

U.S. Department of
Homeland Security

United States
Coast Guard



Electronics Technician First Class PERFORMANCE QUALIFICATION CERTIFICATION GUIDE (PQG)



U.S. Coast Guard
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ELECTRONICS TECHNICIAN FIRST CLASS PERFORMANCE QUALIFICATION CERTIFICATION GUIDE

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Training Center
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QUESTIONS ABOUT THIS TEXT SHOULD BE
ADDRESSED TO THE SUBJECT MATTER SPECIALIST
FOR THE ELECTRONICS TECHNICIAN RATING.

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TABLE OF CONTENTS

TITLE	PAGE
Overview	1
Guidelines for PQG	3
Example of Nonresident Assignment Memorandum	6
Professional Development Supervisor (PDS) Instructions	7
Example of PDS Assignment Memorandum	9
Course Description	11
Performance Qualification Certification Sheets	13
Monthly Tracking Sheets	24

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HOW TO USE THE PERFORMANCE QUALIFICATION CERTIFICATION GUIDE (PQG)

Overview

Introduction

The Performance Qualification Certification Guide (PQG) is a performance-based, systematic approach to completing the enlisted performance qualifications (EPQs) for advancement. This PQG is a training aid that is included as part of your Electronics Technician First Class non-resident correspondence course. Under the direction of your assigned professional development supervisor (PDS), you will complete all tasks identified in this PQG.

PQG Job Aid

This job aid will guide you and your chain of command through the overall process leading up to your being able to compete in the Electronics Technician First Class servicewide exam (SWE).

Step	Action	Responsibility
1.	Order Electronics Technician First Class nonresident course. (The PQG will be a separate pamphlet enclosed with your course material.)	Member and ESO
2.	Assign member (student) to nonresident program and assign a professional development supervisor (PDS) to coach/train student. (See examples of assignment memorandums on pages 6 and 9.)	CO and/or ESO
3.	Review PQG and establish training time line to complete all tasks.	Member and PDS
4.	Prepare the PQG Monthly Tracking Sheet (MTS).	PDS
5.	Read course material; complete all practical exercises, job aids, and quizzes; and demonstrate proficiency on all TPOs and EPQs to PDS.	Member
6.	Provide feedback to member on performance. Initial/sign off on successfully completed job aids, TPOs, and EPQs.	PDS
7.	Track member's progress on MTS and ensure all actions have been initialed or signed off as completed.	Member and PDS
8.	Submit MTS to department head for periodic review and approval.	Member and PDS

Continued on next page

Overview (Continued)

PQG Job Aid (continued)

Step	Action	Responsibility
9.	Sign MTS* to acknowledge member has successfully completed all requirements of PQG nonresident program. (*Retain MTS in member's Training Record.)	CO or XO
10.	Ensure end-of-course test (EOCT) is ordered for member and arrange test time.	ESO
11.	Take and pass EOCT.	Member
12.	Recommend member for advancement.	CO

Assignment Letters

Letters assigning the student to the nonresident program and designating the PDS are recommended. Examples of these letters are provided on pages 6 and 9.

Monthly Tracking Sheet

The PDS and the student will complete a Monthly Tracking Sheet (MTS). Periodically this sheet will be evaluated and signed by the student's department head. After the student has successfully completed all PQG sheets and passed the end-of-course test (EOCT), the CO/XO will sign the final completion block on the MTS and the tracking sheet will become a permanent part of the student's Training Record.

Completion of Nonresident Program

The student will remain in the nonresident program until every EPQ has been successfully completed and signed off by the PDS. Normal time frame for completion of training is six to 12 months.

Guidelines for PQG

Purpose

The purpose of this PQG is to provide a comprehensive, systematic approach to performance-based training. By successfully performing the tasks identified in this PQG, you will be able to complete your enlisted performance qualifications (EPQs), which are part of the preparation for eligibility to compete in the servicewide exam (SWE).

You and Your Supervisor

It is YOUR responsibility to make sure that the person designated as your professional development supervisor (PDS) reads the “Professional Development Supervisor (PDS) Instructions” in this course.

Your PDS will use this PQG as a tool to document your successful completion of the EPQs as a part of your advancement process. All EPQs for E-6 are covered in this PQG.

Performance Objectives

This PQG contains terminal performance objectives (TPOs) and enabling objectives (EOs), which are explained in the table below.

Type of Objective	Outcomes
Terminal Performance Objectives (TPOs)	These objectives reflect the EPQs you are striving to complete.
Enabling Objectives (EOs)	These objectives are the performances you will complete that will lead you to successful completion of the TPOs.

PQG Sheets

The PQG sheets identify the TPOs and steps you need to master to be proficient in completing your enlisted performance qualifications (EPQs). The number appearing on the right top corner of the PQG sheet corresponds to the qual number on the Record of Performance Qualifications (CG-3303C-1) for the Electronics Technician rating.

As you complete each task listed on the PQG sheets, your professional development supervisor (PDS) will sign next to each task, indicating you have satisfactorily completed that task. After you have completed all steps under the TPO, you will be ready to accomplish the TPO that directly relates to the EPQ you are working on.

Guidelines for PQG (Continued)

PQG Sheets (continued)

Once you demonstrate proficiency in the performance of the TPO(s), your PDS will initial and date the appropriate column on the Record of Performance Qualifications (CG 3303C-1), indicating your completion of that EPQ.

PQG Completion Steps

Follow these steps to guide you toward final completion of your PQG.

Step	Action
1.	Read the PQG sheet and lesson material.
2.	Practice the lesson objectives; complete the practical exercises/job aids/lesson self-quizzes. Ask for help if you do not understand the material.
3.	Take the job aid(s) to your PDS.
4.	Perform the steps/actions in the job aid(s) for your PDS.
5.	Receive feedback from your PDS. Perform steps/actions again, if necessary.
6.	Take the PQG sheet and the job aid(s) to your PDS.
7.	Using the job aid(s), perform all TPO steps listed on the PQG sheet for your PDS.
8.	Have your PDS sign and date each step on the PQG sheet to verify that you have successfully performed each.
9.	Have your PDS initial and date the appropriate EPQ on your Record of Performance Qualifications (CG-3303C-1).
10.	Repeat steps 1-9 for each PQG sheet.
11.	Take the completed PQG, Monthly Tracking Sheet and the CG-3303C-1 to your unit XO, training officer, ESO or other designated recipient for appropriate action.

Guidelines for PQG (Continued)

End-of-Course Test (EOCT)

The EOCT measures your knowledge that supports each performance objective contained in your nonresident course. Be sure to complete the self-quiz for each lesson along with the pamphlet review quiz (PRQ). Remember, these pamphlet review questions are examples of the types of questions you will find on the EOCT.

Passing your EOCT is part of the advancement process. Take the exam seriously and study all of the course pamphlets. Ask others for help, prior to taking the exam, if you do not understand the material.

Example of Nonresident Assignment Memorandum

U.S. Department of
Homeland Security

United States
Coast Guard



Commanding Officer
U.S. Coast Guard
Cutter Steadfast

St. Petersburg, FL 33703-5001
Staff Symbol: XO
Phone: (727) 335-6192
Fax: (727) 335-6192
Email:

1500
25 Oct 2007

MEMORANDUM

From: B. A. MOORE, CDR, USCG
USCGC STEADFAST

Reply to XO
Attn of: (757) 856-2131

To: Electronics Technician Second Class Jeff Robertson, 0372, USCG

Subj: ASSIGNMENT TO THE NONRESIDENT E-6 PROGRAM

Ref: (b) Station Instruction 1500.2B

1. You are hereby assigned to the Nonresident E-6 Program.
2. This assignment is based on your desires to become a First Class Petty Officer. It will be your responsibility to acquire the skills, knowledge, and abilities in the Electronics Technician rating, as well as the completion of the Enlisted Performance Qualifications (EPQs) to be eligible for advancement to E-6.
3. The following guidelines have been established to ensure the standardization of the training process for the Nonresident E-6 Program.
 - The Performance Qualification Certification Guide (PQG) will be your tool to track your progress towards completion of the EPQs.
 - You should be able to demonstrate proficiency in each of the performance objectives listed in the PQG. There is an initial block next to each task where your professional development supervisor (PDS) must indicate that he/she has observed your successful completion of that task in accordance with the steps and criteria contained in the lesson job aid.
 - Normal time frame for completion of the Nonresident Program is six to 12 months. You will be evaluated each month by your PDS on your progression. You will be given feedback on your performance, and the evaluation will be sent to your immediate supervisor.
4. Once you have completed all of the performance objectives in the PQG, you will be ready to demonstrate your proficiency of the E-6 quals to your PDS, who will initial and date the appropriate column in the Record of Performance Qualifications (CG 3303C-1). All EPQs at this level must be successfully completed for advancement.
5. I commend you on this assignment, and look forward to your successful completion.

#

Professional Development Supervisor (PDS) Instructions

Purpose The purpose of this PQG is to provide a comprehensive, systematic approach to performance-based training. The student, along with your assistance and mentorship, will be striving towards completion of the EPQs in order to be eligible for advancement to ET1.

Your Role As PDS You have been selected as a PDS based on your paygrade and professional competence. It will be your responsibility to assist, guide, and mentor the student in his/her efforts towards professional development and advancement in the Electronics Technician rating.

Note: An example of a PDS designation memorandum is provided on page 9.

PDS Competencies

The following guidelines have been established to ensure the standardization of the training process.

- The PQG will be your tool to track the student's progress towards completion of the EPQs.
 - Within the lesson material are job aids that the student will demonstrate to you. (Some ratings have included an initial box next to each job aid in the course material.)
 - The student should be able to demonstrate proficiency in all terminal performance objectives listed on the PQG sheets. There is a signature block next to each step in a table below the TPO where you must indicate the student's completion of that step.
 - Once all steps have been completed, the student will demonstrate each TPO to you. It will be your job to assess the student's ability to satisfy the accomplishment of that TPO and its EPQ. Basically, the EPQs are the PQG's TPOs.
 - Use your good judgment in determining your student's performance. The Coast Guard is putting its trust in you to help your fellow shipmate become a competent Electronics Technician First Class.
-

Professional Development Supervisor (PDS) Instructions

Monthly Tracking Sheet

Included at the end of this handbook is a Monthly Tracking Sheet (MTS). You and the student must develop a reasonable time line for completion of this PQG handbook. Periodically, this tracking sheet should be evaluated and signed by your department head. If used correctly, the MTS will motivate the student and you to systematically develop his/her skills to perform all the tasks required for performance of ET1 enlisted performance qualifications.

EPQ Sign-Off

When the student has demonstrated proficiency in the performance of the EPQ, you will initial and date the appropriate column in the Record of Performance Qualifications (CG 3303C-1). This official record, along with the completed PQG, will document the student's eligibility for advancement to ET1.

For More Information

For more detailed information regarding the completion of the Record of Performance Qualifications, refer to the Coast Guard Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series).

Example of PDS Assignment Memorandum

U.S. Department of
Homeland Security

United States
Coast Guard



Commanding Officer
U.S. Coast Guard
Cutter Steadfast

St. Petersburg, FL 33703-5001
Staff Symbol: XO
Phone: (727) 335-6192
Fax: (727) 335-6192
Email:

1500
25 October 2007

MEMORANDUM

From: B. A. MOORE, CDR, USCG
USCGC STEADFAST

Reply to XO
Attn of: (757) 856-2131

To: ETC Horace Greely, 1492, USCG

Subj: ASSIGNMENT AS PROFESSIONAL DEVELOPMENT SUPERVISOR (PDS)

Ref: (a) Station Instruction 1500.2B

1. You are hereby designated as a professional development supervisor (PDS) for (enter member's name and rate).
2. This assignment is based on your paygrade and professional competence. It will be your responsibility to assist, guide, and mentor the member in his/her efforts to improve his/her skills, knowledge, and abilities in the Electronics Technician rating.
3. The following guidelines have been established to ensure the standardization of this performance-based training process:
 - The Performance Qualification Certification Guide (PQG) will be your tool to track the member's progress towards completion of the EPQs.
 - The member should be able to demonstrate proficiency in each of the terminal performance objectives (TPO) listed in the PQG. There is signature block next to each step where you must indicate that you have observed the member's successful completion of the TPO in accordance with the steps and criteria contained in the lesson/job aid.
4. Once the member has completed all of the terminal performance objectives, it will be your responsibility to determine if he/she has successfully demonstrated proficiency in all currently published E-6 enlisted performance qualifications in the Electronics Technician rating. Use your good judgment in determining successful performance. I am placing my trust in your ability to assist your fellow shipmate in becoming a highly competent, professional member of the U.S. Coast Guard.

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Course Description

Course Preview This course will introduce you to the skills and knowledge needed to successfully perform the duties associated with the Journeyman (E5 and E6) level of Electronics Technician (ET).

Course Outline Four units of instruction have been developed to give you training on the knowledge and tasks of an ET1.

Unit Number/Title	In this unit you will learn about . . .	Related EPQ
1. Unit Documentation	Obtaining Navy publications and directives	6.A.05
	Updating ship/unit drawings and blueprints	6.A.08
	Recording maintenance actions into the unit work management system	6.A.04
	Auditing the Safety Lock-Out/Tag-Out Log	6.A.06
2. Unit PMS Development & Maintenance	Verifying that the unit's CGPMS is 100% accurate	6.A.01
	Submitting a feedback report (FBR)	6.A.02
	Developing a unit PMS schedule for all electronics equipment	6.A.03
3. Inventory Management	Auditing the spare parts and modules inventory	6.A.07
4. Electronic Equipment Inspection	Inspecting an electronics equipment and/or system installation for EMI hazards	6.A.09
	Verifying the installation of an electronics equipment and/or system	6.A.10
	Verifying the installation of a field change/ORDALT to electronic equipment	6.A.11

Course Description (continued)

Course Objectives

At the end of this ET1 Nonresident Course, given material, documentation, job aids, and the required tools, you will be able to:

- Maintain unit documentation;
 - Develop and maintain the Preventative Maintenance System for the unit;
 - Manage unit spare parts and modules;
 - Inspect and verify electronic equipment and systems.
-

Terminal Performance Objective 1.1

Given the need to keep unit documentation current, and using a job aid, **OBTAIN** Navy publications and directives with 100% accuracy.

Notes to PDS

Provide student with access to a list of publications to be ordered and the NAVSUP web site (<https://nll1.ahf.nmci.navy.mil/>). Follow up with student to ensure delivery of ordered publications and directives.

Item	Task	Job Aid Location	PDS Signature and Date
1.	Determine publications needed.	Unit Documentation, Lesson 1	
2.	Order required publications.	Unit Documentation, Lesson 1	
3.	Verify that ordered publications have arrived.	Unit Documentation, Lesson 1	

Professional Development Supervisor’s Comments and Notes

Terminal Performance Objective 1.2

Given access to ship/unit drawings and blueprints, and using a job aid, **UPDATE** the drawings to match as-built configuration.

Notes to PDS

Provide student access to current unit listing of drawings and blueprints. Identify recent electronic equipment and/or cabling installations, modifications, and/or removals. Verify with student that recent activities were documented on unit drawings and blueprints.

Item	Task	Job Aid Location	PDS Signature and Date
1.	Obtain list of unit drawings and blueprints.	Unit Documentation, Lesson 2	
2.	Gather unit drawings and blueprints for review.	Unit Documentation, Lesson 2	
3.	Review unit drawings and blueprints for accuracy.	Unit Documentation, Lesson 2	
4.	Update drawings (redline corrections) to match as-built configuration.	Unit Documentation, Lesson 2	
5.	Make copy of original.	Unit Documentation, Lesson 2	
6.	Submit copy of corrected drawings and blueprints.	Unit Documentation, Lesson 2	
7.	File original with unit drawings and blueprints.	Unit Documentation, Lesson 2	

Professional Development Supervisor’s Comments and Notes

Terminal Performance Objective 1.3

Given completed and deferred maintenance actions, and using a job aid, **RECORD** the actions into the unit work management system with 100% accuracy.

Notes to PDS

Provide student access to the unit work management system in CMplus. Have student collect maintenance work orders and review maintenance activities for the previous month. Have student enter (and save) completed and deferred maintenance activities into unit work management system.

Item	Task	Job Aid Location	PDS Signature and Date
1.	Access unit work management system in CMplus.	Unit Documentation, Lesson 3	
2.	View previous month's maintenance activities.	Unit Documentation, Lesson 3	
3.	Collect maintenance work orders (completed and/or deferred).	Unit Documentation, Lesson 3	
4.	Update unit work management system with completed and/or deferred maintenance actions.	Unit Documentation, Lesson 3	
5.	Save changes to the unit work management system.	Unit Documentation, Lesson 3	

Professional Development Supervisor's Comments and Notes

Terminal Performance Objective 1.4

Given a monthly requirement, and using a job aid, **AUDIT** the Safety Lock-Out/Tag-Out Log with 100% accuracy.

Notes to PDS

Provide the student with a departmental Safety Lock-Out/Tag-Out Log and record sheets as appropriate. Have the student verify log entries by checking against items noted to have been tagged. Ensure the student follows all safety precautions when inspecting tagged items and documents the results in accordance with Coast Guard and OSHA procedures.

Item	Task	Job Aid Location	PDS Signature and Date
1.	Obtain equipment safety lock-out/tag-out documentation.	Unit Documentation, Lesson 4	
2.	Determine location of active equipment tags.	Unit Documentation, Lesson 4	
3.	Verify active tags against documentation.	Unit Documentation, Lesson 4	
4.	Record safety lock-out/tag-out verification results .	Unit Documentation, Lesson 4	

Professional Development Supervisor’s Comments and Notes

Terminal Performance Objective 2.1

Given requirements and instructions for routinely maintaining the Coast Guard Planned Maintenance System (CGPMS), and using a job aid, **VERIFY** that the unit's CGPMS is 100% accurate.

Notes to PDS

Provide student with CGPMS Work Schedule Book, CGPMS electronic equipment cards, and the unit's inventory of installed electronic equipment.

Item	Task	Job Aid Location	PDS Signature and Date
1.	Retrieve CGPMS Work Schedule Book(s).	Unit PMS Development and Maintenance, Lesson 1	
2.	Verify unit's installed electronic equipment (inventory).	Unit PMS Development and Maintenance, Lesson 1	
3.	Verify that a CGPMS card exists for each installed electronic equipment.	Unit PMS Development and Maintenance, Lesson 1	
4.	Verify that the Monthly PMS Schedule (CG-5452) includes all electronic equipment assigned to the unit.	Unit PMS Development and Maintenance, Lesson 1	
5.	Update and order missing electronic equipment cards.	Unit PMS Development and Maintenance, Lesson 1	
6.	Update and save the Monthly PMS Schedule (CG-5452).	Unit PMS Development and Maintenance, Lesson 1	

Professional Development Supervisor's Comments and Notes

Unit PMS Development and Maintenance PQG

6.A.02

Terminal Performance Objective 2.2

Given a need to correct a deficiency in the unit's CGPMS, and using a job aid, **SUBMIT** a feedback report (FBR) with 100% accuracy.

Notes to PDS

Provide student with access to CGPMS and a copy of the job aid for submitting a feedback report.

Item	Task	Job Aid Location	PDS Signature and Date
1.	Determine the type of feedback to be reported (technical vs. non-technical).	Unit PMS Development and Maintenance, Lesson 2	
2.	Obtain a feedback report form.	Unit PMS Development and Maintenance, Lesson 2	
3.	Complete feedback report.	Unit PMS Development and Maintenance, Lesson 2	
4.	Make copy of completed feedback report.	Unit PMS Development and Maintenance, Lesson 2	
5.	Submit original feedback report.	Unit PMS Development and Maintenance, Lesson 2	
6.	File completed feedback report.	Unit PMS Development and Maintenance, Lesson 2	

Professional Development Supervisor's Comments and Notes

Unit PMS Development and Maintenance PQG

6.A.03

Terminal Performance Objective 2.3

Given required information and forms, and using a job aid, **DEVELOP** a PMS schedule for all electronics equipment for at least one quarter with 100% accuracy.

Notes to PDS

Provide student access to CMplus. Ensure a printer is available and functioning properly.

Item	Task	Job Aid Location	PDS Signature and Date
1.	Access Planned Maintenance System in CMplus.	Unit PMS Development and Maintenance, Lesson 3	
2.	Retrieve the previous quarter's PMS schedule.	Unit PMS Development and Maintenance, Lesson 3	
3.	Print the previous quarter's PMS schedule.	Unit PMS Development and Maintenance, Lesson 3	
4.	Create the upcoming quarter's PMS schedule.	Unit PMS Development and Maintenance, Lesson 3	
5.	Print the upcoming quarter's PMS schedule.	Unit PMS Development and Maintenance, Lesson 3	
6.	File upcoming quarter's PMS schedule.	Unit PMS Development and Maintenance, Lesson 3	

Professional Development Supervisor's Comments and Notes

Terminal Performance Objective 3.1

Given an inventory sample and access to CMplus and the Fleet Logistics System (FLS), and using a job aid, **AUDIT** the spare parts and modules inventory with 100% accuracy.

Notes to PDS

Provide student with access to CMplus, FLS, and most recent inventory of spare parts and modules. Select items from the most recent inventory to include at least 5% of unit's spare parts and modules.

Item	Task	Job Aid Location	PDS Signature and Date
1.	Access unit spare parts and modules inventory in CMplus.	Inventory Management, Lesson 1	
2.	Compare unit's <i>actual</i> spare parts and modules against the unit's most recent inventory (quantity and location).	Inventory Management, Lesson 1	
3.	Document discrepancies found.	Inventory Management, Lesson 1	
4.	Notify supervisor of findings.	Inventory Management, Lesson 1	

Professional Development Supervisor's Comments and Notes

Terminal Performance Objective 4.1

Given a completed electronics equipment and/or system installation, and using a job aid, **INSPECT** the installation for Electro-Magnetic Interference (EMI) hazards with 100% accuracy.

Notes to PDS

Provide the student with a list of installed electronic equipment systems.

Item	Task	Job Aid Location	PDS Signature and Date
1.	Develop a test plan for unit electronic systems.	Electronic Equipment Inspection, Lesson 1	
2.	Perform EMI tests using the test plan in Step 1.	Electronic Equipment Inspection, Lesson 1	
3.	Document results from tests conducted.	Electronic Equipment Inspection, Lesson 1	
4.	Notify supervisor.	Electronic Equipment Inspection, Lesson 1	

Professional Development Supervisor's Comments and Notes

Terminal Performance Objective 4.2

Given an installed or modified electronics equipment/system and access to unit records, **VERIFY** the documentation of the original installation or modification pursuant to the original Engineering Change or Field Change/ORDALT, in accordance with the CG Electronics Manual.

Notes to PDS

Provide student with list of recent changes (installs, modifications, and/or removals) of electronic equipment and/or a recent list of completed field change activities. Have student pull unit drawings, blueprints, etc. **Note:** *The student must verify at least one **each** original installation and field change/ORDALT.*

Item	Task	Job Aid Location	PDS Signature and Date
1.	Determine the type of installation and/or activities performed by the field change/ORDALT as appropriate.	Electronic Equipment Inspection, Lesson 2	Installation:
			FC/ORDALT:
2.	Verify that the installation or field change/ORDALT was completed.	"	Installation:
			FC/ORDALT:
3.	Verify proper operation of the installed or modified equipment.	"	Installation:
			FC/ORDALT:
4.	Verify that drawings for modified equipment are updated.	"	Installation:
			FC/ORDALT:
5.	Update records as required.	"	Installation:
			FC/ORDALT:

Professional Development Supervisor’s Comments and Notes

MONTHLY TRACKING SHEET FOR ET1 PERFORMANCE QUALIFICATION CERTIFICATION GUIDE

Name:

Name of PDS	EPQ	Start Date	Due Date	Progress			Date Completed	PDS Signature
				25%	50%	75%		
Unit Documentation								
Obtain Navy Publications	6.A.05							
Update Ship/Unit Drawings	6.A.08							
Record Maintenance Actions	6.A.04							
Audit Safety Lock-Out/Tag-Out Log	6.A.06							
PDS comments and/or department head periodic review and signature/date:								
Name of PDS	EPQ	Start Date	Due Date	Progress			Date Completed	PDS Signature
				25%	50%	75%		
Unit PMS Development and Maintenance								
Verify Unit CGPMS	6.A.01							
Submit Feedback Report (FBR)	6.A.02							
Develop Unit PMS Schedule	6.A.03							
PDS comments and/or department head periodic review and signature/date:								

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MONTHLY TRACKING SHEET FOR ET1 PERFORMANCE QUALIFICATION CERTIFICATION GUIDE

Name: _____

Name of PDS	EPQ	Start Date	Due Date	Progress			Date Completed	PDS Signature
				25%	50%	75%		
Inventory Management								
Audit spare parts/modules inventory	6.A.07							
PDS comments and/or department head periodic review and signature/date:								
Name of PDS	EPQ	Start Date	Due Date	Progress			Date Completed	PDS Signature
				25%	50%	75%		
Electronic Equipment Inspection								
Inspect Electronic Systems for EMI	6.A.09							
Verify Equipment Installation	6.A.10							
Verify Field Change/ORDALT	6.A.11							
PDS comments and/or department head periodic review and signature/date:								

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**MONTHLY TRACKING SHEET FOR ET1
PERFORMANCE QUALIFICATION CERTIFICATION GUIDE**

Name: _____

ADDITIONAL COMMENTS:

Course Completion Date: _____ / _____

Member's signature /date: _____ / _____

PDS signature/date: _____ / _____

Retain signed Monthly Tracking Sheet in member's Training Record.