



Enlisted Performance Qualification (EPQ) Standard
Enlisted Professional Military Education E-2 through E-9
CG-EPQ-EPME (MAY/2022)

This pamphlet must be completed no later than 01FEB2022 to participate in the MAY 2022 service wide exam



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**** If a member has completed the previous set of Enlisted Performance Qualifications (EPQs) and earned the ERATS competency code for the next highest paygrade, they are not required to complete a new set of EPQs. Members who have not earned the competency code are required to complete this packet. This packet 100% crosswalks from the previous version. Signatures can be transferred by the RPQ reviewer for a member who has started the previous version since no EPQ's changed. ****

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EPME Rating Training Advisory Council (RTAC)

Rating Force Master Chief: MCPO Rob Bushey

Rating Knowledge Manager: AMTCM Jodie Morse

Program Manager: CDR Julie Kuck

Chief Rating Knowledge Manager: MSTCM Anthony Matulonis

Training Manager: LCDR Erick Neussl

Training Center Cape May Instructional Systems Branch: LCDR Kevin Higgins

Leadership Development Center Performance Systems Branch: Joellen Mitchell

Section I: Record of Changes

[illegible]

Section II: Core Competency Requirements

[illegible]

Section III: Performance Support Worksheets

Pay Grade: E2

Worksheet 1: Enlisted Performance Qualification (EPQ) 2.1.1

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.1

Performance: COMMUNICATE CG Voluntary Education Programs

Condition: Given a member interested in education programs, CGSW

Standard: Counseled member is able to summarize the information given

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	Reference
.1	OBTAIN education program resources	All links	<u>A</u>
.2	PROVIDE information on Montgomery and Post 9/11 GI Bill information	Education & Training tab	<u>B</u>
.3	PROVIDE information on Tuition Assistance		<u>C</u>
.4	PROVIDE information on Advanced Education Programs	Chapter 10	<u>D</u>
.5	FACILITATE meeting subject matter expert (ESO), if requested	ESO Spreadsheets	<u>E</u>
.6	COMPLETE Education section of the Individual Development Plan		<u>F</u>

Supplementary Guidance

Crosswalk: 2.1.1

References:

- A. Education & Training Quota Management Command (ETQC) Voluntary Education Webpage
- B. U.S. Department of Veterans Affairs Education and Training Webpage
- C. ACN 028/21 - MAR 2021 FY21 COAST GUARD TUITION ASSISTANCE (TA) POLICY UPDATE
- D. Performance, Training, and Education Manual COMDTINST M1500.10 (series)
- E. ESO Master Spreadsheet
- F. Individual Development Plan Form 5357.1

Worksheet 2: Enlisted Performance Qualification (EPQ) 2.1.2

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.2

Performance: COMPLETE DAK PDW PQS

Condition: Given a PDW, fire arms instructor(s)

Standard: Entire evolution is completed without safety violations

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	Reference
.1	RECITE the four firearms safety rules	Chapter 5	<u>G</u>
.2	DEMONSTRATE procedures for ensuring pistol is clear	Chapter 7	<u>G</u>
.3	EXPLAIN the two safety features of the P229R®/P239® DAK™ pistol	Chapter 2	<u>H</u>
.4	IDENTIFY the components of the P229R®/P239® DAK™ and give a brief description of them	Chapter 2	<u>H</u>
.5	DEMONSTRATE and EXPLAIN double action	Chapter 2	<u>H</u>
.6	DEMONSTRATE and EXPLAIN intermediate double action	Chapter 2	<u>H</u>
.7	DESCRIBE the identifying characteristics of the various types of ammunition available	CG -7211 Ammunition & Explosives	<u>I</u>
.8	DEMONSTRATE the procedures for loading and unloading the magazine		J
.9	DEMONSTRATE loading procedures for the P229R/P239 DAK at a clearing station	Chapter 7	<u>G</u>
.10	DEMONSTRATE holstering procedures for the P229R/P239 DAK	Chapter 7	<u>G</u>
.11	DESCRIBE the standard method of carry for the P229R/P239 DAK	Chapter 7	<u>G</u>
.12	DEMONSTRATE the unloading procedures for the P229R/P239 DAK at a clearing station	Chapter 7	<u>G</u>

Number	Steps	Relevant Text	Reference
.13	DEMONSTRATE the immediate and remedial actions for the P229R/P239 DAK	Chapter 3	H
.14	FIELD STRIP the P229R/P239 DAK and IDENTIFY the components		J
.15	REASSEMBLE the P229R/P239 DAK		J
.16	DEMONSTRATE the safety function check for the P229R/P239 DAK		K

Supplementary Guidance

Crosswalk: 2.1.2

References:

G. Ordnance Tactics Techniques and Procedures CGTTP 3-30.2 (series)

H. Coast Guard Range Training Handbook CGTTP 3-30.3 (series)

I. CG-7211 Weapons and Ordnance Ammunition and Explosives Webpage

J. Owner's Manual, Sig Sauer P220®, 224™, 226®, 227™, 229®, 239®

K. Pistols, P226 9mm, P228 M11 w/Magazine, P239 Sig, Maintenance Requirement Card (MRC), MIP 7611/007 GGHE

Notes: Steps 8, 14, 15 and 16 not testable on SWE.

Worksheet 3: Enlisted Performance Qualification (EPQ) 2.1.3

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.3

Performance: **STATE** the path of advancement from E-2 to E-4 for a specific rating

Condition: Given a handout and a scenario

Standard: With a minimum of 80% accuracy

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	Reference
.1	STATE the path of advancement from E-2 to E-3	Chapter 3	<u>L</u>
.2	STATE the path of advancement from E-3 to E-4	Chapter 3	<u>L</u>

Supplementary Guidance

Crosswalk: 2.1.3

References:

L. Enlistments, Evaluations, and Advancements COMDTINST M1000.2 (series)

Worksheet 4: Enlisted Performance Qualification (EPQ) 2.1.4

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.4

Performance: STATE Class “A” school eligibility requirements

Condition: Given a handout and a scenario

Standard: With a minimum of 80% accuracy

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	Reference
.1	STATE the definition of the Armed Services Vocational Aptitude Battery (ASVAB), its purpose, and guidelines for screening and retesting	Chapter 7	<u>D</u>
.2	STATE the definition of Class “A” school	Chapter 3	<u>L</u>
.3	STATE the elements of the striker program	Chapter 3	<u>L</u>
.4	IDENTIFY the differences between Class “A” schools and their eligibility requirements	Enclosure (3)	<u>D</u>

Supplementary Guidance

Crosswalk: 2.1.4

References:

D. Performance, Training, and Education Manual COMDTINST M1500.10 (series)

L. Enlistments, Evaluations, and Advancements COMDTINST M1000.2 (series)

Worksheet 5: Enlisted Performance Qualification (EPQ) 2.1.5

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.5

Performance: STATE the symptoms of stress and methods for effectively overcoming stress

Condition: Given a case study and without reference

Standard: Without error

PDC Training Code: 1 - Train to Memory

Number	Steps	Relevant Text	Reference
.1	DEFINE terms related to Stress Management	Stress Management Program	<u>M</u>
.2	IDENTIFY how to request stress management services or resources	Stress Management Program	<u>M</u>
.3	LIST the signals of distress		<u>N</u>
.4	LIST the ways to cope with stress	Stress Fact Sheet	<u>O</u>

Supplementary Guidance

Crosswalk: 2.1.5

References:

M. Stress Management Program site

N. Critical Incident Stress Management (CISM) COMDINST 1754.3 (series)

O. National Institute of Mental Health website

Worksheet 6: Enlisted Performance Qualification (EPQ) 2.1.6

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.6

Performance: **STATE** the signs and symptoms of addictive behavior and the resources available to you for effectively dealing with addictive behavior including the CG's policy on tobacco use/abuse

Condition: Given a case study and a handout

Standard: With a minimum of 80% accuracy

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	Reference
.1	DESCRIBE the goals of the Coast Guard Drug and Alcohol Abuse Program		<u>P</u>
.2	DEFINE substance abuse prevention and treatment terms		<u>P</u>
.3	DESCRIBE the indicators, danger and consequences of addictive/abusive behaviors on your health and career in the Coast Guard	Alcohol's Effects on Health	<u>Q</u>
.4	DESCRIBE binge drinking and the dangers of binge drinking	Q&As, What is Alcohol Misuse	<u>R</u>
.5	DESCRIBE the stages of intoxication, alcohol poisoning, and actions to take	Substance Abuse Free Environment (SAFE)	<u>S</u>
.6	DESCRIBE the dangers of underage drinking	Underage Drinking	<u>T</u>
.7	LIST tips on safe drinking	Q&As	<u>R</u>
.8	DESCRIBE a standard drink		<u>P</u>
.9	CALCULATE your blood alcohol content (BAC)	Tools/BAC Calculator	<u>R</u>
.10	DESCRIBE drinking and driving, consequences of doing so and the difference between DWI and DUI		<u>V</u>
.11	DESCRIBE an alcohol incident and the related consequences/losses		<u>V</u>

Number	Steps	Relevant Text	Reference
.12	DEFINE the term pre-existing condition		<u>P</u>
.13	DEFINE the term self-referral		<u>P</u>
.14	STATE the Coast Guard policy on tobacco use and abuse		<u>U</u>

Supplementary Guidance

Crosswalk: 2.1.6

References:

P. Coast Guard Substance Abuse Prevention and Treatment Manual COMDTINST M6320.5 (series)

Q. National Institute on Alcohol Abuse and Alcoholism (NIAAA) - Alcohol's Effects on Health

R. National Institute of Health Rethinking Drinking

S. Recruit Training Master Packet

T. Center for Disease Control and Prevention (CDC) - Alcohol and Public Health

U. Coast Guard Health Promotion Manual COMDTINST M6200.1 (series)

V. Military Drug and Alcohol Policy COMDTINST M1000.10 (series)

Worksheet 7: Enlisted Performance Qualification (EPQ) 2.1.7

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.7

Performance: **STATE** potential consequences of abusing controlled substances and how these consequences would affect a member's CG career

Condition: Given a case study and a handout

Standard: With a minimum of 80% accuracy

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	Reference
.1	DEFINE a drug incident	Chapter 5	<u>V</u>
.2	DEFINE urinalysis	Chapter 6	<u>V</u>
.3	STATE the consequences of drug abuse	Chapter 5	<u>V</u>
.4	DESCRIBE substance abuse treatments	Chapter 1	<u>P</u>
.5	STATE drug education and substance abuse resources	Chapter 3	<u>P</u>

Supplementary Guidance

Crosswalk: 2.1.7

References:

P. Coast Guard Substance Abuse Prevention and Treatment Manual COMDTINST M6320.5 (series)

V. Military Drug and Alcohol Policy COMDTINST M1000.10 (series)

Worksheet 8: Enlisted Performance Qualification (EPQ) 2.1.8

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.8

Performance: STATE your role in suicide prevention

Condition: Given a case study and a handout

Standard: With a minimum of 80% accuracy

PDC Training Code: 2 - Job Aid with Extensive Training

Number	Steps	Relevant Text	Reference
.1	DEFINE suicide-related behavior terms	Enclosure (1)	<u>W</u>
.2	DEFINE suicide -related communications terms	Enclosure (1)	<u>W</u>
.3	LIST the signs of suicide	Enclosure (3)	<u>W</u>
.4	DESCRIBE your role in preventing others from committing suicide	Enclosure (4)	<u>W</u>
.5	STATE who can assist you with your problems or concerns	Enclosure (4)	<u>W</u>

Supplementary Guidance

Crosswalk: 2.1.8

References:

W. Suicide Prevention Program COMDTINST 1734.1 (series)

Worksheet 9: Enlisted Performance Qualification (EPQ) 2.1.9

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.9

Performance: **STATE** the different methods of contraception

Condition: Given a handout

Standard: With a minimum of 80% accuracy

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	Reference
.1	STATE the purpose of contraception		<u>X</u>
.2	LIST the different methods of contraception	Contraception & Contraception Effectiveness	<u>X</u>

Supplementary Guidance

Crosswalk: 2.1.9

References:

X. CDC Reproductive Health - Contraception Website

Worksheet 10: Enlisted Performance Qualification (EPQ) 2.1.10

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.10

Performance: **STATE** causes, symptoms, and prevention methods of Sexually Transmitted Diseases (STDs)

Condition: Given a handout

Standard: With a minimum of 80% accuracy

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	Reference
.1	LIST the causes of sexually transmitted diseases	What are STDs?	<u>Y</u>
.2	LIST the symptoms of sexually transmitted diseases	Diseases and Related Conditions	<u>Y</u>
.3	STATE how to prevent sexually transmitted diseases	How you can prevent STDs	<u>Z</u>

Supplementary Guidance

Crosswalk: 2.1.10

References:

Y. CDC STDs Website - Diseases & Related Conditions

Z. CDC STDs Website - How You Can Prevent Sexually Transmitted Diseases

Worksheet 11: Enlisted Performance Qualification (EPQ) 2.1.11

Rate: EPME
E-2 Rating Output

Enlisted Performance Qualification (EPQ) 2.1.11

Performance: **COMPLETE** a personal fitness plan

Condition: Given proper forms and a handout

Standard: With a minimum of 80% accuracy

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	Reference
.1	STATE your responsibilities regarding a personal Fitness Plan (PFP)	Chapter 4	<u>U</u>
.2	DEFINE the components of physical fitness	Chapter 4/Enclosure (1)	<u>U</u>
.3	DEFINE the frequency, intensity, time and type of activity required to develop a PFP	Chapter 4	<u>U</u>
.4	DEFINE level of intensity	Chapter 4/Enclosure (1)	<u>U</u>
.5	PREPARE a personal fitness plan		<u>U</u>

Supplementary Guidance

Crosswalk: 2.1.11

References:

U. Coast Guard Health Promotion Manual COMDTINST M6200.1 (series)

Worksheet 12: Enlisted Performance Qualification (EPQ) 2.1.12

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.12

Performance: STATE the Coast Guard's operational risk management policy

Condition: Given case studies and a handout

Standard: With a minimum of 80% accuracy

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	Reference
.1	STATE the five steps of Risk Management		AA , AB
.2	DEFINE the PEACE model		AA , AC
.3	DEFINE the STAAR model		AA , AC
.4	IDENTIFY risk elements		AC
.5	COMPLETE the Introduction to Risk Management (100202) e-Learning course		AD

Supplementary Guidance

Crosswalk: 2.1.12

References:

AA. Risk Management (RM) COMDTINST 3500.3 (series)

AB. Risk Management Fundamentals

AC. Risk Management PEACE/STAAR Job Aid

AD. LMS Introduction to Risk Management (100202) e-Learning course

Notes: To access reference AD, log into LMS and search for course 100202 in the course catalog. All information in the Resources section (PEACE, RAM, STAAR, and Team Skills) are testable on SWE

Worksheet 13: Enlisted Performance Qualification (EPQ) 2.1.13

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.13

Performance: **STATE** your responsibilities as an operator or passenger of a government vehicle

Condition: Given a handout and a scenario

Standard: With a minimum of 80% accuracy

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	Reference
.1	DEFINE the authorized and unauthorized use of government owned vehicles (GOV)	Chapter 4	AE
.2	STATE the license requirements and driving privileges	Chapter 4	AF
.3	STATE safety considerations when driving a government owned or leased vehicle	Chapter 16	AF
.4	STATE the procedures when involved in a motor vehicle accident or mishap	Chapter 4	AE
.5	STATE the penalty for incurring traffic violations	Chapter 16	AF

Supplementary Guidance

Crosswalk: 2.1.13

References:

AE. Motor Vehicle Manual COMDTINST 11240.9 (series)

AF. Safety and Environmental Health Manual COMDTINST M5100.47 (series)

Worksheet 14: Enlisted Performance Qualification (EPQ) 2.1.14

Rate: EPME E-2 Rating Output

Enlisted Performance Qualification (EPQ) 2.1.14

Performance: STATE the importance of personal financial management in the areas of saving and personal budgeting

Condition: Given a handout

Standard: With a minimum of 80% accuracy

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	Reference
.1	DEFINE the terms related to the Coast Guard Personal Financial Management Program (PFMP)		AG
.2	STATE the elements of the PFMP		AG
.3	LIST various methods of saving		AG
.4	DESCRIBE the Thrift Savings Plan (TSP)	Forms and pubs/tax information	AH
.5	DESCRIBE the responsible use of credit		AG
.6	LIST various ways of protecting your credit		AG
.7	LIST ways to safeguard your personal information		AG

Supplementary Guidance

Crosswalk: 2.1.14

References:

AG. Coast Guard Personal Financial Management Program (PFMP) COMDTINST 1740.8 (series)

AH. TSP Webpage

Worksheet 15: Enlisted Performance Qualification (EPQ) 2.1.15

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.15

Performance: **VERIFY** personal readiness data in Coast Guard Business Intelligence (CGBI) is accurate and up to date

Condition: Given a standard workstation

Standard: Without error

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	References
.1	LOCATE the "Personal" View > "Compliance" Tab in CGBI		AI
.2	SIGN UP for email notifications		AI
.3	LOCATE the "Personal" View > "Skills" Tab in CGBI		AI

Supplementary Guidance

Crosswalk: 2.1.15

References:

AI. Coast Guard Business Intelligence Determining Personal Readiness and Understanding the Personal View Layout job aid

Worksheet 16: Enlisted Performance Qualification (EPQ) 2.1.16

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.16

Performance: **STATE** how the Enlisted Evaluation System (EES) relates to and affects advancement and retention

Condition: Given a handout

Standard: With a minimum of 80% accuracy

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	References
.1	STATE the purpose of the EES	Chapter 4	<u>L</u>
.2	STATE your responsibility with regards to the EER	Chapter 4	<u>L</u>
.3	STATE your rating chain's responsibility with regards to the EER	Chapter 4	<u>L</u>
.4	DESCRIBE the four factor types	Chapter 4	<u>L</u>
.5	STATE the significance of the conduct mark	Chapter 4	<u>L</u>
.6	STATE the significance of the advancement recommendation	Chapter 4	<u>L</u>
.7	DESCRIBE the procedure to appeal assigned marks	Chapter 4	<u>L</u>

Supplementary Guidance

Crosswalk: 2.1.16

References:

L. Enlistments, Evaluations, and Advancements COMDTINST M1000.2 (series)

Worksheet 17: Enlisted Performance Qualification (EPQ) 2.1.17

Rate: EPME
E-2 Rating Output
Rating Performance Qualification (EPQ) 2.1.17

Performance: **COMMUNICATE** effectively in both formal and informal settings

Condition: Given a handout

Standard: With a minimum of 80% accuracy

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	References
.1	STATE the definition of effective communication	Effective Communication	<u>S</u>
.2	STATE the common barriers to effective communication	Effective Communication	<u>S</u>
.3	STATE how to overcome the common barriers to effective communications	Effective Communication	<u>S</u>
.4	STATE how to test understanding of a message	Effective Communication	<u>S</u>
.5	STATE the four types of listening	Effective Communication	<u>S</u>
.6	STATE the purpose of feedback	Effective Communication	<u>S</u>
.7	STATE how to give feedback	Effective Communication	<u>S</u>
.8	STATE how to receive feedback	Effective Communication	<u>S</u>

Supplementary Guidance

Crosswalk: 2.1.17

References:

S. Recruit Training Master Packet

Worksheet 18: Enlisted Performance Qualification (EPQ) 2.1.18

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.18

Performance: **DRAFT** an Individual Development Plan (IDP)

Condition: Given a handout and Form CG-5357

Standard: IDP is submitted

PDC Training Code: 2 - Job Aid with Extensive Training

Number	Steps	Relevant Text	References
.1	DEFINE short term and long term goals	IDP-Goals	<u>S</u>
.2	DEFINE the SMART model of goal setting	IDP-Goals	<u>S</u>
.3	WRITE your personal and your professional goals	IDP-Goals	<u>S</u>

Supplementary Guidance

Crosswalk: 2.1.18

References:

S. Recruit Training Master Packet

Worksheet 19: Enlisted Performance Qualification (EPQ) 2.1.19

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.19

Performance: **STATE** the qualities of effective following (leading self)

Condition: Given a handout

Standard: With a minimum of 80% accuracy

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	References
.1	DEFINE the Leading Self competency of followership	Chapter 3	AJ
.2	STATE the anticipated level of expertise for followership	Chapter 3	AJ

Supplementary Guidance

Crosswalk: 2.1.19

References:

AJ. Leadership Development Framework COMDTINST M5351.3 (series)

Supplemental Support Material: Recruit Training Master Packet-Followership.

<https://cg.portal.uscg.mil/units/tracencapemay/ISB/Recruit%20Training/Recruit%20Training%20Master%20Packet.pdf>

Worksheet 20: Enlisted Performance Qualification (EPQ) 2.1.20

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.20

Performance: **STATE** the Coast Guard's definition of leadership

Condition: Given a handout

Standard: With a minimum of 80% accuracy

PDC Training Code: 2 - Job Aid with Extensive Training

Number	Steps	Relevant Text	References
.1	DEFINE the term leadership	Chapter 1	<u>AJ</u>
.2	DEFINE the Coast Guard's Leadership Development Framework	Chapter 2	<u>AJ</u>
.3	STATE the 28 leadership competencies	Chapter 2	<u>AJ</u>

Supplementary Guidance

Crosswalk: 2.1.20

References:

AJ. Leadership Development Framework COMDTINST M5351.3 (series)

Worksheet 21: Enlisted Performance Qualification (EPQ) 2.1.21

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.21

Performance: REVIEW your payslip

Condition: Given access to DA and a handout

Standard: With a minimum of 80% accuracy

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	References
.1	ACCESS pay slip	Reading the Payslip	AK
.2	VERIFY accuracy of dependent information	Reading the Payslip	AK
.3	VERIFY accuracy of earnings	Reading the Payslip	AK
.4	VERIFY accuracy of tax data	Reading the Payslip	AK
.5	VERIFY accuracy of deductions	Reading the Payslip	AK
.6	VERIFY accuracy of leave summary	Reading the Payslip	AK
.7	VERIFY accuracy of net pay distribution	Reading the Payslip	AK
.8	VERIFY remarks section	Reading the Payslip	AK

Supplementary Guidance

Crosswalk: 2.1.21

References:

AK. DA adpayslip guide

Supplemental Support Material:

[Reserve Payslip example](#)

Worksheet 22: Enlisted Performance Qualification (EPQ) 2.1.22

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.22

Performance: **RENDER** a hand salute

Condition: Given a scenario and without reference

Standard: With a minimum of 80% accuracy

PDC Training Code: 1 - Train to Memory

Number	Steps	Relevant Text	References
.1	DEMONSTRATE a hand salute	Paragraph 2104	AL
.2	STATE regulations for hand salutes and other marks of respect	Chapter 14	AM

Supplementary Guidance

Crosswalk: 2.1.22

References:

AL. Marine Corps Drill and Ceremonies Manual COMDTINST M5060.11 (series)

AM. United States Coast Guard Regulations 1992 COMDTINST M5000.3 (series)

Worksheet 23: Enlisted Performance Qualification (EPQ) 2.1.23

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.23

Performance: **OPERATE** a flag pole halyard by hoisting colors

Condition: As a member of a colors team and given appropriate flags, pennants, halyards, and a pole

Standard: Hoist colors without error

PDC Training Code: 1 - Train to Memory

Number	Steps	Relevant Text	References
.1	HOIST the prep pennant	Chapter 17	AN
.2	STRIKE the prep pennant to half mast	Chapter 17	AN
.3	STRIKE the prep pennant	Chapter 17	AN
.4	HOIST the National Ensign	Chapter 3	AN
.5	TEND the halyards to prevent fouling	Paragraph 7002	AL
.6	HOIST the National Ensign to half mast	Chapter 2	AN
.7	STRIKE the National Ensign from full and half mast	Paragraph 7002	AL
.8	HOIST the Coast Guard ensign	Chapter 14 Part 8	AM
.9	STRIKE the Coast Guard ensign	Chapter 14 Part 8	AM
.10	FOLD the National ensign	Chapter 1	AN
.11	STATE the procedures for hoisting and lowering the Union Jack	Chapter 3	AN
.12	STATE the procedures for hoisting and lowering the Church Pennant	Chapter 17	AN

Supplementary Guidance
Crosswalk: 2.1.23

References:

AL. Marine Corps Drill and Ceremonies Manual COMDTINST M5060.11 (series)

AM. United States Coast Guard Regulations 1992 COMDTINST M5000.3 (series)

AN. Naval Telecommunications Procedures Flags, Pennants & Customs NTP 13 (B)

Notes: Log into MyNavy Portal at <https://my.navy.mil/> to access reference AN.

Worksheet 24: Enlisted Performance Qualification (EPQ) 2.1.24

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.24

Performance: ADDRESS members in oral communication according to position

Condition: Given a scenario and without reference

Standard: Without error

PDC Training Code: 1 - Train to Memory

Number	Steps	Relevant Text	References
.1	ADDRESS non-rated personnel	Chapter 2	<u>L</u>
.2	ADDRESS a Petty Officer	Chapter 2	<u>L</u>
.3	ADDRESS a Chief, Senior Chief and Master Chief Petty Officer	Chapter 2	<u>L</u>
.4	ADDRESS the Master Chief Petty Officer of the Coast Guard	Identifying & Addressing Senior Enlisted	<u>S</u>
.5	ADDRESS a warrant officer	Identifying & Addressing Junior Officers	<u>S</u>
.6	ADDRESS a junior officer	Identifying & Addressing Junior Officers	<u>S</u>
.7	ADDRESS a senior officer	Identifying & Addressing Senior & Flag Officers	<u>S</u>
.8	ADDRESS a flag officer	Identifying & Addressing Senior & Flag Officers	<u>S</u>
.9	ADDRESS the Commandant of the Coast Guard	Identifying & Addressing Senior & Flag Officers	<u>S</u>

Supplementary Guidance

Crosswalk: 2.1.24

References:

L. Enlistments, Evaluations, and Advancements COMDTINST M1000.2 (series)

S. Recruit Training Master Packet

Worksheet 25: Enlisted Performance Qualification (EPQ) 2.1.25

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.25

Performance: **RENDER** military courtesies to the National Ensign and National Anthem

Condition: Given a scenario and without reference

Standard: Without error

PDC Training Code: 1 - Train to Memory

Number	Steps	Relevant Text	References
.1	DEMONSTRATE military courtesies while standing in ranks	Chapter 14, part 2	AM
.2	DEMONSTRATE military courtesies while in uniform and covered	Chapter 14, part 2	AM
.3	DEMONSTRATE military courtesies while in uniform and uncovered but not in ranks	Chapter 14, part 2	AM
.4	DEMONSTRATE military courtesies while in a boat	Chapter 14, part 2	AM
.5	DEMONSTRATE military courtesies while in civilian clothes	Chapter 14, part 2	AM
.6	DEMONSTRATE military courtesies while outdoors and flag in view	Chapter 14, part 2	AM
.7	DEMONSTRATE military courtesies while outdoors and flag not in view	Chapter 14, part 2	AM
.8	DEMONSTRATE military courtesies while outdoors, under a covering, in uniform and covered	Chapter 14, part 2	AM
.9	DEMONSTRATE military courtesies while outdoors, under a covering, in uniform and not covered	Chapter 14, part 2	AM
.10	DEMONSTRATE military courtesies while in a vehicle	Chapter 14, part 2	AM
.11	DEMONSTRATE military courtesies during a flag ceremony inside a building	Chapter 14, part 2	AM
.12	DEMONSTRATE military courtesies while a flag is passing in a parade	Chapter 14, part 2	AM

Number	Steps	Relevant Text	References
.13	DEMONSTRATE military courtesies while the National Anthem is played inside a building and the flag is not displayed	Chapter 14, part 2	AM
.14	STATE the rule for saluting the flag when wearing civilian clothes as a veteran of the Armed Forces	Chap. § 9	AO

Supplementary Guidance

Crosswalk: 2.1.25

References:

AM. United States Coast Guard Regulations 1992 COMDTINST M5000.3 (series)

AO. United States Code Title 4

Worksheet 26: Enlisted Performance Qualification (EPQ) 2.1.26

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.26

Performance: **DRILL** manual of arms (MOA) movements

Condition: Upon command

Standard: Without error

PDC Training Code: 1 - Train to Memory

Number	Steps	Relevant Text	References
.1	DRILL manual of arms (MOA) movements	Part I Chapter 3	<u>AL</u>
.2	IDENTIFY the nomenclature of the M-16 (demilitarized rifle)	Part I Chapter 3	<u>AL</u>
.3	DEMONSTRATE order arms	Part I Chapter 3	<u>AL</u>
.4	DEMONSTRATE the positions of at ease, at rest, and parade rest	Part I Chapter 3	<u>AL</u>
.5	DEMONSTRATE trail arms	Part I Chapter 3	<u>AL</u>
.6	DEMONSTRATE port arms	Part I Chapter 3	<u>AL</u>
.7	DEMONSTRATE present arms	Part I Chapter 3	<u>AL</u>
.8	DEMONSTRATE left and right shoulder arms	Part I Chapter 3	<u>AL</u>
.9	DEMONSTRATE a rifle salute from right shoulder arms	Part I Chapter 3	<u>AL</u>
.10	DEMONSTRATE a rifle salute from order arms	Part I Chapter 3	<u>AL</u>
.11	DEMONSTRATE a salute from trail arms	Part I Chapter 3	<u>AL</u>

Supplementary Guidance

Crosswalk: 2.1.26

References:

AL. Marine Corps Drill and Ceremonies Manual COMDTINST M5060.11 (series)

Worksheet 27: Enlisted Performance Qualification (EPQ) 2.1.27

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.27

Performance: **STATE** the six articles of the Code of Conduct

Condition: Given a reference and a scenario

Standard: With a minimum of 80% accuracy

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	References
.1	DEFINE the Code of Conduct		AP
.2	STATE what is meant by each article of the Code of Conduct		AP
.3	STATE how the Coast Guards core values relate to the Code of Conduct		AP

Supplementary Guidance

Crosswalk: 2.1.27

References:

AP. Executive Order 10631 - Code of Conduct for members of the Armed Forces of the United States

Worksheet 28: Enlisted Performance Qualification (EPQ) 2.1.28

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.28

Performance: **DRILL** close order drill (COD) movements

Condition: Upon command

Standard: Movements without error

PDC Training Code: 1 - Train to Memory

Number	Steps	Relevant Text	References
.1	DEMONSTRATE the position of attention	Part I Chapter 2	AL
.2	DEMONSTRATE right/left face	Part I Chapter 2	AL
.3	DEMONSTRATE about face.	Part I Chapter 2	AL
.4	DEMONSTRATE half right/half left face	Part I Chapter 2	AL
.5	DEMONSTRATE parade rest	Part I Chapter 3	AL
.6	DEMONSTRATE at ease	Part I Chapter 3	AL
.7	DEMONSTRATE dress right/left dress, rear, front, cover	Part 1 Chapter 8	AL
.8	DEMONSTRATE close interval dress right/left dress	Part 1 Chapter 8	AL
.9	DEMONSTRATE open/close ranks	Part I Chapter 9	AL
.10	DEMONSTRATE eyes right/eyes left	Part I Chapter 2	AL
.11	DEMONSTRATE forward march	Part I Chapter 2	AL
.12	DEMONSTRATE right/left flank	Part I Chapter 2	AL
.13	DEMONSTRATE double time	Part I Chapter 1	AL
.14	DEMONSTRATE halt	Part I Chapter 2	AL
.15	DEMONSTRATE mark time	Part I Chapter 2	AL

Number	Steps	Relevant Text	References
.16	DEMONSTRATE half step	Part I Chapter 2	<u>AL</u>
.17	DEMONSTRATE right/left step	Part I Chapter 2	<u>AL</u>
.18	DEMONSTRATE back step	Part I Chapter 2	<u>AL</u>
.19	DEMONSTRATE to the rear (without weapons only)	Part I Chapter 2	<u>AL</u>
.20	DEMONSTRATE change step	Part I Chapter 2	<u>AL</u>
.21	DEMONSTRATE column left/right	Part I Chapter 8	<u>AL</u>
.22	DEMONSTRATE right/left oblique	Part I Chapter 8	<u>AL</u>

Supplementary Guidance

Crosswalk: 2.1.28

References:

AL. Marine Corps Drill and Ceremonies Manual COMDTINST M5060.11 (series)

Worksheet 29: Enlisted Performance Qualification (EPQ) 2.1.29

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.29

Performance: **IDENTIFY** Uniform Code of Military Justice (UCMJ) violations and corresponding punishments, including types of discharges one may receive

Condition: Given a scenario and a handout

Standard: With a minimum of 80% accuracy

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	References
.1	DEFINE the UCMJ	Part II	AQ
.2	STATE to whom and when the UCMJ applies	Appendix 2	AQ
.3	STATE how article 137 applies to the military members	Appendix 2	AQ
.4	STATE how military discipline is enforced (informal, administrative, criminal)	Appendix 2	AQ
.5	DEFINE absence without leave	Appendix 2	AQ
.6	DEFINE missing movement	Appendix 2	AQ
.7	DEFINE disrespect to a superior commissioned officer	Appendix 2	AQ
.8	DEFINE failure to obey an order or regulation	Appendix 2	AQ
.9	DEFINE insubordinate conduct toward a warrant officer, noncommissioned officer or petty officer	Appendix 2	AQ
.10	DEFINE willful disobeying an order or regulation	Appendix 2	AQ
.11	DEFINE malingering	Appendix 2	AQ
.12	STATE what constitutes an offense under the general article, Article 134	Appendix 2	AQ

Supplementary Guidance

Crosswalk: 2.1.29

References:

AQ. Manual for Courts-Martial

Worksheet 30: Enlisted Performance Qualification (EPQ) 2.1.30

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.30

Performance: STATE your rights and responsibilities as they pertain to participating in political activities

Condition: Given a scenario and a handout

Standard: With a minimum of 80% accuracy

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	References
.1	STATE your rights in regards to voting	Section 4	AR
.2	IDENTIFY which monetary contributions and fundraising are permitted and prohibited	Section 4	AR
.3	IDENTIFY how you may and may not participate in political groups and events	Section 4	AR
.4	STATE how you may and may not participate in political speech	Section 4	AR
.5	STATE your rights in regard to serving as an election official	Section 4	AR
.6	STATE your rights and responsibilities in regards to political dissent	Section 4	AR
.7	STATE your rights and responsibilities in regards to possession or distribution of printed materials	Section 4	AR
.8	STATE your rights and responsibilities in regards to writing for publications	Section 4	AR
.9	STATE when an establishment may be placed off limits	Section 4	AR
.10	IDENTIFY when participation in certain groups, organizations and unions is prohibited	Section 4	AR
.11	IDENTIFY when demonstrations are prohibited	Section 4	AR

Supplementary Guidance

Crosswalk: 2.1.30

References:

AR. Department of Defense Directive Number 1344.10

Worksheet 31: Enlisted Performance Qualification (EPQ) 2.1.31

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.31

Performance: **STATE** what information the National Terrorism Advisory System (NTAS) communicates

Condition: Given a scenario and a handout

Standard: With a minimum of 80% accuracy

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	References
.1	DEFINE NTAS	FAQs	AS
.2	DEFINE NTAS advisory	FAQs	AS

Supplementary Guidance

Crosswalk: 2.1.31

References:

AS. National Terrorism Advisory System (NTAS) website

Worksheet 32: Enlisted Performance Qualification (EPQ) 2.1.32

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.32

Performance: STATE the purpose of the five Force Protection Conditions

Condition: Given a handout

Standard: With a minimum of 80% accuracy

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	References
.1	DEFINE the force protection conditions	Chapter 5	AT
.2	LIST examples of security measures taken at each force protection condition	Chapter 5	AT

Supplementary Guidance

Crosswalk: 2.1.32

References:

AT. Physical Security and Force Protection Program COMDTINST M5530.1 (series)

Worksheet 33: Enlisted Performance Qualification (EPQ) 2.1.33

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.33

Performance: **WEAR** a type 1 personal flotation device

Condition: Given a Type 1 Personal Flotation Device

Standard: Without error

PDC Training Code: 1 - Train to Memory

Number	Steps	Relevant Text	References
.1	IDENTIFY the parts of the type 1 personal flotation device		<u>AV</u>
.2	STATE the five characteristics of the type 1 personal flotation device		<u>AV</u>
.3	IDENTIFY the signaling gear attached to the survival vest		<u>AV</u>
.4	DON the type 1 personal flotation device		<u>AV</u>
.5	REMOVE the type 1 personal flotation device		<u>AV</u>
.6	STATE the reason for ensuring the type 1 personal flotation device is completely dry before stowage		<u>AV</u>
.7	STORE the type 1 personal flotation device		<u>AV</u>
.8	IDENTIFY the different types of personal flotation devices		<u>AV</u>

Supplementary Guidance

Crosswalk: 2.1.33

References:

AV. Rescue and Survival Systems Manual COMDTINST M10470.10 (series)

Worksheet 34: Enlisted Performance Qualification (EPQ) 2.1.34

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.34

Performance: **IDENTIFY** the different types and characteristics of line

Condition: Given a display of different types of line and without reference

Standard: Without error

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	References
.1	STATE the characteristics of natural fiber line	Chapter 2.A	<u>AW</u>
.2	STATE the characteristics of synthetic fiber line	Chapter 2.A	<u>AW</u>
.3	LIST uses for the following natural fiber lines: manila, cotton, marlin	Chapter 2.A	<u>AW</u>
.4	LIST uses for the following synthetic fiber lines: nylon, polypropylene, polyester (Dacron)	Chapter 2.A	<u>AW</u>

Supplementary Guidance

Crosswalk: 2.1.34

References:

AW. BOAT CREW HANDBOOK - Seamanship Fundamentals BCH 16114.4A

Worksheet 35: Enlisted Performance Qualification (EPQ) 2.1.35

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.35

Performance: **DEMONSTRATE** line-handling procedures

Condition: Given a ship mock-up, a heaving line-throwing mock-up, and appropriate lines

Standard: Without error

PDC Training Code: 1 - Train to Memory

Number	Steps	Relevant Text	References
.1	DEMONSTRATE safety procedures when working with or around lines	Line Handling Safety and Commands	<u>S</u>
.2	DEMONSTRATE set-up procedures and the equipment break-out needed to set mooring stations on a vessel	Line Handling Safety and Commands	<u>S</u>
.3	DEMONSTRATE line handling commands	Line Handling Safety and Commands	<u>S</u>
.4	DEMONSTRATE mooring station line handling commands	Line Handling Safety and Commands	<u>S</u>
.5	DEMONSTRATE the procedures used to stow equipment when securing from mooring stations on a vessel	Line Handling Safety and Commands	<u>S</u>
.6	STOW line using the coiling down method	Line Handling Safety and Commands	<u>S</u>
.7	STOW line using the flemishing method	Line Handling Safety and Commands	<u>S</u>
.8	STOW line using the faking down method	Line Handling Safety and Commands	<u>S</u>
.9	IDENTIFY two different types of heaving lines: Monkey fist, Rescue	Line Handling Safety and Commands	<u>S</u>

Number	Steps	Relevant Text	References
.10	STATE how the following types of heaving lines are used: Monkey fist, Rescue	Line Handling Safety and Commands	<u>S</u>
.11	PREPARE a heaving line for throwing	Line Handling Safety and Commands	<u>S</u>
.12	THROW a 70 foot rescue heaving line a minimum of 50 feet	Line Handling Safety and Commands	<u>S</u>
.13	STATE safety precautions for throwing a heaving line	Line Handling Safety and Commands	<u>S</u>

Supplementary Guidance

Crosswalk: 2.1.35

References:

S. Recruit Training Master Pamphlet

Worksheet 36: Enlisted Performance Qualification (EPQ) 2.1.36

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.36

Performance: **OPERATE** a ship's helm by executing helm commands as directed with proper response

Condition: Given a helm simulator and a scenario

Standard: Without error

PDC Training Code: 1 - Train to Memory

Number	Steps	Relevant Text	References
.1	STATE the functions of the helmsman aboard a Coast Guard vessel	Helm Commands	<u>S</u>
.2	IDENTIFY the equipment the helmsman uses to perform his/her duties	Helm Commands	<u>S</u>
.3	STATE the meaning of helmsman's commands	Enclosure (6)	<u>AX</u>
.4	STATE the proper way to give helm commands and the appropriate responses	Enclosure (6)	<u>AX</u>
.5	DEMONSTRATE the duties of the helmsman	Enclosure (6)	<u>AX</u>

Supplementary Guidance

Crosswalk: 2.1.36

References:

S. Recruit Training Master Pamphlet

AX. Coast Guard Navigation Standards Manual COMDTINST M3530.2 (series)

Worksheet 37: Enlisted Performance Qualification (EPQ) 2.1.37

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.37

Performance: **IDENTIFY** deck fittings, components, direction, design, and stability terminology

Condition: Given a picture, deck fittings, components, direction, and design and stability terminology

Standard: With a minimum of 80% accuracy

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	References
.1	IDENTIFY shipboard structures	Deck Seamanship	AW
.2	IDENTIFY shipboard fittings	Deck Seamanship	AW
.3	IDENTIFY shipboard components	Deck Seamanship	AW
.4	IDENTIFY shipboard directions	Deck Seamanship	AW
.5	IDENTIFY shipboard design and stability terms	Deck Seamanship	AW

Supplementary Guidance

Crosswalk: 2.1.37

References:

AW. BOAT CREW HANDBOOK - Seamanship Fundamentals BCH 16114.4A

Worksheet 38: Enlisted Performance Qualification (EPQ) 2.1.38

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.38

Performance: **STATE** the basic duties of a boat crewman, coxswain and engineer

Condition: From memory

Standard: Without error

PDC Training Code: 1 - Train to Memory

Number	Steps	Relevant Text	References
.1	STATE the duties of the lookout	Chapter 2 Section D	<u>AY</u>
.2	LIST the lookout's equipment	Chapter 2 Section D	<u>AY</u>
.3	EXPLAIN the proper scanning techniques used by a lookout during daylight and nighttime hours	Chapter 2 Section D	<u>AY</u>
.4	STATE the proper reporting methods used by a lookout to identify a contact in the water	Chapter 2 Section D	<u>AY</u>
.5	STATE the proper reporting methods used by a lookout to identify a contact in the air	Chapter 2 Section D	<u>AY</u>
.6	DEFINE the term night vision	Chapter 2 Section D	<u>AY</u>
.7	STATE the importance of good night vision when associated with lookout and helmsman duties	Chapter 2 Section D	<u>AY</u>
.8	STATE the procedures and equipment used to obtain proper night vision	Chapter 2 Section D	<u>AY</u>
.9	STATE the effects of coffee, tea, and tobacco	Chapter 2 Section D	<u>AY</u>
.10	STATE the effects to night vision when going from a darkened area to a lighted area	Chapter 2 Section D	<u>AY</u>
.11	DEFINE the nautical term relative	Chapter 2 Section D	<u>AY</u>
.12	DEFINE the nautical term bearings	Chapter 2 Section D	<u>AY</u>
.13	DEFINE the nautical term relative bearings	Chapter 2 Section D	<u>AY</u>
.14	LIST the duties of a boat coxswain	Part 2	<u>AZ</u>

Number	Steps	Relevant Text	References
.15	LIST the duties of a boat engineer	Part 3	BA
.16	LIST the duties of a boat crewman	Chapter 2	AY

Supplementary Guidance

Crosswalk: 2.1.38

References:

AY. BOAT CREW HANDBOOK - Boat Operations BCH 16114.1B

AZ. Boat Crew Qualification Handbook, Volume 2 - Coxswain BQH 16115.2

BA. Boat Crew Qualification Handbook, Volume 1 - Boat Crewmember and Engineer BQH 16115.1

Worksheet 39: Enlisted Performance Qualification (EPQ) 2.1.39

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.39

Performance: **TIE** a square (reef) knot, bowline, clove hitch, slip clove hitch, round turn and two half hitches

Condition: Given a piece of line

Standard: Without error

PDC Training Code: 2 - Job Aid with Extensive Training

Number	Steps	Relevant Text	References
.1	IDENTIFY the parts of a line	Ch. 2 Sec. C	AW
.2	STATE the functions of the parts of a line	Ch. 2 Sec. C	AW
.3	STATE the function of a square (reef) knot	Ch. 2 Sec. C	AW
.4	TIE a square (reef) knot	Ch. 2 Sec. C	AW
.5	STATE the function of a bowline	Ch. 2 Sec. C	AW
.6	TIE a bowline	Ch. 2 Sec. C	AW
.7	STATE the function of a clove hitch	Ch. 2 Sec. C	AW
.8	TIE the clove hitch	Ch. 2 Sec. C	AW
.9	STATE the function of a slip clove hitch	Ch. 2 Sec. C	AW
.10	TIE a slip clove hitch	Ch. 2 Sec. C	AW
.11	STATE the function of a round turn and two half hitches	Ch. 2 Sec. C	AW
.12	TIE a round turn and two half hitches	Ch. 2 Sec. C	AW

Supplementary Guidance

Crosswalk: 2.1.39

References:

AW. BOAT CREW HANDBOOK - Seamanship Fundamentals BCH 16114.4A

Worksheet 40: Enlisted Performance Qualification (EPQ) 2.1.40

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.40

Performance: **APPLY** proper grooming standards appropriate to gender

Condition: Upon living in close quarters and without reference

Standard: Without error

PDC Training Code: 1 - Train to Memory

Number	Steps	Relevant Text	References
.1	STATE the Coast Guard grooming standards	Chapter 2	BB
.2	DEMONSTRATE a proper shave (men only)	Chapter 2	BB
.3	STATE the regulations governing sideburns	Chapter 2	BB
.4	STATE the regulations governing undergarments	Chapter 2	BB
.5	STATE the regulations governing earrings	Chapter 2	BB
.6	STATE the regulations governing hair accessories	Chapter 2	BB
.7	DEMONSTRATE the proper usage of cosmetics	Chapter 2	BB

Supplementary Guidance

Crosswalk: 2.1.40

References:

BB. Uniform Regulations COMDTINST M1020.6 (series)

Worksheet 41: Enlisted Performance Qualification (EPQ) 2.1.41

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.41

Performance: **IDENTIFY** the Coast Guard officer ranks by shoulder boards, collar devices, sleeve markings and head gear

Condition: Upon meeting an officer and without reference

Standard: Without error

PDC Training Code: 1 - Train to Memory

Number	Steps	Relevant Text	References
.1	STATE the difference between officer pay grade and rank, using head gear as a guide	Chapter 4	BB
.2	STATE the difference between officer pay grade and rank, using shoulder boards as a guide	Chapter 4	BB
.3	STATE the difference between officer pay grade and rank, using collar devices as a guide	Chapter 4	BB
.4	STATE the difference between officer pay grade and rank, using sleeve markings as a guide	Chapter 4	BB

Supplementary Guidance

Crosswalk: 2.1.41

References:

BB. Uniform Regulations COMDTINST M1020.6 (series)

Worksheet 42: Enlisted Performance Qualification (EPQ) 2.1.42

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.42

Performance: **IDENTIFY** the Coast Guard enlisted rates and paygrades E1-E9 and the Master Chief Petty Officer of the Coast Guard by sleeve insignia and collar devices

Condition: Upon meeting a Petty Officer or Chief

Standard: From memory without error

PDC Training Code: 1 - Train to Memory

Number	Steps	Relevant Text	References
.1	DEFINE the term paygrade, rate, and rating	Chapter 2	<u>L</u>
.2	STATE the difference between enlisted paygrades, ratings, and insignias using headgear, collar devices, and sleeve markings as a guide	Chapter 4	<u>BB</u>

Supplementary Guidance

Crosswalk: 2.1.42

References:

L. Enlistments, Evaluations, and Advancements COMDTINST M1000.2 (series)

BB. Uniform Regulations COMDTINST M1020.6 (series)

Worksheet 43: Enlisted Performance Qualification (EPQ) 2.1.43

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.43

Performance: **WEAR** the service dress blue bravo, tropical blue and operational dress uniform

Condition: Given a full sea bag issue

Standard: Without error

PDC Training Code: 2 - Job Aid with Extensive Training

Number	Steps	Relevant Text	References
.1	WEAR the operational dress uniform	Chapters 3-4	BB
.2	WEAR the service dress blue bravo uniform	Chapters 3-4	BB
.3	WEAR the tropical blue uniform	Chapters 3-4	BB

Supplementary Guidance

Crosswalk: 2.1.43

References:

BB. Uniform Regulations COMDTINST M1020.6 (series)

Worksheet 44: Enlisted Performance Qualification (EPQ) 2.1.44

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.44

Performance: IDENTIFY signaling equipment for its appropriate use

Condition: Given appropriate survival signaling equipment and without reference

Standard: Without error

PDC Training Code: 1 - Train to Memory

Number	Steps	Relevant Text	References
.1	STATE the characteristics and use of each emergency signaling device listed below	Chapter 3	BC
.2	STATE the steps in sequence to properly use each emergency signaling device	Chapter 3	BC
.3	STATE the mandatory safety precautions used when handling and igniting pyrotechnic signaling devices	Chapter 3	BC
.4	STATE the methods of properly disposing used pyrotechnic signaling devices	Chapter 3	BC

Supplementary Guidance

Crosswalk: 2.1.44

References:

BC. BOAT CREW HANDBOOK - Rescue and Survival Procedures BCH 16114.2

Worksheet 45: Enlisted Performance Qualification (EPQ) 2.1.45

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.45

Performance: **DEMONSTRATE** responding to personnel injuries

Condition: Given a victim infant & adult mannequin, a first aid kit, and simulated personnel injuries

Standard: Without error

PDC Training Code: 2 - Job Aid with Extensive Training

Number	Steps	Relevant Text	References
.1	APPLY proper battle dressing to a bleeding wound		N/A
.2	CONTROL both primary and secondary first aid bleeding		N/A
.3	DEMONSTRATE two methods for removing a person of average size from a hazardous area		N/A
.4	TREAT a victim with simulated uncontrolled, severe hemorrhaging		N/A

Supplementary Guidance

Crosswalk: 2.1.45

References: American Red Cross

Notes: Not testable on SWE. Recruits are given the opportunity to receive Red Cross certification

Worksheet 46: Enlisted Performance Qualification (EPQ) 2.1.46

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.46

Performance: **PERFORM** basic cardiopulmonary resuscitation (CPR)

Condition: Given victim infant and adult mannequins

Standard: Without error

PDC Training Code: 2 - Job Aid with Extensive Training

Number	Steps	Relevant Text	References
.1	STATE when to use CPR		N/A
.2	PERFORM rescue breathing on an adult mannequin		N/A
.3	PERFORM rescue breathing on an infant mannequin		N/A
.4	STATE the signs of pulmonary (respiratory) arrest and cardiac arrest		N/A
.5	CHECK the vital signs of a victim of cardiac arrest		N/A
.6	PERFORM CPR on the following: a. Adult mannequin b. Infant mannequin		N/A
.7	IDENTIFY the signs and symptoms of a choking victim with an obstructed airway		N/A
.8	CLEAR an obstructed airway on the following: a. Adult mannequin b. Infant mannequin		N/A
.9	USE an automated external defibrillator		N/A

Supplementary Guidance

Crosswalk: 2.1.46

References: American Red Cross

Notes: Not testable on SWE. Recruits are given the opportunity to receive Red Cross certification

Worksheet 47: Enlisted Performance Qualification (EPQ) 2.1.47

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.47

Performance: **PERFORM** basic first aid

Condition: Given a victim infant & adult mannequin and a first aid kit

Standard: Without error

PDC Training Code: 2 - Job Aid with Extensive Training

Number	Steps	Relevant Text	References
.1	COMPLETE a scene survey and the check, call, care process.		N/A
.2	STATE the precautions to follow to prevent potential exposure to infectious pathogens when providing first aid care		N/A
.3	TREAT a victim with simulated neck or back injuries		N/A
.4	IDENTIFY the causes, basic symptoms and treatment of shock		N/A
.5	TREAT a simulated simple fracture		N/A
.6	TREAT a simulated compound fracture		N/A
.7	CONTROL simulated bleeding on a victim		N/A
.8	TREAT a victim with simulated hypothermia		N/A
.9	STATE the symptoms and treatment of hot weather emergencies		N/A
.10	TREAT a victim with simulated heat exhaustion		N/A
.11	STATE the procedures for rescuing a victim who is in contact with an electrical power source		N/A
.12	TREAT a victim with simulated electrical shock injuries		N/A
.13	IDENTIFY the three degrees of burns and treatment for each type		N/A

Number	Steps	Relevant Text	References
.14	TREAT a simulated protruding abdominal wound		N/A
.15	TREAT a simulated amputation		N/A
.16	TREAT a simulated facial wound		N/A
.17	TREAT a victim with simulated smoke inhalation injuries		N/A

Supplementary Guidance

Crosswalk: 2.1.47

References: American Red Cross

Notes: Not testable on SWE. Recruits are given the opportunity to receive Red Cross certification

Worksheet 48: Enlisted Performance Qualification (EPQ) 2.1.48

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.48

Performance: IDENTIFY significant Coast Guard heroes and events from 1716 to present day

Condition: Given a handout and a scenario

Standard: With a minimum of 80% accuracy

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	References
.1	STATE the significance of the Lighthouse Service	CG History, Traditions, Values	<u>S</u>
.2	STATE the significance of the Revenue Cutter Service	CG History, Traditions, Values	<u>S</u>
.3	STATE the significance of the Steamboat Inspection Service	CG History, Traditions, Values	<u>S</u>
.4	STATE the significance of the Life-Saving Service	CG History, Traditions, Values	<u>S</u>
.5	STATE the significance of the Bureau of Navigation	CG History, Traditions, Values	<u>S</u>
.6	STATE the significance of 28 January 1915	CG History, Traditions, Values	<u>S</u>
.7	STATE the significance of 01 April 1967	CG History, Traditions, Values	<u>S</u>
.8	STATE the significance of 01 March 2003	CG History, Traditions, Values	<u>S</u>
.9	STATE the significance of Alexander Hamilton	CG History, Traditions, Values	<u>S</u>
.10	STATE the significance of Captain Hopley Yeaton	CG History, Traditions, Values	<u>S</u>

Number	Steps	Relevant Text	References
.11	STATE the significance of Joshua James	CG History, Traditions, Values	<u>S</u>
.12	STATE the significance of Lieutenant Elmer Stone	CG History, Traditions, Values	<u>S</u>
.13	STATE the significance of Commodore Bertholf	CG History, Traditions, Values	<u>S</u>
.14	STATE the significance of Semper Paratus – Always Ready (SPARS) organization	Legacy	<u>S</u>
.15	STATE the significance of Signalman First Class (SM1) Douglas Munro	CG History, Traditions, Values, and Commitment to CG Heroes	<u>S</u>
.16	STATE the significance of Chief Journalist (JOC) Alex Haley	CG History, Traditions, Values	<u>S</u>
.17	STATE the significance of U.S. Revenue Cutter HARRIET LANE	CG History, Traditions, Values	<u>S</u>
.18	STATE the significance of U.S. Revenue Cutter BEAR	CG History, Traditions, Values	<u>S</u>
.19	STATE the significance of USCG Cutter TAMPA	CG History, Traditions, Values	<u>S</u>
.20	STATE the significance of the sinking of the TITANIC	CG History, Traditions, Values	<u>S</u>
.21	STATE the significance of the prohibition act	CG History, Traditions, Values	<u>S</u>
.22	STATE the Coast Guard’s role in World War I	CG History, Traditions, Values	<u>S</u>
.23	STATE the Coast Guard’s role in World War II	CG History, Traditions, Values	<u>S</u>
.24	STATE the Coast Guard’s role during the Korean Conflict	CG History, Traditions, Values	<u>S</u>

Number	Steps	Relevant Text	References
.25	STATE the Coast Guard's role during the Vietnam Conflict	CG History, Traditions, Values	<u>S</u>
.26	STATE the Coast Guard's role during Desert Shield/Desert Storm	CG History, Traditions, Values	<u>S</u>
.27	STATE the Coast Guard's role today in homeland security operations	CG History, Traditions, Values	<u>S</u>

Supplementary Guidance

Crosswalk: 2.1.48

References:

S. Recruit Training Master Packet

Worksheet 49: Enlisted Performance Qualification (EPQ) 2.1.49

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.49

Performance: **STATE** how Coast Guard heroes carried forth the legacy of Coast Guard history, traditions and values

Condition: Given a handout and a scenario

Standard: With a minimum of 80% accuracy

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	References
.1	STATE how past heroes carried forth the legacy of the Coast Guard	Legacy	<u>S</u>
.2	STATE how present day heroes carry forth the legacy of the Coast Guard	Legacy	<u>S</u>

Supplementary Guidance

Crosswalk: 2.1.49

References:

S. Recruit Training Master Packet

Worksheet 50: Enlisted Performance Qualification (EPQ) 2.1.50

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.50

Performance: STATE the origins and significance of the following items:

Condition: Given a handout

Standard: With a minimum of 80% accuracy

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	References
.1	STATE the origin and significance of the National Ensign	Legacy	<u>S</u>
.2	STATE the origin and significance of the Coast Guard Ensign	Legacy	<u>S</u>
.3	STATE the origin and significance of the Coast Guard Flag (standard)	Legacy	<u>S</u>
.4	STATE the origin and significance of Battle Streamers	Legacy	<u>S</u>
.5	STATE the origin and significance of the Union Jack	Legacy	<u>S</u>
.6	STATE the origin and significance of the Commissioning Pennant	Legacy	<u>S</u>
.7	STATE the origin and significance of the Coast Guard Seal	Legacy	<u>S</u>
.8	STATE the origin and significance of the Coast Guard Emblem	Legacy	<u>S</u>
.9	STATE the origin and significance of Coast Guard Shield	Legacy	<u>S</u>
.10	STATE the origin and significance of the Coast Guard Slash (racing stripe)	Legacy	<u>S</u>
.11	STATE the origin and significance of the Coast Guard Motto	Legacy	<u>S</u>

Supplementary Guidance

Crosswalk: 2.1.50

References:

S. Recruit Training Master Packet

Worksheet 51: Enlisted Performance Qualification (EPQ) 2.1.51

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.51

Performance: **CONDUCT** a safety inspection of your workspace and list/report any safety concerns or discrepancies

Condition: Given a handout

Standard: With a minimum of 80% accuracy

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	References
.1	STATE who should be notified about any safety hazard(s)	Chapter 4	AF
.2	DEFINE the term hazard communications	Chapter 11	AF
.3	LIST the elements of the hazard communication standard	Chapter 11	AF

Supplementary Guidance

Crosswalk: 2.1.51

References:

AF. Safety and Environmental Health Manual COMDTINST M5100.47 (series)

Worksheet 52: Enlisted Performance Qualification (EPQ) 2.1.52

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.52

Performance: STATE the purpose of the unit's Right To Know Station (including SDS)

Condition: Given a handout

Standard: With a minimum of 80% accuracy

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	References
.1	DEFINE the term "Safety Data Sheet" (SDS)	2.C	BD
.2	STATE the requirements for properly filing the SDS	Chapter 11	AF
.3	IDENTIFY the type of hazard presented by the chemical as indicated on an SDS	Appendix C	BD
.4	IDENTIFY the required and recommended safety precautions as indicated on an SDS	Appendix C	BD
.5	IDENTIFY the protective equipment to be used as indicated on an SDS	Appendix C	BD
.6	IDENTIFY the information on how to contact the manufacturer as indicated on an SDS	Appendix C	BD

Supplementary Guidance

Crosswalk: 2.1.52

References:

AF. Safety and Environmental Health Manual COMDTINST M5100.47 (series)

BD. Hazard Communication (HAZCOM) Program Tactics, Techniques, and Procedures (TTP)

Worksheet 53: Enlisted Performance Qualification (EPQ) 2.1.53

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.53

Performance: **IDENTIFY** various types of units, vessel, or aircraft used to perform the Coast Guards missions

Condition: Given a handout

Standard: With a minimum of 80% accuracy

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	References
.1	IDENTIFY a polar class icebreaker		BE
.2	IDENTIFY a national security cutter		BE
.3	IDENTIFY a high endurance cutter		BE
.4	IDENTIFY a medium endurance cutter		BE
.5	IDENTIFY a fast response cutter		BE
.6	IDENTIFY a patrol boat		BE
.7	IDENTIFY a buoy tender		BE
.8	IDENTIFY the Coast Guard Barque EAGLE		BE
.9	IDENTIFY an icebreaking tug		BE
.10	IDENTIFY a HC-130H		BE
.11	IDENTIFY an HC-27		BE
.12	IDENTIFY an HH-65		BE
.13	IDENTIFY an HH-60		BE
.14	IDENTIFY an HC-144		BE
.15	IDENTIFY a 47 foot motor lifeboat		BE

Number	Steps	Relevant Text	References
.16	IDENTIFY a response boat (medium and small)		BE
.17	IDENTIFY a Coast Guard sector		BE

Supplementary Guidance

Crosswalk: 2.1.53

References:

BE. The Cutters, Boats, and Aircraft of the U.S. Coast Guard

Worksheet 54: Enlisted Performance Qualification (EPQ) 2.1.54

Rate: EPME E-2 Rating Output

Enlisted Performance Qualification (EPQ) 2.1.54

Performance: **IDENTIFY** the four classes of fire, fire tetrahedron, fire terms, fire prevention measures and the appropriate fire extinguishing method and firefighting equipment for each class of fire

Condition: Given a handout and a scenario

Standard: With a minimum of 80% accuracy

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	References
.1	DESCRIBE the fire tetrahedron	Section 103	BF
.2	IDENTIFY the four classes of fire	Glossary	BF
.3	STATE how each class of fire is determined	Section 303.5	BF
.4	LIST the three ways heat can be transmitted	Glossary	BF
.5	DEFINE the term flash point	Definitions	BF
.6	DEFINE the term fire point	Definitions	BF
.7	DEFINE the term spontaneous combustion	Definitions	BF
.8	DEFINE ignition temperature	Definitions	BF

Supplementary Guidance

Crosswalk: 2.1.54

References:

BF. WQS 303 Basic Firefighting 1

Worksheet 55: Enlisted Performance Qualification (EPQ) 2.1.55

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.55

Performance: **STATE** the Coast Guard components, roles and missions

Condition: Given a handout

Standard: With a minimum of 80% accuracy

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	References
.1	IDENTIFY the three roles of the Coast Guard	Roles & Missions	<u>S</u>
.2	LIST the role of maritime safety	Roles & Missions	<u>S</u>
.3	LIST the role of maritime security	Roles & Missions	<u>S</u>
.4	LIST the role of maritime stewardship	Roles & Missions	<u>S</u>
.5	IDENTIFY the components that compromise team Coast Guard	Roles & Missions	<u>S</u>

Supplementary Guidance

Crosswalk: 2.1.55

References:

S. Recruit Training Master Packet

Worksheet 56: Enlisted Performance Qualification (EPQ) 2.1.56

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.56

Performance: **STATE** the functions of a command senior enlisted leader (CSEL)

Condition: Given a handout

Standard: With a minimum of 80% accuracy

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	References
.1	STATE the functions of the Command Master Chief (CMC)		BH
.2	STATE the functions of the Command Chief Silver Badge		BH

Supplementary Guidance

Crosswalk: 2.1.56

References:

BH. Command Senior Enlisted Leader (CSEL) Program COMDTINST 1306.1 (series)

Worksheet 57: Enlisted Performance Qualification (EPQ) 2.1.57

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.57

Performance: **STATE** the heritage that led to the creation of the Chief Petty Officer and the Master Chief Petty Officer of the Coast Guard

Condition: Given a handout

Standard: With a minimum of 80% accuracy

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	References
.1	STATE the heritage that led to the creation of the Chief Petty Officer	Legacy	<u>S</u>
.2	STATE the heritage that led to the creation of the Master Chief Petty Officer of the Coast Guard	Legacy	<u>S</u>

Supplementary Guidance

Crosswalk: 2.1.57

References:

S. Recruit Training Master Packet

Worksheet 58: Enlisted Performance Qualification (EPQ) 2.1.58

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.58

Performance: **EXPLAIN** the role and missions of the Coast Guard reserves and auxiliary

Condition: Given a handout

Standard: With a minimum of 80% accuracy

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	References
.1	EXPLAIN the role of the Ready Reserve		BI
.2	STATE the reserve policy statement		BJ
.3	EXPLAIN the role of the selected reserve		BI
.4	EXPLAIN the role of the individual ready reserve		BI
.5	EXPLAIN the role of the auxiliary		BK
.6	STATE the missions of the auxiliary		BK

Supplementary Guidance

Crosswalk: 2.1.58

References:

BI. Reserve Policy Manual COMDTINST M1001.28 (series)

BJ. Reserve Component Policy Statement

BK. Auxiliary Manual COMDTINST M16790.1 (series)

Worksheet 59: Enlisted Performance Qualification (EPQ) 2.1.59

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.59

Performance: STATE the functions of health safety work-life (HSWL) directorate

Condition: Given a handout

Standard: With a minimum of 80% accuracy

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	References
.1	LIST the function and purpose of the transition relocation manager	Relocation Assistance	BL
.2	LIST the function and purpose of the family resource specialist	Family Support	BL , BM
.3	LIST the function and purpose of the family advocacy specialist	Family Advocacy	BL , BN
.4	LIST the function and purpose of the employee assistance program coordinator	Employee Assistance Program	BL , BO
.5	LIST the function and purpose of the health promotion manager		U
.6	LIST the function and purpose of the ombudsman		BP
.7	LIST the function and purpose of the voting assistance officer		BQ

Supplementary Guidance

Crosswalk: 2.1.59

References:

U. Coast Guard Health Promotion Manual COMDTINST M6200.1 (series)
BL. Office of Work-Life Programs (CG-111)
BM. Special Needs Program COMDTINST 1754.7 (series)
BN. Family Advocacy Program (FAP) COMDTINST 1752.1 (series)
BO. Employee Assistance Program (EAP) COMDTINST 1740.7 (series)
BP. Coast Guard Ombudsman Program COMDTINST 1750.4 (series)
BQ. Coast Guard Voting Assistance Program COMDTINST 1742.3 (series)

Worksheet 60: Enlisted Performance Qualification (EPQ) 2.1.60

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.60

Performance: **STATE** how the enlisted evaluation system (EES) relates to and affects advancement and retention

Condition: Given a handout

Standard: With a minimum of 80% accuracy

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	References
.1	STATE the purpose of the EES	Chapter 4	<u>L</u>
.2	STATE your responsibility with regards to the EES	Chapter 4	<u>L</u>
.3	STATE your rating chain's responsibility with regards to the EES	Chapter 4	<u>L</u>
.4	DESCRIBE the four performance factors	Chapter 4	<u>L</u>
.5	STATE the significance of the conduct mark	Chapter 4	<u>L</u>
.6	STATE the significance of the advancement recommendation	Chapter 4	<u>L</u>
.7	DESCRIBE the procedure to appeal assigned marks	Chapter 4	<u>L</u>
.8	SUBMIT a self-marked evaluation including support bullets	Chapter 4	<u>L</u>

Supplementary Guidance

Crosswalk: 2.1.60

References:

L. Enlistments, Evaluations, and Advancements COMDTINST M1000.2 (series)

Worksheet 61: Enlisted Performance Qualification (EPQ) 2.1.61

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.61

Performance: **STATE** the most appropriate measures to take to minimize and/or respond to the situation

Condition: Given a situation in which a risk of sexual assault is present or a sexual assault has occurred, been observed, and/or reported

Standard: Without error

PDC Training Code: 2 - Job Aid with Extensive Training

Number	Steps	Relevant Text	References
.1	DIFFERENTIATE between sexual harassment and sexual assault		BR
.2	DESCRIBE the Coast Guard's initiatives to eliminate sexual assault in the Coast Guard		BR
.3	DESCRIBE the impact of sexual assault on the offender, the victim and others		BR
.4	DEFINE sexual assault, differentiating between inappropriate and appropriate conduct		BR
.5	IDENTIFY how to minimize the risk of becoming an offender or victim of sexual assault		BR
.6	IDENTIFY appropriate measures to take if you have been sexually assaulted		BR
.7	IDENTIFY appropriate measures to take when another person has been or may be sexually assaulted		BR
.8	IDENTIFY reasons why a victim of sexual assault may not report the assault		BR
.9	IDENTIFY reasons why a bystander may not report a known or perceived sexual assault		BR
.10	IDENTIFY ways command climate influences the sexual assault environment		BR
.11	CORRELATE the command climate on alcohol to the risk of sexual assault		BR

Supplementary Guidance

Crosswalk: 2.1.61

References:

BR. Sexual Assault Prevention and Response (SAPR) Program COMDTINST M1754.10 (series)

Worksheet 62: Enlisted Performance Qualification (EPQ) 2.1.62

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.62

Performance: STATE the Coast Guard's policy on hazing and harassment

Condition: Given a handout and a scenario

Standard: Without error

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	References
.1	DEFINE hazing	Chapter 3	BS
.2	DESCRIBE appropriate measures to take when hazing occurs	Chapter 3	BS
.3	DEFINE harassment		BT
.4	DESCRIBE appropriate measures to take when harassment occurs	Chapter 3	BU

Supplementary Guidance

Crosswalk: 2.1.62

References:

BS. Discipline and Conduct COMDTINST M1600.2 (series)

BT. DHS Anti-Harassment Policy Statement 256-06

BU. U.S. Coast Guard Civil Rights Manual COMDTINST M5350.4 (series)

Worksheet 63: Enlisted Performance Qualification (EPQ) 2.1.63

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.63

Performance: **STATE** the Coast Guard's policy concerning interpersonal relationships

Condition: Given a handout and a scenario

Standard: With a minimum of 80% accuracy

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	References
.1	DEFINE appropriate relationships	Chapter 2	<u>BS</u>
.2	DEFINE inappropriate relationships	Chapter 2	<u>BS</u>
.3	DEFINE prohibited relationships	Chapter 2	<u>BS</u>

Supplementary Guidance

Crosswalk: 2.1.63

References:

BS. Discipline and Conduct COMDTINST M1600.2 (series)

Worksheet 64: Enlisted Performance Qualification (EPQ) 2.1.64

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.64

Performance: **STATE** the functions of the Coast Guard’s automated information system and the limits on personal use on government owned office equipment and information systems

Condition: Given a handout

Standard: With a minimum of 80% accuracy

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	References
.1	STATE the Coast Guard personal use of government office equipment policy		BV
.2	STATE the prohibited uses of government office equipment		BV
.3	EXPLAIN inappropriate uses of government office equipment		BV

Supplementary Guidance

Crosswalk: 2.1.64

References:

BV. Limited Personal Use of Government Office Equipment and Services COMDTINST 5375.1 (series)

Worksheet 65: Enlisted Performance Qualification (EPQ) 2.1.65

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.65

Performance: **STATE** the Coast Guard's policy regarding tattoo, body markings, body piercing and mutilation

Condition: Given a handout

Standard: With a minimum of 80% accuracy

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	References
.1	IDENTIFY prohibited tattoos, brands, body mutilations or modifications		BW
.2	STATE the guidelines for body markings		BW
.3	STATE the guidelines for body piercing		BW

Supplementary Guidance

Crosswalk: 2.1.65

References:

BW. Tattoo, Body Marking, Body Piercing, and Mutilation Policy COMDTINST 1000.1 (series)

Worksheet 66: Enlisted Performance Qualification (EPQ) 2.1.66

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.66

Performance: **STATE** the ethical standards of conduct as it relates to your personal decisions and your interactions with the public

Condition: Given a handout and a scenario

Standard: With a minimum of 80% accuracy

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	References
.1	STATE the rules for gifts between employees	2.D	BX
.2	STATE the rule for impartiality in performing official duties	2.F	BX
.3	STATE the rule for regarding misuse of position	2.H	BX
.4	STATE the rule for seeking outside employment	2.G	BX

Supplementary Guidance

Crosswalk: 2.1.66

References:

BX. Standards of Ethical Conduct COMDTINST M5370.8 (series)

Worksheet 67: Enlisted Performance Qualification (EPQ) 2.1.67

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.67

Performance: **DEMONSTRATE** proper radio/telephone procedures including the phonetic alphabet and numbers 0-9

Condition: Given a handout and a scenario

Standard: With a minimum of 80% accuracy

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	References
.1	STATE the purpose of using the phonetic alphabet and numbers	Chapter 3	BY
.2	PRONOUNCE the phonetic alphabet and numbers 0-9	Chapter 3	BY
.3	STATE the purpose of the Coast Guard radio systems and rescue 21	Radio Procedures	S
.4	DEMONSTRATE procedures used in verbal communications	Chapters 3-4	BY
.5	DEMONSTRATE radio operating procedures	Chapters 3-8	BY
.6	STATE the Coast Guard emergency voice communications	Chapter 8	BY
.7	COMMUNICATE between Coast Guard facilities		BY

Supplementary Guidance

Crosswalk: 2.1.67

References:

BY. Radiotelephone Handbook Tactics, Techniques, and Procedures CGTTP 6-01.1 (series)

S. Recruit Master Training Packet.

Worksheet 68: Enlisted Performance Qualification (EPQ) 2.1.68

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.68

Performance: IDENTIFY the following flags and pennants and their use

Condition: Given associated flags and pennants and a handout

Standard: With a minimum of 80% accuracy

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	References
.1	STATE the shapes and colors of flags and pennants: a. Bravo b. Oscar c. Prep d. SOPA e. Third substitute f. Papa g. Church pennant		AN
.2	STATE the use of flags and pennants: a. Bravo b. Oscar c. Prep d. SOPA e. Third substitute f. Papa g. Church pennant		AN

Supplementary Guidance

Crosswalk: 2.1.68

References:

AN. Naval Telecommunications Procedures Flags, Pennants & Customs NTP 13 (B)

Worksheet 69: Enlisted Performance Qualification (EPQ) 2.1.69

Rate: EPME
E-2 Rating Output
Enlisted Performance Qualification (EPQ) 2.1.69

Performance: **DEMONSTRATE** emergency response procedures for a telephonic bomb threat

Condition: Given a handout and a scenario

Standard: With a minimum of 80% accuracy

PDC Training Code: 2 - Job Aid with Extensive Training

Number	Steps	Relevant Text	References
.1	DEFINE bomb threats		AT
.2	STATE the actions to be taken if a bomb threat is received		AT

Supplementary Guidance

Crosswalk: 2.1.69

References:

AT. Physical Security and Force Protection Program COMDTINST M5530.1 (series)

Pay Grade: E5

Worksheet 1: Enlisted Performance Qualification (EPQ) 5.1.1

Rate: EPME
E-5 Rating Output
Enlisted Performance Qualification (EPQ) 5.1.1

Performance: **VERIFY** the accuracy of a PDE (Personal Data Extract)

Condition: Under real or simulated conditions, given a need to verify accuracy of PDE in preparation for the Service Wide Exam (SWE), access to Direct Access (DA)

Standard: The PDE information accurately reflects member's service record

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	Reference
.1	SELECT the SWE PDE link in the Employee pagelet	SWE Personal Data Extract	BZ
.2	CREATE Report	SWE Personal Data Extract	BZ
.3	VERIFY PDE data	SWE Personal Data Extract	BZ
.4	VERIFY Points/Dates/Times	SWE Personal Data Extract/Point Start Date (PSD) Policy	BZ
.5	VERIFY evaluations	SWE Personal Data Extract	BZ
.6	VERIFY creditable awards	SWE Personal Data Extract	BZ
.7	VERIFY eligibility results and report errors	SWE Personal Data Extract	BZ

Professional Development Coach signature of completion

Date

Supplementary Guidance

Crosswalk: 5.1.1

References:

BZ. Servicewide Exam Personal Data Extract Guide

Supplemental Support Material:

[Point Start Date \(PSD\) Policy Explained](#) and [COMDINST M1000.2 \(series\)](#), section 3-A contain additional information for verifying PDE information. This information is testable on the SWE.

Worksheet 2: Enlisted Performance Qualification (EPQ) 5.1.2

Rate: EPME
E-5 Rating Output
Enlisted Performance Qualification (EPQ) 5.1.2

Performance: **PREPARE** an e-Resume

Condition: Under real or simulated conditions, given access to Direct Access, ePAL

Standard: E-Resume is submitted

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	Reference
.1	SELECT PCS e-Resumes link in the DA Self-Service home menu	Self Service-eResume Guide	<u>CA</u>
.2	SELECT Recruitment Type	Self Service-eResume Guide	<u>CA</u>
.3	SELECT Business Unit	Self Service-eResume Guide	<u>CA</u>
.4	SELECT Job Code	Self Service-eResume Guide	<u>CA</u>
.5	SELECT Search Job Postings	Self Service-eResume Guide	<u>CA</u>
.6	SELECT positions on Shopping List	Self Service-eResume Guide	<u>CA</u>
.7	SAVE positions to Job Basket	Self Service-eResume Guide	<u>CA</u>
.8	WRITE member comments	Self Service-eResume Guide	<u>CA</u>
.9	SUBMIT for Command Endorsement	Self Service-eResume Guide	<u>CA</u>

Professional Development Coach signature of completion

Date

Supplementary Guidance
Crosswalk: 5.1.2

References:

CA. Submitting an eResume DA Self-Service Guide

Worksheet 3: Enlisted Performance Qualification (EPQ) 5.1.3

Rate: EPME
E-5 Rating Output
Enlisted Performance Qualification (EPQ) 5.1.3

Performance: **VERIFY** your personal and dependent information in the Coast Guard Personnel and Accountability System (CG-PAAS)

Condition: Given access to CG-PAAS and Direct Access

Standard: Member ready to receive a CG-PAAS notification

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	References
.1	ACCESS CG-PAAS		<u>CB</u>
.2	VERIFY personal information		<u>CC</u>
.3	VERIFY dependent information		<u>CC</u>
.4	CORRECT errors in Direct Access (DA)		<u>CD</u>

Professional Development Coach signature of completion

Date

Supplementary Guidance

Crosswalk: 5.1.3

References:

CB. CGPAAS Log-in Webpage

CC. CGPAAS Family Quick Reference

CD. DA Member Self-Service Guide library

Notes: Ensure member is able to identify the correct guide to correct personal information in DA.

Worksheet 4: Enlisted Performance Qualification (EPQ) 5.1.4

Rate: EPME
E-5 Rating Output
Enlisted Performance Qualification (EPQ) 5.1.4

Performance: **COMPLETE** an Individual Development Plan (IDP)

Condition: Given a requirement to complete career planning

Standard: IDP is ready for implementation

PDC Training Code: 2 - Job Aid with Extensive Training

Number	Steps	Relevant Text	References
.1	COMPLETE draft IDP Form 5357.1		F,CE
.2	REVIEW IDP with supervisor during unit check-in		CE
.3	MAINTAIN IDP for use during command check-in		CE
.4	FINALIZE IDP		CE

Professional Development Coach signature of completion

Date

Supplementary Guidance

Crosswalk: 5.1.4

References:

F. Individual Development Plan Form 5357.1

CE. Individual and Executive Development Plan Framework COMDTINST 5357.1 (series)

Worksheet 5: Enlisted Performance Qualification (EPQ) 5.2.1

Rate: EPME
E-5 Rating Output
Enlisted Performance Qualification (EPQ) 5.2.1

Performance: **APPLY** the Risk Management model

Condition: Given a decision point

Standard: Risk is mitigated using all PEACE model elements in a GAR 2.0 assessment

PDC Training Code: 2 - Job Aid with Extensive Training

Number	Steps	Relevant Text	References
.1	IDENTIFY hazards	Risk Management Fundamentals	AA , AB
.2	ASSESS hazards	Risk Management Fundamentals	AA , AB
.3	DEVELOP controls	Risk Management Fundamentals	AA , AB
.4	IMPLEMENT controls	Risk Management Fundamentals	AA , AB
.5	SUPERVISE and evaluate controls	Risk Management Fundamentals	AA , AB

Professional Development Coach signature of completion

Date

Supplementary Guidance

Crosswalk: 5.2.1

References:

AA. Risk Management (RM) COMDTINST 3500.3 (series)

AB. Risk Management Fundamentals

Worksheet 6: Enlisted Performance Qualification (EPQ) 5.3.1

Rate: EPME
E-5 Rating Output
Enlisted Performance Qualification (EPQ) 5.3.1

Performance: **LEAD** a team as first-line supervisor

Condition: Given a requirement to supervise a work detail of two or more people

Standard: Work completed with no safety violations and within allotted time

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	References
.1	EMPLOY effective communications	Chapter 3	<u>AJ</u>
.2	RECEIVE compliance by influencing others	Chapter 3	<u>AJ</u>
.3	ENSURE compliance with regard to respect for others and diversity management	Chapter 3	<u>AJ</u>
.4	EMPLOY team building techniques	Chapter 3	<u>AJ</u>
.5	IDENTIFY the needs and abilities of subordinates	Chapter 3	<u>AJ</u>
.6	PROVIDE mentoring	Chapters 1-4	<u>AJ</u>

Professional Development Coach signature of completion

Date

Supplementary Guidance

Crosswalk: 5.3.1

References:

AJ. Leadership Development Framework COMDTINST M5351.3 (series)

Best Practices: Ideally, integrate EPQ 5.2.1 with EPQ 5.3.1

Worksheet 7: Enlisted Performance Qualification (EPQ) 5.3.2

Rate: EPME
E-5 Rating Output
Enlisted Performance Qualification (EPQ) 5.3.2

Performance: **RESOLVE** a conflict

Condition: Given a disagreement between peers

Standard: Conflict is resolved

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	References
.1	DEFINE conflict		CG
.2	IDENTIFY when parties are in conflict		CG
.3	IDENTIFY stages of conflict		CG
.4	DETERMINE conflict style for given situation		CG
.5	EMPLOY communication model		CG
.6	FACILITATE a resolution		CG

Professional Development Coach signature of completion

Date

Supplementary Guidance

Crosswalk: 5.3.2

References:

CG. Performance Support Tool, EPQ 5.3.3 - RESOLVE A CONFLICT

Pay Grade: E6

Worksheet 1: Enlisted Performance Qualification (EPQ) 6.2.1

**Rate: EPME
E-6 Rating Output
Enlisted Performance Qualification (EPQ) 6.2.1**

Performance: CONDUCT a personnel inspection

Condition: Given personnel in the Tropical Blue (TB) uniform or above, references, under direct supervision of a PDC

Standard: Trainee identifies all discrepancies

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	Reference
.1	REVIEW uniform standards		BB
.2	VERIFY uniform is serviceable	Chapters 1, 3 and 5	BB
.3	VERIFY uniform is worn properly	Chapters 3, 4 and 5	BB
.4	VERIFY that member complies with personal grooming standards	Chapter 2	BB
.5	VERIFY that insignia, devices, medals/awards are worn correctly	Chapters 3-4	BB
.6	VERIFY that medals/awards are in the correct order of precedence	Chapter 1 and Enclosure 22	CH

Professional Development Coach signature of completion

Date**Supplementary Guidance****Crosswalk:** 6.2.1**References:**

BB. Uniform Regulations COMDTINST M1020.6 (series)

CH. Coast Guard Military Medals and Awards Manual COMDTINST M1650.25 (series)

Worksheet 2: Enlisted Performance Qualification (EPQ) 6.2.2

Rate: EPME
E-6 Rating Output
Enlisted Performance Qualification (EPQ) 6.2.2

Performance: **VERIFY** readiness of subordinates in CGBI

Condition: Given CGSW and access to CGBI, references

Standard: CGBI accurately reflects unit readiness

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	Reference
.1	ACCESS CGBI		<u>CI</u>
.2	RUN a unit report		<u>CI</u>
.3	REVIEW unit readiness information		<u>CI</u>
.4	NOTIFY individuals of any items in yellow or red		<u>CI</u>

Professional Development Coach signature of completion

Date

Supplementary Guidance

Crosswalk: 6.2.2

References:

CI. Coast Guard Business Intelligence Basic Training Guide

Worksheet 3: Enlisted Performance Qualification (EPQ) 6.2.3

Rate: EPME
E-6 Rating Output
Enlisted Performance Qualification (EPQ) 6.2.3

Performance: **CONDUCT** a safety inspection of your workspace

Condition: Given access to the Unit Safety Assessment Tool (USAT) workspace, unit safety coordinator or safety officer

Standard: All discrepancies reported

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	References
.1	IDENTIFY appropriate checklist		<u>CJ</u>
.2	CONDUCT inspection	Chapter 4	<u>AF</u>
.3	REPORT discrepancies to appropriate personnel	Chapter 4	<u>AF</u>

Professional Development Coach signature of completion

Date

Supplementary Guidance

Crosswalk: 6.2.3

References:

CJ. USAT Instruction Manual

AF. Safety and Environmental Health Manual CIM 5100.47 (series)

Notes: This task shall be completed under the supervision of the unit safety coordinator or unit safety officer.

Worksheet 4: Enlisted Performance Qualification (EPQ) 6.2.4

Rate: EPME
E-6 Rating Output
Enlisted Performance Qualification (EPQ) 6.2.4

Performance: **DRAFT** an Administrative Remarks Sheet (CG-3307)

Condition: Given a scenario requiring administrative documentation (real or simulated), CGSW, references

Standard: CG-3307 is free of errors and documentation aligns with all applicable references

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	References
.1	IDENTIFY appropriate entry type	Chapter 9	CK
.2	ACCESS CG-3307 template		CL
.3	PREPARE remarks	Chapter 9	CK
.4	ROUTE CG-3307 for distribution	Chapter 9	CK

Professional Development Coach signature of completion

Date

Supplementary Guidance

Crosswalk: 6.2.4

References:

CK. Personnel & Pay Procedures Manual (PPPM) PPCINST M1000.2 (series)

CL. List of Authorized CG-3307 (Administrative Remarks) Entries

Worksheet 5: Enlisted Performance Qualification (EPQ) 6.2.5

Rate: EPME
E-6 Rating Output
Enlisted Performance Qualification (EPQ) 6.2.5

Performance: RESOLVE a conflict

Condition: Given a disagreement between junior personnel

Standard: Conflict is resolved in the most efficient manner

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	References
.1	DEFINE conflict		CM
.2	IDENTIFY the stages of conflict		CM
.3	IDENTIFY when parties are in conflict		CM
.4	DETERMINE appropriate conflict style for given situation		CM
.5	EMPLOY communication model		CM
.6	FACILITATE a resolution		CM

Professional Development Coach signature of completion

Date

Supplementary Guidance

Crosswalk: 6.2.5

References:

CM. Performance Support Tool 6.2.5 - Resolving Conflict with Junior Personnel

Worksheet 6: Enlisted Performance Qualification (EPQ) 6.2.6

Rate: EPME
E-6 Rating Output
Enlisted Performance Qualification (EPQ) 6.2.6

Performance: COUNSEL subordinates

Condition: Given a member with a performance deficiency, interact model

Standard: Trainee develops an executable plan for corrective action

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	References
.1	CHOOSE notable performance factors		CN
.2	UTILIZE interact model		CN
.3	TAKE appropriate corrective action		CN
.4	DOCUMENT as needed		CN

Professional Development Coach signature of completion

Date

Supplementary Guidance

Crosswalk: 6.2.6

References:

CN. Performance Support Tool 6.2.6 - Counsel Subordinates

Notes: Appropriate corrective action may include EMI

Worksheet 7: Enlisted Performance Qualification (EPQ) 6.3.1

Rate: EPME
E-6 Rating Output
Enlisted Performance Qualification (EPQ) 6.3.1

Performance: **SERVE** as a Professional Development Coach (PDC) in Enlisted Rating Advancement Training System (ERATS)

Condition: Given assignment as a PDC, a requirement to pursue or assist others with advancement

Standard: PDC is able to uphold written standards without assistance

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	References
.1	REVIEW the PDC guidance	Sections 2 and 3	CO
.2	VERIFY eligibility to serve as a PDC	Section 3	CO
.3	REVIEW EPQ steps to be accomplished with trainee while developing a training plan/schedule	Section 3	CO
.4	DEMONSTRATE performance of tasks with trainee	Section 3	CO
.5	EVALUATE trainee's performance of tasks	Section 3	CO
.6	CORRECT discrepancies	Section 3	CO
.7	VERIFY trainee complies with written standard	Section 3	CO
.8	LOG completion of tasks	Section 3	CO

Professional Development Coach signature of completion

Date

Supplementary Guidance

Crosswalk: 6.3.1

References:

CO. Trainee, Professional Development Coach (PDC) and Reviewer Guide

Pay Grade: E7

Worksheet 1: Enlisted Performance Qualification (EPQ) 7.2.1

Rate: EPME
E-7 Rating Output
Enlisted Performance Qualification (EPQ) 7.2.1

Performance: **SUBMIT** CG-4910 for UCMJ violation

Condition: Under real or simulated conditions, given a scenario requiring administrative documentation and a CGSW

Standard: Part 1 of form CG-4910 has been completed

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	Reference
.1	IDENTIFY applicable UCMJ article(s)	Part IV	AQ
.2	ACCESS form CG-4910		CP
.3	COMPLETE PART 1 of form CG-4910	Section 2.F.1	CQ

Professional Development Coach signature of completion

Date

Supplementary Guidance**Crosswalk:** 7.2.1**References:**

AQ. Manual for Courts-Martial

CP. Form CG-4910

CQ. Military Justice Manual COMDTINST M5810.1 (series)

Worksheet 2: Enlisted Performance Qualification (EPQ) 7.2.2

Rate: EPME
E-7 Rating Output
Enlisted Performance Qualification (EPQ) 7.2.2

Performance: **WRITE** a memorandum

Condition: Given a need to communicate internally or with another federal entity, and CGSW

Standard: Memorandum is ready for signature and without errors

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	Reference
.1	SELECT the correct Standard Subject Identification Code (SSIC)		<u>CR</u>
.2	DRAFT memorandum		<u>CS</u>
.3	ROUTE memorandum		<u>CS</u>

Professional Development Coach signature of completion

Date

Supplementary Guidance

Crosswalk: 7.2.2

References:

CR. U.S. Coast Guard Numerical Listing of SSICs

CS. The Coast Guard Correspondence Manual COMDTINST M5216.4 (series)

Worksheet 3: Enlisted Performance Qualification (EPQ) 7.2.3

Rate: EPME
E-7 Rating Output
Enlisted Performance Qualification (EPQ) 7.2.3

Performance: **FACILITATE** a meeting

Condition: Given a reason to conduct a meeting, and participants

Standard: Successful meeting. All members participate and the meeting goal is met within allotted time

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	Reference
.1	PLAN meeting		<u>CT</u>
.2	ESTABLISH team member roles		<u>CT</u>
.3	ESTABLISH ground rules		<u>CT</u>
.4	ESTABLISH a parking lot		<u>CT</u>
.5	ESTABLISH an Issues, Decisions, and Actions (IDA) record		<u>CT</u>
.6	CONDUCT meeting		<u>CT</u>
.7	GENERATE an action plan		<u>CT</u>
.8	EVALUATE meeting		<u>CT</u>

Professional Development Coach signature of completion

Date

Supplementary Guidance

Crosswalk: 7.2.3

References:

CT. Performance Support Tool 7.2.3 - Facilitate a Meeting

Notes: Completion of the Team Leader Facilitator Course satisfies this requirement (but is not required)

Worksheet 4: Enlisted Performance Qualification (EPQ) 7.2.4

Rate: EPME
E-7 Rating Output
Enlisted Performance Qualification (EPQ) 7.2.4

Performance: **EVALUATE** subordinates using the Enlisted Evaluation Report (EER)

Condition: Under direct supervision of PDC, given a member requiring scheduled EER counseling, completed EER and the interact model

Standard: Member has been counseled without error

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	Reference
.1	COMMUNICATE goals and acceptable standards of performance to evaluatee		<u>L</u>
.2	ASCERTAIN the status of evaluatee's advancement requirements		<u>L</u>
.3	ESTABLISH method and expectations for evaluatee to provide input on their performance		<u>L</u>
.4	ROUTE completed evaluation report		<u>L</u>
.5	COUNSEL the evaluatee		<u>L</u>

Professional Development Coach signature of completion

Date

Supplementary Guidance

Crosswalk: 7.2.4

References:

L. Enlistments, Evaluations, and Advancements COMDTINST M1000.2 (series)

Worksheet 5: Enlisted Performance Qualification (EPQ) 7.2.5

Rate: EPME
E-7 Rating Output
Enlisted Performance Qualification (EPQ) 7.2.5

Performance: **PERFORM** supervisor responsibilities for the Individual Development Plan (IDP)

Condition: Given a member requiring IDP counseling, a completed IDP, CGSW, and under the direct supervision of your PDC

Standard: A completed Counseling Session Worksheet is documented in accordance applicable references

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	Reference
.1	REVIEW the IDP form		F
.2	ASSESS the unit/organization mission with member's potential to meet those needs		CE
.3	SERVE as coach and mentor		CE
.4	IDENTIFY resources to support the IDP		CE
.5	CONDUCT IDP counselling		CE
.6	DOCUMENT IDP counselling		CE

Professional Development Coach signature of completion

Date

Supplementary Guidance

Crosswalk: 7.2.5

References:

F. Individual Development Plan Form 5357.1

CE. Individual and Executive Development Plan Framework COMDTINST 5357.1 (series)

Worksheet 6: Enlisted Performance Qualification (EPQ) 7.2.6

Rate: EPME
E-7 Rating Output
Enlisted Performance Qualification (EPQ) 7.2.6

Performance: **DRAFT** an award recommendation

Condition: Given the need to recognize a Coast Guard member for exemplary performance

Standard: A complete award package is submitted to awards board free of errors

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	Reference
.1	GATHER performance data	Chapter 1	CH
.2	DETERMINE level of award	Chapter 1	CH
.3	WRITE citation	Chapter 1/Enclosure 24	CH
.4	COMPLETE CG-1650	Chapter 1	CH
5	OBTAIN feedback on award package	Chapter 1	CH
.6	EDIT citation	Chapter 1	CH
.7	ROUTE for approval	Chapter 1	CH

Professional Development Coach signature of completion

Date

Supplementary Guidance

Crosswalk: 7.2.6

References:

CH. Coast Guard Military Medals and Awards Manual COMDTINST M1650.25 (series)

Worksheet 7: Enlisted Performance Qualification (EPQ) 7.2.7

Rate: EPME
E-7 Rating Output
Enlisted Performance Qualification (EPQ) 7.2.7

Performance: **REFER** personnel to work-life resources

Condition: Given a member with a specific need

Standard: Appropriate resources provided to member

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	Reference
.1	IDENTIFY resources	All Links	BL
.2	PROVIDE resources to member	All Links	BL

Professional Development Coach signature of completion

Date

Supplementary Guidance

Crosswalk: 7.2.7

References:

BL. Office of Work-Life Programs (CG-111)

Notes: Information in all links under the Office of Work-Life (CG-111) drop-down menu are testable on the SWE.

Pay Grade: E8

Worksheet 1: Enlisted Performance Qualification (EPQ) 8.3.2

Rate: EPME
E-8 Rating Output
Enlisted Performance Qualification (EPQ) 8.3.2

Performance: **DEVELOP** unit level policy

Condition: Given a need to create or update unit policy, and references

Standard: Policy is ready for signature

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	Reference
.1	REVIEW current unit and Coast Guard policy		<u>CV</u>
.2	DEVELOP problem statement		<u>CV</u>
.3	SOCIALIZE potential changes		<u>CV</u>
.4	DRAFT recommendations		<u>CV</u>
.5	ROUTE for approval		<u>CV</u>
.6	RECORD changes in policy		<u>CV</u>
.7	IDENTIFY resistance/barriers to change		<u>CV</u>
.8	MITIGATE resistance/barriers to change		<u>CV</u>
.9	IMPLEMENT policy at unit level		<u>CV</u>

Professional Development Coach signature of completion

Date**Supplementary Guidance****Crosswalk: 8.3.2****References:**

CV. Performance Support Tool 8.3.2 - Develop Unit Level Policy

Pay Grade: E9

Worksheet 1: Enlisted Performance Qualification (EPQ) 9.3.1

Rate: EPME
E-9 Rating Output
Enlisted Performance Qualification (EPQ) 9.3.1

Performance: **LEAD** a team

Condition: Given a process improvement project

Standard: The DMAIC phases have been completed by the team and a solution or improvement with a positive impact is implemented

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	Reference
.1	FORM team, develop charter		CW
.2	IDENTIFY customers		CW
.3	DEFINE project boundaries and perform cost benefit analysis		CW
.4	MAP the current process		CW
.5	DEVELOP data collection plan		CW
.6	COLLECT data and determine types of defects and metrics		CW
.7	DETERMINE current capability and identify gaps		CW
.8	PERFORM root cause analysis		CW
.9	IDENTIFY variation		CW
.10	CREATE innovative solutions based on analysis		CW
.11	DEVELOP implementation and pilot plan		CW
.12	PILOT new plan		CW
.13	ASSESS results of pilot and address gaps		CW

Number	Steps	Relevant Text	Reference
.14	DEVELOP , document, and implement an ongoing monitoring plan		CW
.15	INSTITUTIONALIZE the improvements by modifying systems and structures (staffing, training, incentives)		CW
.16	COMMUNICATE the results		CW

Professional Development Coach signature of completion

Date

Supplementary Guidance

Crosswalk: 9.3.1

References:

CW. Performance Improvement Guide, Sixth Edition

Worksheet 2: Enlisted Performance Qualification (EPQ) 9.4.1

Rate: EPME
E-9 Rating Output
Enlisted Performance Qualification (EPQ) 9.4.1

Performance: **RECOMMEND** improvements to Coast Guard work process

Condition: Given a unit or organizational policy/initiative that requires improvement and access to analytical data (such as prior analysis, or reports)

Standard: Actionable recommendation(s)

PDC Training Code: 3 - Job Aid with Introductory Training

Number	Steps	Relevant Text	Reference
.1	IDENTIFY an issue requiring improvement		CX
.2	RESEARCH issue		CX
.3	COALESCE data, analysis, studies, and reports		CX
.4	WRITE point paper		CX
.5	SOCIALIZE idea		CX

Professional Development Coach signature of completion

Date

Supplementary Guidance

Crosswalk: 9.4.1

References:

CX. Performance Support Tool 9.4.1 - Recommend Improvements to Coast Guard Work Processes

Notes: Completion of the Senior Enlisted Leadership Course (SELC) satisfies this requirement (but is not required)

Section IV: Task Completion Page

Task Completion Page 1: E-5

Trainee				
Rate	First Name	Last Name	EMPLID	Unit

PDC Designation				
Rate	First Name	Last Name	Signature/Initials	Unit

Date: _____

(Rate & Name), _____ (EMPLID) _____ has satisfactorily completed or obtained deferrals for all Enlisted Performance Qualifications (EPQ) for the next paygrade.

(Printed name & signature of CO, OIC or Reviewer)

Task Completion Page 2: E-6

Trainee				
Rate	First Name	Last Name	EMPLID	Unit
PDC Designation				
Rate	First Name	Last Name	Signature/Initials	Unit

Date: _____

(Rate & Name), _____ (EMPLID) _____ has satisfactorily completed or obtained deferrals for all Enlisted Performance Qualifications (EPQ) for the next paygrade.

(Printed name & signature of CO, OIC or Reviewer)

Task Completion Page 3: E-7

Trainee				
Rate	First Name	Last Name	EMPLID	Unit
PDC Designation				
Rate	First Name	Last Name	Signature/Initials	Unit

Date: _____

(Rate & Name), _____ (EMPLID) _____ has satisfactorily completed or obtained deferrals for all Enlisted Performance Qualifications (EPQ) for the next paygrade.

(Printed name & signature of CO, OIC or Reviewer)

Task Completion Page 4: E-8

Trainee				
Rate	First Name	Last Name	EMPLID	Unit
PDC Designation				
Rate	First Name	Last Name	Signature/Initials	Unit

Date: _____

(Rate & Name), _____ (EMPLID) _____ has satisfactorily completed or obtained deferrals for all Enlisted Performance Qualifications (EPQ) for the next paygrade.

(Printed name & signature of CO, OIC or Reviewer)

Task Completion Page 5: E-9

Trainee				
Rate	First Name	Last Name	EMPLID	Unit
PDC Designation				
Rate	First Name	Last Name	Signature/Initials	Unit

Date: _____

(Rate & Name), _____ (EMPLID) _____ has satisfactorily completed or obtained deferrals for all Enlisted Performance Qualifications (EPQ) for the next paygrade.

(Printed name & signature of CO, OIC or Reviewer)

Section V: Master Reference List

*The most current reference version shall be used for completing EPQs and studying for the SWE.

#	Title	Location
A	Education & Training Quota Management Command (ETQC) Voluntary Education Webpage	Voluntary Education Webpage - Home (uscg.mil)
B	U.S. Department of Veterans Affairs Education and Training Webpage	Education and Training Home (va.gov)
C	ACN 028/21 - MAR 2021 FY21 COAST GUARD TUITION ASSISTANCE (TA) POLICY UPDATE	ACN 028/21 - MAR 2021 FY21 COAST GUARD TUITION ASSISTANCE (TA) POLICY UPDATE (govdelivery.com)
D	Performance, Training, and Education Manual COMDTINST M1500.10 (series)	PERFORMANCE, TRAINING, AND EDUCATION MANUAL, COMDTINST M1500.10C (uscg.mil)
E	ETQC VoLED Services Page ESO Master Spreadsheet	Excel Web Access - /units/forcecom/ETQC/ESO Information Announcements/ESO MASTER SPREADSHEET.xlsx (uscg.mil)
F	Individual Development Plan Form CG-5357	CG5357.PDF (uscg.mil)
G	Ordnance Tactics Techniques and Procedures CGTTP 3-30.2 (series)	CGTTP 3-30 2A Ordnance Signed.pdf (uscg.mil)
H	Coast Guard Range Training Handbook CGTTP 3-30.3 (series)	CGTTP 3 30D Range Training Handbook.pdf (uscg.mil)
I	CG-7211 Weapons and Ordnance Ammunition and Explosives Webpage	Ammunition and Explosives - Default (uscg.mil)
J	Owner's Manual, Sig Sauer P220®, 224™, 226®, 227™, 229®, 239®	(Not testable on SWE)
K	Pistols, P226 9mm, P228 M11 w/Magazine, P239 Sig, Maintenance Requirement Card (MRC), MIP 7611/007 GGHE	(Not testable on SWE)
L	Enlistments, Evaluations, and Advancements COMDTINST M1000.2 (series)	ENLISTMENTS, EVALUATIONS, AND ADVANCEMENTS, COMDTINST M1000.2C (uscg.mil)
M	Office of Work-Life Programs: Stress Management Program Webpage	Stress Management Program Office of Work-Life (CG-111) (uscg.mil)

#	Title	Location
N	Critical Incident Stress Management (CISM) COMDINST 1754.3 (series)	Critical Incident Stress Management (CISM) (uscg.mil)
O	National Institute of Mental Health website	NIMH » 5 Things You Should Know About Stress (nih.gov)
P	Coast Guard Substance Abuse Prevention and Treatment Manual COMDTINST M6320.5 (series)	COAST GUARD SUBSTANCE ABUSE PREVENTION AND TREATMENT MANUAL, COMDTINST M6320.5 (uscg.mil)
Q	National Institute on Alcohol Abuse and Alcoholism (NIAAA) - Alcohol's Effects on Health	Alcohol's Effects on Health National Institute on Alcohol Abuse and Alcoholism (NIAAA) (nih.gov)
R	National Institute of Health (NIH) - Rethinking Drinking	Rethinking Drinking Homepage - NIAAA (nih.gov)
S	Recruit Training Master Packet	Recruit Training Master Packet.pdf (uscg.mil)
T	Center for Disease Control and Prevention (CDC) - Alcohol and Public Health	Alcohol and Public Health CDC
U	Coast Guard Health Promotion Manual COMDTINST M6200.1 (series)	COAST GUARD HEALTH PROMOTION MANUAL, COMDTINST M6200.1E (uscg.mil)
V	Military Drug and Alcohol Policy COMDTINST M1000.10 (series)	MILITARY DRUG AND ALCOHOL POLICY, COMDTINST M1000.10A (uscg.mil)
W	Suicide Prevention Program COMDTINST 1734.1 (series)	Suicide Prevention Program (uscg.mil)
X	CDC Reproductive Health - Contraception Website	Contraception Reproductive Health CDC
Y	CDC STDs Website - Diseases & Related Conditions	CDC - STD Diseases & Related Conditions
Z	CDC STDs Website - How You Can Prevent Sexually Transmitted Diseases	Prevention - STD Information from CDC
AA	Risk Management (RM) COMDTINST 3500.3 (series)	RISK MANAGEMENT (RM), COMDTINST 3500.3A (uscg.mil)
AB	Risk Management Fundamentals	Risk_Management_Fundamentals.pdf (uscg.mil)
AC	Risk Management PEACE/STAAR Job Aid	PEACE_STAAR_Job_Aid.pdf (uscg.mil)

#	Title	Location
AD	LMS Introduction to Risk Management (100202) e-Learning course	U.S. Coast Guard - Learning Management System - Home (uscg.mil)
AE	Motor Vehicle Manual COMDTINST 11240.9 (series)	MOTOR VEHICLE MANUAL, COMDTINST M11240.9D (uscg.mil)
AF	Safety and Environmental Health Manual COMDTINST M5100.47 (series)	SAFETY AND ENVIRONMENTAL HEALTH MANUAL, COMDTINST M5100.47D (uscg.mil)
AG	Coast Guard Personal Financial Management Program (PFMP) COMDTINST 1740.8 (series)	COAST GUARD PERSONAL FINANCIAL MANAGEMENT PROGRAM, COMDTINST 1740.8A (uscg.mil)
AH	TSP Webpage	https://www.tsp.gov/
AI	Coast Guard Business Intelligence: Determining Personal Readiness and Understanding the Personal View Layout	PersonalReadiness_PersonalView_2019-03-29.pdf (uscg.mil)
AJ	Leadership Development Framework COMDTINST M5351.3 (series)	LEADERSHIP DEVELOPMENT FRAMEWORK (uscg.mil)
AK	Direct Access adpayslip guide	adpayslip.pdf (uscg.mil)
AL	Marine Corps Drill and Ceremonies Manual COMDTINST M5060.11 (series)	MARINE CORPS DRILL AND CEREMONIES MANUAL (uscg.mil)
AM	United States Coast Guard Regulations 1992 COMDTINST M5000.3 (series)	UNITED STATES COAST GUARD REGULATIONS 1992 (uscg.mil)
AN	Naval Telecommunications Procedures Flags, Pennants & Customs NTP 13 (B)	NTP-13(B) (navy.mil)
AO	United States Code Title 4	U.S.C. Title 4 - FLAG AND SEAL, SEAT OF GOVERNMENT, AND THE STATES (govinfo.gov)
AP	Executive Order 10631 - Code of Conduct for members of the Armed Forces of the United States	Executive Orders National Archives
AQ	Manual for Courts-Martial	2019 MCM (Final) (20190108).pdf (defense.gov)

#	Title	Location
AR	Department of Defense Directive Number 1344.10	DoD Directive 1344.10, February 19, 2008 -- POSTED 2/21/2008 (whs.mil)
AS	National Terrorism Advisory System (NTAS) website	National Terrorism Advisory System Homeland Security (dhs.gov)
AT	Physical Security and Force Protection Program COMDTINST M5530.1 (series)	PHYSICAL SECURITY AND FORCE PROTECTION PROGRAM, COMDTINST M5530.1C (uscg.mil)
AU	Intentionally left blank	Intentionally left blank
AV	Rescue and Survival Systems Manual COMDTINST M10470.10 (series)	Rescue and Survival systems Manual COMDTINST M10470 (uscg.mil)
AW	BOAT CREW HANDBOOK - Seamanship Fundamentals BCH 16114.4A	BCH4A.pdf (uscg.mil)
AX	Coast Guard Navigation Standards Manual COMDTINST M3530.2 (series)	COAST GUARD NAVIGATION STANDARDS MANUAL, COMDTINST M3530.2F (uscg.mil)
AY	BOAT CREW HANDBOOK - Boat Operations BCH 16114.1B	BCH1B.pdf (uscg.mil)
AZ	Boat Crew Qualification Handbook, Volume 2 - Coxswain BQH 16115.2	https://cg.portal.uscg.mil/units/cg731/Manuals/BQH2.pdf
BA	Boat Crew Qualification Handbook, Volume 1 - Boat Crewmember and Engineer BQH 16115.1	https://cg.portal.uscg.mil/units/cg731/Manuals/BQH1.pdf
BB	Uniform Regulations COMDTINST M1020.6 (series)	UNIFORM REGULATIONS, COMDTINST M1020.6K (uscg.mil)
BC	BOAT CREW HANDBOOK - Rescue and Survival Procedures BCH 16114.2	BCH2.pdf (uscg.mil)
BD	Hazard Communication (HAZCOM) Program Tactics, Techniques, and Procedures (TTP)	CGTTP_4-11_5A_HAZCOM_TTP_SC.pdf (uscg.mil)
BE	The Cutters, Boats, and Aircraft of the U.S. Coast Guard	CG_Cutters-Boats-Aircraft_2015-2016_edition.pdf (uscg.mil)
BF	WQS 303 Basic Firefighting 1	303 Basic Firefighting1.pdf (uscg.mil)

#	Title	Location
BG	Intentionally left blank	Intentionally left blank
BH	Command Senior Enlisted Leader (CSEL) Program COMDTINST 1306.1 (series)	COMMAND SENIOR ENLISTED LEADER (CSEL) PROGRAM, COMDTINST 1306.1H (uscg.mil)
BI	Reserve Policy Manual COMDTINST M1001.28 (series)	RESERVE POLICY MANUAL, COMDTINST M1001.28D (uscg.mil)
BJ	Reserve Component Policy Statement	Reserve Component Policy Statement.pdf (uscg.mil)
BK	Auxiliary Manual COMDTINST M16790.1 (series)	AUXILIARY MANUAL (uscg.mil)
BL	Office of Work-Life Programs (CG-111)	Office of Work-Life Programs (CG-111) U.S. Coast Guard (uscg.mil)
BM	Special Needs Program COMDTINST 1754.7 (series)	SPECIAL NEEDS PROGRAM, COMDTINST 1754.7C (uscg.mil)
BN	Family Advocacy Program (FAP) COMDTINST 1752.1 (series)	FAMILY ADVOCACY PROGRAM (FAP), COMDTINST 1752.1 (uscg.mil)
BO	Employee Assistance Program (EAP) COMDTINST 1740.7 (series)	EMPLOYEE ASSISTANCE PROGRAM (EAP) (uscg.mil)
BP	Coast Guard Ombudsman Program COMDTINST 1750.4 (series)	COAST GUARD OMBUDSMAN PROGRAM, COMDTINST 1750.4E (uscg.mil)
BQ	Coast Guard Voting Assistance Program COMDTINST 1742.3 (series)	COAST GUARD VOTING ASSISTANCE PROGRAM, COMDTINST 1742.3L (uscg.mil)
BR	Sexual Assault Prevention and Response (SAPR) Program COMDTINST M1754.10 (series)	SEXUAL ASSAULT PREVENTION AND RESPONSE (SAPR) PROGRAM, COMDTINST M1754.10E (uscg.mil)
BS	Discipline and Conduct COMDTINST M1600.2 (series)	DISCIPLINE AND CONDUCT, COMDTINST M1600.2 (uscg.mil)
BT	DHS Anti-Harassment Policy Statement 256-06	Anti-Harassment Policy Statement (uscg.mil)
BU	U.S. Coast Guard Civil Rights Manual COMDTINST M5350.4 (series)	U.S. COAST GUARD CIVIL RIGHTS MANUAL, COMDTINST M5350.4E (uscg.mil)

#	Title	Location
BV	Limited Personal Use of Government Office Equipment and Services COMDTINST 5375.1 (series)	LIMITED PERSONAL USE OF GOVERNMENT OFFICE EQUIPMENT AND SERVICES (uscg.mil)
BW	Tattoo, Body Marking, Body Piercing, and Mutilation Policy COMDTINST 1000.1 (series)	TATTOO, BODY MARKING, BODY PIERCING, AND MUTILATION POLICY, COMDTINST 1000.1D (uscg.mil)
BX	Standards of Ethical Conduct COMDTINST M5370.8 (series)	STANDARDS OF ETHICAL CONDUCT (uscg.mil)
BY	Radiotelephone Handbook Tactics, Techniques, and Procedures CGTTP 6-01.1 (series)	CGTTP 6-01.1B Radiotelephone Handbooksigned.pdf (uscg.mil)
BZ	Servicewide Exam Personal Data Extract Guide	ViewMySWEPE.pdf (uscg.mil)
CA	Submitting an eResume DA Self-Service Guide	Self Service - eResume.pdf (uscg.mil)
CB	CGPAAS Log-in Webpage	Coast Guard Personnel Accountability and Assessment System (CGPAAS) (uscg.mil)
CC	CGPAAS Family Quick Reference	CGPAAS_Family-201908.pdf (uscg.mil)
CD	DA Member Self-Service Guide library	Member - All Documents (uscg.mil)
CE	Individual and Executive Development Plan Framework COMDTINST 5357.1 (series)	INDIVIDUAL AND EXECUTIVE DEVELOPMENT PLAN FRAMEWORK, COMDTINST 5357.1B (uscg.mil)
CF	Intentionally left blank	Intentionally left blank
CG	Performance Support Tool 5.3.3 - Resolve a Conflict	H. EPQ-5.3.3 PST Conflict-Peers_v4.0_Apr-18.pdf (uscg.mil)
CH	Coast Guard Military Medals and Awards Manual COMDTINST M1650.25 (series)	MILITARY MEDALS AND AWARDS MANUAL, COMDTINST M1650.25E (uscg.mil)
CI	CGBI Basic Training Guide	CGBI_Basic_Training_Guide.pdf (uscg.mil)
CJ	USAT Instruction Manual	https://hswl.uscg.mil/kseUSAT/Documents/USAT_Instruction_Manual.pdf

#	Title	Location
CK	Personnel & Pay Procedures Manual (PPPM) PPCINST M1000.2 (series)	Personnel & Pay Procedures Manual (uscg.mil)
CL	List of Authorized CG-3307 (Administrative Remarks) Entries	Authorized CG-3307 Administrative Remarks Entries (uscg.mil)
CM	Performance Support Tool 6.2.5 - Resolving Conflict with Junior Personnel	EPQ-6.2.5 PST Conflict-Junior- Personnel_v2.0_Apr-18.pdf (uscg.mil)
CN	Performance Support Tool 6.2.6-Counsel Subordinates	EPQ-6.2.6 PST Counsel Subordinates_v1.0_Apr-18.pdf (uscg.mil)
CO	Trainee, Professional Development Coach (PDC) and Reviewer Guide	Trainee, Professional Development Coach (PDC) and Reviewer Guide (Sept2019).pdf (uscg.mil)
CP	Form CG-4910	CG4910.PDF (uscg.mil)
CQ	Military Justice Manual COMDTINST M5810.1 (series)	MILITARY JUSTICE MANUAL, COMDTINST M5810.1H (uscg.mil)
CR	U.S. COAST GUARD NUMERICAL LISTING OF SSICs	SSIC Subject List.xlsx (uscg.mil)
CS	The Coast Guard Correspondence Manual COMDTINST M5216.4 (series)	THE COAST GUARD CORRESPONDENCE MANUAL, CODMTINST M5216.4D (uscg.mil)
CT	Performance Support Tool 7.2.3 - Facilitate a Meeting	EPQ-7.2.3 PST Facilitate a Meeting_v1.0_Apr- 18.pdf (uscg.mil)
CU	Intentionally left blank	Intentionally left blank
CV	Performance Support Tool 8.3.2 - Develop Unit Level Policy	EPQ-8.3.2 PST Develop Unit Policy_v1.0_Apr-18.pdf (uscg.mil)
CW	Performance Improvement Guide, Sixth Edition	Performance Improvement Guide 6th Edition.pdf (uscg.mil)
CX	Performance Support Tool 9.4.1–Recommend Improvements to Coast Guard Work Processes	EPQ-9.4.1 PST Recommend Improvements to CG Work Processes_v1.0_Apr-18.pdf (uscg.mil)

Section VI: Rating Glossary

Verb	Definition
ACCESS	To open or load (a computer file, an internet site, etc.)
ADDRESS	Speak to (a person or an assembly), typically in a formal way
APPLY	To use practically
ASCERTAIN	to find out or learn with certainty
ASSESS	To determine the importance, size, or value of
CALCULATE	To determine or ascertain by mathematical methods; compute
CHECK	Examine (something) in order to determine its accuracy, quality, or condition, or to detect the presence of something
CHOOSE	To make a choice about what to do or use
CLEAR	Remove an obstruction or unwanted item or items from
COALESCE	To come together and form one mass or whole
COLLECT	To gather or exact from a number of persons or sources
COMMUNICATE	To convey knowledge of or information about; to make known
COMPLETE	To bring to an end and especially into a perfected state
CONDUCT	To direct or control, lead or guide
CONTROL	A means of limiting or regulating something
CORRECT	To alter or adjust so as to bring to some standard or required condition
CORRELATE	Establish a mutual relationship or connection between
COUNSEL	To advise
CREATE	To make or bring into existence something new
DEFINE	To state the meaning of.
DEMONSTRATE	To show the operation or working of
DESCRIBE	To represent or give an account of in words
DETERMINE	To settle or decide by choice of alternatives or possibilities
DEVELOP	To set forth or make clear by degrees or in detail
DIFFERENTIATE	Identify differences between (two or more things or people).

Verb	Definition
DOCUMENT	To record information
DON	To put on a piece of clothing
DRAFT	To draw the preliminary sketch, version or plan of
DRILL	The act or exercise of training soldiers in marching and in executing prescribed movements with a weapon
EDIT	To prepare something written to be published or used; to make changes, correct mistakes, etc., in something written
EMPLOY	To make use of, usually in the role of a leader or commander
ENSURE	To make certain or guarantee
ESTABLISH	To introduce as a permanent entity or procedure
EVALUATE	To judge the value or condition of someone or something in a careful and thoughtful way
EXPLAIN	To make something plain or understandable
FACILITATE	To make something easy or easier to do
FIELD STRIP	To take apart (a weapon) to the extent authorized for routine cleaning, lubrication, and minor repairs
FINALIZE	To put in final or finished form: to give final approval to
FOLD	Bend over on itself so that one part of it covers another.
FORM	To arrange themselves in
GATHER	To choose and collect things
GENERATE	To produce or cause something to be produced
HOIST	to raise or lift, especially by some mechanical appliance
IDENTIFY	To ascertain the origin, nature, or definitive characteristics of
IMPLEMENT	To give practical effect to and ensure actual fulfillment by concrete measures
INSTITUTIONALIZE	To incorporate into a structured and often highly formalized system
LEAD	To go at the head
LIST	To make a list of
LOCATE	To determine or set the position of
LOG	To access

Verb	Definition
MAP	To plan in detail —often used with out
MAINTAIN	To keep possession of
MITIGATE	To make something less severe, harmful, or painful
NOTIFY	To inform, to warn, to make known, or to make notice of
OBTAIN	To gain or attain
OPERATE	To cause a piece of equipment to function
PERFORM	To carry out an action or pattern of behavior
PILOT	Serving as an experimental or trial undertaking prior to full-scale operation or use
PLAN	To think about and arrange the parts or details of something before it happens or is made
PREPARE	To make ready
PRONOUNCE	Make the sound of (a word or part of a word) in the correct or a particular way
PROVIDE	To supply or make available
REASSEMBLE	to fit or join (something) together again
RECEIVE	To acquire from someone
RECITE	to repeat the words of, as from memory, especially in a formal manner
RECOMMEND	To endorse as worthy, fit, competent, exceptional, etc.
RECORD	To set down in writing
REFER	To send or direct for treatment, aid, information, or decision
REMOVE	To move by lifting, pushing aside, or taking away or off
RENDER	To do (a service) for another
REPORT	To present an account officially
RESEARCH	To collect information about or for something
RESOLVE	To reduce by analysis
RETAIN	To keep possession of
REVIEW	To go over for the purpose of determining correctness or currency
ROUTE	To direct, send, or move
RUN	To generate a report

Verb	Definition
SAVE	To keep something from being lost or wasted
SELECT	To choose from among others to meet specific standards or criteria
SERVE	To sign one's name to a contract to obtain, do, or join something
SIGN UP	An act or instance of signing up
SOCIALIZE	To ask for something from people, companies, etc.
STATE	To send something forward for approval
STORE	To place or leave in a location for preservation or later use or disposal
STOW	Pack or store (an object) carefully and neatly in a particular place
STRIKE	Lower the flag
SUBMIT	To present an account officially
SUPERVISE	To critically watch, motivate, and direct the activities of subordinates
TAKE	To undertake and make, do, or perform
TEND	To stand by (something, such as a rope) in readiness to prevent mischance (such as fouling)
THROW	Propel (something) with force through the air by a movement of the arm and hand
TIE	To form a knot or bow in
TREAT	Give medical care or attention to; try to heal or cure
USE	To put something into action or service for some purpose
UTILIZE	To make practical and effective use of
VERIFY	To confirm or establish the accuracy or truth of something
WEAR	To bear or have on the person
WRITE	To communicate by means of letters, numbers, notations, or words on paper

Appendix A: Trainee, Professional Development Coach (PDC), and Reviewer Guide

The Enlisted Rating Advancement Training System (ERATS) establishes advancement training requirements for each rating. ERATS has four major training components:

1. Rating Performance Qualification (RPQ) Standard
2. Enlisted Professional Military Education (EPME) Enlisted Performance Qualifications (EPQ) Standard
3. Core Competency Requirements
4. Service Wide Examination (SWE)

Not all components are required for advancement to all pay grades. Often, specific requirements may change due to the needs of the service.

Enlisted Performance Qualifications (EPQ) Standard

This document contains the rate specific performance requirements members must complete to be eligible for advancement. The ERATS Portal Site, <https://cg.portal.uscg.mil/communities/erats/SitePages/Home.aspx>, is the only authorized storage repository for the EPQ standards, and members shall only use booklets obtained from that site.

Section I: Record of Changes

Changes to the EPQ's performance, condition, standard, steps, and references. Changes listed in this part are effective for advancement purposes by the date indicated. If the EPQ is not already completed, members must complete the current version of the EPQ standard. Revisions do not require members to complete the EPQ again, but members are responsible for the most current information when studying for the SWE. Changes are typically announced twice a year in the ERATS semiannual ALCOAST in January and July.

Section II: Core Competency Requirements.

Some ratings require completion of core competencies for advancement at specific grades per M1000.2 (series). These are listed in this section by pay grade along with their associated short code. The member (trainee) is responsible for ensuring all core competencies are certified by the CO/OIC or designated reviewer and entered in Direct Access (DA) or the applicable training management system. Directions for members needing to earn one or more core competencies can be found in the Coast Guard Competency Dictionary.

Section III: EPQ Worksheets

The EPQ worksheets contain the EPQ and its components. Each EPQ has the following elements:

Performance-The task that must be completed by the trainee. The task/enabling objective is the on-the-job performance of a particular rating. It is repeatable, measurable, and observable, with a distinct beginning and end.

Condition- A condition statement that explains what tools, environment, and circumstances the task must be performed under. EPQs can only be simulated if "under real or simulated conditions" is stated in the condition.

Standard-Provides instructions for measurement of trainee performance. It may consist of time requirements, error tolerance rates/ratios or law and policy standards which must be adhered to for task completion. The standard defines what "Good Performance" looks like.

Steps-A table of actions that leads to overall task performance. The steps are smaller tasks that lead to the overall performance goal. Relevant Text: The section or chapter that must be read and understood to perform the task. If this column is blank, the trainee shall study the reference in its entirety.

Reference- Guides for completing the performance. References come in many forms such as Commandant Instruction, manufacturer's technical publications, videos, audio files or commercial textbooks. Service Wide Examination (SWE) questions can only be derived from references listed within the steps of the EPQ.

Supplemental Guidance- Provides additional instruction to the PDC and trainee on how to accomplish a particular task. Supplemental guidance includes the cross walking of previous EPQ's, best practices, common errors, etc. Information in the Supplemental Guidance provides the performer and coach with information to assist in task completion.

PDC Training Code "1" - Train to Memory

PDC Directions - The PDC shall demonstrate proper performance of the EPQ, and then provide enough opportunities for the member to practice the EPQ, under instruction, until they can perform it correctly without assistance, prompting or the use of any job or memory aids.

PDC Training Code "2" - Job Aid with Extensive Training

PDC Directions - The PDC shall demonstrate proper performance of the EPQ using the job aid, and then provide enough opportunities for the member to practice the EPQ using the job aid under instruction, until they can perform it correctly and unassisted while using the job aid.

PDC Training Code "3" - Job Aid with Introductory Training

PDC Directions - The PDC shall introduce the job aid(s) listed and demonstrate proper use of the job aid in performing the EPQ. The PDC shall then provide enough opportunities to practice the EPQ, under instruction, until they can perform it correctly and unassisted, while using job or memory aids.

PDC Training Code "4" - Job Aid

PDC Directions - The PDC shall supply or direct the member to the job aid(s) listed, and then provide the member opportunities to practice the EPQ under instruction until he/she can perform it correctly and unassisted while using job aids.

Section IV. Task Completion Page

This page is used by the PDC and the RPQ Reviewer to temporarily record completion and certification of the EPQ Standard before entry into DA or the applicable training management system. Upon entry into DA or the appropriate training management system, this document shall be returned to the trainee for retention in their personal records.

Section V. Master Reference List (MRL)

The MRL is the authoritative list of references for each rating. Every reference required to complete an RPQ/EPQ is listed and maintained by the Rating Knowledge Manager (RKM) within every ERATS Rating Portal Page: <https://cg.portal.uscg.mil/communities/erats/SitePages/Home.aspx>

Section VI. Rating Glossary

The rating glossary provides standard definitions for all verbs used in the EPQ and corresponding enabling objectives.

Assignment of the Professional Development Coach (PDC)

The Commanding Officer/Officer in Charge (CO/OIC) will assign the PDC. The PDC shall be at least one paygrade senior and in the same rating as the trainee. The EPQ Standard will denote exceptions to this requirement. If a PDC is not available at the trainee's unit, the CO/OIC may assign one from another unit. Using a PDC from another unit is subject to the approval of both commands. The PDC shall provide instruction on the proper path of advancement, how to perform each task, and ensure compliance with the training standards. Eligibility for advancement is ultimately the trainee's responsibility. A designation memo is not required for a PDC.

Review the EPQ Standard with your PDC

Schedule a time to review the entire EPQ Standard with the PDC and discuss a plan for completing the training. Examine the EPQ Standard and the PDC training code for each task. Your training plan should also include a timetable for completion, time/opportunities for PDC instruction, and PDC expectations.

Trainee Guidelines:

- Complete tasks contained in the EPQ Standard under the supervision of your PDC
- When performing a task for sign-off, the trainee must perform to the EPQ standard under the supervision of the PDC.
- Before attempting the sign-off, the trainee shall read all pertinent references.
- The PDC shall demonstrate the performance of the task.
- The trainee shall perform the task under the direct supervision of the PDC.
- The PDC shall provide guidance and corrective instruction.
- The trainee shall perform the task for signoff unassisted by the PDC.
- The PDC may require the member to perform tasks several times before signing off the EPQ.

Note: If the trainee is unable to complete a task because the necessary resources or equipment are unavailable, then explore opportunities to go on a temporary duty assignment (TDY) where the task can be performed. The trainee may also seek deferral of the task from the CO/OIC. Task deferrals last only as long as the member is assigned to the unit where the task cannot be performed; it expires when the resources or equipment become available or upon transfer to a new unit. The trainee must perform the task to be eligible for further advancement even if the member already advanced beyond the pay grade of the deferred EPQ. Completed tasks are recorded in DA or the applicable training management system and certified by the CO/OIC or the EPQ Reviewer.

Core Competencies Required for Advancement

Some ratings require specific certifications before becoming eligible for advancement. These are noted in the core competency section of the RPQ/EPQ Standard. Your PDC will assist you in obtaining the instructions and materials needed to secure these competencies. In many cases, you will complete a Performance Qualification Standard (PQS) and sit before a qualification board to obtain the competency.

Earn and Maintain Your Recommendation for Advancement

Chapter 3, section A of the Enlisted Accessions, Evaluations, and Advancements Manual, COMDTINST M1000.2, contains specific policy and guidance on the advancement recommendation. It is the member's responsibility to consult with their supervisor immediately after reporting aboard a new unit and at regular intervals after that, on the requirements needed to maintain recommendation for advancement. Keeping lines of communication open will ensure there are no surprises when evaluations are done.

Review Your Personal Data Extract (PDE)

SWE eligibility requirements are noted on your PDE. Your PDE is issued by the Pay and Personnel Center Advancements Branch (PPC-ADV) and available in Direct Access. The PDC or Servicing Personnel Office can assist you with obtaining and understanding your PDE.

Take the Service Wide Examination (SWE)

Test questions can only be derived from references listed in the RPQ and EPQ Standards or an approved question bank. Taking the SWE is the last part of the advancement process a member influences. You must be recommended for advancement by your CO/OIC, have served the required time in grade, completed the RPQ Standard, EPME tasks, and obtain any necessary core competencies. Once all the SWE tests are graded, an advancement eligibility list is published ranking members from first to last. Enlisted advancements are based on actual vacancies within a rating.

When an enlisted person leaves a vacancy through advancement or discharge, or when a new position is authorized, a vacancy is created, and someone will be advanced to fill it. When a new advancement eligibility list is published, it will generally have a cut noted on the list. Members above the cut are guaranteed advancement as long as they otherwise remain eligible, and are no longer required to sit for the next SWE.

Professional Development Coach (PDC) Instructions

Role of the PDC

The PDC's job is to support the trainee in their pursuit of advancement. Part of the responsibility of a Coast Guardsman is to prepare the next generation to take on the duties required for mission success. Training subordinates is one method of obtaining mastery within your career field. PDCs should allow adequate time for trainee interaction.

Supervisors are encouraged to set aside time during the workday to facilitate advancement training. It is also a good idea for PDCs to collaborate on scheduling to provide trainees with the opportunity to perform RPQ/EPQs in a group environment.

A PDC should do the following:

Recommended for advancement. A member not recommended for advancement should concentrate efforts towards earning a recommendation for advancement versus serving as a PDC.

Possess the required qualifications for their current billet. Members currently training or certifying to fill their position need time to master job requirements and do not have adequate time to devote to teaching a subordinate. Therefore, it is best to have the member become qualified in their current position BEFORE taking on the role of the PDC.

Be physically able to perform the tasks required to demonstrate them to the trainee.

Be patient as the trainee strives to acquire the required skills and abilities for advancement.

Assignment of PDC

The PDC role is critical to the ERATS process. By signing off an RPQ/EPQ, the PDC is confirming the trainee can perform the associated task under the listed condition and standard. Ideally, a trainee will have only one PDC while attempting qualification for advancement. However, circumstances may not allow this to be possible. PDCs should communicate with each other on the progress of the trainee. Also, all command authorized PDCs need to be recorded in Section IV of the RPQ/EPQ Standard. It is highly recommended that commands develop a list of unit-approved PDCs.

Completion of tasks

Upon assignment as a PDC, trainees should schedule time to develop a training plan/schedule, and cover expectations. Reviewing the entire RPQ/EPQ Standard with the trainee noting opportunities for performance is the preferred method to begin establishing the coaching and development of a training plan/schedule.

The RPQ/EPQ process should be performed as follows:

The trainee shall review the task and read associated references for each step.

The PDC shall demonstrate the performance of the task to the trainee.

The trainee shall describe the performance of the task to the PDC. The PDC may ask questions concerning the performance of the task as a method to assess the trainee's knowledge about performance of the task.

The trainee shall perform the task under the close supervision of the PDC if stated in the RPQ/EPQ condition. The PDC may direct the trainee to complete the task several times before attempting sign-off.

When ready for signoff, the trainee shall perform the task unassisted and under real conditions (unless otherwise noted by the RPQ/EPQ). The PDC should evaluate completion against the RPQ/EPQ standard. A PDC cannot adjust the standard to make the task easier or harder to complete.

The Commanding Officer or RPQ Reviewer shall verify a candidate has completed the RPQ/EPQs and authorize entry into DA by the unit's Personnel and Administration (P&A) entity.

CO/OIC/RPQ Reviewer Instructions

RPQ Reviewers

The RPQ Reviewer is the CO/OIC or designated representative and is responsible for ensuring the validity and integrity of ERATS at their unit. Before certifying a trainee within DA or the appropriate training management system, the reviewer should verify the RPQ/EPQ Standard is complete and accurate. Consistent communication/consultation between the RPQ Reviewer and PDC is strongly encouraged and recommended.

Delegation of Authority

CO/OICs are designated as the RPQ Reviewer for their unit. CO/OICs may delegate the authority to certify completion of RPQ/EPQs to subordinates so the unit's rating advancement training responsibilities can be properly executed. CO/OICs should designate the minimum number of RPQ Reviewers necessary to preserve the standardization and integrity of the system. RPQ Reviewers must possess the following attributes:

- One paygrade senior to the members they are certifying.
- Designated in writing. (a memo template is provided in appendix (b)).
- Assigned the RPQ Reviewer authority.

- An XO/XPO, unit training officer, or Gold or Silver Badge if they are certifying completion of RPQ/EPQs for members of all ratings at their unit.
- The senior enlisted member of their rating. (May only certify for members of the same rating.)
- The Leading Chief Petty Officer (LCPO) at AIRSTAs if verifying AMT, AET, and AST. In cases where the CO/OIC is the same grade as the trainee, certification shall be performed at the next level in the chain of command.

Deferral of RPQ/EPQ

Only COs/OICs (Personnel designated as Commanding Officers of Enlisted Personnel) may defer tasks when the necessary resources, excluding time, to complete the tasks are unavailable. Deferring an RPQ/EPQ for the sole purpose of meeting the SWE terminal eligibility date is not authorized. RPQ/EPQ deferrals expire upon a member's transfer or when resources become available to perform the task. Reasonable attempts to procure the resources or send the member TDY should be made before granting a deferral. If the CO/OIC is unsure of whether to grant a deferral, they should consult with the Rating Force Master Chief for guidance.

Appendix B: Sample Designation Memo

U.S. Department of
Homeland Security

United States
Coast Guard



Commanding Officer
Your unit

UNIT ADDRESS EXAMPLE:
300 East Main Street suite 1000 Norfolk, VA 23510
Phone: (757)628-4324
Fax: (757) 628-4337

5232
Date 20XX

MEMORANDUM

From: Commanding Officer Name

Reply to Attn of:

To: First Name MI. Last Name, Rate/Rank

Subj: APPOINTMENT AS RATING PERFORMANCE QUALIFICATION REVIEWER

Ref: (a) ALCOAST 577/11

1. In accordance with reference (a), you are hereby appointed as a Reviewer for the XX rating, grades E4 to E8.
2. As a reviewer, you are authorized to certify the completion of all rating-specific advancement requirements and approve members for the rating competency code. You shall familiarize yourself with and perform your duties in accordance with guidelines established on the CG-RPQ record and ensure all requirements are properly completed and recorded for SWE eligibility at the earliest opportunity. It is my expectation that you will ensure the quality and integrity of the advancement program.
3. This assignment will remain in effect until you transfer from this command.
4. Congratulations on your selection as an XX RPQ reviewer.

#

Copy: Member's SPO PDR