

**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**

**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 1<sup>st</sup> 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/g-c/g-ccs/g-cit/g-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

Abbreviation  
E-PME

(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.

Date Completed

E3 \_\_\_\_\_ E4 \_\_\_\_\_ E5 \_\_\_\_\_

E6 \_\_\_\_\_ E7 \_\_\_\_\_ E8 \_\_\_\_\_ E9 \_\_\_\_\_

NAME (Last, First, Middle Initial)

Employee I.D. Number



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PROFESSIONAL MILITARY EDUCATION (PME) PERFORMANCE REQUIREMENTS	INITIALS	DATE
<p><b>SECTION 1: COAST GUARD PURPOSE</b></p> <p><b>1. <u>Global Coast Guard</u></b> No performance requirements at this time. See Tab 3 of the E-PME Manual for knowledge requirements for this chapter.</p> <p><b>2. <u>Coast Guard Organization</u></b> No performance requirements at this time. See Tab 3 of the E-PME Manual for knowledge requirements for this chapter.</p> <p><b>3. <u>Coast Guard History</u></b> No performance requirements at this time. See Tab 3 of the E-PME Manual for knowledge requirements for this chapter.</p> <p><b>4. <u>Enlisted Heritage</u></b> No performance requirements at this time. See Tab 3 of the E-PME Manual for knowledge requirements for this chapter.</p> <p><b>5. <u>Enlisted Ranks</u></b> No performance requirements at this time. See Tab 3 of the E-PME Manual for knowledge requirements for this chapter.</p> <p><b>6. <u>Leadership</u></b>  No performance requirements at this time. See Tab 3 of the E-PME Manual for knowledge requirements for this chapter.</p> <p><b>7. <u>Standards of Conduct</u></b>  <b>7-4.01-P</b>                 <b>STATE</b> situations that could result in a conflict of interest, as presented in the E-PME Study Guide.</p> <p><b>8. <u>Standards of Appearance</u></b>  <b>8-3.01-P</b>                 <b>LIST</b> 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"> <li>➤ CG Distinguished Service Medal</li> <li>➤ CG Sea Service Ribbon</li> <li>➤ CG Good Conduct Medal</li> <li>➤ CG Commendation Medal</li> <li>➤ CG Expert Rifle Medal</li> </ul>		
NAME (Last, First, Middle Initial)	Employee I.D. Number	

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

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<ul style="list-style-type: none"> <li>➤ National Defense Service Medal</li> <li>➤ CG Achievement Medal</li> <li>➤ CG Meritorious Unit Commendation</li> <li>➤ CG Medal</li> <li>➤ CG Expert Pistol Medal</li> <li>➤ CG Legion of Merit</li> <li>➤ CG Unit Commendation</li> <li>➤ CG Meritorious Team Commendation</li> <li>➤ Humanitarian Service Medal</li> </ul> <p><b>8-7.01-P</b>      <b>INSPECT</b> 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><b>9.      <u>Enforcing Standards</u></b></p> <p><b>9-4.01-P</b>      <b>PREPARE</b> a CG-4910, Report and Disposition of Offense, as presented in the E-PME Study Guide.</p> <p><b>10.      <u>Supervisory Responsibility</u></b></p> <p><b>10-3.01-P</b>      Using the Non-rated performance evaluation factors, <b>SUBMIT</b> 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><b>10-4.01-P</b>      Using the Petty Officer performance evaluation factors, <b>SUBMIT</b> 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><b>10-5.01-P</b>      <b>SUBMIT</b> an evaluation of a subordinate to your supervisor, as presented in the E-PME Study Guide.</p> <p><b>10-5.02-P</b>      Under direct supervision, <b>COUNSEL</b> a subordinate on their performance evaluation, as presented in the</p>		
NAME (Last, First, Middle Initial)	Employee I.D. Number	

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<p style="text-align: center;">E-PME Study Guide.</p> <p><b>10-6.01-P</b>      <b>SUBMIT</b> 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"> <li>➤ General - Positive</li> <li>➤ General - Negative</li> </ul> <p><b>10-6.02-P</b>      <b>INSTRUCT</b> personnel on the current requirements to compete for advancement to their next pay grade, as presented in the E-PME Study Guide.</p> <p><b>10-6.03-P</b>      <b>PREPARE</b> 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><b>10-7.01-P</b>      Using the Master, Senior, and Chief Petty Officer performance evaluation factors, <b>SUBMIT</b> a self-evaluation to your supervisor, as presented in the E-PME Study Guide.</p> <p><b>10-7.02-P</b>      <b>SUBMIT</b> 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"> <li>➤ Communication</li> <li>➤ Responsibility</li> <li>➤ Directing Others</li> <li>➤ Working with Others</li> <li>➤ Developing Subordinates</li> <li>➤ Looking Out for Others</li> <li>➤ Setting an Example</li> <li>➤ Military Bearing</li> <li>➤ Customs and Courtesies</li> <li>➤ Integrity</li> </ul>		
NAME (Last, First, Middle Initial)	Employee I.D. Number	

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PROFESSIONAL MILITARY EDUCATION (PME) PERFORMANCE REQUIREMENTS	INITIALS	DATE
<div style="text-align: right; margin-right: 20px;"> <ul style="list-style-type: none"> <li>➤ Loyalty</li> <li>➤ Respecting Others</li> <li>➤ Human Relations</li> </ul> </div> <p><b>11. <u>Personnel Issues</u></b></p> <p>No performance requirements at this time. See Tab 3 of the E-PME Manual for knowledge requirements for this chapter.</p> <p><b>12. <u>Management Functions</u></b></p> <p><b>12-5.01-P</b>     <b>VERIFY</b> the content of the training summary and competencies sections within Direct Access, as presented in the E-PME Study Guide.</p> <p><b>12-5.02-P</b>     <b>IDENTIFY</b> the training available, and the process for requesting Class “C” schools, as presented in the E-PME Study Guide.</p> <p><b>12-5.03-P</b>     <b>PREPARE</b> 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"> <li>➤ Accounting Data</li> <li>➤ Limitations</li> </ul> </div> <p><b>12-6.01-P</b>     <b>VERIFY</b> 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><b>12-7.01-P</b>     <b>SUBMIT</b> a departmental budget, as presented in the E-PME Study Guide.</p> <p><b>12-8.01-P</b>     <b>IDENTIFY</b> required training for personnel (billets) at your unit and recommend changes, as presented in the E-PME Study Guide.</p> <p><b>12-8.02-P</b>     <b>REVIEW</b> the PME requirements and submit recommended changes, via your command, to Commandant (G-WTL-2).</p>		
NAME (Last, First, Middle Initial)	Employee I.D. Number	

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<p><b>12-8.03-P</b>    <b>REVIEW</b> 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><b>12-9.01-P</b>    <b>OUTLINE</b> the budgetary process from Resource Proposal development through budget allocation, including timeline.</p> <p><b>13.    <u>Personnel Systems</u></b></p> <p><b>13-4.01-P</b>    <b>PREPARE</b> an electronic resume (e-Resume), as presented in the E-PME Study Guide.</p> <p><b>13-4.02-P</b>    <b>PREPARE</b> a travel claim, as presented in the E-PME Study Guide.</p> <p><b>13-5.01-P</b>    <b>VERIFY</b> the accuracy of your electronic PDE for the following, as presented in the E-PME Study Guide:</p> <ul style="list-style-type: none"> <li>➤ Time in Service</li> <li>➤ Time in Pay Grade</li> <li>➤ Award Points</li> <li>➤ Creditable Sea Time</li> <li>➤ Performance Evaluation</li> <li>➤ Commanding Officer’s Recommendation</li> <li>➤ Completion of End of Course Test</li> <li>➤ Completion of EPQ’s/E-PME’s</li> </ul> <p><b>SECTION 3: COAST GUARD READINESS</b></p> <p><b>14.    <u>Mission Preparedness</u></b></p> <p><b>14-7.01-P</b>    <b>INSTRUCT</b> personnel on the application of the Operational Risk Management (ORM) process, as presented in the E-PME Study Guide.</p> <p><b>15.    <u>Safety</u></b></p> <p><b>15-3.01-P</b>    <b>LOCATE</b> your Right To Know Station and discuss with your unit safety coordinator the contents of your</p>		
NAME (Last, First, Middle Initial)	Employee I.D. Number	

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<p>Material Safety Data Sheet (MSDS), as presented in the E-PME Study Guide.</p> <p><b>15-5.01-P CONDUCT</b> a training session on your workplace safety procedures, as presented in the E-PME Study Guide.</p> <p><b>15-5.02-P CONDUCT</b> 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"> <li>➤ Electrical cord problems</li> <li>➤ Personal Protective Equipment (PPE) availability</li> <li>➤ Functioning Safety Devices</li> <li>➤ Tagged or locked-out equipment</li> <li>➤ U.S. Coast Guard Safety and Environmental Health Checklists</li> </ul> <p><b>16. <u>Security</u></b></p> <p>No Performance Requirements at this time. See Tab 3 of the E-PME Manual for Knowledge Requirements.</p> <p><b>SECTION 4: COAST GUARD COMMUNICATION</b></p> <p><b>17. <u>Communicating</u></b></p> <p><b>17-4.01-P PERFORM</b> 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"> <li>➤ Create, edit, and print a document using word processing software</li> <li>➤ Draft and send E-mail messages, with attachments</li> </ul> <p><b>17-4.02-P STATE</b> 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>		
NAME (Last, First, Middle Initial)	Employee I.D. Number	

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<p><b>17-4.03-P</b> <b>INSTRUCT</b> 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><b>17-5.01-P</b> <b>INSTRUCT</b> 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><b>17-5.02-P</b> <b>UTILIZE</b> 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"> <li>➤ Adobe Forms.pdf/Jet Form Filler</li> <li>➤ Publications and Directives</li> <li>➤ FEDLOG</li> <li>➤ CGMS</li> <li>➤ Direct Access</li> </ul> <p><b>17-6.01-P</b> <b>DRAFT</b> the following Coast Guard correspondence, as presented in the E-PME Study Guide:</p> <ul style="list-style-type: none"> <li>➤ Coast Guard Business Letter</li> <li>➤ Coast Guard Memorandum</li> </ul> <p><b>17-6.02-P</b> <b>PREPARE</b> a Coast Guard message using proper format for drafting, as presented in the E-PME Study Guide.</p> <p><b>17-8.01-P</b> <b>LEAD</b> 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> <p style="text-align: center;"><b>GLOSSARY</b></p> <p><b>APPLY</b> 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 <b>COMPREHEND</b>.</p> <p><b>COMPREHEND</b> To see relationships, concepts, and abstractions beyond the simple remembering of material. Typically involves translating, interpreting, and estimating future trends. A higher degree of <b>KNOW</b>.</p>		
NAME (Last, First, Middle Initial)	Employee I.D. Number	

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PROFESSIONAL MILITARY EDUCATION (PME) PERFORMANCE REQUIREMENTS		INITIALS	DATE
<b>CONDUCT</b>	To use proper procedures and processes to accomplish a specific task or goal.		
<b>INSPECT</b>	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.		
<b>INSTRUCT</b>	To make proficient by conveying knowledge and skills.		
<b>KNOW</b>	The recall and recognition of previously learned material (fact, theories, etc.) in essentially the same form as presented.		
<b>LEAD</b>	To exercise direct control over an activity or process.		
<b>LIST</b>	To arrange information in logical form and order for self or others.		
<b>LOCATE</b>	To determine or set the position of.		
<b>OUTLINE</b>	To give the main features or various aspects of; to summarize process and forwarding it to the prescribed authority.		
<b>PERFORM</b>	To begin a task and carry through to completion in accordance with applicable instructions and regulations.		
<b>PREPARE</b>	Plan, gather, and assemble information to produce a document (i.e. forms and schedules).		
<b>REVIEW</b>	To go over for the purpose of determining correctness or currency.		
<b>SUBMIT</b>	To prepare a report or form following a defined		
<b>UPDATE</b>	Change existing information and records to accurately align them with correct or most recent data.		
<b>UTILIZE</b>	To perform a task using proper tools, equipment, and procedures in accomplishing a necessary goal.		
NAME (Last, First, Middle Initial)		Employee I.D. Number	

U.S. DEPARTMENT OF  
HOMELAND SECURITY  
U.S. COAST GUARD  
CG-1510-3

**RECORD OF ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME)  
KNOWLEDGE REQUIREMENTS E3 - E9**

**INSTRUCTIONS**

**KNOWLEDGE REQUIREMENTS (K)** must be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Professional Military Education (E-PME) Manual, COMDTINST M1510.2 (series). The knowledge requirements consist of what a person needs to know, comprehend, and apply in concrete and abstract situations, to support performance of their duty and professional development, and to build an enlisted Esprit de Corps.

Knowledge requirements do not require a signature of completion, but members will be tested on the material through an E-PME Advancement Qualification Exam (AQE), (formally known as an End of Course Test) and/or Service Wide Exams (SWE).

**KNOWLEDGE REQUIREMENTS NUMBERING SYSTEM - EXAMPLE: 6-4.01-K**

- 6** = The number 6 indicates this information is covered in Chapter 6 of the E-PME Study Guide.
- 4.01** = The number 4 designates this is an E4 requirement, and the .01 signifies it's the 1<sup>st</sup> E-4 requirement in the chapter.
- K** = Knowledge requirement.

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

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TITLE E-PME Knowledge Requirements

Abbreviation  
E-PME

(NOTE: 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.

NAME (Last, First, Middle Initial)

Employee I.D. Number

ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) KNOWLEDGE REQUIREMENTS

**SECTION 1: COAST GUARD PURPOSE**

**1. Global Coast Guard**

**1-7.01-K**            **COMPREHEND** the current Coast Guard Commandant's Direction as presented in the E-PME Study Guide.

**2. Coast Guard Organization**

**2-3.01-K**            **COMPREHEND** the Coast Guard's Roles and Missions as presented in the E-PME Study Guide.

**2-3.02-K**            **COMPREHEND** the organizational role of the Coast Guard Reserve as presented in the E-PME Study Guide.

**2-3.03-K**            **KNOW** the Roles and Missions of the Coast Guard Auxiliary as presented in the E-PME Study Guide.

**2 4.01-K**            **KNOW** the relationship between the Coast Guard and the following, as presented in the E-PME Study Guide.

- President
- Department of Homeland Security
- Department of Defense

**2-5.01-K**            **KNOW** the Coast Guard's Organizational Structure as presented in the E-PME Study Guide.

**2-7.01-K**            **COMPREHEND** the Headquarters Organizational Structure, as presented in the E-PME Study Guide.

### 3. Coast Guard History

**3-3.01-K**      **KNOW** the origins and significance of each item below as presented in the E-PME Study Guide.

- National Ensign
- Coast Guard Ensign
- The Coast Guard Flag (Standard)
- Battle Streamers
- Union Jack
- Commissioning Pennant
- Coast Guard Seal
- Coast Guard Emblem
- Coast Guard Shield
- Coast Guard Slash (Racing Stripe)
- Coast Guard Motto

**3-5.01-K**      **OUTLINE** the Coast Guard's role during the following armed conflicts as presented in the E-PME Study Guide.

- Quasi-War
- War of 1812
- Mexican-American War
- Spanish-American War
- Civil War
- World War I
- World War II
- Korean War
- Vietnam
- Desert Shield / Storm

**3-5.02-K**      **KNOW** what historical events led to the establishment of the following missions as presented in the E-PME Study Guide.

- Search and rescue
- Environmental protection
- Law enforcement
- Ice operations
- Aids to navigation
- Boating safety
- Military readiness
- Coast Guard Reserve
- CG Auxiliary
- Homeland Security

**4. Enlisted Heritage**

- 4-4.01-K**      **KNOW** the heritage that led to the creation of the Petty Officer as presented in the E-PME Study Guide.
- 4-4.02-K**      **KNOW** the heritage that led to the creation of the MCPO-CG, as presented in the E-PME Study Guide.
- 4-5.01-K**      **KNOW** the significant achievements of enlisted personnel as presented in the E-PME Study Guide.
- 4-7.01-K**      **KNOW** the heritage that led to the creation of the following rates, as presented in the E-PME Study Guide.
- Chief Petty Officer
  - Senior Chief Petty Officer
  - Master Chief Petty Officer

**5. Enlisted Ranks**

- 5-3.01-K**      **KNOW** the functions of the following positions in the command support structure as presented in the E-PME Study Guide.
- Command Master Chief (CMC-Gold Badge)
  - Command Chief Silver Badge
  - Command Drug and Alcohol Representative (CDAR)
  - Family Advocacy Specialist (FAS)
  - Career Development Advisor (CDA)
  - Educational Service Officer (ESO)
  - Civil Rights Officer
  - Voting Assistance Officer
  - Collateral Duty Equal Opportunity Counselor
  - Public Affairs Officer
- 5-4.01-K**      **COMPREHEND** the following as presented in the E-PME Study Guide.
- Authority of a Petty Officer
  - Parameters of issuing a Lawful Order

**5-4.02-K** **KNOW** the statutory authority of Coast Guard petty officers under title 14, USC, Sec. 89.

**5-4.03-K** **KNOW** the roles and purpose of Rating Force Master Chiefs as presented in the E-PME Study Guide.

**5-5.01-K** **KNOW** the commissioning programs available for enlisted personnel as presented in the E-PME Study Guide.

- Chief Warrant Officer (CWO)
- Officer Candidate School (OCS)
- Pre-Commissioning Program (PPEP)
- Coast Guard Academy (CGA)
- Direct Commission Officer Program
- Selective Reserve Direct Commission Program

## SECTION 2: CG ENLISTED CORE FUNCTIONS

### 6. Leadership

**6-4.01-K** **KNOW** the definitions of the following, as presented in the E-PME Study Guide:

- Leadership
- Effective Leadership
- Leadership Development
- Leadership Competencies
- Leadership Performance Expectations

**6-6.01-K** **COMPREHEND** the three (3) categories of the Coast Guard's 21 Leadership Competencies, as presented in the E-PME Study Guide.

- Self
- Working with Others
- Performance

**6-7.01-K** **KNOW** the Chief Petty Officer's position; relationship with superiors, subordinates and others, and the overall traits of leadership, as presented in the E-PME Study Guide.

**6-8.01-K** **KNOW** the 21 leadership competencies, as presented in the E-PME Study Guide.

**6-9.01-K** **KNOW** the steps involved in developing Coast Guard policy from inception to implementation, as presented in the E-PME Study Guide.

**7. Standards of Conduct**

- 7-3.01-K**      **KNOW** your rights and your responsibilities as they pertain to participation in political activities, as presented in the E-PME Study Guide.
- 7-3.02-K**      **KNOW** what a Status of Forces Agreement (SOFA) is, as presented in the E-PME Study Guide.

**8. Standards of Appearance**

- 8-3.01-K**      **KNOW** the Coast Guard's Policy regarding tattoos, brands and body piercing as presented in the E-PME Study Guide.
- 8-3.02-K**      **IDENTIFY** the insignia of all officer and enlisted grades from the seven branches of the U.S. Uniformed Services as presented in the E-PME Study Guide.
- 8-3.03-K**      **IDENTIFY** the rank insignia of the Coast Guard Auxiliary as presented in the E-PME Study Guide.

**9. Enforcing Standards**

- 9-4.01-K**      **KNOW** your rights and responsibilities as an enlisted member as they pertain to the following, as presented in the E-PME Study Guide.
- Extra Military Instruction (EMI)
  - UCMJ Infractions
  - Search and Seizure
  - Rights of Accused
  - Right to Appeal
- 9-6.01-K**      **KNOW** your responsibility as an enlisted member as it pertains to the following, as presented in the E-PME Study Guide.
- Extra Military Instruction (EMI)
  - Withholding of Privileges
  - Search and Seizure
- 9-7.01-K**      **KNOW** the duties and responsibilities of an enlisted member as they pertain to the following, as presented in the E-PME Study Guide.
- Mast Representative
  - Preliminary Inquiry Officer (PIO)

**10. Supervisory Responsibility**

- 10-4.01-K**      **KNOW** the responsibilities of a Supervisor, Marking Official, Approving Official, and Appeal Authority in relationship to the Enlisted Performance Evaluation System as presented in the E-PME Study Guide.
- 10-5.01-K**      **COMPREHEND** the supervisor's responsibility in the evaluation of personnel. Use the Direct Access reference guides and as presented in the E-PME Study Guide.
- 10-5.02-K**      **COMPREHEND** the importance of documenting an individual's performance as presented in the E-PME Study Guide.
- 10-8.01-K**      **KNOW** the purpose of the following Commandant awards as presented in the E-PME Study Guide.
- Commandant's Performance Challenge
  - Commandant's Quality Award
- 10-8.02-K**      **KNOW** the seven Commandant's Quality Award (CQA) criteria categories, as presented in the E-PME Study Guide.

**11. Personnel Issues**

- 11-3.01-K**      **KNOW** the Commandant's policy on use of tobacco products, as presented in the E-PME Study Guide.
- 11-3.02-K**      **KNOW** the Coast Guard's substance abuse policies, as presented in the E-PME Study Guide.
- 11-3.03-K**      **IDENTIFY** the warning signs of stress, as presented in the E-PME Study Guide.
- 11-3.04-K**      **IDENTIFY** the common warning signs of potential suicide, as presented in the E-PME Study Guide.
- 11-3.05-K**      **KNOW** the function of the command Ombudsman, as discussed in the E-PME Study Guide.

**11-4.01-K**      **COMPREHEND** the importance of good personal financial management in the following areas, as presented in the E-PME Study Guide:

- Savings Accounts
- Checking Accounts
- Credit Cards
- Investments
- Insurance Programs
- Credit History
- Loans
- Personal Budgeting

**11-5.01-K**      **KNOW** the various stress management interventions, as presented in the E-PME Study Guide.

**11-5.02-K**      **KNOW** the various suicide interventions available to assist at risk personnel, as presented in the E-PME Study Guide.

**11-6.01-K**      **COMPREHEND** the current policies and responsibilities regarding the following, as presented in the E-PME Study Guide.

- Coast Guard drug and alcohol policies
- Addiction Prevention Specialist (APS)
- Command Drug and Alcohol Representative (CDAR)
- How to recognize suspected alcohol abuse
- Alcohol situations
- Alcohol incidents
- Coast Guard required drug and alcohol training
- Alcohol Abuse Prevention Programs

**11-6.02-K**      **COMPREHEND** the Commandant's policies regarding the following, as presented in the E-PME Study Guide.

- Sexual Harassment Prevention Policy
- Interpersonal Relationships Policy
- Hazing Policy
- Equal Opportunity Policy
- Diversity Policy Statement

**12. Management Functions**

- 12-5.01-K** **KNOW** the services provided by the Coast Guard Institute, as presented in the E-PME Study Guide.
- 12-5.02-K** **KNOW** the policies covering the utilization, disposal and surveying of Coast Guard property, as presented in the E-PME Study Guide.
- 12-6.01-K** **COMPREHEND** Reserve duty status categories, as presented in the E-PME Study Guide.

**13. Personnel Systems**

- 13-4.01-K** **KNOW** your Permanent Change of Station (PCS) entitlements, as presented in the E-PME Study Guide.
- 13-4.02-K** **KNOW** the enlisted assignment process, as presented in the E-PME Study Guide.

**SECTION 3: READINESS**

**14. Mission Preparedness**

- 14-3.01-K** **KNOW** the potential hazards and your responsibilities as a First Responder when a hazardous substance may be present, as presented in the E-PME Study Guide.
- 14-4.01-K** **KNOW** the meanings of the following Operational Risk Management (ORM) terms, as presented in the E-PME Study Guide.
- Operational Risk Management
  - Risk
  - Severity
  - Probability
  - Exposure
  - Hazard
  - Risk Assessment
  - Risk Rating Scale

**14-4.02-K** **KNOW** the basic organizational structure of the Incident Command System, as presented in the E-PME Study Guide.

**14-6.01-K** **KNOW** the seven steps of the Operational Risk Management (ORM) process, as presented in the E-PME Study Guide.

## **15. Safety**

**15-3.01-K** **KNOW** the procedures for tagging out equipment, as presented in the E-PME Study Guide.

**15-4.01-K** **KNOW** all the applicable safety precautions when performing the following tasks, as presented in the E-PME Study Guide:

- Working on or around machinery
- Using hand and power tools
- Entering or working in tanks, voids, and unventilated spaces
- Performing watch standing duties in machinery spaces
- Working on or around electrical equipment
- Handling flammable or toxic materials.
- Working aloft
- Working over the side
- Bio-hazardous material

**15-6.01-K** **KNOW** the mishap reporting procedures, as presented in the E-PME Study Guide.

## **16. Security**

**16-3.01-K** **KNOW** the following four levels of terrorist threat, as presented in the E-PME Study Guide.

- High
- Significant
- Moderate
- Low

**16-3.02-K** **KNOW** the steps to take if you receive a bomb threat via the telephone, as presented in the E-PME Study Guide.

**16-4.01-K** **KNOW** the following terrorist force protection conditions, as presented in the E-PME Study Guide.

- FPCON Normal
- FPCON Alpha
- FPCON Bravo
- FPCON Charlie
- FPCON Delta

#### **SECTION 4: COMMUNICATION**

##### **17. Communicating**

**17-4.01-K** **KNOW** the guidelines for preparing a training session, as presented in the E-PME Study Guide.

**17-5.03-K** **KNOW** the principles of effective verbal communication, as presented in the E-PME Study Guide.

**17-8.01-K** **KNOW** the process improvement tools that are used to generate ideas and identify opportunities for improvement, as presented in the E-PME Study Guide.

**17-9.04-K** **COMPREHEND** the best use of the analytical tools for understanding data, as presented in the E-PME Study Guide.

**GLOSSARY**

<b>COMPREHEND</b>	To see relationships, concepts, and abstractions beyond the simple remembering of material. Typically involves translating, interpreting, and estimating future trends. A higher degree of <b>KNOW</b> .
<b>IDENTIFY</b>	To become aware by recognition of a pattern or set of attributes.
<b>KNOW</b>	The recall and recognition of previously learned material (fact, theories, etc.) in essentially the same form as presented.
<b>OUTLINE</b>	To summarize, usually in written form; highlights of a subject.