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SUBJ: Enlisted Professional Military Education (E-PME) Status

A. COMDT COGARD WASHINGTON DC//G-WT// 062047Z AUG 02/ALCOAST 393/02
B. COMDT COGARD WASHINGTON DC//G-WT// 022009Z JAN 03/ALCOAST 002/03
C. COMDT COGARD WASHINGTON DC//G-WT// 261409Z JUN 03/ALCOAST 308/03
D. COMDT COGARD WASHINGTON DC//G-WT// 181654Z NOV 03/ALCOAST 506/03
E. E-PME STUDY GUIDE, COAST GUARD PAMPHLET NO. H0600
F. ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) MANUAL, COMDTINST M1510.2

1. This is the fifth msg in a series relating to the design and implementation of the new E-PME system. Refs (a-d) and the E-PME website provide an overview of the evolution of E-PME. The E-PME website may be accessed at the following web address: <http://www.uscg.mil/hq/tcpet/tpf/epmesms/epmesms.shtm>.

2. The main advantage of E-PME, compared to the obsolete MRN system, is it is more efficient. Specifically, enlisted members need to study from only one source, the E-PME study guide, to prepare for the E-PME section of a service wide exam (SWE) or advancement qualification exam (AQE) (the AQE has replaced what was formerly known as end of course test). Enlisted members in the past were required to locate source documents, numbering upwards of 30 separate publications, to study for a SWE.

3. The E-PME system has been approved and is in the implementation phase. There will be a 6-month transition period beginning 1 NOV 04 through 30 APR 05 to help enlisted members acclimate to the new system. Enlisted member benefits associated with efficiencies gained with E-PME (outlined in para 2, above) should outweigh member concerns related to a change in the system. Additionally, the new E-PME requirements are based on MRN qualifications (for example, precedence of ribbons and medals, customs and courtesies, etc.) Hence the overall impact of this change for enlisted members is limited. During the six month transition period:

a. MRN and E-PME requirements will coexist and either set of requirements will meet advancement requirements for the eligibility deadline of 1 FEB 05 for active duty and 1 JUL 05 for reserves.

b. An AQE is not required for the eligibility deadline of 1 FEB 05 (active duty) or 1 JUL 05 (reserves).

c. The first SWE that will be based on E-PME requirements is MAY 05 for active duty and OCT 05 for reserves.

d. Enlisted members will use the E-PME requirements for sign off starting 1 MAY 05 for active duty and 1 JUL 05 for reservist.

e. Enlisted members will be required to pass (minimum score 80 percent) the E-PME based AQE to be eligible for advancement to the next higher pay grade via a supplemental list, SWE, striker program, or "A" school. Beginning 1 MAY 05, enlisted members seeking advancement will be required to complete E-PME requirements for the next higher pay grade only (i.e., the member will not be required to complete requirements for lower pay grades). For example, an E-4 member seeking E-5 advancement after 30 APR 05 will be required to complete the new E-PME E-5 requirements and not the new E-PME requirements for lower pay grades. The former MRN requirements will not be accepted beginning with the NOV 05 SWE (active duty) and OCT 06 SWE (reserves).

4. The following timelines are provided to clarify E-PME obligations for enlisted members for the next 18 months:

a. Active duty members taking the MAY 05 SWE:

- (1) SWE is based on E-PME requirements from the new E-PME study guide.
- (2) no other E-PME requirements needed for eligibility at that time.

b. Active duty members taking the NOV 05 SWE:

- (1) SWE is based on E-PME requirements from the new E-PME study guide.
- (2) E-PME performance requirements for the next higher pay grade must be completed by the eligibility deadline of 1 AUG 05.
- (3) members competing for advancement to E-6 are required to pass an E-PME AQE. Members competing for advancement to E-5 are not required to pass an E-PME AQE.

c. Active duty members taking the MAY 06 SWE:

- (1) SWE is based on E-PME requirements from the new E-PME study guide.
- (2) E-PME performance requirements for the next higher pay grade must be completed by the eligibility deadline of 1 FEB 06.
- (3) all members competing for advancement are required to pass an E-PME AQE.

d. Reserve members taking the OCT 05 SWE:

- (1) SWE is based on E-PME requirements from the new E-PME study guide.
- (2) no other E-PME requirements needed for eligibility at that time.

e. Reserve members taking the OCT 06 SWE:

- (1) SWE is based on E-PME requirements from the new E-PME study guide.
- (2) E-PME performance requirements for the next higher pay grade must be completed by the eligibility deadline of 1 JUL 06.
- (3) all members competing for advancement are required to pass an E-PME AQE.

5. The introduction section of ref (e) provides clear details and overview of the new system. Additionally, the E-PME website (URL provided in para 1) provides helpful information and a frequently asked question section. Please review the E-PME manual and website to learn more about the new system and to answer any questions you might have prior to contacting the E-PME POC or subject matter specialists.

6. There are three formats for E-PME material: Internet, CD-ROM, and paper-based. All formats contain exactly the same information. The Internet version (access may be gained by going to: <http://www.learning.uscg.mil/e-pme>) provides an added advantage – it gives the member or employee direct access to other CG Internet links that provide additional information. Note – a new web server, which will host the E-PME website, is currently being installed/tested. It is anticipated the new server will be fully operational OOA 10 NOV 04. The CG Institute is the distribution center for the CD-ROM and paper-based versions of the E-PME study guide. The CD-ROM and paper-based versions are provided for enlisted members with restricted or unreliable Internet access (initial shipments may take up to 60 days). Additionally, educational services

officers (ESO), training officers, and command master chiefs are authorized to order the paper-based version. All other enlisted members, officers, and civilians may access the E-PME website via the Internet/cg intranet.

7. Ref (f) provides official policy for E-PME. Additionally, ref (f) contains Coast Guard form 1510-1 (the record of enlisted E-PME performance and knowledge requirements for E-2), CG form 1510-2 (the record of E-PME performance requirements for E-3 through E-9), and CG form 1510-3 (the record of E-PME knowledge requirements for E-3 through E-9). CG form 1510-2 will be used as the sign off sheet to annotate completion of E-PME requirements, and may be accessed through the CG directives system at: <http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/welcome.htm> (intranet) or <http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm> (Internet).

8. Members or employees with questions should visit the E-PME website (URL listed in para 1). Otherwise, questions relating to E-PME study guide content and requirements may be directed to the subject matter specialists CPO Rob Jeffries (707-765-7374: rjeffries@d11.uscg.mil) or MCPO Alberto Alicea (707-765-7294: aalicea@d11.uscg.mil). The E-PME program manager is available to answer questions relating to E-PME implementation and policy (dlacumsky@comdt.uscg.mil).

9. Internet release authorized.

10. RADM James C. Van Sice, Director of Reserve and Training, sends.