

INSTRUCTIONS

RECORD OF E-5 THROUGH E-9 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.

The EPME categories are formatted for consistency between the Performance and Knowledge Requirements. In some cases there are no "Performance Requirements" in the categories listed on this form, which means either the category item is covered under the "Knowledge Requirements" in Tab 3 or it is reserved for future development.

REQUIREMENTS NUMBERING SYSTEM – EXAMPLE: 6-5.01-P

The number **6** indicates the subject section of the Requirements.

The number **5** indicates that it is at the E-5 Requirement level.

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

The letter **P** indicates that this is a Performance Requirement (Knowledge Requirements have letter **K** designators).

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)

The EPME Study Guide is available through the CG Portal. Click the Learning Management System link at [HTTPS://CGPORTAL.USCG.MIL/DELIVERY/SATELLITE/TRAINED](https://cgportal.uscg.mil/delivery/satellite/trained)

TITLE: EPME Performance Requirements (E5-E9)		ABBREVIATION: EPME-PR
DATE COMPLETED:		
E-5	E-6	E-7
E-8	E-9	
NAME: <i>(Last, First, Middle Initial)</i>		EMPLID NUMBER:

ENLISTED PROFESSIONAL MILITARY EDUCATION (EPME) PERFORMANCE REQUIREMENTS	INIT	DATE
<p>SECTION 1: COAST GUARD PURPOSE</p> <ol style="list-style-type: none"> 1. <u>Global Coast Guard</u> No performance requirements at this time. See Tab 3 of the E-PME Manual for knowledge requirements for this chapter. 2. <u>Coast Guard Organization</u> No performance requirements at this time. See Tab 3 of the E-PME Manual for knowledge requirements for this chapter. 3. <u>Coast Guard History</u> No performance requirements at this time. See Tab 3 of the E-PME Manual for knowledge requirements for this chapter. 4. <u>Enlisted Heritage</u> No performance requirements at this time. See Tab 3 of the E-PME Manual for knowledge requirements for this chapter. 5. <u>Enlisted Ranks</u> No performance requirements at this time. See Tab 3 of the E-PME Manual for knowledge requirements for this chapter. <p>SECTION 2: COAST GUARD ENLISTED CORE FUNCTIONS</p> <ol style="list-style-type: none"> 6. <u>Leadership</u> No performance requirements at this time. See Tab 3 of the E-PME Manual for knowledge requirements for this chapter. 7. <u>Standards of Conduct</u> No performance requirements at this time. See Tab 3 of the E-PME Manual for knowledge requirements for this chapter. 8. <u>Standards of Appearance</u> <ol style="list-style-type: none"> 8-7.01-P INSPECT 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.) 9. <u>Enforcing Standards</u> No performance requirements at this time. See Tab 3 of the E-PME Manual for knowledge requirements for this chapter. 		
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<p>10. <u>Supervisory Responsibility</u></p> <p>10-5.01-P SUBMIT an evaluation of a subordinate to your supervisor, as presented in the E-PME Study Guide.</p> <p>10-5.02-P Under direct supervision, COUNSEL a subordinate on their performance evaluation, as presented in the E-PME Study Guide.</p> <p>10-6.01-P SUBMIT 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"> ➤ General - Positive ➤ General - Negative <p>10-6.02-P INSTRUCT personnel on the current requirements to compete for advancement to their next pay grade, as presented in the E-PME Study Guide.</p> <p>10-6.03-P PREPARE 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>10-7.01-P Using the Master, Senior, and Chief Petty Officer performance evaluation factors, SUBMIT a self-evaluation to your supervisor, as presented in the E-PME Study Guide.</p> <p>10-7.02-P SUBMIT 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"> ➤ Communication ➤ Responsibility ➤ Directing Others ➤ Working with Others ➤ Developing Subordinates ➤ Looking Out for Others ➤ Setting an Example ➤ Military Bearing ➤ Customs and Courtesies ➤ Integrity ➤ Loyalty ➤ Respecting Others ➤ Human Relations 		
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<p>11. <u>Personnel Issues</u> No performance requirements at this time. See Tab 3 of the E-PME Manual for knowledge requirements for this chapter.</p> <p>12. <u>Management Functions</u></p> <p>12-5.01-P VERIFY the content of the training summary and competencies sections within Direct Access, as presented in the E-PME Study Guide.</p> <p>12-5.02-P IDENTIFY the training available, and the process for requesting Class “C” schools, as presented in the E-PME Study Guide.</p> <p>12-5.03-P PREPARE a Procurement Document, manually or electronically, as presented in the E-PME Study Guide.</p> <ul style="list-style-type: none"> ➤ Accounting Data ➤ Limitations <p>12-6.01-P VERIFY 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>12-7.01-P SUBMIT a departmental budget, as presented in the E-PME Study Guide.</p> <p>12-8.01-P IDENTIFY required training for personnel (billets) at your unit and recommend changes, as presented in the E-PME Study Guide.</p> <p>12-8.02-P REVIEW the PME requirements and submit recommended changes, via your command, to Commandant (G-WTL-2).</p> <p>12-8.03-P REVIEW 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>12-9.01-P OUTLINE the budgetary process from Resource Proposal development through budget allocation, including timeline.</p>		
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<p>13. <u>Personnel Systems</u></p> <p>13-5.01-P VERIFY the accuracy of your electronic PDE for the following, as presented in the E-PME Study Guide:</p> <ul style="list-style-type: none"> ➤ Time in Service ➤ Time in Pay Grade ➤ Award Points ➤ Creditable Sea Time ➤ Performance Evaluation ➤ Commanding Officer’s Recommendation ➤ Completion of End of Course Test ➤ Completion of EPQ’s/E-PME’s <p>SECTION 3: COAST GUARD READINESS</p> <p>14. <u>Mission Preparedness</u></p> <p>14-7.01-P INSTRUCT personnel on the application of the Operational Risk Management (ORM) process, as presented in the E-PME Study Guide.</p> <p>15. <u>Safety</u></p> <p>15-5.01-P CONDUCT a training session on your workplace safety procedures, as presented in the E-PME Study Guide.</p> <p>15-5.02-P CONDUCT 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"> ➤ Electrical cord problems ➤ Personal Protective Equipment (PPE) availability ➤ Functioning Safety Devices ➤ Tagged or locked-out equipment ➤ U.S. Coast Guard Safety and Environmental Health Checklists 		
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<p>16. <u>Security</u> No Performance Requirements at this time. See Tab 3 of the E-PME Manual for Knowledge Requirements.</p> <p>SECTION 4: COAST GUARD COMMUNICATION</p> <p>17. <u>Communicating</u></p> <p>17-5.01-P INSTRUCT 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>17-5.02-P UTILIZE 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"> ➤ Adobe Forms.pdf/Jet Form Filler ➤ Publications and Directives ➤ FEDLOG ➤ CGMS ➤ Direct Access <p>17-6.01-P DRAFT the following Coast Guard correspondence, as presented in the E-PME Study Guide:</p> <ul style="list-style-type: none"> ➤ Coast Guard Business Letter ➤ Coast Guard Memorandum <p>17-6.02-P PREPARE a Coast Guard message using proper format for drafting, as presented in the E-PME Study Guide.</p> <p>17-8.01-P LEAD 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>		
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<p><u>GLOSSARY</u></p>		
<p>APPLY 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 COMPREHEND.</p>		
<p>COMPREHEND To see relationships, concepts, and abstractions beyond the simple remembering of material. Typically involves translating, interpreting, and estimating future trends. A higher degree of KNOW.</p>		
<p>CONDUCT To use proper procedures and processes to accomplish a specific task or goal.</p>		
<p>INSPECT 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.</p>		
<p>INSTRUCT To make proficient by conveying knowledge and skills.</p>		
<p>KNOW The recall and recognition of previously learned material (fact, theories, etc.) in essentially the same form as presented.</p>		
<p>LEAD To exercise direct control over an activity or process.</p>		
<p>LIST To arrange information in logical form and order for self or others.</p>		
<p>LOCATE To determine or set the position of.</p>		
<p>OUTLINE To give the main features or various aspects of; to summarize process and forwarding it to the prescribed authority.</p>		
<p>PERFORM To begin a task and carry through to completion in accordance with applicable instructions and regulations.</p>		
<p>PREPARE Plan, gather, and assemble information to produce a document (i.e. forms and schedules).</p>		
<p>REVIEW To go over for the purpose of determining correctness or currency.</p>		
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<p>SUBMIT To prepare and deliver a report or form following defined criteria.</p> <p>UPDATE Change existing information and records to accurately align them with correct or most recent data.</p> <p>UTILIZE To perform a task using proper tools, equipment, and procedures in accomplishing a necessary goal.</p>		
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