

**RECORD OF PROFESSIONAL MILITARY EDUCATION (PME)
RECRUIT ORIENTATION REQUIREMENTS (FOR E-2)****INSTRUCTIONS**

COAST GUARD ORIENTATION REQUIREMENTS These CG Orientation Performance and Knowledge Requirements shall be completed for all enlisted personnel of the Coast Guard as outlined in the Enlisted Professional Military Education Manual, [COMDTINST M1510.2](#) (series). The Knowledge and Performance Requirements are based on the 17 Optimal Characteristics of the Non-Rate Workforce Structure Study (NWSS) and portions of the CG 28 Leadership Competencies as validated by the Enlisted E-2 through E-4 PME Needs Assessment Study of 2006. The E-2 apprentice level CG Orientation Requirements contain elements that are especially suited for recruit basic indoctrination training.

PERFORMANCE REQUIREMENTS Personnel are required to demonstrate proficiency in all Performance Requirements. Requirements previously demonstrated, dated, and initialed off are not required to be re-certified.

KNOWLEDGE REQUIREMENTS Knowledge Requirements are not required to be witnessed and signed-off as completed. However, these requirements contain foundational information for the development of a competent Coast Guardsman and the information is also used as testable material for all levels of enlisted service-wide competition advancement exams.

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

REQUIREMENTS NUMBERING SYSTEM – EXAMPLE: 2.A.01-P

The number **2** indicates an E-2 Requirement level.

The letter **A** indicates the subject section of the Requirements.

The number **.01** indicates the first (1st) Requirement in the subject section.

The letter **P** indicates that this is a Performance Requirement (Knowledge Requirements have letter **K** designators).

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

- Unit's hardcopy (paper) library of Directives and Publications.
- U. S. Coast Guard Directives System CD-ROM accessible from the Start Menu under USCG Applications
- U. S. Coast Guard Directives System Intranet site accessible at CG Central in the Resources tab
- U. S. Coast Guard Directives System Internet site accessible at <http://www.uscg.mil/directives>

TITLE:**E2 PME Requirements****ABBREVIATION:****E-2****DATE COMPLETED:****NAME:** *(Last, First, Middle Initial)***EMPLID NUMBER:**

SIGNATURE OF SUPERVISOR

DATE	NAME/SIGNATURE	INITIALS	RATE	UNIT

REMARKS

NAME *(Last, First, Middle Initial)*

EMPLID NUMBER

RATING: RECRUIT ORIENTATION REQUIREMENTS (FOR E-2)	INIT	DATE
<p><u>COAST GUARD PERFORMANCE REQUIREMENTS FOR E2</u></p> <p>A. COURTESIES, DRILLS AND CEREMONIES</p> <p>2.A.01-P RENDER a hand salute in accordance with the Marine Corps Drill and Ceremonies Manual, COMDTINST M5060.11 (series).</p> <p>2.A.02-P RENDER a greeting appropriate to rank and time of day in accordance with the Marine Corps Drill and Ceremonies Manual, COMDTINST M5060.11 (series).</p> <p>2.A.03-P PARTICIPATE as a member of a Colors Detail in accordance with the Marine Corps Drill and Ceremonies Manual, COMDTINST M5060.11 (series).</p> <p>2.A.04-P RENDER military courtesies to the National Ensign or Anthem under the following conditions in accordance with the Naval Telecommunications Procedures Manual, Chapter 13, Flags, Pennants and Customs (NTP 13 series):</p> <ul style="list-style-type: none"> a. standing in ranks b. in uniform and covered (same as f.) c. in uniform and uncovered but not in ranks d. in a boat e. in civilian clothes f. outdoors, flag in view (same as b.) g. outdoors, flag not in view h. outdoors under a covering, in uniform, and covered i. outdoors under a covering, in uniform, and not covered j. in a vehicle when traffic safety permits halting the vehicle k. flag ceremony inside a building l. flag passing in parade m. anthem played inside a building, flag not displayed <p>2.A.05-P PERFORM the following rifle movements in accordance with the Marine Corps Drill and Ceremonies Manual, COMDTINST M5060.11 (series).</p> <ul style="list-style-type: none"> a. order arms b. right & left shoulder arms c. trail arms d. port arms e. present arms <p>2.A.06-P PERFORM the following rifle salutes in accordance with the Marine Corps Drill and Ceremonies Manual, COMDTINST M5060.11 (series).</p> <ul style="list-style-type: none"> a. order arms b. right shoulder arms c. trail arms 		
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RATING: RECRUIT ORIENTATION REQUIREMENTS (FOR E-2)	INIT	DATE
<p>2.A.07-P PERFORM the following drill movements with and without arms in accordance with the Marine Corps Drill and Ceremonies Manual, COMDTINST M5060.11 (series):</p> <ul style="list-style-type: none"> a. position of attention b. right/left face c. about face d. half right/half left face e. parade rest f. at ease g. dress right dress h. close interval dress right/left dress i. open/close ranks j. break ranks k. report front and center and post for award ceremonies l. cover/uncover (without arms only) m. eyes right/eyes left <p>2.A.08-P PERFORM the following marching movements with and without arms in accordance with the Marine Corps Drill and Ceremonies Manual, COMDTINST M5060.11 (series):</p> <ul style="list-style-type: none"> a. forward march b. right/left flank c. double time d. halt e. mark time f. half-step g. right/left step h. back step i. to the rear (without weapons only) j. change step k. column left/right l. eyes right/left m. right/left oblique <p>B. MILITARY JUSTICE AND CODE OF CONDUCT</p> <p>(See Coast Guard Knowledge Requirements for E2)</p> <p>C. SECURITY REGULATIONS</p> <p>(See Coast Guard Knowledge Requirements for E2)</p>		
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<p>D. SEAMANSHIP</p> <p>2.D.01-P EXECUTE the following helm commands as directed using a helm simulator and proper response, execute and advise terminology in accordance with the Boat Operations and Training (BOAT) Manual, Volume II, COMDTINST M16114.33 (series), the Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), The Watch Officers' Guide (Naval Institute Press) and The Coast Guardsman's Manual (current edition):</p> <ol style="list-style-type: none"> Right/Left five (ten, etc.) degrees rudder Right/Left standard rudder Right/Left full rudder Increase your rudder to _____ degrees Ease your rudder _____ to degrees Shift your rudder Mind your helm How's your rudder Mark your head Command Sir/Ma'am Come right/left to _____ degrees Steering Course _____, checking course _____ <p>2.D.02-P PERFORM line-handling procedures in accordance with the Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), the Personnel Qualification Standard for Deck Seamanship (NAVEDTRA 43127, and the Coast Guardsman's Manual (current edition)).</p> <p>2.D.03-P TIE the following knots in accordance with the Boat Crew Seamanship Manual, COMDTINST M16114.5 (series) and The Coast Guardsman's Manual (current edition):</p> <ol style="list-style-type: none"> Square Knot Bowline Clove Hitch Slip Clove Hitch Round Turn with Two Half Hitches <p>2.D.04-P IDENTIFY different types and characteristics of line in accordance with the Boat Crew Seamanship Manual COMDTINST M16114.5 (series) and The Coast Guardsman's Manual (current edition).</p> <p>2.D.05-P DON a Type-1 PFD in accordance with the Coast Guard Rescue and Survival Systems Manual COMDTINST M10470.10 (series), the Boat Crew Seamanship Manual COMDTINST M16114.5 (series) and the Manufacturers Instructions.</p> <p>SupGuide: To include demonstration of proper stowage techniques.</p>		
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<p>E. UNIFORM STANDARDS, MEDALS, AND AWARDS</p> <p>2.E.01-P WEAR the following uniforms in accordance with the Uniform Regulations Manual COMDTINST M1020.6 (series):</p> <ul style="list-style-type: none"> a. Service dress blue b. Tropical Blue Long c. Operational Dress Uniform <p>2.E.02-P DEMONSTRATE proper grooming standards in accordance with the Uniform Regulations, COMDTINST M1020.6 (series).</p> <p>F. CAREER DEVELOPMENT</p> <p>2.F.01-P COMPLETE Montgomery GI Bill form (DD-2366) in accordance with Montgomery GI Bill (MGIB) Active Duty Education Assistance Program, COMDTINST 1760.9 (series).</p> <p>G. FIRST AID & SURVIVAL</p> <p>2.G.01-P PERFORM basic CPR in accordance with certification standards set forth in the U. S. Coast Guard Boat Operations and Training (BOAT Manual, Volume II, COMDTINST M16114.33 (series) and the American Red Cross.</p> <p>2.G.02-P PERFORM basic First Aid in accordance with certification standards set forth in the U. S. Coast Guard Boat Operations and Training (BOAT Manual, Volume II, COMDTINST M16114.33 (series) and U. S. Navy Fleet Exercise Publication 4, Rev. A (FXP 4 REV A).</p> <p>2.G.03-P RESPOND to simulated personnel injuries and casualties in accordance with certification standards set forth in the U. S. Coast Guard Boat Operations and Training (BOAT Manual, Volume II, COMDTINST M16114.33 (series) and U. S. Navy Fleet Exercise Publication 4, Rev. A (FXP 4 REV A).</p> <p>2.G.04-P DEMONSTRATE the survival float techniques outlined in the U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume II, COMDTINST M16114.33 (series).</p> <p>2.G.05-P COMPLETE the following by entering the water feet first from a minimum height of 1.5 meters and:</p> <ul style="list-style-type: none"> a. Swim 100 meters unassisted within five minutes b. Remain afloat unassisted for an additional five minutes 		
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<p>H. FITNESS, WELLNESS, & QUALITY OF LIFE</p> <p>2.H.01-P ACHIEVE the weight and physical fitness standards outlined in the Boat Crew Seamanship Manual, COMDTINST M16114.5 (series) and U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I, COMDTINST M16114.32 (series), Weight/Fitness Standards CIM_1020.8F.</p> <p>I. COAST GUARD HISTORY, TRADITIONS, AND VALUES</p> <p>2.I.01-P DEMONSTRATE the Coast Guard's core values in accordance with U.S. Coast Guard Publication 1.</p> <p>J. SAFETY</p> <p>2.J.01-P APPLY the appropriate safety precautions in accordance with Safety and Environmental Health Manual COMDTINST M5100.47 (series), Coatings and Color Manual COMDTINST M10360.3 (series), Ordnance Manual COMDTINST M8000.2 (series), Electronics Manual COMDTINST M10550.25 (series), Naval Engineering Manual COMDTINST M9000.6 (series), Brady Emergency Care (current edition) by Michael O'Keefe and the Code of Federal Regulations 33CFR159-7 and 33CFR151-57 for:</p> <ul style="list-style-type: none"> a. Hearing Protection b. Eye Protection c. Respiratory Protection d. Heat Stress e. HAZCOM 		
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RATING: RECRUIT ORIENTATION REQUIREMENTS (FOR E-2)	INIT	DATE
<p>K. DAMAGE CONTROL</p> <p>2.K.01-P DEMONSTRATE the procedures to follow upon discovery of a fire in accordance with the Naval Ships' Technical Manual, Chapter 555, Vol. 1, Surface Ship Firefighting (NSTM S9086-S3-STM-010 (current edition)), and the Shipboard Firefighting Learning Reference Guide (Chapter 6) of the Special and Emergency Operations and Procedures (SEOPS) Training Manual LANTAREAINST M3502.1 (series).</p> <p>2.K.02-P OPERATE a portable fire extinguisher in accordance with the Naval Engineering Manual, COMDTINST M9000 (series); Naval Ships Technical Manual (NSTM), Chapter 555 and 079 Vol. 2, the Boat Operations and Training (BOAT) Manual, Volume II, COMDTINST M16114.33 (series), and Boat Crew Seamanship Manual, COMDTINST M16114.5 (series).</p> <p>SupGuide: Demonstration of the use of various portable fire extinguishers and extinguishing agents for each class of fire and its associated fuel source. Refer to 2.K.01-K. (May give instruction by simulation using compressed air and/or inert powder canisters)</p> <p>2.K.03-P PARTICIPATE as a member of a fire-fighting team in the following positions in accordance with the Naval Ships' Technical Manual, Chapter 555, Vol. 1, Surface Ship Firefighting (NSTM S9086-S3-STM-010 (current edition)), the Shipboard Firefighting Learning Reference Guide (Chapter 6) of the Special and Emergency Operations and Procedures (SEOPS) Training Manual LANTAREAINST M3502.1 (series) and The Coast Guardsman's Manual (current edition):</p> <ul style="list-style-type: none"> a. Nozzle-man b. Hose-man c. Plug-man <p>L. SMALL ARMS</p> <p>2.L.01-P FIRE the Coast Guard Basic Pistol Marksmanship Course (CGBPMC) in accordance with the Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>SupGuide: Personnel identified for assignment to billets/units requiring CGBPMC qualification may be allowed a second opportunity to qualify.</p> <p>M. COAST GUARD ORGANIZATION</p> <p>2.M.01-P DEMONSTRATE the proper use of your Chain of Command as outlined in The Coast Guardsman's Manual (current edition).</p>		
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<p>N. COMMUNICATIONS</p> <p>2.N.01-P DEMONSTRATE effective communications (informal/formal) in accordance with Learn to Communicate, by USCG Performance Systems School; (1996:Crisp Publications), Listen Up! Hear What's Being Said (by Dugger, J. West Des Moines, IA: Nation Press Publications, and Handbook for Facilitators (by Pfeiffer, J. W. and J. E. Jones, LaJolla, CA: University Associates).</p> <p>2.N.02-P DEMONSTRATE proper radio/telephone etiquette and procedures in accordance with the Radiotelephone Handbook, COMDTINST M2300.7 (series) and The Coast Guardsman's Manual.</p> <p>2.N.03-P PRONOUNCE the phonetic alphabet and numbers 0-9 as stated in the Radiotelephone Handbook, COMDTINST M2300.7 (series) and The Coast Guardsman's Manual.</p> <p>O. WATCHSTANDING</p> <p>2.O.01-P DEMONSTRATE proper security watch-standing procedures in accordance with the Physical Security & Force Protection Program COMDTINST M5530.1 (series), Shipboard Regulations Manual COMDTINST M5000.7 (series), section 2-64-1 and The Coast Guardsman's Manual (current edition).</p> <p>P. ADMINISTRATION & PERSONAL FINANCES</p> <p>2.P.01-P COMPLETE a "First Unit Reporting Guide" for your first unit Permanent Change of Station (PCS) move in accordance with the Personnel Manual, COMDTINST M1000.6.</p> <p>2.P.02-P PREPARE worksheets for Permanent Change of Station (PCS) assignment IAW the Personnel, Pay, and Procedures (PPPM) Manual, PSCINST M1000.2 (series):</p> <ul style="list-style-type: none"> • PCS Departing/Separation Worksheet, Form CG PSC-2000, • PCS Travel Entitlements Worksheet, Form CG PSC-2003, and • Advances Worksheet, Form CG PSC-2010. <p>Q. LEADERSHIP AND SUPERVISION</p> <p>2.Q.01-P DEMONSTRATE ethical standards of conduct in accordance with Code of Federal Regulations 49 CFR Part 99 and Standards of Ethical Conduct, COMDTINST M5370.8.</p> <p>2.Q.02-P DEMONSTRATE respect for others in accordance with the Coast Guard Equal Opportunity Program Manual, COMDTINST M5350.4 (series).</p> <p>SupGuide: Use scenario-based learning methods to provide examples of respect for personnel status, ethnicity and cultural diversity.</p> <p>-- END OF PERFORMANCE REQUIREMENTS --</p>		
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<p style="text-align: center;"><u>COAST GUARD KNOWLEDGE REQUIREMENTS FOR E2</u></p> <p>A. COURTESIES, DRILLS AND CEREMONIES</p> <p style="padding-left: 40px;">(See Coast Guard Performance Requirements for E2)</p> <p>B. MILITARY JUSTICE AND CODE OF CONDUCT</p> <p>2.B.01-K EXPLAIN how the six articles of the Code of Conduct relate to the Coast Guard core values in accordance with Executive Order 10631 (as Amended) and U.S. Coast Guard Publication 1.</p> <p>2.B.02-K IDENTIFY UCMJ violations and corresponding punishments one may receive for them as outlined in the Personnel Manual, COMDTINST M1000.6 (series) and U.S. Manual for Court Martial (current edition) Part IV Punitive Articles.</p> <p style="padding-left: 40px;">SupGuide: To include types and purposes of a court martial.</p> <p>C. SECURITY REGULATIONS</p> <p>2.C.01-K COMPREHEND the following five levels of terrorist threat conditions IAW The Physical Security and Force Protection Program, COMDTINST M5530.1 (series):</p> <ul style="list-style-type: none"> a. Low (Green) b. Guarded (Blue) c. Elevated (Yellow) d. High (Orange) e. Severe (Red) <p>2.C.02-K COMPREHEND the following force protection conditions (FPCON) IAW The Physical Security and Force Protection Program, COMDTINST M5530.1 (series):</p> <ul style="list-style-type: none"> a. FPCON Normal b. FPCON Alpha c. FPCON Bravo d. FPCON Charlie e. FPCON Delta 		
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<p>D. SEAMANSHIP</p> <p>2.D.01-K IDENTIFY the following shipboard structures, deck fittings, components, directions, and design and stability terminology in accordance with the Boat Crew Seamanship Manual COMDTINST M16114.5 (series) and The Coast Guardsman's Manual (current edition):</p> <ul style="list-style-type: none"> a. Bulkhead b. Deck c. Bow d. Stern e. Foc'sle f. Mast g. Fantail h. Stanchion i. Cleat j. Ground tackle k. Capstan l. Chock m. Bitt n. Bollard o. Stem p. Hatch q. Door r. Scuttle s. Ladder t. Brow u. Jackstaff v. Flagstaff w. Port x. Starboard y. Port/Starboard Bow z. Port/Starboard Quarter aa. Windward/Leeward bb. Inboard/Outboard cc. Athwartship 		
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RATING: RECRUIT ORIENTATION REQUIREMENTS (FOR E-2)	INIT	DATE
<p>2.D.02-K LIST the basic duties of the following boat crew members as outlined in the Boat Crew Seamanship Manual, COMDTINST M16114.5 (series):</p> <ul style="list-style-type: none"> a. Boat Crewman b. Coxswain c. Engineer <p>2.D.03-K MATCH billet positions and action taken during drills and emergencies as directed by the Watch Quarter and Station Bill (WQSB) as outlined in The Coast Guardsman's Manual (current edition):</p> <ul style="list-style-type: none"> a. General Quarters b. General Emergency c. Man Overboard d. Abandon Ship <p>E. UNIFORM STANDARDS, MEDALS, AND AWARDS</p> <p>2.E.01-K RECOGNIZE ratings and pay grades E1 through E9 and the Master Chief Petty Officer of the Coast Guard by sleeve insignia and collar devices as outlined in the Personnel Manual, COMDTINST M1000.6 (series) and The Coast Guardsman's Manual (current edition).</p> <p>2.E.02-K RECOGNIZE Coast Guard officer's ranks by identifying their shoulder boards, collar devices, sleeve markings, and head gear as outlined in the Personnel Manual, COMDTINST M1000.6 (series) and The Coast Guardsman's Manual (current edition).</p> <p>2.E.03-K LIST the requirements for earning a Coast Guard Good Conduct Medal according to the CG Medals and Awards Manual, COMDTINST M1650.25 (series) and the Personnel Manual, COMDTINST M1000.6 (series).</p> <p>F. CAREER DEVELOPMENT</p> <p>2.F.01-K IDENTIFY CG ratings by duties, typical assignments, advancement opportunity, and sea/shore rotations in accordance with the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series), the Personnel Manual, COMDTINST M1000.6 (series), and the Enlisted Billet Manual, COMDTINST M5320.6 (series).</p> <p>2.F.02-K OUTLINE the path of advancement from E-2 to E-4 for a specific rating in accordance with the Enlisted Performance Qualifications Manual COMDTINST M1414.8 (series), the Enlisted Professional Military Education Manual COMDTINST M1510.2 (series) and the Personnel Manual COMDTINST M1000.6 (series).</p> <p>2.F.03-K IDENTIFY your "A" school eligibility in accordance with the Personnel Manual, COMDTINST M1000.6 (series) and Training and Education Manual, COMDTINST M1500.10 (series).</p>		
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RATING: RECRUIT ORIENTATION REQUIREMENTS (FOR E-2)	INIT	DATE
<p>G. FIRST AID & SURVIVAL</p> <p>2.G.01-K SELECT the following signaling equipment for its appropriate use in accordance with the Boat Crew Seamanship Manual COMDTINST M16114.5 (series), the Coast Guard Boat Operations and Training (BOAT) Manual Volume 2 COMDTINST M16114.33 (series), the Coast Guard Survival Systems Manual COMDTINST M10470.10 (series) and The Coast Guardsman's Manual (current edition).</p> <ul style="list-style-type: none"> a. Signal Mirror b. Illumination Signal Kit c. Smoke and Illumination Signal Kit d. Personal Marker Light e. Signal Whistle f. Distress Signal Light (strobe light) g. Signal Illumination, White Star Parachute <p>H. FITNESS, WELLNESS, & QUALITY OF LIFE</p> <p>2.H.01-K DESCRIBE the symptoms of stress and methods for effectively overcoming stress in accordance with StressMap: Personal Diary Edition and the Coast Guard Work-Life Stress Management Program sponsored by CG-111 (http://www.uscg.mil/hq/g-w/g-wk/wkw/HP/stress_mgt.htm)</p> <p>2.H.02-K LIST potential consequences of abusing controlled substances and how these consequences would affect a member's CG career as outlined in Fit & Well, 5th edition, by Fahey, Insel, & Roth, the Personnel Manual, COMDTINST M1000.6 (series) and Coast Guard Health Promotion Manual, COMDTINST M6200.1 (series).</p> <p>SupGuide: To include Substance Abuse Free Environment (SAFE) basic GMT training.</p> <p>2.H.03-K LIST examples, signs, and symptoms of addictive behavior and the resources available to you for effectively dealing with addictive behavior in accordance with Fit & Well, 5th edition, by Fahey, Insel, & Roth and Coast Guard Health Promotion Manual, COMDTINST M6200.1 (series).</p> <p>SupGuide: To include an overview of the CG's policy on tobacco use/abuse.</p> <p>2.H.04-K EXPLAIN your role in suicide prevention in accordance with The Surgeon General's Call to Action to Prevent Suicide 1999 and Suicide Prevention, COMDTINST 1734.1 (series).</p>		
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<p>2.H.05-K LIST the different methods of contraception in accordance with <u>Brady Emergency Care</u> (current edition), by Michael O'Keefe, <u>Fit & Well</u>, 5th edition, by Fahey, Insel, & Roth.</p> <p>2.H.06-K LIST causes, symptoms, and prevention methods of Sexually Transmitted Diseases and HIV (AIDS) in accordance with <u>Brady Emergency Care</u> (current edition) by Michael O'Keefe.</p> <p>2.H.07-K LIST the procedures for reporting rape and sexual assault in accordance with Reporting of Rape and Sexual Assault, <u>COMDTINST 1754.10</u> (series).</p> <p>2.H.08-K COMPREHEND the CG's policy on hazing and harassment in accordance with the Personnel Manual, <u>COMDTINST M1000.6</u> (series).</p> <p>2.H.09-K COMPREHEND the CG's policy concerning inappropriate relationships in accordance with the Personnel Manual, <u>COMDTINST M1000.6</u> (series).</p> <p>I. COAST GUARD HISTORY, TRADITIONS, AND VALUES</p> <p>2.I.01-K IDENTIFY significant CG heroes and events from 1716 to the present in accordance with U.S. <u>Coast Guard Publication 1</u>.</p> <p>2.I.02-K DESCRIBE your personal role in carrying forth the legacy of CG history, traditions and values stated in U.S. <u>Coast Guard Publication 1</u>.</p> <p>2.I.03-K CITE examples of the following as referred to in U. S. <u>Coast Guard Publication 1</u>:</p> <ul style="list-style-type: none"> a. Honor b. Respect c. Devotion to Duty d. Patriotism e. Unit Commitment f. Guardian of the Sea <p>2.I.04-K KNOW the origins and significance of the following items:</p> <ul style="list-style-type: none"> a. National Ensign b. Coast Guard Ensign c. The Coast Guard Flag (Standard) d. Battle Streamers e. Union Jack f. Commissioning Pennant g. Coast Guard Seal h. Coast Guard Emblem i. Coast Guard Shield j. Coast Guard Slash (Racing Stripe) k. Coast Guard Motto 		
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<p>J. SAFETY</p> <p>2.J.01-K DESCRIBE the purpose of the unit's Right to Know Station (including MSDS) IAW the Hazard Communication For Workplace Materials, COMDTINST 6260.21 (series), and OSHA Hazard Communication Standard, 29 CFR 1910.1200.</p> <p>K. DAMAGE CONTROL</p> <p>2.K.01-K IDENTIFY the four classes of fire, fire tetrahedron, fire terms, fire prevention measures and the appropriate fire extinguishing method and firefighting equipment for each class of fire in accordance with the Naval Ships' Technical Manual, Chapter 555, Vol. 1, Surface Ship Firefighting (NSTM S9086-S3-STM-010 (current edition)), the Boat Crew Seamanship Manual COMDTINST M16114.5 (series), Special and Emergency Operations and Procedures (SEOPS) Training Manual LANTAREAINST M3502.1 (series) and The Coast Guardsman's Manual (current edition).</p> <p>L. SMALL ARMS</p> <p>(See Coast Guard Performance Requirements for E2)</p>		
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<p>M. COAST GUARD ORGANIZATION</p> <p>2.M.01-K IDENTIFY the Coast Guard's components, roles and missions in accordance with the Commandant's Direction, COMDTINST 16010.12 (series), Coast Guard Publication 1, and The Coast Guardsman's Manual (current edition).</p> <p>2.M.02-K IDENTIFY various types of units, vessels and aircraft used to perform the Coast Guard's missions as listed in CG Central, the Integrated Deepwater System (IDS) website, the Coast Guard Organization Manual, COMDTINST M5400.7 (series), and The Coast Guardsman's Manual (current edition).</p> <p>2.M.03-K KNOW the heritage that led to the creation of the following rates as presented in Coast Guard Publication 1, and The Coast Guardsman's Manual (current edition).</p> <ul style="list-style-type: none"> a. Chief Petty Officer b. Master Chief Petty Officer of the CG <p>2.M.04-K KNOW the functions of the following positions in the command support structure as presented in Coast Guard Publication 1, and The Coast Guardsman's Manual (current edition).</p> <ul style="list-style-type: none"> a. Command Master Chief (CMC-Gold Badge) b. Command Chief Silver Badge <p>N. COMMUNICATIONS</p> <p>2.N.01-K IDENTIFY the following flags and pennants and their use in accordance with Naval Telecommunications Procedures Manual, Chapter 13, Flags, Pennants and Customs (NTP 13 series) and The Coast Guardsman's Manual (current edition):</p> <ul style="list-style-type: none"> a. Bravo b. Oscar c. Prep d. SOPA e. Third Substitute f. Papa g. Church Pennant <p>O. WATCHSTANDING</p> <p style="text-align: center;">(See Coast Guard Performance Requirements for E2)</p>		
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RATING: RECRUIT ORIENTATION REQUIREMENTS (FOR E-2)	INIT	DATE
<p>P. ADMINISTRATION & PERSONAL FINANCES</p> <p>2.P.01-K COMPREHEND the importance of personal financial management in the areas of savings and personal budgeting IAW the Personnel Manual, COMDTINST M1000.6.</p> <p>2.P.02-K INTERPRET the contents of a Leave and Earnings Statement in accordance with the Personnel, Pay, and Procedures (PPPM) Manual, PSCINST M1000.2 (series).</p> <p>2.P.03-K COMPREHEND the following Coast Guard programs and benefits available for personal and family needs with in accordance with the Personnel Manual, COMDTINST M1000.6 (series), Chapter 18, Medical Manual, COMDTINST M6000.1 (series), and the TRICARE Handbook, TSO / DOD Pub 6010.46 (series):</p> <ul style="list-style-type: none"> a. Military Common Access Card (CAC, a.k.a. ID Card) b. Leave and Liberty c. CG Mutual Assistance d. TRICARE & United Concordia e. Supplemental Health Insurance f. Servicemen's Group life Insurance (SGLI) <p>2.P.04-K INTERPRET the following CG housing program options and benefits IAW the Personnel Manual, COMDTINST M1000.6 (series):</p> <ul style="list-style-type: none"> a. Govt. lease b. On-base c. On-the-economy d. Renter's rights <p>2.P.05-K LIST the functions of Work-Life and Command Support Personnel as outlined in the Coast Guard Work Life Beneficiary Guide and the Coast Guard Work-Life Program webpage: http://www.uscg.mil/hq/g-w/g-wk/wkw/index.htm</p> <p>Q. LEADERSHIP AND SUPERVISION</p> <p>2.Q.01-K LIST the qualities of an effective follower (leading self) as outlined in the Coast Guard Unit Leadership Program found on CG Central and <u>The Power of Followership</u>, by Robert E. Kelly; (Doubleday: 1992).</p> <p>2.Q.02-K EXPLAIN the Enlisted Evaluation Report (EER) and how it relates to advancement and retention as outlined in the Personnel Manual, COMDTINST M1000.6 (series).</p> <p>SupGuide: To emphasize the process have students conduct a self evaluation.</p> <p>2.Q.03-K COMPREHEND the importance of diversity in the workforce as outlined in the CG Equal Opportunity Manual, COMDTINST M5350.4 (series).</p> <p>-- END OF KNOWLEDGE REQUIREMENTS --</p>		
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REFERENCES

1. Adolescent Suicide: Assessment and Intervention, Alan L. Berman, David A. Jobes; Washington, DC: American Psychological Association; 1991.
2. American Red Cross standards.
3. U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume II, [COMDTINST M16114.33](#) (series)
4. Boat Crew Seamanship Manual, [COMDTINST M16114.5](#) (series)
5. U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I, [COMDTINST M16114.32](#) (series)
6. Brady Emergency Care, O'Keefe, Michael, et al. (current edition), New Jersey: Brady, (ISBN 0835950891).
7. Classified Information Management Program, [COMDTINST M5510.23](#) (series)
8. Coatings and Colors Manual, [COMDTINST M10360.3](#) (series)
9. The Coast Guard Freedom of Information and Privacy Acts Manual, [COMDTINST M5260.3](#) (series)
10. Coast Guard Helmsman Manual (Cape May)
11. Coast Guard Mentoring Program, [COMDTINST 5350.24](#) (series)
12. Coast Guard Mutual Assistance Program
13. The Coast Guard Organization Manual, [COMDTINST M5400.7](#) (series)
14. U.S. Coast Guard Pay Manual, [COMDTINST M7220.29](#) (series).
15. Personnel, Pay, and Procedures (PPPM) Manual, PSCINST [M1000.2](#) (series)
16. Personnel Manual, [COMDTINST M1000.6](#) (series)
17. Coast Guard Publication 1
18. United States Coast Guard Regulations 1992, [COMDTINST M5000.3](#) (series)
19. Rescue and Survival Systems Manual, [COMDTINST M10470.10](#) (series)
20. Coast Guard Unit Leadership Program
21. Coast Guard Work Life Beneficiary Guide
22. Coast Guard Work Life Programs
23. The Coast Guardsman's Manual (current edition)
24. Code of Federal Regulations 33 CFR 159-7 and 33 CFR 151-57
25. Code of Federal Regulations 49 CFR Part 99
26. Commandant's Direction, [COMDTINST 16010.12](#) (series)

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27. Education Services Officer Procedures Vol. II, CGI Pub. P1550.1
28. Electronics Manual, [COMDTINST M10550.25](#) (series)
29. [Employee Assistance Program](#)
30. Enlisted Billet Manual, [COMDTINST M5320.6](#) (series)
31. Enlisted Performance Qualifications Manual, [COMDTINST M1414.8](#) (series)
32. Coast Guard Equal Opportunity Program Manual, [COMDTINST M5350.4](#) (series)
33. Equipment Tag Out Procedures, [COMDTINST 9077.1](#) (series)
34. [First Things First](#), by Covey, Stephen R.; New York, NY: Simon & Schuster 1989
35. [Fit & Well](#), 5th edition, by Fahey, Insel, & Roth; McGraw Hill: Boston 2003 (ISBN 0767405366)
36. [Handbook for Facilitators](#), by Pfeiffer, J. W. and J. E. Jones, LaJolla, CA: University Associates
37. Hazardous Communication for Workplace Materials, [COMDTINST 6260.21](#) (series)
38. Hazing Awareness Training, [COMDTINST 1610.1](#) (series)
39. [Homework in Counseling and Psychotherapy](#), by Charles C. Thomas Pub Ltd: 1982
40. [Learn to Communicate](#), by USCG Performance Systems School, Crisp Publications: 1996
41. [Listen Up! Hear What's Being Said](#), by Dugger, J. West Des Moines, IA: Nation Press Publications
42. Marine Corps Drill and Ceremonies Manual, [COMDTINST M5060.11](#) (series)
43. CG Medals and Awards Manual, [COMDTINST M1650.25](#) (series)
44. Medical Manual, [COMDTINST M6000.1](#) (series)
45. Montgomery G.I. Bill (MGIB) - Education Assistance Program, [COMDTINST 1760.9](#) (series)
46. Naval Engineering Manual, [COMDTINST M9000.6](#) (series)
47. Naval Ships Technical Manual-Chapter 300, Electric Plant-General
48. Naval Ships' Technical Manuals, Chapter 555, Vol. 1, Surface Ship Firefighting (NSTM S9086-S3-STM-010 (current edition)).
49. Special and Emergency Operations and Procedures (SEOPS) Training Manual LANTAREAINST M3502.1 (series) and associated Learning Reference Guides (current editions).
50. Naval Telecommunications Procedures Manual, Chapter 13, Flags, Pennants and Customs (NTP 13 series)

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51. Navy Education and Training Manual, Personnel Qualification Standard for Deck Seamanship NAVEDTRA 43127 (current edition). <http://www.netc.navy.mil>
52. Navy Education Manual, Tools and their Uses (NAVEDTRA 12085-new/ 10085-B2-old) <http://www.netc.navy.mil/>
53. Navy Safety Precautions for Forces Afloat, OPNAVINST 5100.19 (series)
54. Technical Guide: Practices for Respiratory Protection, [COMDTINST M6260.2](#) (series)
55. Public Affairs Manual, [COMDTINST M5728.2](#) (series), Section 1.D.7
56. Radiotelephone Handbook, [COMDTINST M2300.7](#) (series)
57. Safety and Environmental Health Manual, [COMDTINST M5100.47](#) (series)
58. Shipboard Lookout Manual, CG-414
59. Ordnance Manual, [COMDTINST M8000.2](#) (series)
60. Coast Guard Health Promotion Manual, [COMDTINST M6200.1](#) (series)
61. Sound-Powered Telephone Talkers Manual, [COMDTINST M9430.1](#) (series)
62. Standards of Ethical Conduct, [COMDTINST M5370.8](#) (series)
63. Telecommunications Manual (TCM), [COMDTINST M2000.3](#) (series)
64. The Power of Followership: by Kelly, Robert EI (Doubleday, 1992)
65. Training and Education Manual, [COMDTINST M1500.10](#) (series)
66. TRICARE Handbook, TSO / DOD Pub 6010.46 (series)
67. Uniform Regulations, COMDTINST [M1020.6](#) (series)
68. United States Code Manual, Title 10, Chapter 37 General Service Requirements, section 651:{Required Service}
69. United States Code Manual, Title 10, Chapter 47 Uniform Code of Military Justice, Section 937, Article 137 "Articles to be Explained"
70. United States Code Manual, Title 10, Chapter 47 Uniform Code of Military Justice, section 802, {Executive Order 10631 dated Aug.1955}{as amended)
71. United States Manual for Courts-Martial (current series)
72. USPHS Pamphlet *Suicide as a Public Health Problem*
73. Shipboard Regulations Manual, [COMDTINST M5000.7](#) (series)
74. Enlisted Professional Military Education Manual [COMDTINST M1510.2](#) (series)
75. Physical Security & Force Protection Program [COMDTINST M5530.1](#) (series)

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