual (RUM).</p> <p>4.02 Authenticate a message on an R/T circuit in accordance with the Radiotelephone Users Handbook (RUTH)/Radiotelephone Users Manual (RUM) to include:</p> <ul style="list-style-type: none"> a. Time Authentication b. Challenge and Reply <p>4.03 Encode and Decode signals in accordance with ATP I Volume II.</p> <p>4.04 Identify emergency frequencies in accordance with the OPTASK Comms and current OPORDER.</p>		
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<p>4.05 Identify the handling requirements for the following message precedence in accordance with the Telecommunications Manual, COMDTINST M2000.3 (series) to include:</p> <ul style="list-style-type: none"> a. Flash b. Immediate c. Priority d. Routine <p>4.06 Transmit and Receive Over the Horizon Targeting (OTHT) gold messages in accordance with the Unified Build Users Manual.</p> <p>5.01 Encode and Decode messages using encryption publications and devices in accordance with the Radiotelephone Users Training Handbook (RUTH)/Radiotelephone Users Manual (RUM) and ACP 125.</p> <p>5.02 Establish satellite communications for Officer in Tactical Command Information Exchange System (OTCIXS) in accordance with Unified Build Users Manual.</p> <p>5.03 Configure automatic broadcasts in accordance with the Unified Build Users Manual.</p> <p>6.01 Prepare a communications plan for own ship in accordance with current OPTASK & OPORDER.</p> <p><u>(C. NAVIGATION)</u></p> <p>4.01 Maintain a navigational plot on a nautical chart in restricted waters in accordance with Cutter Navigation Standards and Procedures, COMDTINST 3530.2(series) to include:</p> <ul style="list-style-type: none"> a. Plotting LOP's using range and bearings b. Solving for set and drift c. Lay out deadreckoning positions on intended tracklines d. Computing course and speed to regain track e. Computing course and speed to compensate for set and drift f. Applying advance and transfer to the navigation plot g. Maintaining a complete navigation log during RADAR navigation h. Provide the Piloting Officer with navigation fix information i. Computing course and speed over ground 		
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<p>4.03 Apply the Rules of the Road as used in collision avoidance and use of RADAR in low visibility in accordance with Navigation Rules, International-Inland Manual, COMDTINST M16672.2 (series).</p> <p>4.04 Order Nautical charts and publications used in CIC in accordance with the Nautical Chart and Publication Allowance for Cutters, COMDTINST M3140.5 (series) and NIMA Catalog of Maps, Charts, and Related Products.</p> <p>4.05 Update Nautical charts, chart cards, and publications used in CIC in accordance with the Nautical Chart and Publication Allowance for Cutters COMDTINST 3140.5 (series).and NIMA Catalog of Maps, Charts, and Related Products</p> <p>4.06 Maintain a shipping plot in CIC in accordance with the Cutter Navigation Standards and Procedures COMDTINST 3530.2 (series).</p> <p>4.07 Provide RADAR ranges, bearings, and available navigation points to the Navigation Plotter using available surface search RADAR in accordance with the Cutter Training and Qualification Manual, COMDTINST M3502.4 (series).</p> <p>5.01 Prepare charts for RADAR Navigation in accordance with Cutter Navigation Standards and Procedures COMDTINST 3530.2 (series) and Bowditch.</p> <p>5.02 Prepare a precision anchorage in accordance with Cutter Navigation Standards and Procedures COMDTINST 3530.2 series), Duttons, and Bowditch.</p> <p>6.01 Perform the duties of Shipping Officer in restricted waters in accordance with Cutter Navigation Standards and Procedures, COMDTINST 3530.2 (series), unit’s tactical manual, and Bowditch.</p> <p>6.02 Perform the duties of Piloting Officer in restricted waters in accordance with Cutter Navigation Standards and Procedures, COMDTINST 3530.2 (series), unit’s tactical manual, and Bowditch.</p> <p><u>D. SEARCH AND RESCUE</u></p> <p>4.01 Communicate on a designated Search and Rescue (SAR) Frequency using standard SAR acronyms in accordance with the National Search and Rescue Manual Volume I, COMDTINST M16120.5 (series).</p> <p>4.02 Identify the three phases of SAR in accordance with National Search and Rescue Manual Volume I, COMDTINST M16120.5(series).</p>		
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<p>5.01 Identify the capabilities and limitations of a specified SAR unit listed in the National Search and Rescue Manual Volume I, COMDTINST M16120.5 (series).</p> <p>5.02 Construct a search area and pattern given datum using TDA's in accordance with the Unified Build Users Manual.</p> <p>6.01 Apply the procedures for the prosecution of a SAR case in accordance with National Search and Rescue Manual Volume I, COMDTINST M16120.5 (series) and unit's tactical manual to include:</p> <ul style="list-style-type: none"> a. Plotting Datum b. Determining the correct search area c. Plotting the search area and pattern for assigned units d. Selecting the proper search pattern(s) for the situation e. Computing the track spacing, sweep width, and probability of detection f. Determining the required vertical and horizontal separation for assigned aircraft <p>6.02 Prepare a unit Situation Report (SITREP) in accordance with National Search and Rescue Manual Volume I, COMDTINST M16120.5 (series).</p> <p>6.03 Prepare a unit Search Action Plan in accordance with National Search and Rescue Manual Volume I, COMDTINST M16120.5 (series).</p> <p>6.04 Make recommendations to the On-Scene Commander in accordance with National Search and Rescue Manual Volume I, COMDTINST M16120.5 (series).</p> <p><u>E. SYSTEMS OPERATIONS</u></p> <p>4.01 Operate installed Surface Search RADAR equipment by energizing, tuning, adjusting and securing in accordance with manufacturer's technical manuals, NAVSHIPS 324-0303, and NAVLEX 0967-LF-390-8040.</p> <p>4.02 Use ARPA (Automatic RADAR Plotting Aids) functions to manually track and monitor targets during a normal CIC watch in accordance with manufacturer's technical manual.</p> <p>4.03 Use ARPA functions to solve the following in accordance with manufacturer's technical manual.</p> <ul style="list-style-type: none"> a. Collision Avoidance b. Intercept 		
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<p>4.04 Secure energized equipment in an emergency in accordance with Electronics Manual, COMDTINST M10550.25 (series).</p> <p>4.05 Determine RADAR range and bearing error on surface search RADAR in accordance with Cutter Navigation Standards and Procedures , COMDTINST 3530.2 (series).</p> <p>4.06 Operate the AN/SPA-25G RADAR repeater in accordance with the manufacturer's technical manuals.</p> <p>4.07 Energize and secure the Shipboard Command and Control System (SCCS) in accordance with manufacturer's technical manual.</p> <p>5.01 Operate installed Electronic Warfare equipment by energizing, adjusting, and securing in accordance with manufacturer's technical manuals.</p> <p>5.02 Operate installed Air Search RADAR equipment by energizing, adjusting and securing in accordance with manufacturer's technical manuals, NAVSHIPS 324-0303, and NAVLEX 0967-LF-390-8040.</p> <p>6.01 Set parameters for FOTC (Fleet Over the horizon Track Coordinator) for the following modes in accordance with Unified Build Users Manual:</p> <ul style="list-style-type: none"> a. Participant b. Coordinator <p><u>F. INTERPRETATION</u></p> <p>4.01 Identify the following on RADAR in accordance with NAVPUB 1310:</p> <ul style="list-style-type: none"> a. Land b. Aircraft c. Ships d. Aids to Navigation e. Weather f. Unwanted echoes and effects <p>5.01 Interpret IFF responses in accordance with ACP 160 and NAVLEX 0967-LF-390-8040.</p> <p>5.02 Perform Track Data Base Management (TDBM) in a FOTC environment in accordance with World Wide OPTASK FOTC, OTH-T, and Unified Build Users Manual.</p>		
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<p><u>G. INTELLIGENCE</u></p> <p>5.01 Prepare a MARREP in JINTACCS format in accordance with NWP 1-03.40</p> <p>5.02 Complete a Sighting and Boarding Report (SABR) in accordance with LEIS II Users Manual.</p> <p>5.03 Conduct a tactical query in accordance with LEIS II Users Manual.</p> <p>5.04 Serve as a member of the intelligence collection team in accordance with the Fleet Intelligence Collection Manual (FICM) and the unit's tactical manual.</p> <p>6.01 Prepare a Field Intelligence Report (FIR) in accordance with LANTAREAINST 3820.2 and PACAREAINST 3821.1 to include inputs from:</p> <ul style="list-style-type: none"> a. Available intelligence data b. Operational boarding <p>7.01 Prepare an Intelligence Information Report (IIR) in accordance with COMDTINST 3821.5 series and the FICM.</p> <p>7.02 Supervise an intelligence collection team in accordance with the FICM and the unit's tactical manual.</p> <p>7.03 Conduct intelligence brief using information contained in current OPTASK, OPORDERS, operational directives, and available intelligence in accordance with unit's tactical manual.</p> <p><u>H. OPERATIONS - GENERAL</u></p> <p>4.01 Solve the following maneuvering board problems in accordance with NAVPUB 217:</p> <ul style="list-style-type: none"> a. Course and Speed b. Closest Point of Approach (CPA) c. Stationing d. Collision Avoidance e. Intercept f. True and Desired Wind <p>4.02 Convert given geographic positions into Cartesian grid coordinates in accordance with ATP I Volume I and NWP 32.</p>		
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<p>4.03 Convert Cartesian grid coordinates into geographic positions in accordance with ATP I Volume I and NWP 32.</p> <p>4.04 Plot a Man Overboard using the following installed equipment/systems in accordance with appropriate technical manuals:</p> <ul style="list-style-type: none"> a. ARPA b. AN/SPA-25G c. Shipboard Command and Control System (SCCS) <p>4.05 Initiate in flight emergency procedures (LINT) in accordance with the Shipboard Helicopter Operational Procedures Manual, COMDTINST M3710.2 (series)</p> <p>4.06 Identify NTDS symbology in accordance with NWP 32 and NAVPUB 217.</p> <p>4.07 Determine own ship history using Tactical Decision Aids (TDA's) in accordance with the Unified Build Users Manual.</p> <p>4.08 Obtain CPA information on a track using TDA's in accordance with the Unified Build Users Manual.</p> <p>4.09 Obtain intercept information on a track using TDA's in accordance with the Unified Build Users Manual.</p> <p>4.10 Establish Data Link Reference Point (DLRP) using SCCS in accordance with the Unified Build Users Manual.</p> <p>5.01 Locate and apply information from the following sources for use in all CIC and ship's operations listed in unit's tactical manual and APP 4 Volume I & II:</p> <ul style="list-style-type: none"> a. Tactical publications b. Operation plans (OPLANS) c. Operation orders (OPORDERS) d. Operation general messages (OPGENS) e. Operation tasking messages (OPTASKS) 		
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<p>5.02 Alter from one formation or screen to another on a maneuvering board in accordance with ATP I Volume I and II to include:</p> <ul style="list-style-type: none"> a. Column b. Column open order c. Line abreast d. Loose line abreast e. Line of bearing f. Loose line of bearing g. Diamond <p>5.03 Identify Composite Warfare Commanders (CWC), their general duties, and identifying call signs in accordance with (CWC Publication).</p> <p>5.04 Conduct a pre-flight brief in accordance with the Shipboard Helicopter Operational Manual, COMDTINST M3710.2 (series).</p> <p>5.05 Act as a flight follower in accordance with the Shipboard Helicopter Operational Manual, COMDTINST M3710.2 (series).</p> <p>5.06 Perform the duties of FOTC in accordance with World Wide OPTASK FOTC and CINCPAC/LANT Fleet instructions.</p> <p>6.01 Perform the duties of the CIC supervisor tasks in accordance with the unit's tactical manual.</p> <p>6.02 Assist the RADAR Control Officer (RCO) during all readiness conditions in accordance with the unit's tactical manual.</p> <p>6.03 Brief the command on the capabilities, limitations, reliability, and operation of CIC equipment in accordance with manufacturer's technical manuals.</p> <p>7.01 Perform the duties of the CIC Officer in accordance with the unit's tactical manual.</p> <p>7.02 Act as Radar Control Officer (RCO) during all conditions of readiness in accordance with unit's tactical manual.</p>		
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<p><u>I. OPERATIONS - ASUW</u></p> <p>4.01 Track multiple contacts on a surface search RADAR system in accordance with manufacturer's technical manual.</p> <p>5.01 Transmit all ASUW reports using R/T in accordance with ATP 28, APP 1, ATP 1 volume II and NWP 3-01.01</p> <p><u>J. OPERATIONS - AAW/EW</u></p> <p>4.01 Set Emissions Control (EMCON) in CIC during various conditions of readiness in accordance with NWP 3-51.1, ATP I Volume I.</p> <p>5.01 Transmit all electronic warfare communications reports using R/T in accordance with NWP 3-51.1, APP 1.</p> <p>5.02 Use RADAR under conditions of jamming and interference in accordance with NWP 3-51.1.</p> <p>5.03 Perform the duties of the Air tracker/reporter during Conditions I & III in accordance with NWP 3-01.01 and unit's tactical manual.</p> <p>5.04 Interpret a HERO/HERF plan in accordance with NAVSEA OP 3565 Volume II (series).</p> <p>5.05 Set HERO/HERF in accordance with NAVSEA OP 3565 Volume II (series).</p> <p>5.06 Interpret an ordered EMCON plan in accordance with NWP 3-51.1.</p> <p>5.07 Prepare an Electronic Order of Battle in accordance with applicable Electronic Warfare and Intelligence publications.</p> <p>5.08 Evaluate intercepted electronic emissions in accordance with applicable Electronic Warfare publications and Intelligence publications.</p> <p>5.09 Perform the duties of LINK 11 track coordinator in accordance with USCG Link 11 Setup Guide.</p> <p>6.01 Supervise the setting of EMCON in accordance with NWP 3-51.1.</p> <p>6.02 Review and update an EMCON plan in accordance with NWP 3-51.1.</p>		
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<p>7.01 Develop an EMCON plan in accordance with NWP 3-51.1.</p> <p><u>K. SCCS NETWORK MANAGEMENT</u></p> <p>5.01 Archive and Restore SCCS data files in accordance with Unified Build Users Manual.</p> <p>6.01 Install and Initialize SCCS printers and plotters in accordance with the Unified Build Users Manual.</p> <p>7.01 Install SCCS software and segments in accordance with the manufacturer's technical manuals.</p> <p>7.02 Create SCCS Roles and Accounts in accordance with the C2CEN Installation Guide.</p> <p>7.03 Clean and Backup SCCS system files in accordance with Unified Build Users Manual.</p> <p>7.04 Install the SCCS Status Network software in accordance with the manufacturer's technical manuals.</p>		
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REMARKS

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<p>A. SHORESIDE SECURITY</p> <p>4.01 Participate, as a team member, in a security patrol in accordance with USMC Marine Battle Skills Training Handbook, 3-13-7 to 3-13-12.</p> <p>4.02 Establish a security post, as a member of a security patrol, in accordance with USMC Marine Battle Skills Training handbook, 3-14-41 to 3-14-43.</p> <p>4.03 Establish access control points, as a member of a security patrol, in accordance with Physical Security Manual, COMDTINST M5530.1 (series), chapter 2.</p> <p>4.04 Participate, as a team member, in a security inspection of a waterfront facility, using a security survey form, in accordance with Marine Safety Manual, Volume W (Port Security), COMDTINST M16000.12 (series), Chapter 2, Enclosure (2- 3).</p> <p>4.05 Participate, as a team member, in a security inspection of a Coast Guard facility, using a security survey form, in accordance with Physical Security Manual, COMDTINST M5530.1 (series), Enclosure 3.</p> <p>5.01 Organize and conduct a security patrol in accordance with USMC Marine Battle Skills Training handbook, 3-13-7 to 3-13-12.</p> <p>5.02 Prepare defensive tactical orders in accordance with Port Security Unit (PSU) Operational Doctrine, COMDTINST 3501.53 (series), Chapter 3, (3.7.2).</p> <p>5.03 Prepare patrol orders in accordance with USMC Marine Battle Skills Training handbook, 3-13-27 to 3-13-30.</p> <p>5.04 Perform a security inspection of a waterfront facility, serving as the Team Leader and using a security survey form in accordance with Marine Safety Manual, Volume VII (Port Security) COMDTINST M16000.12 (series), Chapter 2, enclosure (2- 3).</p> <p>5.05 Perform a security inspection of a Coast Guard facility, serving as the Team Leader and using a security survey form in accordance with Physical Security Manual, COMDTINST M5530 (series), enclosure 3.</p>		
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<p>6.01 Assess the vulnerability of a passenger terminal in accordance with Marine Safety Manual, Volume VII (Port Security), COMDTINST M16000.12 (series), Chapter 2, Enclosure (2-2) 33 CFR, PARTS 120 and 128 and Navigation and Vessel Inspection Circular No. 3-96, COMDTPUB P16700.4.</p> <p>6.02 Evaluate a port facility security plan in accordance with recommended standards outlined in Marine Safety Manual, Volume VII (Port Security), COMDTINST M16000.12 (series), Chapter 2, Enclosure (2-1), 33 CFR, PARTS 120 and 128 and Navigation and Vessel Inspection Circular No. 3-96, COMDTPUB P16700.4.</p> <p>6.03 Supervise security inspection teams and ensure quality of work in accordance with Physical Security Manual, COMDTINST M5530.1B (series), Chapter 2 and Marine Safety Manual, Volume VII (Port Security) COMDTINST M16000.12 (series), Chapter 2, Enclosure 2-3.</p> <p>6.04 Supervise security patrol teams in accordance with USMC Marine Battle Skills Training handbook, 3-13-7 to 3-13-12.</p> <p>6.05 Review the Port Access Control System (PACS) and the Port Security Card Program and determine which system would work best for your port. Draft a letter to local port authorities and operators implementing the selected program, identify the authority for its use and outline the steps to implement it in accordance with Marine Safety Manual, Volume VII (Port Security), COMDTINST M16000.12 (series), Chapter 3 and CFR 33, PART 125.</p> <p>7.01 Manage a physical security inspection and access control program in accordance with Physical Security Manual, COMDTINST M5530.1B (series) and Marine Safety Manual, Volume VII (Port Security), COMDTINST M16000.12 (series).</p> <p>5.01 Organize/participate in a waterfront security organization (preferably a subcommittee of the Port Readiness Committee) made up of local port authorities, security officers from shipping firms and terminal operators and law enforcement (shore side and waterside) that focuses on identifying common goals and works to resolve communication and coordination problems on security related issues in accordance with Marine Safety Manual, Volume VII (Port Security), COMDTINST M16000.12 (series), Chapter 4.</p>		
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<p>B. WATERSIDE SECURITY</p> <p>4.01 Participate, as a member of a harbor patrol team, in the enforcement of a CONUS waterside security zone, using the execution of engagement tactics and the interdiction of violators, as necessary, in accordance with Marine Safety Manual-Volume VII (Port Security), COMDTINST M16000.12 (series), Chapter 7.</p> <p>4.02 Identify the four primary waterside threats faced by a PSU in OCONUS operations in accordance with Port Security Unit Essential Skills Handbook, Chapter 2), Port Security Unit (PSU) Required Operational Capability (ROC) Projected Operational Environment (POE) Statements, OPNAVINST/COMDTINST</p> <p>4.03 Given a list of vessels scheduled to enter port, determine which, if any, may be Special Interest Vessels (SIV) in accordance with Marine Safety Manual-Volume VII (Port Security), COMDTINST M16000.12 (series), Chapter 8 and Maritime Law Enforcement Manual, COMDTINST M16247.1 (series), Chapter 10.</p> <p>6.01 Evaluate a ship's security plan in accordance with recommended standards outlined in Marine Safety Manual, Volume VII (Port Security), COMDTINST M16000.12 (series), Chapter 2, Enclosure(2-1), 33 CFR, PARTS 120 and 128 and Navigation and Vessel Inspection Circular No. 3-96, COMDTPUB P16700.4.</p>		
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<p>6.02 Prepare a plan to establish waterside protection for assigned high value assets in accordance with Naval Warfare Publication-39 (A), Port Security Unit (PSU) Required Operational Capability (ROC)/Projected Operational Environment (POE), OPNAVINST/COMDTINST 3501.49 and Marine Safety Manual, Volume VII, (Port Security), COMDTINST M16000.12 (series), Chapter 7.</p> <p>7.01 Prepare a draft notice of proposed rulemaking for a security zone in accordance with Marine Safety Manual, Volume I, COMDTINST M16000.6 (series), Chapter 1 and 33 CFR 165.</p>		
C. COMBATTING TERRORISM		
<p>4.01 Define the terms "anti-terrorism" and "counter-terrorism" and describe the Coast Guard's primary role in each in accordance with the Marine Safety Manual-Volume VII (Port Security), COMDTINST M16000.12 (series), Chapter 6.</p>		
<p>4.02 Perform an orientation site visit to area law enforcement agencies and military units that may serve as local intelligence sources for threat information in accordance with Marine Safety Manual-Volume VII (Port Security), COMDTINST M16000.12 (series), Chapter 6 and Physical Security Manual, COMDTINST M5530.1 (series), Chapter 5.</p>		
<p>4.03 Respond to a simulated bomb threat in accordance with Marine Safety Manual-Volume VII (Port Security) COMDTINST M16000.12 (series), Chapter 6 and Physical Security Manual, COMDTINST M5530.1B, Chapter 12.</p>		
<p>5.01 Implement measure five from the "Suggested Protective Measures" in response to a simulation of THREATCON ALPHA in accordance with Physical Security Manual, COMDTINST M5530.1 (series), Chapter 5.</p>		
<p>5.02 Contact area law enforcement agencies and military units to update liaison information contained in the unit's Maritime Counter-terrorism Contingency Plan in accordance with Marine Safety Manual-Volume W (Port Security) COMDTINST M16000.12 (series), Chapter 6 and Physical Security Manual, COMDTINST M5530.1 (series), Chapter 5.</p>		
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<p>6.01 Complete a site risk, vulnerability and threat assessment in accordance with (Port Security), Marine Safety Manual-Volume VII (series), COMDTINST M16000.12, Chapters 2 and 3</p> <p>5.02 Prepare a local CG directive for response to THREATCON ALPHA in accordance with Physical Security Manual, COMDTINST M5530.1 (series), Chapter 5.</p> <p>7.01 Serve as a liaison to area law enforcement agencies and military units for sharing intelligence information in accordance with COMDTINST C3821.5B, CG Intelligence Collection and Reporting, Marine Safety Manual-Volume VII. (Port Security) COMDTINST M16000.12 (series), Chapter 6 and Physical Security Manual, COMDTINST M5530.1 (series), Chapter 5.</p> <p>D. OPERATIONAL AUTHORITY AND TACTICS</p> <p>4.01 Describe the authority and role of the Captain of the Port (COTP) in executing the port security mission in accordance with Marine Safety Manual-Volume VII (Port Security), COMDTINST M16000.12 (series), Chapter 1, and CFR 33, PARTS 6,125.</p> <p>4.02 Respond to a question from the Captain of a vessel that you have just boarded on your authority as a Coast Guard law enforcement officer to seize vessels, people, property and contraband in accordance with Naval Warfare Publication NWP 9 (Rev. A), The Commander's Handbook on the law of Naval Operations and the Maritime Law Enforcement Manual, COMDTINST M16247.1 (series), Chapter 3.</p> <p>4.03 Review the use of force policy and the rules of engagement and explain the difference between them and when the rules of engagement are used in accordance with Maritime Law Enforcement Manual, COMDTINST M16247.1 (series), Chapter 4, Marine Safety Manual-Volume VII (Port Security) COMDTINST M16000.12 (series), Chapter 7.</p>		
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<p>4.04 Respond to a request for asylum in accordance with Maritime Law Enforcement Manual, COMDTINST M16247.1 (series), Enclosure 17.</p> <p>4.05 Define/describe the following terms and actions associated with executing the port security mission:</p> <ul style="list-style-type: none"> a. Noncombat Operations (OCONUS) b. Limited Access Area (OCONUS and CONUS) c. Security Zone/Authority (OCONUS and CONUS) d. Reaction Zone (OCONUS only) e. Safety Zon/Authority (OCONUS and CONUS) f. Reaction Boat g. Screen Boat h. Fields of Fire i. Joint Rear Area Command j. Harbor Defense Command k. Operational Control (OPCON) l. Tactical Control (TACON) <p>In accordance with the Marine Safety Manual, Volume VII, COMDTINST M16000.12 (series), Chapter 7, Naval Warfare Publication NWP39(A), Naval Coastal Warfare, Port Security Unit Required Operational Capability (R0C) Projected Operational Environment (POE), OPNAVINST/COMDTINST 3501.49 (series), Maritime Law Enforcement Manual , COMDTINST M16247.1 (series), Chapter 2 and 33 CFR, PART 165) Limited Access Area (OCONUS and CONUS) Security Zone/Authority (OCONUS and CONUS) Safety Zone/Authority (OCONUS and CONUS)</p> <p>4.06 Complete the Incident Command System (ICS) "ICS Orientation course in accordance with Incident Command System National Training Curriculum, MODULE 1,I-100.</p> <p>4.07 Given a simulated level 4 requirement for mission oriented personal protection (MOPP) clothing, identify the required items of clothing to be worn in accordance with USMC Marine Battle Skills Training Handbook, 2-16-35 to 2-16-37</p>		
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<p>4.08 State actions to effectively identify and treat casualties of blood, nerve, blister, choking, riot control agents in accordance with USMC Marine Battle Skills Training Handbook 2-16-89 to 2-16-100.</p> <p>5.01 Complete the Riot Gun Familiarization in accordance with Maritime Law Boarding Officer/Boarding Team Member Personal Qualification Standards (PQS) COMDTINST M16247.3 (series), Section 3, Task 3-08.</p> <p>5.02 Qualify with the M-16 rifle in accordance with Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>6.01 Complete the Incident Command System (ICS) "Principals and Features of ICS" course (Incident Command System National Training Curriculum, MODULE 2-6, 1-200)</p>		
E. PORT READINESS AND CONTINGENCY PLANNING		
<p>5.01 Participate as a "player" in a port security exercise that tests the unit's port security contingency plan in accordance with Marine Safety Manual-Volume VII (Port Security) COMDTINST M16000.12 (series), Chapters 2 and 3; Port Security Unit (PSU) Individual Master Training Plan and Personal Qualification Standards, COMDTINST 1540.10.</p>		
<p>6.01 Update facility security inspection data in the unit's Readiness Plan in accordance with Marine Safety Manual-Volume VII (Port Security), COMDTINST M16000.12 (series), Chapter 4.</p>		
<p>6.02 Prepare a physical security plan for a Coast Guard facility in accordance with Physical Security Manual, COMDTINST M5530.1 (series) Chapter 1.</p>		
<p>7.01 Perform as a unit's Assistant Readiness Planning Officer in accordance with Contingency Preparedness Planning Manual, Volume I, Planning Doctrine Policy, COMDTINST M3010.11 (series).</p>		
<p>7.02 Participate as a "controller" or "evaluator" in a port security exercise that tests the unit's port security contingency plan in accordance with Marine Safety Manual- Volume VII (Port Security), COMDTINST M16000.12 (series), Chapters 2 and 3.</p>		
<p>7.03 Perform as a unit's Assistant Command Security Officer in the management of the unit's Physical Security Program in accordance with Physical Security Manual, COMDTINST M5530.1 (series), Chapter 1.</p>		
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<p>7.04 Assist in the development and/or maintenance of the unit's Maritime Counter terrorism Contingency Plan in accordance with Marine Safety Manual, Volume VII, (Port Security), COMDTINST M16000.12 (series), Chapter 6.</p> <p>8.01 Serve as the "chief planner" or "chief evaluator," producing either an exercise plan or an after action evaluation report for a port security exercise that tests the unit's port security contingency plan in accordance with Marine Safety Manual-Volume VII (Port Security), COMDTINST M16000.12 (series), Chapters 2 and 3.</p> <p>P. ADMINISTRATION</p> <p>4.01 Using the Coast Guard standard workstation, perform the following electronic mail functions in accordance with software application manuals:</p> <ul style="list-style-type: none"> a. Create b. Send c. Forward d. Reply e. File f. Delete <p>4.02 Using the Coast Guard standard workstation, produce the following word processing documents in accordance with the Coast Guard Correspondence Manual, COMDTINST M5216.4 (series).</p> <ul style="list-style-type: none"> a. Memorandum b. Coast Guard letter <p>4.03 Using the Coast Guard standard workstation, prepare a CG travel claim form in accordance with existing guidelines and standard practice, Coast Guard Supplement to Joint Federal Travel Regulations, Volume I, Manual, COMDTINST M4600.17 (series).</p> <p>5.01 Given a directive prescribing changes to a CG manual, make the appropriate changes in accordance with Coast Guard Directives System, COMDTINST M5215.6 (series).</p>		
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<p>6.01 Order directives and publications in accordance with Directives, Publications and Reports Index (DPRI), COMDTNOTE 5600.</p> <p>7.01 Review qualification codes related to port security and law enforcement for accuracy and currency and submit results in writing to the Program Manager in accordance with the Coast Guard Enlisted Qualification Codes Manual, COMDTINST M1414.9 (series).</p> <p>8.01 Review Military Requirements (MRN), Standards for Advancement (E-3 through E-9) for accuracy and currency and submit results in writing to the Program Manager in accordance with the Enlisted Performance Qualification Manual, COMDTINST M1414.8 (series).</p> <p>9.01 Review Port Security Specialist performance qualifications (E-4 through E-9) for accuracy and currency and submit results in writing to the Port Security Force. Manager in accordance with the Enlisted Performance Qualification Manual, COMDTINST 1414.8B (series).</p>		
G. TRAINING		
<p>5.01 Instruct Unit Security Division personnel in Personal Qualification Standards (PQS) in accordance with Port Security Unit (PSU) Personal Qualification Standards, COMDTINST 1540.10.</p>		
<p>5.02 Instruct unit personnel in port security tactics in accordance with Marine Safety Manual-Volume VII (Port Security), COMDTINST M16000.12 (series).</p>		
<p>5.03 Instruct unit personnel in physical security principles and techniques in accordance with Physical Security Manual, COMDTINST M5530.1 (series).</p>		
<p>6.01 Instruct unit personnel in "Weapons of Mass Destruction" training to develop and maintain an awareness in accordance with Presidential Decision Directive 39 (PDD 39), "United States Policy on Counter-terrorism," United States Government Interagency Domestic Counter-terrorism Concept of Operations Plan (DRAFT) and other current non-classified information.</p>		
<p>7.01 Prepare a quarterly unit or division training plan as prescribed in the Cutter Training and Qualification Manual, COMDTINST M3502.4 (series) and the Training and Educational Manual, COMDTINST M1500.10 (series).</p>		
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<p>DEFINITIONS</p> <p>ASSESS To determine the rate or amount of compliance with existing regulations or standards.</p> <p>ASSIST To help in a supplemental manner in the performance of a function or task.</p> <p>COMPLETE Finish all tasks related to a function or job, meeting expected minimum requirements.</p> <p>CHIEF EVALUATOR One who is in charge of the evaluation process for an exercise, responsible for the preparation and presentation of a formal evaluation report.</p> <p>CHIEF PLANNER One who is in charge of the planning process for an exercise, responsible for the preparation and presentation of a formal exercise plan.</p> <p>CONTACT An act of establishing formal communications with another person, either mitted or verbal.</p> <p>CONTROLLER A person who is responsible for ensuring that an exercise is conducted in accordance with the exercise plan and the rules of play.</p> <p>COORDINATE Work closely with and/or through different agencies or people to achieve common goals or tasks.</p> <p>DEFINE To determine or identify the essential qualities or meaning of a word or term.</p> <p>DESCRIBE To represent or give an account of in words, consistent with existing references.</p> <p>DETERMINE To decide by choice of alternatives or possibilities.</p> <p>ESTABLISH To set up or bring into existence.</p> <p>EVALUATE To determine the significance or quality of actions performed or of document and plans, by comparison to existing standards or requirements through careful appraisal or study.</p>		
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<p>EVALUATOR a person who is responsible for performing an evaluation, particularly of an exercise.</p> <p>EXERCISE response to a given scenario for the purpose of testing response plans and procedures and training of personnel, usually involving a number of agencies and levels of government</p> <p>IMPLEMENT Carry-out or accomplish an assignment or project in accordance with stated expectations.</p> <p>IDENTIFY Provide a verbal description which accurately establishes the identity of subject.</p> <p>INSPECTION Detailed and structured check for compliance with specific regulations or standards.</p> <p>INSTRUCT Convey subject knowledge and demonstrate skills to teach others.</p> <p>LIAISON A person who establishes and maintains communications with representatives of other organizations to ensure mutual understanding and cooperation in common issues.</p> <p>MANAGE Exercise administrative and supervisory direction of a program, responsible for achievement of program goals.</p> <p>ORGANIZE Set up an administrative structure to address specific objectives.</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>PERFORM Carry out an action to fulfill basic requirements of an assignment or task.</p> <p>PLAYER A person assigned to a specific action role (role playing) during an exercise :e.g., acting as a member of the enemy forces or as a first responder).</p> <p>PREPARE Gathering information and data and assembling to produce a document.</p>		
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<p>QUALIFY Certified as meeting the training, skill or ability requirements for a special purpose.</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>REVIEW To go over or examine critically for the purpose of gaining or refreshing knowledge.</p> <p>SERVE Successfully perform assigned duties</p> <p>SUPERVISE Direct the actions of teams or functions in a manner that effectively meets identified goals and objectives.</p> <p>TEAM LEADER An experienced person who is responsible for the actions of the team and successful completion of the assigned task.</p> <p>TEAM MEMBER May be an entry level person just learning the assigned task or a more experienced person able to perform the task; both would be expected to actively support and assist the Team Leader in the accomplishment of the task.</p> <p>UPDATE Changing documents or records to align them with the correct or most recent information or data.</p> <p>VALIDATE To verify information contained in documents or records for correctness and currency.</p>		
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<p>ACRONYMS</p> <p>CFR Code of Federal Regulations CG Coast Guard COMDTINST Commandant Instruction COTP Captain of the Port ISC Incident Command System MSM Marine Safety Manual WIC Navigation & Vessel Inspection Circular NWP Naval Warfare Publication PSU Port Security Unit SJY Special Interest Vessel USMC United States Marine Corps\</p> <p>REFERENCES</p> <p>USMC Marine Battle Skills Training Handbook, USMC Institute, Washington, D.C. (1993) Physical Security Manual, COMDTINST M5530.1B (series). Marine Safety Manual, Volume VII (Port Security) COMDTINST M16000.12 (series). Port Security Unit (PSU) Operational Doctrine, COMDTINST 3501.53 (series). 33 Code of Federal Regulations (CFR), PARTS 6, 120,125, 128 and 165 Navigation and Vessel Inspection Circular No. 3-96, COMDTPUB P16700.4. CG Intelligence Collection and Reporting, COMDTINST C3821.5B. Port Security Unit Essential Skills Handbook, USCG Pamphlet No. PSU 006, course code: Nonres 2600, (July 1995). Port Security Unit (PSU) Required Operational Capability (ROC) Projected Required Operational Capability/Projected Operational Environment (ROC/POE) for the Coast Guard Port Security Unit Environment Statements, OPNAVINST COMDTINST 3501.49 (series) Maritime Law Enforcement Manual, COMDTINST M16247.1 (series) Boarding Officer/Boarding Team Member Personal Qualification Standard (PQS), COMDTINST M16247.3 (series). Boat Crew Training Manual, COMDTINST M16114.9 (series). Marine Safety Manual, Volume I, COMDTINST M16000.6 (series). Naval Warfare Publication <i>NWP 9</i> (Rev. A), The Commander's Handbook on the law of Naval Operations Incident Command System National Training Curriculum, MODULE 1,I-100 and MODULE 2-6,I-200. Small Arms Manual, COMDSTINST M8000.2 (series). Port Security Unit (PSU) Individual Master Training Plan and Personal Qualification Standards, COMDTINST 1540.10</p>		
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<p>Contingency Preparedness Planning Manual, Volume I, Planning Doctrine and Policy Manual, COMDTINST M3010.11 (series). Coast Guard Correspondence Manual, COMDTINST M5216.4 (series). Coast Guard Supplement to Joint Federal Travel Regulations, Volume I, COMDTINST M4600.17 (series). Coast Guard Directives System, COMDTINST M5215.6 (series). Directives, Publications and Reports Index (DPRI), COMDTNOTE 5600.</p>		
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DEPARTMENT OF
TRANSPORTATION
U.S. COAST GUARD
CG-3303C-27 (Rev. 05-01)

RECORD OF PERFORMANCE QUALIFICATIONS
YN

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard and Coast Guard Reserve 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 re-certified.

RATING			ABBREVIATION
YEOMAN (Effective for the NOV 2002 SWE).			YN
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	INITIAL S	RATE	UNIT

REMARKS

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<u>PERFORMANCE QUALIFICATIONS FOR ADVANCEMENT</u>		
A. Pay and Personnel		
<p>4.01 Counsel members on policies and procedures associated with the following:</p> <ul style="list-style-type: none"> A. Leave B. Bonds and Allotments C. Payment Option Election (POE) D. Family Member Dental Plan (Active/Reserve) E. Emergency Data F. Service member's Group Life Insurance Election <p>In accordance with:</p> <p>Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series) CG Pay Manual, COMDTINST M7220.29 (series) Joint Federal Travel Regulations (JFTR) CG Supplement to the JFTR, COMDTINST M4600.17 (series) CG Personnel Manual COMDTINST M1000.6 (series)</p> <p>4.02 Maintain the Military Personnel Data Record (PDR)</p> <p>In accordance with:</p> <p>Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series)</p> <p>4.03 Calculate the following:</p> <ul style="list-style-type: none"> A. Creditable Service B. Active Duty Base Date C. Pay Base Date D. Expiration of Enlistment E. Date of Rank F. Leave loss G. Leave balance H. Sea time <p>In accordance with:</p> <p>Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series) CG Personnel Manual, COMDTINST M1000.6 (series) CG Pay Manual, COMDTINST M7220.29 (series)</p>		
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<p>4.04 Counsel members on policies and procedures associated with the following Expiration of Enlistment options:</p> <ul style="list-style-type: none"> A. Extension of Enlistment B. Reextension of Enlistment C. Reenlistment D. Retention <p>In accordance with:</p> <p>CG Personnel Manual, COMDTINST M1000.6 (series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)</p> <p>4.05 Using the Leave and Earnings Statement (LES), determine the cause of Pay and Allowance variations and counsel member:</p> <p>In accordance with:</p> <p>Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series) CG Pay Manual, COMDTINST M7220.29 (series) Joint Federal Travel Regulations (JFTR) CG Supplement to the JFTR, COMDTINST M4600.17 (series)</p> <p>4.06 Maintain the integrity and security of personnel data stored in electronic or paper form from unauthorized release or disclosure:</p> <p>In accordance with:</p> <p>Military Personnel Data Records (PDR) System, COMDINST M1080.10 (series) Coast Guard Freedom of Information and Privacy Acts Manual, COMDTINST M5260.3 (series)</p> <p>4.07 Counsel member on policies and perform the procedures to resolve the following:</p> <ul style="list-style-type: none"> A. Non-receipt of pay B. Lost or missing savings bonds <p>In accordance with:</p> <p>Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series) CG Pay Manual, COMDTINST M7220.29 (series)</p>		
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<p>4.08 Counsel members on eligibility entitlements and procedures associated with the following allowances:</p> <ul style="list-style-type: none"> A. Housing B. Subsistence C. Family Separation D. Cost of Living <p>In accordance with:</p> <p>CG Pay Manual, COMDTINST M7220.29 (series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series) Joint Federal Travel Regulations (JFTR)</p> <p>5.01 Counsel members on eligibility entitlements and procedures associated with the following special pay entitlements:</p> <ul style="list-style-type: none"> A. Career Sea Pay B. Career Sea Pay Premium C. Hostile Fire or Imminent Danger Pay D. Hardship Duty Pay for Location (HDP-Location) E. Special Duty Assignment Pay (SDAP) <p>In accordance with:</p> <p>CG Pay Manual, COMDTINST M7220.29 (series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series) Special Duty Assignment Pay, COMDTINST 1430.10 (series)</p> <p>5.02 Complete the necessary documentation for the following:</p> <ul style="list-style-type: none"> A. Unauthorized Absence B. Civil Arrest/Conviction C. NJP proceedings <p>In accordance with:</p> <p>CG Personnel Manual, COMDTINST M1000.6 (series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series) CG Military Justice Manual, COMDTINST M5810.1 (series) CG Military Personnel Security Program Manual, COMDTINST M5520.12 (series)</p>		
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<p>5.03 Calculate and counsel members on the following bonuses:</p> <ul style="list-style-type: none"> A. Selective Reserve Enlisted Bonus B. Active Duty Reenlistment Bonus <p>In accordance with:</p> <p>Reenlistment Bonus Programs Administration, COMDTINST 7220.33 (series) CG Pay Manual, COMDTINST M7220.29 (series) Selected Reserve (SELRES) Enlisted Bonus Programs, COMDTINST 7220.1 (series)</p> <p>5.04 Counsel member on eligibility, entitlements and procedures for obtaining the following Armed Forces Identification Cards:</p> <ul style="list-style-type: none"> A. Active Duty B. Dependent C. Selective Reserve D. Retired <p>In accordance with:</p> <p>Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series) CG Personnel Manual, COMDTINST M1000.6 (series)</p> <p>5.05 Calculate deductible time for the following:</p> <ul style="list-style-type: none"> A. Creditable Service B. Active Duty Base Date C. Pay Base Date D. Expiration of Enlistment E. Date of Rank F. Leave loss G. Leave balance H. Sea time <p>In accordance with:</p> <p>Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series) CG Personnel Manual, COMDTINST M1000.6 (series) CG Pay Manual, COMDTINST M7220.29 (series)</p>		
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<p>6.01 Counsel member on policies and procedures and assist in the Preparation of a request for humanitarian assignment:</p> <p>In accordance with:</p> <p>CG Personnel Manual, COMDTINST M1000.6 (series)</p> <p>6.02 Counsel member on policies and procedures associated with the following separations:</p> <p>A. Retirement B. Discharge C. RELAD</p> <p>In accordance with:</p> <p>CG Personnel Manual, COMDTINST M1000.6 (series) Certificate of Release or Discharge from Active Duty, DD Form 214, Instruction for preparation and distribution, COMDTINST M1900.4 (series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)</p> <p>6.03 Counsel and assist member in preparing request for the following:</p> <p>A. Remission of Indebtedness B. Waiver of Indebtedness</p> <p>In accordance with:</p> <p>Personnel and Pay Procedure Manual, HRSICINST M1000.2 (series) CG Pay Manual, COMDTINST M7220.29 (series)</p> <p>6.04 Counsel members on eligibility, entitlements and procedures for the following pay entitlements:</p> <p>A. Aviation Career Incentive Pay (ACIP) B. Hazardous Duty Incentive Pay (HDIP) C. Flight Deck Hazardous Duty Incentive Pay (FDHDIP)</p> <p>In accordance with:</p> <p>CG Personnel Manual, COMDTINST M1000.6 (series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)</p>		
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<p>6.05 Counsel member on entitlement, recoupment, and election procedures for the Career Status Bonus (CSB)</p> <p>In accordance with:</p> <p>ALCOAST 190/01 CG Personnel Manual, COMDTINST M1000.6 (series) CG Pay Manual, COMDTINST M7220.29 (series)</p> <p>7.01 Counsel member and calculate Annuities and Premiums for the Survivor Benefit Plan (SBP)</p> <p>In accordance with:</p> <p>CG Personnel Manual, COMDTINST M1000.6 (series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)</p> <p>7.02 Prepare Administrative Discharge Recommendations</p> <p>In accordance with:</p> <p>CG Personnel Manual, COMDTINST M1000.6 (series) CG Reserve Policy Manual, COMDTINST M1001.28 (series)</p> <p>B. Travel and Transportation</p> <p>4.01 Determine eligibility, calculate and counsel members on the following PCS entitlements:</p> <p>A. Advance Pay B. Advance Pay and Allowances C. Dislocation Allowance (DLA) D. Temporary Lodging Expense (TLE) E. MALT and Per Diem F. Temporary Lodging Allowance (TLA)</p> <p>In accordance with:</p> <p>Joint Federal Travel Regulations (JFTR) CG Supplement to the JFTR, COMDTINST M4600.17 (series) CG Pay Manual, COMDTINST M7220.29 (series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)</p>		
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<p>4.02 Counsel member on policies and procedures concerning types of travel orders, entitlements, and options for the following reserve orders:</p> <ul style="list-style-type: none"> A. IDT single B. IDT multiple C. IDT Appropriate duty D. ADSW-AC E. ADSW-RC F. ADT <p>In accordance with:</p> <p>Joint Federal Travel Regulations (JFTR) CG Supplement to the JFTR, COMDTINST M4600.17 (series) CG Pay Manual, COMDTINST M7220.29 (series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series) CG Personnel Manual, COMDTINST M1000.6 (series) CG Reserve Policy Manual, COMDTINST M1001.28 (series)</p> <p>4.03 Counsel member on policies, procedures, entitlements, and options for TAD (TDY) orders, and prepare the same.</p> <p>In accordance with:</p> <p>Joint Federal Travel Regulations (JFTR) CG Supplement to the JFTR, COMDTINST M4600.17 (series) CG Pay Manual, COMDTINST M7220.29 (series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series) CG Personnel Manual, COMDTINST M1000.6 (series)</p> <p>4.04 Demonstrate the ability to Navigate CG Human Resources Management System (CGHRMS) panels/pages, then extract information from the “Airport Terminal” regarding TDY and PCS orders and forward it via e-mail or message traffic:</p> <p>In accordance with:</p> <p>Online CGHRMS documentation at HRSIC's web site.</p>		
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<p>5.01 Counsel member on policies and procedures concerning types of travel orders, entitlements, and options for the following:</p> <ul style="list-style-type: none"> A. TEMDU/PCS B. PCS C. Class "A" School <p>In accordance with:</p> <p>Joint Federal Travel Regulations (JFTR) CG Supplement to the JFTR, COMDTINST M4600.17 (series) Policies and Procedures Concerning Travel Orders to Class "A" School Of Less than 20 Weeks, COMDTINST 4600.15 (series) CG Personnel Manual, COMDTINST M1000.6 (series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)</p> <p>6.01 Counsel member on policies and procedures associated with the following:</p> <ul style="list-style-type: none"> A. Storage entitlements B. Self-Procured Method of Transportation C. Shipment of privately owned vehicle (POV) D. Unaccompanied baggage E. Household goods (HHG) <p>In accordance with:</p> <p>Joint Federal Travel Regulations (JFTR) Personnel Property Transportation Manual, COMDTINST M4050.6 (series) CG Supplement to the JFTR, COMDTINST M4600.17 (series)</p>		
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<p>C. Administration</p> <p>4.01 Prepare the following correspondence:</p> <ul style="list-style-type: none"> A. Coast Guard letter B. Business letter C. Rapidraft letter D. Memorandum E. Separate page endorsement <p>In accordance with:</p> <p>Correspondence Manual, COMDTINST M5216.4 (series) Standard Subject Identification Codes (SSIC) Manual, COMDTINST M5210.5 (series) Standard Distribution List, COMDTNOTE 5605 Correspondence Standards, COMDTINST 5216.17 (series)</p> <p>4.02 Maintain a directives library to include the following:</p> <ul style="list-style-type: none"> A. Enter changes to directives B. File directives C. Order directives D. Request allowance changes <p>In accordance with:</p> <p>The Coast Guard Directives System, COMDTINST M5215.6 (series) Paperwork Management Manual, COMDTINST M5212.12 (series) Directives, Publications & Reports Index (DPRI), COMDTNOTE 5600</p> <p>4.03 Demonstrate the ability to touch type a five-minute timed writing of at least 20 net words per minute, with no more than one error in accordance with:</p> <p>Enlisted Qualifications Manual, COMDTINST M1414.8 (series)</p> <p>4.04 Prepare Administrative Remarks (CG-3307) in accordance with:</p> <p>Preparation and Submission of Administrative Remarks, COMDTINST 1000.14 (series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)</p>		
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RATING: Yeoman (YN)	INIT	DATE
<p>5.01 Maintain unit correspondence files in accordance with:</p> <p>Standard Subject Identification Codes (SSIC) Manual, COMDTINST M5210.5 (series) Paperwork Management Manual, COMDTINST M5212.12 (series)5.02</p> <p>5.02 Prepare the following directives:</p> <p>A. Instruction B. Notice</p> <p>In accordance with:</p> <p>The Coast Guard Directives System, COMDTINST M5215.6 (series) Standard Subject Identification Code (SSIC), COMDTINST M5210.5 (series)</p> <p>7.01 Counsel members and assist in the preparation of the following applications:</p> <p>A. Personnel Records Review Board Request B. Board of Correction for Military Records</p> <p>In accordance with:</p> <p>CG Personnel Manual, COMDTINST M1000.6 (series) Personnel Records Review Board, COMDTINST 1070.10 (series)</p> <p>7.02 Apply the writing standards (short paragraphs, topic sentences, etc.) in the CG Correspondence Manual, COMDTINST M5216.4 (series) to draft the following:</p> <p>A. Correspondence B. Administrative Remarks (CG-3307)</p> <p>8.01 Draft the following using writing standards (short paragraphs, topic sentences, etc.) in the CG Correspondence Manual, COMDTINST M5216.4 (series):</p> <p>A. Instructions B. Notices</p>		
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RATING: Yeoman (YN)	INIT	DATE
<p>9.01 Review the YN Performance Qualifications for accuracy and applicability against current policies and procedures. Submit written recommendations for changes to the Yeoman Force Manager.</p> <p>(Note: If no changes are recommended, notification to the Force Manager is not needed).</p>		
<p>NAME (<i>Last, First, Middle Initial</i>)</p>	<p>SOCIAL SECURITY NO.</p>	