

INSTRUCTIONS

KNOWLEDGE REQUIREMENTS These Knowledge 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). The Knowledge Requirements are based on portions of the CG 28 Leadership Competencies as validated by the Enlisted E-2 through E-4 PME Needs Assessment Study of 2006. The Knowledge Requirements consist of what a person needs to know, comprehend and apply in concrete and abstract situations to support performance of their duty and professional development, and to build Esprit de Corps.

Knowledge Requirements do not require a supervisor's signature for completion. However, these requirements contain foundational information for the development of a competent Coast Guardsman and the information is also used as testable material for EPME Advancement Qualification Exams (AQE) and all levels of enlisted Service-Wide Examinations (SWE) for advancement.

The EPME categories are formatted for consistency between the Knowledge and Performance Requirements. In some cases there are no "Knowledge Requirements" in the categories listed on this form, which means either the category item is covered under the "Performance Requirements" in Tab 2 or it is reserved for future development.

REQUIREMENTS NUMBERING SYSTEM – EXAMPLE: 6-4.01-K

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

The number **4** indicates that it is at the E-4 Requirement level.

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

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

REFERENCES – A comprehensive list of references is listed in the EPME Study Guide.

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 on the CG Learning Portal website at [HTTPS://LEARNING.USCG.MIL/](https://learning.uscg.mil/)

TITLE:

EPME Knowledge Requirements (E3-E9)

ABBREVIATION:

EPME-KR

LEVEL:

E-3

E-4

E-5

E-6

E-7

E-8

E-9

NAME: *(Last, First, Middle Initial)*

EMPLID NUMBER:

NOTE: These Knowledge-based Requirements DO NOT require supervisory signature for completion. Knowledge acquisition is tested on the Advancement Qualification Exam (AQE).

SECTION 1: COAST GUARD PURPOSE

1. Global Coast Guard

1-7.01-K COMPREHEND the current Coast Guard Commandant's Direction as presented in the E-PME Study Guide.

2. Coast Guard Organization

2-3.01-K COMPREHEND the Coast Guard's Roles and Missions as presented in the E-PME Study Guide.

2-3.02-K COMPREHEND the organizational role of the Coast Guard Reserve as presented in the E-PME Study Guide.

2-3.03-K KNOW the Roles and Missions of the Coast Guard Auxiliary as presented in the E-PME Study Guide.

2 4.01-K KNOW the relationship between the Coast Guard and the following, as presented in the E-PME Study Guide.

- President
- Department of Homeland Security
- Department of Defense

2-5.01-K KNOW the Coast Guard's Organizational Structure as presented in the E-PME Study Guide.

2-7.01-K COMPREHEND the Headquarters Organizational Structure, as presented in the E-PME Study Guide.

3. Coast Guard History

3-3.01-K **KNOW** the origins and significance of each item below as presented in the E-PME Study Guide.

- National Ensign
- Coast Guard Ensign
- The Coast Guard Flag (Standard)
- Battle Streamers
- Union Jack
- Commissioning Pennant
- Coast Guard Seal
- Coast Guard Emblem
- Coast Guard Shield
- Coast Guard Slash (Racing Stripe)
- Coast Guard Motto

3-5.01-K **OUTLINE** the Coast Guard's role during the following armed conflicts as presented in the E-PME Study Guide.

- Quasi-War
- War of 1812
- Mexican-American War
- Spanish-American War
- Civil War
- World War I
- World War II
- Korean War
- Vietnam
- Desert Shield / Storm

3-5.02-K **KNOW** what historical events led to the establishment of the following missions as presented in the E-PME Study Guide.

- Search and rescue
- Environmental protection
- Law enforcement
- Ice operations
- Aids to navigation
- Boating safety
- Military readiness
- Coast Guard Reserve
- CG Auxiliary
- Homeland Security

4. **Enlisted Heritage**

4-4.01-K **KNOW** the heritage that led to the creation of the Petty Officer as presented in the E-PME Study Guide.

4-4.02-K **KNOW** the heritage that led to the creation of the MCPO-CG, as presented in the E-PME Study Guide.

4-5.01-K **KNOW** the significant achievements of enlisted personnel as presented in the E-PME Study Guide.

4-7.01-K **KNOW** the heritage that led to the creation of the following rates, as presented in the E-PME Study Guide

- Chief Petty Officer
- Senior Chief Petty Officer
- Master Chief Petty Officer

5. **Enlisted Ranks**

5-3.01-K **KNOW** the functions of the following positions in the command support structure as presented in the E-PME Study Guide.

- Command Master Chief (CMC-Gold Badge)
- Command Chief Silver Badge
- Command Drug and Alcohol Representative (CDAR)
- Family Advocacy Specialist (FAS)
- Career Development Advisor (CDA)
- Educational Service Officer (ESO)
- Civil Rights Officer
- Voting Assistance Officer
- Collateral Duty Equal Opportunity Counselor
- Public Affairs Officer

5-4.01-K **COMPREHEND** the following as presented in the E-PME Study Guide.

- Authority of a Petty Officer
- Parameters of issuing a Lawful Order

- 5-4.02-K** **KNOW** the statutory authority of Coast Guard petty officers under title 14, USC, Sec. 89.
- 5-4.03-K** **KNOW** the roles and purpose of Rating Force Master Chiefs as presented in the E-PME Study Guide.
- 5-5.01-K** **KNOW** the commissioning programs available for enlisted personnel as presented in the E-PME Study Guide.
- Chief Warrant Officer (CWO)
 - Officer Candidate School (OCS)
 - Pre-Commissioning Program (PPEP)
 - Coast Guard Academy (CGA)
 - Direct Commission Officer Program
 - Selective Reserve Direct Commission Program

SECTION 2: CG ENLISTED CORE FUNCTIONS

6. Leadership

- 6-4.01-K** **KNOW** the definitions of the following, as presented in the E-PME Study Guide:
- Leadership
 - Effective Leadership
 - Leadership Development
 - Leadership Competencies
 - Leadership Performance Expectations
- 6-6.01-K** **COMPREHEND** the three (3) categories of the Coast Guard's 21 Leadership Competencies, as presented in the E-PME Study Guide.
- Self
 - Working with Others
 - Performance
- 6-7.01-K** **KNOW** the Chief Petty Officer's position; relationship with superiors, subordinates and others, and the overall traits of leadership, as presented in the E-PME Study Guide.
- 6-8.01-K** **KNOW** the 21 leadership competencies, as presented in the E-PME Study Guide.
- 6-9.01-K** **KNOW** the steps involved in developing Coast Guard policy from inception to implementation, as presented in the E-PME Study Guide.

7. **Standards of Conduct**

7-3.01-K **KNOW** your rights and your responsibilities as they pertain to participation in political activities, as presented in the E-PME Study Guide.

7-3.02-K **KNOW** what a Status of Forces Agreement (SOFA) is, as presented in the E-PME Study Guide.

8. **Standards of Appearance**

8-3.01-K **KNOW** the Coast Guard's Policy regarding tattoos, brands and body piercing as presented in the E-PME Study Guide.

8-3.02-K **IDENTIFY** the insignia of all officer and enlisted grades from the seven branches of the U.S. Uniformed Services as presented in the E-PME Study Guide.

8-3.03-K **IDENTIFY** the rank insignia of the Coast Guard Auxiliary as presented in the E-PME Study Guide.

9. **Enforcing Standards**

9-4.01-K **KNOW** your rights and responsibilities as an enlisted member as they pertain to the following, as presented in the E-PME Study Guide.

- Extra Military Instruction (EMI)
- UCMJ Infractions
- Search and Seizure
- Rights of Accused
- Right to Appeal

9-6.01-K **KNOW** your responsibility as an enlisted member as it pertains to the following, as presented in the E-PME Study Guide.

- Extra Military Instruction (EMI)
- Withholding of Privileges
- Search and Seizure

9-7.01-K **KNOW** the duties and responsibilities of an enlisted member as they pertain to the following, as presented in the E-PME Study Guide.

- Mast Representative
- Preliminary Inquiry Officer (PIO)

10. Supervisory Responsibility

- 10-4.01-K** **KNOW** the responsibilities of a Supervisor, Marking Official, Approving Official, and Appeal Authority in relationship to the Enlisted Performance Evaluation System as presented in the E-PME Study Guide.
- 10-5.01-K** **COMPREHEND** the supervisor's responsibility in the evaluation of personnel. Use the Direct Access reference guides and as presented in the E-PME Study Guide.
- 10-5.02-K** **COMPREHEND** the importance of documenting an individual's performance as presented in the E-PME Study Guide.
- 10-8.01-K** **KNOW** the purpose of the following Commandant awards as presented in the E-PME Study Guide.
- Commandant's Performance Challenge
 - Commandant's Quality Award
- 10-8.02-K** **KNOW** the seven Commandant's Quality Award (CQA) criteria categories, as presented in the E-PME Study Guide.

11. Personnel Issues

- 11-3.01-K** **KNOW** the Commandant's policy on use of tobacco products, as presented in the E-PME Study Guide.
- 11-3.02-K** **KNOW** the Coast Guard's substance abuse policies, as presented in the E-PME Study Guide.
- 11-3.03-K** **IDENTIFY** the warning signs of stress, as presented in the E-PME Study Guide.
- 11-3.04-K** **IDENTIFY** the common warning signs of potential suicide, as presented in the E-PME Study Guide.
- 11-3.05-K** **KNOW** the function of the command Ombudsman, as discussed in the E-PME Study Guide.

11-4.01-K **COMPREHEND** the importance of good personal financial management in the following areas, as presented in the E-PME Study Guide:

- Savings Accounts
- Checking Accounts
- Credit Cards
- Investments
- Insurance Programs
- Credit History
- Loans
- Personal Budgeting

11-5.01-K **KNOW** the various stress management interventions, as presented in the E-PME Study Guide.

11-5.02-K **KNOW** the various suicide interventions available to assist at risk personnel, as presented in the E-PME Study Guide.

11-6.01-K **COMPREHEND** the current policies and responsibilities regarding the following, as presented in the E-PME Study Guide.

- Coast Guard drug and alcohol policies
- Addiction Prevention Specialist (APS)
- Command Drug and Alcohol Representative (CDAR)
- How to recognize suspected alcohol abuse
- Alcohol situations
- Alcohol incidents
- Coast Guard required drug and alcohol training
- Alcohol Abuse Prevention Programs

11-6.02-K **COMPREHEND** the Commandant's policies regarding the following, as presented in the E-PME Study Guide.

- Sexual Harassment Prevention Policy
- Interpersonal Relationships Policy
- Hazing Policy
- Equal Opportunity Policy
- Diversity Policy Statement

12. Management Functions

- 12-5.01-K** **KNOW** the services provided by the Coast Guard Institute, as presented in the E-PME Study Guide.
- 12-5.02-K** **KNOW** the policies covering the utilization, disposal and surveying of Coast Guard property, as presented in the E-PME Study Guide.
- 12-6.01-K** **COMPREHEND** Reserve duty status categories, as presented in the E-PME Study Guide.

13. Personnel Systems

- 13-4.01-K** **KNOW** your Permanent Change of Station (PCS) entitlements, as presented in the E-PME Study Guide.
- 13-4.02-K** **KNOW** the enlisted assignment process, as presented in the E-PME Study Guide.

SECTION 3: READINESS

14. Mission Preparedness

- 14-3.01-K** **KNOW** the potential hazards and your responsibilities as a First Responder when a hazardous substance may be present, as presented in the E-PME Study Guide.
- 14-4.01-K** **KNOW** the meanings of the following Operational Risk Management (ORM) terms, as presented in the E-PME Study Guide.
- Operational Risk Management
 - Risk
 - Severity
 - Probability
 - Exposure
 - Hazard
 - Risk Assessment
 - Risk Rating Scale

14-4.02-K **KNOW** the basic organizational structure of the Incident Command System, as presented in the E-PME Study Guide.

14-6.01-K **KNOW** the seven steps of the Operational Risk Management (ORM) process, as presented in the E-PME Study Guide.

15. Safety

15-3.01-K **KNOW** the procedures for tagging out equipment, as presented in the E-PME Study Guide.

15-4.01-K **KNOW** all the applicable safety precautions when performing the following tasks, as presented in the E-PME Study Guide:

- Working on or around machinery
- Using hand and power tools
- Entering or working in tanks, voids, and unventilated spaces
- Performing watch standing duties in machinery spaces
- Working on or around electrical equipment
- Handling flammable or toxic materials.
- Working aloft
- Working over the side
- Bio-hazardous material

15-6.01-K **KNOW** the mishap reporting procedures, as presented in the E-PME Study Guide.

16. Security

16-3.01-K **KNOW** the following four levels of terrorist threat, as presented in the E-PME Study Guide.

- High
- Significant
- Moderate
- Low

16-3.02-K **KNOW** the steps to take if you receive a bomb threat via the telephone, as presented in the E-PME Study Guide

16-4.01-K **KNOW** the following terrorist force protection conditions, as presented in the E-PME Study Guide.

- FPCON Normal
- FPCON Alpha
- FPCON Bravo
- FPCON Charlie
- FPCON Delta

SECTION 4: COMMUNICATION

17. Communicating

17-4.01-K **KNOW** the guidelines for preparing a training session, as presented in the E-PME Study Guide.

17-5.03-K **KNOW** the principles of effective verbal communication, as presented in the E-PME Study Guide.

17-8.01-K **KNOW** the process improvement tools that are used to generate ideas and identify opportunities for improvement, as presented in the E-PME Study Guide.

17-9.04-K **COMPREHEND** the best use of the analytical tools for understanding data, as presented in the E-PME Study Guide.

GLOSSARY

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 .
IDENTIFY	To become aware by recognition of a pattern or set of attributes.
KNOW	The recall and recognition of previously learned material (fact, theories, etc.) in essentially the same form as presented.
OUTLINE	To summarize, usually in written form; highlights of a subject.