



1510
27 May 2011

MEMORANDUM

From:  W. G. KELLY, CAPT
CG TRACEN Cape May

Reply to: YNCS D. T. Blevins
Attn of: 609-898-6918

To: COMDT (CG-133)

Subj: SPOTLIGHT ON LEADERSHIP CAMPAIGN - PETTY OFFICER
INDOCTRINATION COURSE

Ref: (a) Enlisted Performance Military Education, COMDTINST M1510.2

1. For this year's leadership month initiative, Training Center Cape May chose to establish and spotlight a non-rate development course, the Petty Officer Indoctrination Course. This course, created by our local Chiefs Mess, is designed to mentor and assist non-rated members with acquiring the basic knowledge, skill and character needed for becoming a Petty Officer. The course was held onboard TRACEN Cape May from April 7, 2011 through May 11, 2011.
2. The course focused on the four components non-rated members will need to become a Petty Officer. The Enlisted Performance Military Education (EPME) guide was used to formulate these sections, consisting of Coast Guard Purpose, Enlisted Core Functions, Readiness and Communications.
3. An exciting and energetic teaching approach was used to facilitate instruction so the junior members would easily retain the knowledge and skills needed to pass the EPME test prior to enrolling in Class "A" School. Several methods of instruction were used including hands on, cooperative learning, group competition, movies and games. The goal of using several methods of instruction was to meet the needs of various learning styles and boost retention and understanding of content covered. All classes were personalized and taught in a professional manner.
4. The Officers and Chiefs onboard the Training Center volunteered to teach various pertinent sections of the EPME. Prompt and individual feedback was provided as well as one on one counseling for students needing additional instruction. The course lead ensured continuity of instruction and maintained focus on material comprehension and retention.
5. The ultimate goal for this course was for to prepare every non-rated member onboard the Training Center to pass the EPME test prior to enrolling in Class "A" School. Additionally, after the completion of the course and test, junior members were allowed the opportunity to experience hands on training at local Coast Guard units.

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6. The Chiefs Mess worked diligently to ensure that the course was constructive, beneficial and a valuable training experience that motivated these junior members to fervently pursue the exciting Coast Guard career opportunities. The course received extremely positive feedback from both student and instructor. The lessons learned from this inaugural course convening are being incorporated it into a recurring program that will greatly benefit our most junior and impressionable Coast Guard members.

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Enclosure: (1) Petty Officer Indoctrination Course Syllabus

Petty Officer Indoctrination Course

Course Description

This course provides junior members of the Coast Guard with the basic and fundamental working knowledge on becoming a Petty Officer. It prepares members for future studies in more specialized topics within the subject area. Members will increase their awareness of the overall environment and function of the E-PME system as well as observe its contributions to the service. This course also covers knowledge requirements including: Ethics, Leadership, Authority and Jurisdiction, NJP, Marks, Finance, and Training.

Course Objectives

By the end of this course, you should be able to:

1. Describe the basic construction of the E-PME process and how to use it.
2. Give specific training on each of the E-4 Performance/Knowledge based requirements.
3. Provide one on one personal training for those attending
4. Discuss the roles of the supervisor in regards to the completion of each task
5. Provide the basic knowledge and instruction for members to complete the E-4 EPME requirements.

Course Outline

Times and location for each block of instruction will be determined by the instructor

Date/Time	Location	Task	Topic	Instructor
07 Apr 0900	Ida Lewis		Opening/ Overview of Course	BMCM Smith
07 Apr 0930	Ida Lewis	7-4.01-P	Standards of Conduct	B. Eppright
07 Apr 1000	Ida Lewis	9-4.02-P	Enforcing Standards	J. Johnson
07 Apr 1030	Ida Lewis	10-4.01-P	Supervisor Responsibility	J. Johnson
12 Apr 0900	Ida Lewis	17-4.03P	Instruct the use of Public Affairs	V. Colbath
12 Apr 0930	Ida Lewis	17-4.02-P	Discuss release of official info	V. Colbath
12 Apr 1000	Ida Lewis	13-4.01-P	Create an electronic E-Resume	J. Pilkington
19 Apr 0900	Recruiter	13-4.02-P	Prepare a travel claim	G. Shannon
19 Apr 0945	Recruiter	17-4.02-P	Create documents and email	T. Trammell
19 Apr 1030	Recruiter		Wrap up of Knowledge Section	BMCM Smith
21 Apr 0900	mcpocg	2- 4.01-K	CG relationship with DOD	V. Colbath
21 Apr 0930	mcpocg	4- 4.01-K	Know the Petty Officer Heritage	J. Stanton
21 Apr 1000	mcpocg	4- 4.02-K	Know the MCPO-CG Heritage	J. Stanton
21 Apr 1030	mcpocg	5-4.03-K	The role of the Rating force MC	J. Dicave
26 Apr 0900	Ida Lewis	5-4.01-K	Authority of the Petty Officer	BMCM Smith

26 Apr 0930	Ida Lewis	5-4.02-K	Know Title 14 USC Sec. 89	BMCM Smith
26 Apr 1000	Ida Lewis	6-4.01-K	Leadership	Capt Kelly
03 May 0900	Ida Lewis	9-4.01-K	EMI, NJP, UCMJ	LCDR Chm
03 May 1000	Ida Lewis	10-4.01K	The Marking Chain	BMCM Smith
05 May 0900	Ida Lewis	11-4.01K	Finance and personal budgeting	S. Boone
05 May 1000	Ida Lewis	13-4.01K	PCS entitlements	J. Smith
05 May 1030	Ida Lewis	13-4.02K	Enlisted Assignment Process	J. Carlson
10 May 0900	Ida Lewis	14-4.02K	Incident Command System	V. Holbrook
10 May 0945	Ida Lewis	16-4.01K	Terrorist force protection	B. Eppright
10 May 1015	Ida Lewis	17-4.01K	Prepare a training session	D. Alexander
11 May 0900	Ida Lewis		Wrap up of course	BMCM Smith
11 May 0930	Ida Lewis		Test	Mr. Webb

References

1. This course does not use a traditional textbook. Instead, you will be reading from different websites and from the E-PME Study Guide located under Enlisted Advancements at: <https://elearning.uscg.mil/catalog/course.asp?id=132&cid=45>
2. CG 1510-2 (Record of Enlisted Professional Military Education (E-PME) Performance Requirements E3-E9)
3. CG 1510-3 (Record of Enlisted Professional Military Education (E-PME) Knowledge Requirements E3-E9)

Course Outline

Below is an outline of the content and activities in each unit of the course.

Unit 1 : COAST GUARD PURPOSE

- CG Organization
- CG History
- Enlisted Heritage
- Enlisted Ranks

Unit 2 : CG ENLISTED CORE FUNCTIONS

- Leadership
- Standards of Conduct
- Standards of Appearance
- Enforcing Standards
- Supervisor Responsibility
- Personnel Issues
- Personnel Systems

Unit 3 : READINESS

Mission Preparedness

Safety

Security

Unit 4 : COMMUNICATION

Communicating

Unit 5 : COURSE OVERVIEW AND TEST

Command Masterchief closing remarks

Commanding Officer closing remarks

Administer test with Mr. Webb (ESO)