

Performance Qualifications Review 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.

Performance Qualifications Review

The Enlisted Performance Qualifications Manual, COMDTINST 1414.8 (series), Chapter 4 can be accessed at one of these web sites.

Locate the Rating Enlisted Performance Qualifications for your rating from the:

- **Coast Guard Intranet Site.** The following link is to access the Enlisted Performance Qualifications Manual, COMDTINST 1414.8 (series), Chapter 4 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 Performance Qualifications Manual, COMDTINST 1414.8 (series), Chapter 4 located on the Internet site:

<http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm>

Copies of Tabs (CG 3303Cs) containing Enlisted Performance Qualifications (EPQs) are found on this Internet site:

<http://www.uscg.mil/hq/g-w/g-wt/g-wtt/g-wtt-2/trapol/quals.htm>

Critique the Qualifications

Review the contents of the EPQs (tasks) for appropriateness. Use the questions presented here to assist you in your review.

- ***Still a Core Competency?***

Is the EPQ a core competency? Is the EPQ (task) still considered a core competency for the rating?

- ▶ Analysis was required to document the performance of the EPQ (task) by at least 30% of the rating at the level (paygrade) at which it was written.
- ▶ If the EPQ is no longer a core competency, recommend deletion.

***Critique the
Qualifications
(continued)***

NOTE: A request to delete an EPQ(s) must substantially show the need for the requirement through analysis. Analysis may be in the form of a Front End Analysis (FEA), Job Task Analysis (JTA), Occupational Analysis (OA), etc.

Provide your supportive reasoning and documentation to your Rating Force Master Chief.

- ***Is the intent 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 EPQ (task)?

- ***Are conditions accurately portrayed?***

Are the conditions (e.g., platform, tools, equipment, reference material, policy, etc.) accurately portrayed in the EPQ (task)?

- ▶ Either actual conditions or accurate simulated conditions should be portrayed.

- ***Are the references acceptable?***

Are the references (standards) listed for the EPQ (task) 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?

Identify Omissions

Identify any core tasks performed by the rating that has been omitted in the current edition of the EPQs.

These could include previously omitted tasks, new policy or law, technology advances, equipment acquisitions, etc.

NOTE: A request for a new EPQ(s) must substantially show the need for the requirement through analysis. Analysis may be in the form of a Front End Analysis (FEA), Job Task Analysis (JTA), Occupational Analysis (OA), etc.

Provide your supportive reasoning and documentation to your Rating Force Master Chief.

***Submit
Recommendations***

After completing a thorough review of your rating's EPQs, submit your recommended changes to the Rating Force Master Chief.

Draft and send an e-mail or memo to your Rating Force Master Chief attaching a modified copy of the EPQs:

- List all modifications, including minor edits, reference updates, deletion of obsolete qualifications, and/or additions of new qualifications.
 - Provide supporting documentation (policy change, new operational requirement or technology, or results of a study, etc.) for deletions and/or additions of omitted qualifications.
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