

TAB 2 OF THE ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) MANUAL

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-1510-2	RECORD OF ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) PERFORMANCE REQUIREMENTS E3 - E9
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INSTRUCTIONS

RECORD OF E-3 THROUGH E-9 PERFORMANCE REQUIREMENTS shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Professional Military Education (E-PME) Manual, COMDTINST M1510.2 (series). As proficiency in each requirement is demonstrated, the DATE and INITIALS column shall be completed by the designated supervisor at your unit. Personnel are required to demonstrate proficiency in all requirements. Requirements previously demonstrated, dated, and initialed off are not required to be re-certified.

REQUIREMENTS NUMBERING SYSTEM - EXAMPLE: 2-3.01-P

- 2** = The number 2 indicates this information is covered in Chapter 2 of the E-PME Study Guide.
- 3.01** = The number 3 designates this is an E-3 requirement, and the .01 signifies it's the 1st E-3 requirement in the chapter and subsection which precedes it.
- P** = Performance requirement.

NOTE: A comprehensive listing of additional reference sources are included in the E-PME Study Guide. These additional references are not testable material.

The E-PME Manual can be located via:

- U.S. Coast Guard Directives System Internet site accessible at <http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm>.
- U.S. Coast Guard Directives System Intranet site accessible at <http://cgweb.uscg.mil/q-c/q-ccs/q-cit/q-cim/directives/welcome.htm>.
- U.S. Coast Guard Directives System CD-ROM accessible from the Start Menu under
- USCG Applications.
- Your unit's hardcopy (paper) library of Directives and Publications.

The E-PME Study Guide can be located:

- On-line at the E-PME Study Guide internet Web Site: <http://www.learning.uscg.mil/epme>
- By ordering a CD-ROM or paper-based copy from the U.S. Coast Guard Institute.

E-PME Study Guide support is available:

- By contacting the Subject Matter Specialists at U.S. Coast Guard Training Center Petaluma at (707) 765-7374. In addition, to view frequently asked questions and/or to provide feedback, access <http://www.uscg.mil/hq/tcpet/tpf/mrnsms/mrnsms.htm>.

Title: E-PME PERFORMANCE-BASED REQUIREMENTS (Note: Sign offs are not required for the MAY 2005 Active Duty SWE and the OCT 2005 Reserve SWE. However, the MAY 2005 Active Duty and the OCT 2005 SWE questions will be based on E-PME requirements from the new E-PME Study Guide.				Abbreviation E-PME	
Date Completed					
	E3 _____	E4 _____	E5 _____		
E6 _____	E7 _____	E8 _____	E9 _____		
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<p>SECTION 1: COAST GUARD PURPOSE</p> <p>1. <u>Global Coast Guard</u> No performance requirements at this time. See Tab 3 of the E-PME Manual for knowledge requirements for this chapter.</p> <p>2. <u>Coast Guard Organization</u> No performance requirements at this time. See Tab 3 of the E-PME Manual for knowledge requirements for this chapter.</p> <p>3. <u>Coast Guard History</u> No performance requirements at this time. See Tab 3 of the E-PME Manual for knowledge requirements for this chapter.</p> <p>4. <u>Enlisted Heritage</u> No performance requirements at this time. See Tab 3 of the E-PME Manual for knowledge requirements for this chapter.</p> <p>5. <u>Enlisted Ranks</u> No performance requirements at this time. See Tab 3 of the E-PME Manual for knowledge requirements for this chapter.</p> <p>SECTION 2: COAST GUARD ENLISTED CORE FUNCTIONS</p> <p>6. <u>Leadership</u> No performance requirements at this time. See Tab 3 of the E-PME Manual for knowledge requirements for this chapter.</p> <p>7. <u>Standards of Conduct</u> 7-4.01-P STATE situations that could result in a conflict of interest, as presented in the E-PME Study Guide.</p> <p>8. <u>Standards of Appearance</u> 8-3.01-P LIST in the correct order of precedence the following ribbons/medals as presented in the E-PME Study Guide.</p> <ul style="list-style-type: none"> ➤ CG Distinguished Service Medal ➤ CG Sea Service Ribbon ➤ CG Good Conduct Medal 		
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<ul style="list-style-type: none"> ➤ CG Commendation Medal ➤ CG Expert Rifle Medal ➤ National Defense Service Medal ➤ CG Achievement Medal ➤ CG Meritorious Unit Commendation ➤ CG Medal ➤ CG Expert Pistol Medal ➤ CG Legion of Merit ➤ CG Unit Commendation ➤ CG Meritorious Team Commendation ➤ Humanitarian Service Medal <p>8-7.01-P INSPECT a unit member ensuring his or her uniform is in good condition, properly worn, and that the person meets grooming standards, as presented in the E-PME Study Guide. (Intent: It is not necessary to conduct a formal personnel inspection to meet this requirement. Uniform of the day meets this requirement.)</p> <p>9. <u>Enforcing Standards</u></p> <p>9-4.01-P PREPARE a CG-4910, Report and Disposition of Offense, as presented in the E-PME Study Guide.</p> <p>10. <u>Supervisory Responsibility</u></p> <p>10-3.01-P Using the Non-rated performance evaluation factors, SUBMIT a self-evaluation to your supervisor, as presented in the E-PME Study Guide. (Intent: To support and provide input on your performance.)</p> <p>10-4.01-P Using the Petty Officer performance evaluation factors, SUBMIT a self-evaluation to your supervisor, as presented in the E-PME Study Guide. (Intent: To support and provide input on your performance).</p> <p>10-5.01-P SUBMIT an evaluation of a subordinate to your supervisor, as presented in the E-PME Study Guide.</p>		
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<p>10-5.02-P Under direct supervision, COUNSEL a subordinate on their performance evaluation, as presented in the E-PME Study Guide.</p> <p>10-6.01-P SUBMIT an Administrative Remarks Sheet (CG-3307) to your supervisor for review on the following Performance and Discipline behaviors, as presented in the E-PME Study Guide:</p> <ul style="list-style-type: none"> ➤ General - Positive ➤ General - Negative <p>10-6.02-P INSTRUCT personnel on the current requirements to compete for advancement to their next pay grade, as presented in the E-PME Study Guide.</p> <p>10-6.03-P PREPARE an award recommendation on a Coast Guard member and submit it to your supervisor for review, as presented in the E-PME Study Guide.</p> <p>10-7.01-P Using the Master, Senior, and Chief Petty Officer performance evaluation factors, SUBMIT a self-evaluation to your supervisor, as presented in the E-PME Study Guide.</p> <p>10-7.02-P SUBMIT an evaluation of a subordinate to your supervisor, using the DIRECT ACCESS Employee Review software, on his or her leadership abilities in accordance with the following performance dimensions. Use the Direct Access reference guides and the E-PME Study Guide for reference.</p> <ul style="list-style-type: none"> ➤ Communication ➤ Responsibility ➤ Directing Others ➤ Working with Others ➤ Developing Subordinates ➤ Looking Out for Others ➤ Setting an Example ➤ Military Bearing 		
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<div style="text-align: right; margin-right: 20px;"> <ul style="list-style-type: none"> ➤ Customs and Courtesies ➤ Integrity ➤ Loyalty ➤ Respecting Others ➤ Human Relations </div> <p>11. <u>Personnel Issues</u></p> <p>No performance requirements at this time. See Tab 3 of the E-PME Manual for knowledge requirements for this chapter.</p> <p>12. <u>Management Functions</u></p> <p>12-5.01-P VERIFY the content of the training summary and competencies sections within Direct Access, as presented in the E-PME Study Guide.</p> <p>12-5.02-P IDENTIFY the training available, and the process for requesting Class “C” schools, as presented in the E-PME Study Guide.</p> <p>12-5.03-P PREPARE a Procurement Document, manually or electronically, as presented in the E-PME Study Guide.</p> <div style="text-align: right; margin-right: 20px;"> <ul style="list-style-type: none"> ➤ Accounting Data ➤ Limitations </div> <p>12-6.01-P VERIFY the accuracy of Directives and Publications in your work center’s library, as presented in the E-PME Study Guide. (Intent: define work center; to include identifying improvements and ordering changes)</p> <p>12-7.01-P SUBMIT a departmental budget, as presented in the E-PME Study Guide.</p> <p>12-8.01-P IDENTIFY required training for personnel (billets) at your unit and recommend changes, as presented in the E-PME Study Guide.</p> <p>12-8.02-P REVIEW the PME requirements and submit recommended changes, via your command, to Commandant (G-WTL-2).</p>		
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<p>12-8.03-P REVIEW your Rating Enlisted Performance Qualifications and submit recommended changes to your Rating Force Master Chief, as presented in the E-PME Study Guide.</p> <p>12-9.01-P OUTLINE the budgetary process from Resource Proposal development through budget allocation, including timeline.</p> <p>13. <u>Personnel Systems</u></p> <p>13-4.01-P PREPARE an electronic resume (e-Resume), as presented in the E-PME Study Guide.</p> <p>13-4.02-P PREPARE a travel claim, as presented in the E-PME Study Guide.</p> <p>13-5.01-P VERIFY the accuracy of your electronic PDE for the following, as presented in the E-PME Study Guide:</p> <ul style="list-style-type: none"> ➤ Time in Service ➤ Time in Pay Grade ➤ Award Points ➤ Creditable Sea Time ➤ Performance Evaluation ➤ Commanding Officer’s Recommendation ➤ Completion of End of Course Test ➤ Completion of EPQ’s/E-PME’s <p>SECTION 3: COAST GUARD READINESS</p> <p>14. <u>Mission Preparedness</u></p> <p>14-7.01-P INSTRUCT personnel on the application of the Operational Risk Management (ORM) process, as presented in the E-PME Study Guide.</p> <p>15. <u>Safety</u></p> <p>15-3.01-P LOCATE your Right To Know Station and discuss with your unit safety coordinator the contents of your</p>		
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<p>Material Safety Data Sheet (MSDS), as presented in the E-PME Study Guide.</p> <p>15-5.01-P CONDUCT a training session on your workplace safety procedures, as presented in the E-PME Study Guide.</p> <p>15-5.02-P CONDUCT a safety inspection of your workspace, report discrepancies to the appropriate personnel, checking for the following: use E-PME Study Guide for reference. (Intent: This list is not all-inclusive, and should include other applicable requirements at your unit.)</p> <ul style="list-style-type: none"> ➤ Electrical cord problems ➤ Personal Protective Equipment (PPE) availability ➤ Functioning Safety Devices ➤ Tagged or locked-out equipment ➤ U.S. Coast Guard Safety and Environmental Health Checklists <p>16. <u>Security</u></p> <p>No Performance Requirements at this time. See Tab 3 of the E-PME Manual for Knowledge Requirements.</p> <p>SECTION 4: COAST GUARD COMMUNICATION</p> <p>17. <u>Communicating</u></p> <p>17-4.01-P PERFORM the following functions using a Coast Guard Standard Work Station, as presented in the E-PME Study Guide:</p> <ul style="list-style-type: none"> ➤ Create, edit, and print a document using word processing software ➤ Draft and send E-mail messages, with attachments <p>17-4.02-P STATE the Coast Guard and your unit's policy governing the release of official information to the public, as presented in the E-PME Study Guide.</p>		
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<p>17-4.03-P INSTRUCT subordinates on Coast Guard policy regarding the release of photographs, video, and audio of Coast Guard activities, as presented in the E-PME Study Guide.</p> <p>17-5.01-P INSTRUCT personnel at your unit, as presented in the E-PME Study Guide: (Intent: To utilize rating, GMT, PQS or other Coast Guard related subject matter)</p> <p>17-5.02-P UTILIZE the following tools using a Coast Guard Standard Work Station, as presented in the E-PME Study Guide:</p> <ul style="list-style-type: none"> ➤ Adobe Forms.pdf/Jet Form Filler ➤ Publications and Directives ➤ FEDLOG ➤ CGMS ➤ Direct Access <p>17-6.01-P DRAFT the following Coast Guard correspondence, as presented in the E-PME Study Guide:</p> <ul style="list-style-type: none"> ➤ Coast Guard Business Letter ➤ Coast Guard Memorandum <p>17-6.02-P PREPARE a Coast Guard message using proper format for drafting, as presented in the E-PME Study Guide.</p> <p>17-8.01-P LEAD a team through a project, as presented in the E-PME Study Guide. (Intent: to use a project management process to accomplish a unit need or function)</p>		
GLOSSARY		
<p>APPLY</p>	<p>The ability to use learned material in new and concrete situations, including the application of rules, methods, concepts, principles, laws, and theories. A higher degree of COMPREHEND.</p>	
<p>COMPREHEND</p>	<p>To see relationships, concepts, and abstractions beyond the simple remembering of material. Typically involves translating, interpreting, and estimating future trends. A higher degree of KNOW.</p>	
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CONDUCT	To use proper procedures and processes to accomplish a specific task or goal.		
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.		
INSTRUCT	To make proficient by conveying knowledge and skills.		
KNOW	The recall and recognition of previously learned material (fact, theories, etc.) in essentially the same form as presented.		
LEAD	To exercise direct control over an activity or process.		
LIST	To arrange information in logical form and order for self or others.		
LOCATE	To determine or set the position of.		
OUTLINE	To give the main features or various aspects of; to summarize process and forwarding it to the prescribed authority.		
PERFORM	To begin a task and carry through to completion in accordance with applicable instructions and regulations.		
PREPARE	Plan, gather, and assemble information to produce a document (i.e. forms and schedules).		
REVIEW	To go over for the purpose of determining correctness or currency.		
SUBMIT	To prepare and deliver a report or form following a defined criteria.		
UPDATE	Change existing information and records to accurately align them with correct or most recent data.		
UTILIZE	To perform a task using proper tools, equipment, and procedures in accomplishing a necessary goal.		
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