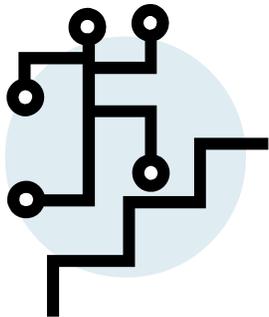


How Does a Student Obtain a PQG?

To order a PQG, the ESO needs only a student's employee ID number and the name of the course. The course will be sent directly to the student at his/her work address or, for Reservists, at their home address. (Reservists must provide the ESO with the address they want the course sent to, as well as their employee ID number.) The Institute quotes a delivery time of 4 to 6 weeks, but courses often arrive in 2 to 3 weeks or even less. Most PQGs can also be downloaded as PDF files from CG Central (click the "Learning" tab, then the "Non-Resident Training Courses" link on the left-hand menu).

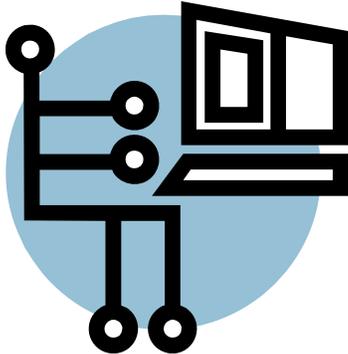


USCG TRAINING CENTER CAPE MAY, NJ

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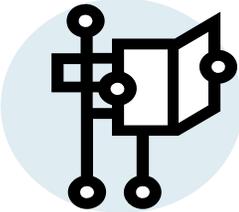
Mr. Andrew Webb
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<http://www.uscg.mil/hq/capemay/Education/ESomain.asp>

The Supervisor & the Performance Qualification Guide (PQG)



The Supervisor & the Performance Qualification Guide (PQG)

Over the last six years, old-style correspondence courses have been replaced by courses in a Performance Qualification Guide (PQG) format. Each PQG-formatted course is a self-paced tool that's based on Enlisted Performance Qualifications (EPQs).



PQGs are authentic instruction and learning tools and provide structure for on-the-job training.

The PQG format employs a more interactive approach to learning than that embodied in the old correspondence courses. Soon after the first PQGs were published, ETCM Dave Robinson (then the EPQ Manager for all enlisted rates) described the format this way: "It systematically links on-the-job learning to supervisor/mentor involvement through a semi-formal process."

You, as a Professional Development Coach (PDC), will be assigned in a somewhat formal manner to one or more "students". You will help your assigned students to understand the information and learn the skills described in the PQG. Through a standardized process, over the course of six months to a year, each student demonstrates his/her mastery of the PQG and EPQ materials and tasks.

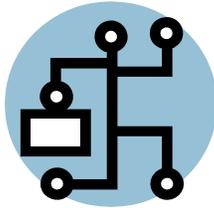
How Do We Use the PQG?

Each PQG has a book called the "Performance Qualification Guide Certification Pamphlet". This book provides a more detailed explanation of the PQG than this brochure can. **Please take the time to become familiar with it.** You'll see that each lesson in the PQG covers the skills and knowledge required by

one EPQ. Each EPQ is a "Terminal Performance Objective" (TPO) of the course.

Each lesson/TPO consists of a number of tasks or items the student must learn and master. You, as the student's PDC, sign off and date each of these items as the student demonstrates s/he has mastered it.

Once the student has mastered all the items in a TPO, you will sign off the corresponding EPQ on the student's "Record of Performance Qualifications (CG-3303C)", formerly known as practical factors.



To make tracking your students' progress easier, most PQGs include a "Monthly Tracking Sheet" (MTS). You can use this MTS to set goals with your student. It also provides a handy way for the student to keep track of how far s/he's gone and how much s/he has left to do before the PQG is completed.

Who Can Sign EPQs?

In answer to this question, the *Personnel Manual* (Article 5.C.7.a.3.) says: "A Professional Development Coach (PDC) is normally assigned by the command to mentor junior personnel. The PDC or designated supervisor must be at least one pay grade senior and should be of the same occupational specialty as the student. A PDC possesses the demonstrated professionalism and leadership ability as determined by the CO/OIC as competent to witness and sign off performance qualifications as satisfactorily completed. A commissioned officer, warrant, or senior petty officer may be designated to evaluate the member's ability on each performance qualification. Members must receive authorization from their immediate supervisors to have someone outside their normal

chain-of-command sign off performance qualifications." This passage is being revised to be more specific, but for now it's all we have.

How Do the PQG, EPQs, and EOCT Relate to Each Other?

Before a student can take an end-of-course test (EOCT) for a particular rate, s/he must have completed the PQG and EPQs for that same rate. In the "Remarks" area at the bottom of page 2 of the CG-3303C is a statement by which the PDC certifies the student has completed all requirements for taking the EOCT. If that statement is not completed by the PDC, the ESO may not administer the corresponding EOCT (see ALCOAST 287/08). The student should take the completed page 2 of the CG-3303C with him/her to the EOCT site so the ESO can see it. Students must also show completion of E-PME Performance Requirements before they can take an AQE, as per ALCOAST 179/05.)

Does the CO Need to Approve Anything?

No. TraCen Cape May's CO has delegated the job of assuring students are ready to take their EOCT to the ESO. There's no need to route anything to the CO before a student can take the EOCT.