

E-PME *Enlisted* PROFESSIONAL MILITARY EDUCATION

E-PME Requirements Review 12-8.02-P

REVIEW the E-PME requirements and SUBMIT recommended changes, via your command, to Commandant (CG-133).

E-PME Requirements Review

The Enlisted Professional Military Education (E-PME) performance and knowledge requirements are found in the Enlisted PME Manual, COMDINST M1510.2. To review these requirements, access the Enlisted PME Manual at one of these web sites:

- **Coast Guard Intranet Site.** The following link is to access the Enlisted PME Manual located on the Coast Guard Intranet site:
<http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/welcome.htm>
 - **Coast Guard Internet Site.** The following link is to access the Enlisted PME Manual located on the Coast Guard Internet site:
<http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm>.
-

Critique the Requirements

Refer to each Performance and Knowledge requirements tab in this guide or from the manual. Print the “Tabs” containing both E-PME Performance and Knowledge Requirements for E-3 through E-9.

Study and reflect on each requirement. Use the questions presented here as an aid in your review of the requirements.

- ***Is the E-PME requirement necessary?***
Is the E-PME requirement still considered necessary and/or appropriate for enlisted personnel?
 - ▶ Analysis was required to document the requirement by at least 30% of the enlisted workforce at the pay grade at which it was written.
 - ▶ If the requirement is no longer necessary or appropriate, recommend deletion.

Critique the Requirements (continued)

- ***Is the requirement clear?***
 - ▶ Will the member and supervisor in the field, as well as the course writer at the training center, clearly understand the intent of the E-PME requirement?
 - ***Are conditions accurately portrayed?***
 - ▶ Are the conditions (e.g., platform, tools, equipment, reference material, policy, etc.) for a performance-based requirement accurately portrayed?
 - ▶ Either actual conditions or accurate simulated conditions should be portrayed.
 - ***Are the references acceptable?***

Are the references (standards) listed for the performance-based requirement accessible, complete (all related reference material is cross-indexed), clear, correct, consistent, and current?
 - ***Are guidelines clear?***

If used, do supervisory guidelines (or intent statements) help clarify to the supervisor the actual performance required of the member?
 - ***In accord?***

Are the Knowledge E-PME requirements consistent with the professional development, leadership principles, and/or Esprit de Corps needs of enlisted personnel as you view them?
-

Identify Omissions

Identify any requirements omitted in the current edition of the E-PME that you believe necessary for professional development of enlisted personnel.

The requirements could be either performance-based or knowledge-based. They could include previously omitted tasks, new policy or law, technology advances, equipment acquisitions, etc. Only performance requirements need to be “signed off” for eligibility for the SWE.

***Submit
Recommendations***

After completing a thorough analysis of the requirements, submit all your recommended changes to the E-PME program manager at COMDT (CG-132).

Draft and send an e-mail or memo listing all modifications, to include:

- Minor edits
- Reference updates
- Deletion of obsolete requirements
- Additions of new requirements

Include supporting documentation for deletions and/or new additions.
