

## INSTRUCTIONS

**RECORD OF E-3 AND E-4 PERFORMANCE REQUIREMENTS** These Performance 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). 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: 3.E.01**

The number **3** indicates that it is at the E-3 Requirement level.

The **E** refers to the chapter of Leadership.

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

**NOTE:**– A comprehensive list of additional references is listed in the EPME Study Guide. These additional references are not testable material.

The EPME Manual, COMDTINST M1510.2 (series) can be located via:

- 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](http://www.uscg.mil/directives)

**TITLE:**  
**EPME Performance Requirements (E3-E4)**

**ABBREVIATION:**  
**EPME-PR**

**DATE COMPLETED:**

**E-3**

**E-4**

**NAME:** *(Last, First, Middle Initial)*

**EMPLID NUMBER:**



<p><b>1. <u>Communication</u></b></p> <p><b>3.A.01 SEND</b> an e-mail message.</p> <p><b>3.A.02 DEMONSTRATE</b> the proper way to write goals.</p> <p><b>4.A.01 DEMONSTRATE</b> effective communication skills.</p> <p><b>2. <u>Coast Guard History and Purpose</u></b></p> <p><b>3.B.01 LIST</b> the roles and missions of the Coast Guard.</p> <p><b>3.B.02 EXPLAIN</b> the role and configuration of the U.S. Coast Guard Reserves.</p> <p><b>3.B.03 EXPLAIN</b> the role and missions of the Coast Guard Auxiliary.</p> <p><b>4.B.01 EXPLAIN</b> the relationship and mission links between the Coast Guard and other Department of Homeland Security (DHS) agencies and Department of Defense (DOD) services and become familiar with the insignia and rank of the U.S. Uniformed Services.</p> <p><b>4.B.02 DISCUSS</b> the history and authority of a Petty Officer.</p> <p><b>3. <u>Coast Guard Standards</u></b></p> <p><b>3.C.01 EXPLAIN</b> your rights and responsibilities as they pertain to participating in political activities.</p> <p><b>3.C.02 OPERATE</b> a government motor vehicle.</p> <p><b>3.C.03 EXPLAIN</b> the limitations on the personal use of Government-owned office equipment and Information Systems.</p>		
<p><b>NAME</b> <i>(Last, First, Middle Initial)</i></p>	<p><b>EMPLID NUMBER</b></p>	

**CG-1510-3 (Rev. 02-2011)**

ENLISTED PROFESSIONAL MILITARY EDUCATION (EPME) PERFORMANCE REQUIREMENTS	INIT	DATE
<p><b>3.C.04</b>    <b>EXPLAIN</b> the different types of discharges.</p> <p><b>3.C.05</b>    <b>EXPLAIN</b> the Coast Guard’s policy regarding tattoo, body markings, body piercing and mutilation.</p> <p><b>3.C.06</b>    <b>EXPLAIN</b> the Commandant’s policy on tobacco use and <b>LIST</b> the resources to become tobacco free.</p> <p><b>4.C.01</b>    <b>IDENTIFY</b> your responsibility in regards to using a Government Travel Card.</p> <p><b>4.C.02</b>    <b>EXPLAIN</b> the rights and responsibility of an enlisted member as they pertain to judicial and non-judicial proceedings.</p> <p><b>4.C.03</b>    <b>EXPLAIN</b> the potential conflicts of interest a Coast Guard member might encounter.</p> <p><b>4.C.04</b>    <b>DISCUSS</b> the Coast Guard’s policies on interpersonal relationships.</p> <p><b>4.C.05</b>    <b>DISCUSS</b> the Coast Guard’s Policy and your unit’s policy governing the release of Information.</p> <p><b>4.C.06</b>    <b>EXPLAIN</b> the elements of the Coast Guard’s Sexual Assault Prevention and Response Program (SAPRP).</p> <p><b>4.    <u>Administration</u></b></p> <p><b>3.D.01</b>    <b>SUBMIT</b> a self-marked evaluation including support bullets.</p> <p><b>3.D.02</b>    <b>VERIFY</b> your personal readiness data in Coast Guard Business Intelligence (CGBI) is accurate and up-to-date.</p> <p><b>3.D.03</b>    <b>EXPLAIN</b> the special pay and allowances found in your Earnings and Leave Statement (LES).</p>		
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ENLISTED PROFESSIONAL MILITARY EDUCATION (EPME) PERFORMANCE REQUIREMENTS	INIT	DATE
<p><b>4.D.01 IDENTIFY</b> the following personnel in your rating chain: Supervisor, Marking Official, Approving Official and your appeal Authority.</p> <p><b>4.D.02 EXPLAIN</b> your responsibilities in conjunction with official travel.</p> <p><b>E. <u>Leadership</u></b></p> <p><b>3.E.01 DISCUSS</b> the Coast Guard's Leadership Development Framework and the definition of leadership and followership.</p> <p><b>3.E.02 COMPLETE</b> a Personal Fitness Plan, CG-Form 6049.</p> <p><b>3.E.03 LIST</b> your command support resources.</p> <p><b>4.E.01 EXPLAIN</b> the goals of the Coast Guard's Suicide Prevention Program.</p> <p><b>4.E.02 DISCUSS</b> the role of the First Line Supervisor in leading others.</p> <p><b>4.E.03 DISCUSS</b> the ability to influence others to achieve a desired outcome.</p> <p><b>4.E.04 DISCUSS</b> the importance of diversity in the Coast Guard.</p> <p><b>4.E.05 DISCUSS</b> the elements required for building and maintaining an effective team.</p> <p><b>4.E.06 DISCUSS</b> the role and value of mentoring and the Coast Guard mentoring program.</p> <p><b>4.E.07 DISCUSS</b> your role taking care of people and properly responding to the needs of others and yourself.</p>		
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ENLISTED PROFESSIONAL MILITARY EDUCATION (EPME) PERFORMANCE REQUIREMENTS	INIT	DATE
<p><b>4.E.08 PREPARE</b> a personal budget.</p> <p><b>4.E.09 IDENTIFY</b> how substance abuse undermines morale, mission performance, safety, career opportunities and health.</p> <p><b>6. <u>Enlisted Career</u></b></p> <p><b>4.F.01 COMPLETE</b> an e-Resumé.</p> <p><b>4.F.02 DISCUSS</b> the officer accession programs available to Coast Guard enlisted members.</p> <p><b>4.F.03 EXPLAIN</b> the role and purpose of the Rating Force Master Chief.</p> <p><b>7. <u>Safety and Security</u></b></p> <p><b>3.G.01 EXPLAIN</b> the function and purpose of the different types of Tag Identifiers.</p> <p><b>3.G.02</b> Observe your work space and <b>LIST</b> any safety discrepancies.</p> <p><b>3.G.03</b> Locate your right-to know-station and <b>EXPLAIN</b> the contents of a Material Safety Data Sheet.</p> <p><b>3.G.04 DEMONSTRATE</b> emergency response procedures for a telephonic bomb threat.</p> <p><b>3.G.05 DISCUSS</b> the role of a First Responder during a hazardous situation.</p>		
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ENLISTED PROFESSIONAL MILITARY EDUCATION (EPME) PERFORMANCE REQUIREMENTS	INIT	DATE
<p><b>4.G.01 COMPLETE</b> all unit-required hearing and respiratory protection training.</p> <p><b>4.G.02 COMPLETE</b> an emergency action plan for you and your family.</p> <p><b>4.G.03 LOCATE</b> your unit's physical security plan and familiarize yourself with your unit's protocol for responding to the discovery of unsecured classified material.</p> <p><b>4.G.04 DISCUSS</b> the purpose of Operational Risk Management (ORM) and standard risk terminology.</p> <p><b>4.G.05 EXPLAIN</b> the basic structure of the Incident Command System (ICS).</p>		
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<p><b><u>GLOSSARY</u></b></p> <p><b>COMPLETE</b>      To do in its entirety.</p> <p><b>DEMONSTRATE</b>    To begin a task and carry through to completion in accordance with applicable instructions and regulations.</p> <p><b>DISCUSS</b>          Speak with knowledge of a particular subject.</p> <p><b>EXPLAIN</b>          Describe to other persons' correct details about and the function of a particular subject.</p> <p><b>IDENTIFY</b>          To be able to locate and name.</p> <p><b>LIST</b>                To arrange information in logical form and order for self or others.</p> <p><b>LOCATE</b>            To determine or set the position of.</p> <p><b>OPERATE</b>          To make something function properly.</p> <p><b>PREPARE</b>          Plan, gather, and assemble information to produce a document (i.e. forms and schedules).</p> <p><b>RECALL</b>            Plan, gather, and assemble information to produce a document</p> <p><b>SEND</b>              To prepare and deliver a electronic message.</p> <p><b>SUBMIT</b>            To prepare and deliver a report or form following a defined criteria.</p>			
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