U.S. Department of
Homeland Security
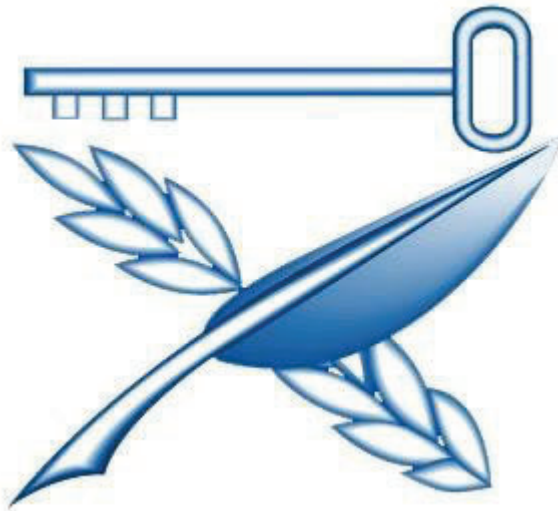
**United States
Coast Guard**

**Rating Performance Qualification (RPQ) Standard
Culinary Specialist Petty Officer Second Class
CG-RPQ-CS2 (MAY/2021)
Last Revision: OCT 2021**

**U.S. Coast Guard
Force Readiness Command
300 East Main St. Suite 1000
Norfolk, VA 23510-9109**

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CS Rating Training Advisory Council (RTAC)

Rating Force Master Chief: CSCM Katrina Goguen

Rating Knowledge Manager: CSCM Radford Hoffpauir

"A" School Chief: CSCM Richard Faria

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Chief Rating Knowledge Manager: MSTCM Anthony Matulonis

Training Manager: LCDR Ryan Beck

Performance Systems Branch: LT Dana Prefer

Section I: Record of Changes

Type of Change (RPQ, competency, reference)	Replace Pages	Effective SWE
Reference added CGDF Administration TTP		Nov 2021
Reference added RPQ Additional Documentation Job Aid (RAD)		Nov 2021
Food Safety and Sanitation Program Tactics, Techniques, and Procedures, CGTTP 11-4.12C, updated to July 2021edition		May 2022
RPQ 5.4.4 Reference (l) added		May 2022
RPQ 5.5.1 Reference (l) added		May 2022
RPQ 5.5.2 Reference (l) added		May 2022
RPQ 5.5.3 Reference (l) added		May 2022
RPQ 5.5.4 Reference (l) added		May 2022
RPQ 5.5.5 Reference (l) added		May 2022
RPQ 5.5.6 Reference (l) added		May 2022
RPQ 5.5.7 Reference (l) added		May 2022
RPQ 5.5.8 Reference (l) added		May 2022
RPQ 5.5.13 Reference (l) added		May 2022
RPQ 5.5.14 Reference (l) added		May 2022
RPQ 5.5.15 Reference (l) added		May 2022
RPQ 5.5.16 Reference (l) added		May 2022
RPQ 5.5.17 Reference (l) added		May 2022
RPQ 5.5.18 Reference (l) added		May 2022
RPQ 5.5.19 Reference (l) added		May 2022
RPQ 5.5.20 Reference (l) added		May 2022
RPQ 5.5.21 Reference (l) added		May 2022
RPQ 5.5.22 Reference (l) added		May 2022
RPQ 5.5.23 Reference (l) added		May 2022
RPQ 5.5.12 Deleted Permanently		May 2022

Section II: Core Competency Requirements

Competency Title	Short Code	Paygrade

Section III: Rating Performance Qualifications Index

Rating Performance Qualifications		PDC Training Code
Number	**Task**	
5.1.1	**CLEAN** walk-in refrigerators.	2
5.1.2	**CLEAN** walk-in freezers.	2
5.1.3	**MAINTAIN** safe food temperatures on serving line	2
5.2.1	**PREPARE** demi-glace	2
5.2.2	**PREPARE** hollandaise sauce	2
5.2.3	**PREPARE** a stuffed meat product	2
5.2.4	**PREPARE** risotto	2
5.2.5	**PREPARE** brioche	2
5.2.6	**PREPARE** a chiffon cake	2
5.2.7	**PREPARE** a custard product	2
5.2.8	**PREPARE** the following baked egg products	2
5.2.9	**MAINTAIN** a self-service salad bar	2
5.2.10	**PREPARE** an emulsified dressing	2
5.2.11	**PREPARE** a flavored oil	2
5.2.12	**PREPARE** a chutney	2
5.2.13	**PREPARE** a relish	2
5.2.14	**PREPARE** a cold appetizer	2
5.2.15	**PREPARE** a cold dip	2
5.2.16	**PREPARE** a hot appetizer	2
5.2.17	**PREPARE** a hot dip	2
5.2.18	**PREPARE** the following stocks: beef, chicken, pork, fish	2
5.2.19	**PREPARE** the following soups: bisque, puree, specialty/national	2
5.2.20	**PREPARE** a variation of each of the leading sauces: Béchamel, Velouté, Espagnole, Tomato	2
5.2.21	**PREPARE** the following potato products: pancakes (Latke)	2
5.2.22	**PREPARE** the following potato products: scalloped, au gratin	2
5.2.23	**PREPARE** the following dehydrated potato products: pearls, scalloped, shredded	2

Section III: Rating Performance Qualifications Index

Rating Performance Qualifications		PDC Training Code
Number	**Task**	
5.2.24	**PREPARE** the following lead dough breads: Italian, white, Pizza, Whole grain.	2
5.2.25	**PREPARE** the following icings: foam, flat, fudge, royal	2
5.2.26	**PREPARE** the following glazes: ganache, syrup, fruit	2
5.2.27	**PREPARE** a cream pie	2
5.2.28	**PREPARE** a chiffon pie	2
5.2.29	**PREPARE** the following ground meat products: meatloaf, meatballs, meat sauce	2
5.2.30	**PREPARE** lasagna	2
5.2.31	**PREPARE** a protein with a brine	2
5.2.32	**PREPARE** a protein with an injected marinade	2
5.2.33	**PREPARE** duck breast	2
5.2.34	**PREPARE** deboned poultry	2
5.2.35	**PREPARE** a poached egg	2
5.3.1	**DRAFT** a four-week cycle menu for a PVA CGDF	2
5.3.2	**DRAFT** a load guide for a four-week cycle menu for a PVA CGDF	2
5.3.3	**DRAFT** a workflow plan for a special event	2
5.4.1	**PROCURE** food items using a Government Purchase Card	2
5.4.2	**RECEIVE** food items upon delivery	2
5.4.3	**STORE** received food items	2
5.4.4	**ENTER** invoices and receipts	2
5.5.1	**PREPARE** issues/sales slip	2
5.5.2	**PERFORM** issues to mess	2
5.5.3	**PERFORM** sale of meals	2
5.5.4	**PERFORM** sale of stores	2
5.5.5	**PERFORM** transfer of stores	2
5.5.6	**MANAGE** monetary funds	2
5.5.7	**PREPARE** cash log	2

Section III: Rating Performance Qualifications Index

Rating Performance Qualifications		PDC Training Code
Number	Task	
5.5.8	**TRANSMIT** funds	2
5.5.12	**CANCELED - RECONCILE** monthly PCA statement	N/A
5.5.13	**PREPARE** for annual inventory verification and cash audit for a Purchases vs. Allowances CGDF	2
5.5.14	**PREPARE** documentation for relief of the Food Service Officer	2
5.5.15	**PREPARE** Summary Ration Memorandum (CG-3123)	2
5.5.16	**CONDUCT** a complete physical inventory of food	2
5.5.17	**PREPARE** a Coast Guard Dining Facility Operating Statement (CG-2576) for a purchases vs. Allowances Inventory CGDF	2
5.5.18	**PREPARE** supporting documents for CG-2576, CGDFOS for a purchases vs. Allowances Inventory CGDF	2
5.5.19	**CALCULATE** price averaging of food inventory upon receipt	2
5.5.20	**RETURN** unused food items to inventory	2
5.5.21	**PREPARE** documentation for designation of the Food Service Officer (FSO)	2
5.5.22	**DRAFT** unit Standard Operating Procedures (SOP) for a PVA CGDF	2
5.5.23	**PREPARE** a CGDF budget for non-food consumable items	2

Part IV: Performance Support Worksheets

Rate: CS2
5.1 Sanitation
Rating Performance Qualification (RPQ) 5.1.1

Performance: **CLEAN** walk-in refrigerators.

Condition: Given a work assignment and cleaning materials.

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**GATHER** the tools and equipment needed.		(b)(d)
.2	**REMOVE** food from refrigerator for safe storage from potential contamination.		(b)(d)
.3	**CLEAN** the refrigerator		(d)
.4	**PLACE** food back in the refrigerator		(d)
.5	**SECURE** the tools and equipment used		(d)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: CG-RPQ-CS2 (NOV/2017)

Part IV: Performance Support Worksheets

Rate: CS2
5.1 Sanitation
Rating Performance Qualification (RPQ) 5.1.2

Performance: **CLEAN** walk-in freezer.

Condition: Given a work assignment and cleaning materials.

Standard: Complete with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**GATHER** the tools and equipment needed		(b)(d)
.2	**REMOVE** food from freezer for safe storage from potential contamination.		(b)(d)
.3	CLEAN the freezer.		(d)
.4	**PLACE** food back in freezer.		(d)
.5	**SECURE** the tools and equipment used.		(b)(d)

Professional Development Coach signature of completion._____Date_____

Supplementary Guidance
Crosswalk: NO

Part IV: Performance Support Worksheets

Rate: CS2
5.1 Sanitation
Rating Performance Qualification (RPQ) 5.1.3

Performance: **MAINTAIN** safe food temperatures on serving line.

Condition: Given a hot or cold serving line and a thermometer.

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**VERIFY** safe serving temperatures prior to meal service.		(b)
.2	**VERIFY** temperatures during meal service.		(b)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: NO

Part IV: Performance Support Worksheets

Rate: CS2
5.2 Food Preparation
Rating Performance Qualification (RPQ) 5.2.1

Performance: **PREPARE** demi-glace

Condition: Given a recipe and raw ingredients

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**PERFORM** the required mise en place.		(a),(b)
.2	**PERFORM** the proper culinary technique.		(a)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: YES, CG-RPQ-CS2 (NOV/2017)

Part IV: Performance Support Worksheets

Rate: CS2
5.2 Food Preparation
Rating Performance Qualification (RPQ) 5.2.3

Performance: **PREPARE** hollandaise sauce

Condition: Given a recipe and raw ingredients

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**PERFORM** the required mise en place.		(a),(b)
.2	**PERFORM** the proper culinary technique.		(a)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: YES, CG-RPQ-CS2 (NOV/2017)

Part IV: Performance Support Worksheets

Rate: CS2
5.2 Food Preparation
Rating Performance Qualification (RPQ) 5.2.4

Performance: **PREPARE** risotto

Condition: Given a recipe and raw ingredients

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**PERFORM** the required mise en place.		(a),(b)
.2	**PERFORM** the proper culinary technique.		(a)

Professional Development Coach signature of completion._____Date_____

Supplementary Guidance
Crosswalk: YES, CG-RPQ-CS2 (NOV/2017)

Part IV: Performance Support Worksheets

Rate: CS2
5.2 Food Preparation
Rating Performance Qualification (RPQ) 5.2.5

Performance: **PREPARE** brioche

Condition: Given a recipe and raw ingredients

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**PERFORM** the required mise en place.		(a),(b)
.2	**PERFORM** the proper culinary technique.		(a)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: NO

Part IV: Performance Support Worksheets

Rate: CS2
5.2 Food Preparation
Rating Performance Qualification (RPQ) 5.2.6

Performance: **PREPARE** a chiffon cake

Condition: Given a recipe and raw ingredients

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**PERFORM** the required mise en place.		(a),(b)
.2	**PERFORM** the proper culinary technique.		(a)

Professional Development Coach signature of completion._____Date_____

Supplementary Guidance
Crosswalk: YES, CG-RPQ-CS2 (NOV/2017)

Part IV: Performance Support Worksheets

Rate: CS2
5.2 Food Preparation
Rating Performance Qualification (RPQ) 5.2.7

Performance: **PREPARE** a custard product.

Condition: Given a recipe and raw ingredients

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**PERFORM** the required mise en place.		(a),(b)
.2	**PERFORM** the proper culinary technique.		(a)

Professional Development Coach signature of completion._____Date_____

Supplementary Guidance
Crosswalk: YES, CG-RPQ-CS2 (NOV/2017)

Part IV: Performance Support Worksheets

Rate: CS2
5.2 Food Preparation
Rating Performance Qualification (RPQ) 5.2.8

Performance: **PREPARE** the following baked egg products
- Quiche
- Frittata
- Soufflé

Condition: Given a recipe and raw ingredients

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**PERFORM** the required mise en place.		(a),(b)
.2	**PERFORM** the proper culinary technique.		(a)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: NO

Part IV: Performance Support Worksheets

Rate: CS2
5.2 Food Preparation
Rating Performance Qualification (RPQ) 5.2.9

Performance: **MAINTAIN** a self-service salad bar

Condition: Given a recipe and raw ingredients

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**ENSURE** proper temperature of salad bar		(b)
.2	**PLACE** food items in appropriate insert pans.		(a)(d)
.3	**ORGANIZE** food items on salad bar.		(a)(d)
.4	**PLACE** appropriate utensils with food insert pans.		(a)
.5	**PLACE** dishes, bowls and silverware near salad bar.		(a)
.6	**ENSURE** salad dressing and condiments are available.		(a)
.7	**MAINTAIN** cleanliness and organization of salad bar.		(b)(d)
.8	**MAINTAIN** appropriate amount of salad bar items during meal service.		(a)
.9	**SECURE** salad bar after meal service.		(a)(b)(d)
.10	**RECOVER** appropriate food items to be retained after meal service.		(a)(b)(d)
.11	**DISPOSE** of food items not appropriate to be retained after meal service.		(a)(b)(d)
.12	**CLEAN** salad bar.		(b)(d)
.13	**SANITIZE** salad bar.		(b)(d)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: NO

Part IV: Performance Support Worksheets

Rate: CS2
5.2 Food Preparation
Rating Performance Qualification (RPQ) 5.2.10

Performance: **PREPARE** an emulsified dressing

Condition: Given a recipe and raw ingredients

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**PERFORM** the required mise en place.		(a),(b)
.2	**PERFORM** the proper culinary technique.		(a)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: NO

Part IV: Performance Support Worksheets

Rate: CS2
5.2 Food Preparation
Rating Performance Qualification (RPQ) 5.2.11

Performance: **PREPARE** a flavored oil

Condition: Given a recipe and raw ingredients

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**PERFORM** the required mise en place.		(a),(b)
.2	**PERFORM** the proper culinary technique.		(a)

Professional Development Coach signature of completion._____Date_____

Supplementary Guidance
Crosswalk: NO

Part IV: Performance Support Worksheets

Rate: CS2
5.2 Food Preparation
Rating Performance Qualification (RPQ) 5.2.12

Performance: **PREPARE** a chutney.

Condition: Given a recipe and raw ingredients

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**PERFORM** the required mise en place.		(a),(b)
.2	**PERFORM** the proper culinary technique.		(a)

Professional Development Coach signature of completion._____Date_____

Supplementary Guidance
Crosswalk: NO

Part IV: Performance Support Worksheets

Rate: CS2
5.2 Food Preparation
Rating Performance Qualification (RPQ) 5.2.13

Performance: **PREPARE** a relish.

Condition: Given a recipe and raw ingredients

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**PERFORM** the required mise en place.		(a),(b)
.2	**PERFORM** the proper culinary technique.		(a)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: NO

Part IV: Performance Support Worksheets

Rate: CS2
5.2 Food Preparation
Rating Performance Qualification (RPQ) 5.2.14

Performance: **PREPARE** a cold appetizer

Condition: Given a recipe and raw ingredients

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**PERFORM** the required mise en place.		(a),(b)
.2	**PERFORM** the proper culinary technique.		(a)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: NO

Part IV: Performance Support Worksheets

Rate: CS2
5.2 Food Preparation
Rating Performance Qualification (RPQ) 5.2.15

Performance: **PREPARE** a cold dip

Condition: Given a recipe and raw ingredients

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**PERFORM** the required mise en place.		(a),(b)
.2	**PERFORM** the proper culinary technique.		(a)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: NO

Part IV: Performance Support Worksheets

Rate: CS2
5.2 Food Preparation
Rating Performance Qualification (RPQ) 5.2.16

Performance: **PREPARE** a hot appetizer.

Condition: Given a recipe and raw ingredients

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**PERFORM** the required mise en place.		(a),(b)
.2	**PERFORM** the proper culinary technique.		(a)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: NO

Part IV: Performance Support Worksheets

Rate: CS2
5.2 Food Preparation
Rating Performance Qualification (RPQ) 5.2.17

Performance: **PREPARE** a hot dip.

Condition: Given a recipe and raw ingredients

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**PERFORM** the required mise en place.		(a),(b)
.2	**PERFORM** the proper culinary technique.		(a)

Professional Development Coach signature of completion._____Date_____

Supplementary Guidance
Crosswalk: NO

Part IV: Performance Support Worksheets

Rate: CS2
5.2 Food Preparation
Rating Performance Qualification (RPQ) 5.2.18

Performance: **PREPARE** the following stocks
- Beef
- Chicken
- Fish
- Pork

Condition: Given a recipe and raw ingredients

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**PERFORM** the required mise en place.		(a),(b)
.2	**PERFORM** the proper culinary technique.		(a)

Professional Development Coach signature of completion._____Date_____

Supplementary Guidance
Crosswalk: NO

Part IV: Performance Support Worksheets

Rate: CS2
5.2 Food Preparation
Rating Performance Qualification (RPQ) 5.2.19

Performance: **PREPARE** the following soups.
- Bisque
- Puree
- Specialty/National

Condition: Given a recipe and raw ingredients

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**PERFORM** the required mise en place.		(a),(b)
.2	**PERFORM** the proper culinary technique.		(a)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: NO

Part IV: Performance Support Worksheets

Rate: CS2
5.2 Food Preparation
Rating Performance Qualification (RPQ) 5.2.20

Performance: **PREPARE** a variation of each of these sauces.
- Béchamel
- Espagnole
- Tomato
- Velouté

Condition: Given a recipe and raw ingredients

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**PERFORM** the required mise en place.		(a),(b)
.2	**PERFORM** the proper culinary technique.		(a)

Professional Development Coach signature of completion._____Date_____

Supplementary Guidance
Crosswalk: NO

Part IV: Performance Support Worksheets

Rate: CS2
5.2 Food Preparation
Rating Performance Qualification (RPQ) 5.2.21

Performance: **PREPARE** Potato Pancakes (Latke).

Condition: Given a recipe and raw ingredients

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**PERFORM** the required mise en place.		(a),(b)
.2	**PERFORM** the proper culinary technique.		(a)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: NO

Part IV: Performance Support Worksheets

Rate: CS2
5.2 Food Preparation
Rating Performance Qualification (RPQ) 5.2.22

Performance: **PREPARE** the following fresh potato products.
- Scalloped
- Au Gratin

Condition: Given a recipe and raw ingredients

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**PERFORM** the required mise en place.		(a),(b)
.2	**PERFORM** the proper culinary technique.		(a)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: NO

Part IV: Performance Support Worksheets

Rate: CS2
5.2 Food Preparation
Rating Performance Qualification (RPQ) 5.2.23

Performance: **PREPARE** the following dehydrated potato products.
- Pearls
- Scalloped
- Shredded

Condition: Given a recipe and raw ingredients

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**PERFORM** the required mise en place.		(a),(b)
.2	**PERFORM** the proper culinary technique.		(a)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: NO

Part IV: Performance Support Worksheets

Rate: CS2
5.2 Food Preparation
Rating Performance Qualification (RPQ) 5.2.24

Performance: **PREPARE** the following lean dough breads.
- Italian Bread
- White Pan Bread
- Pizza
- Whole Grain Bread

Condition: Given a recipe and raw ingredients

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**PERFORM** the required mise en place.		(a),(b)
.2	**PERFORM** the proper culinary technique.		(a)

Professional Development Coach signature of completion._____Date_____

Supplementary Guidance
Crosswalk: NO

Part IV: Performance Support Worksheets

Rate: CS2
5.2 Food Preparation
Rating Performance Qualification (RPQ) 5.2.25

Performance: **PREPARE** the following icings.
- Foam
- Flat
- Fudge
- Royal

Condition: Given a recipe and raw ingredients

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**PERFORM** the required mise en place.		(a),(b)
.2	**PERFORM** the proper culinary technique.		(a)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: NO

Part IV: Performance Support Worksheets

Rate: CS2
5.2 Food Preparation
Rating Performance Qualification (RPQ) 5.2.26

Performance: **PREPARE** the following glazes.
- Ganache
- Syrup
- Fruit

Condition: Given a recipe and raw ingredients

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**PERFORM** the required mise en place.		(a),(b)
.2	**PERFORM** the proper culinary technique.		(a)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: NO

Part IV: Performance Support Worksheets

Rate: CS2
5.2 Food Preparation
Rating Performance Qualification (RPQ) 5.2.27

Performance: **PREPARE** a cream pie.

Condition: Given a recipe and raw ingredients

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**PERFORM** the required mise en place.		(a),(b)
.2	**PERFORM** the proper culinary technique.		(a)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: NO

Part IV: Performance Support Worksheets

Rate: CS2
5.2 Food Preparation
Rating Performance Qualification (RPQ) 5.2.28

Performance: **PREPARE** a chiffon pie.

Condition: Given a recipe and raw ingredients

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**PERFORM** the required mise en place.		(a),(b)
.2	**PERFORM** the proper culinary technique.		(a)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: NO

Part IV: Performance Support Worksheets

Rate: CS2
5.2 Food Preparation
Rating Performance Qualification (RPQ) 5.2.29

Performance: **PREPARE** the following ground meat products.
- Meatloaf
- Meatballs
- Meat Sauce

Condition: Given a recipe and raw ingredients

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**PERFORM** the required mise en place.		(a),(b)
.2	**PERFORM** the proper culinary technique.		(a)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: NO

Part IV: Performance Support Worksheets

Rate: CS2
5.2 Food Preparation
Rating Performance Qualification (RPQ) 5.2.30

Performance: **PREPARE** lasagna

Condition: Given a recipe and raw ingredients

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**PERFORM** the required mise en place.		(a),(b)
.2	**PERFORM** the proper culinary technique.		(a)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: NO

Part IV: Performance Support Worksheets

Rate: CS2
5.2 Food Preparation
Rating Performance Qualification (RPQ) 5.2.31

Performance: **PREPARE** a protein with a brine.

Condition: Given a recipe and raw ingredients

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**PERFORM** the required mise en place.		(a),(b)
.2	**PERFORM** the proper culinary technique.		(a)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: NO

Part IV: Performance Support Worksheets

Rate: CS2
5.2 Food Preparation
Rating Performance Qualification (RPQ) 5.2.32

Performance: **PREPARE** a protein with an injection marinade.

Condition: Given a recipe and raw ingredients

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**PERFORM** the required mise en place.		(a),(b)
.2	**PERFORM** the proper culinary technique.		(a)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: NO

Part IV: Performance Support Worksheets

Rate: CS2
5.2 Food Preparation
Rating Performance Qualification (RPQ) 5.2.33

Performance: **PREPARE** duck breast.

Condition: Given a recipe and raw ingredients

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**PERFORM** the required mise en place.		(a),(b)
.2	**PERFORM** the proper culinary technique.		(a)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: NO

Part IV: Performance Support Worksheets

Rate: CS2
5.2 Food Preparation
Rating Performance Qualification (RPQ) 5.2.34

Performance: **PREPARE** deboned poultry.

Condition: Given a recipe and raw ingredients

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**PERFORM** the required mise en place.		(a),(b)
.2	**PERFORM** the proper culinary technique.		(a)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: NO

Part IV: Performance Support Worksheets

Rate: CS2
5.2 Food Preparation
Rating Performance Qualification (RPQ) 5.2.35

Performance: **PREPARE** a poached egg.

Condition: Given a recipe and raw ingredients

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**PERFORM** the required mise en place.		(a),(b)
.2	**PERFORM** the proper culinary technique.		(a)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: NO

Part IV: Performance Support Worksheets

Rate: CS2
5.3 Menu Planning
Rating Performance Qualification (RPQ) 5.3.1

Performance: **DRAFT** a four-week cycle menu for a Purchase Versus Allowance (PVA) Coast Guard Dining Facility (CGDF).

Condition: Given subsistence requirements, Basic Daily Food Allowance (BDFA), and four-week operating allowance

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**DETERMINE** nutritional and serving requirements.		(i),(c),(d)
.2	**SUBMIT** four-week cycle menu for approval.		(c)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: YES, CG-RPQ-CS2 (NOV/2017)

Part IV: Performance Support Worksheets

Rate: CS2
5.3 Menu Planning
Rating Performance Qualification (RPQ) 5.3.2

Performance: **DRAFT** a load guide based on a four-week cycle menu for a Purchase Versus Allowance (PVA) Coast Guard Dining Facility (CGDF).

Condition: Given an operational requirement and an approved four-week cycle menu.

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**DETERMINE** deployment duration.		(d)
.2	**DETERMINE** constraints.		(d)
.3	**CALCULATE** inventory requirements.		(d)
.4	**CREATE** deployment load guide.		(d)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: YES, CG-RPQ-CS2 (NOV/2017)

Part IV: Performance Support Worksheets

Rate: CS2
5.3 Menu Planning
Rating Performance Qualification (RPQ) 5.3.3

Performance: **DRAFT** a workflow plan for a special event.

Condition: Given a special event requirement

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**IDENTIFY** special event requirements.		(d)
.2	**ADDRESS** the key elements of the workflow plan.		(d)
.3	**COMPLETE** the workflow plan worksheet.		(d)
.4	**CREATE** the workflow plan.		(d)
.5	**SUBMIT** all planning documents for approval.		(d)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: YES, CG-RPQ-CS2 (NOV/2017)

Part IV: Performance Support Worksheets

Rate: CS2
5.4 Procurement
Rating Performance Qualification (RPQ) 5.4.1

Performance: **PROCURE** food items using a government purchase card.

Condition: Given an operational requirement and an approved four-week cycle menu.

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**PREPARE** a procurement request.		(j)
.2	**SELECT** source of supply.		(c),(e)
.3	**VERIFY** food items are authorized for purchase.		(c),(e)
.4	**COMPLETE** financial transaction.		(c),(e)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: YES, CG-RPQ-CS2 (NOV/2017)

Part IV: Performance Support Worksheets

Rate: CS2
5.4 Procurement
Rating Performance Qualification (RPQ) 5.4.2

Performance: **RECEIVE** food items upon delivery.

Condition: Given stores delivery.

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**INSPECT** food items for conformance to specifications.		(d)
.2	**IDENTIFY** suspect or defective food items.		(d)
.3	**REJECT** unacceptable food items.		(d)
.4	**SIGN** invoice.		(d)
.5	**VERIFY** receipt with appropriate third party.		(d)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: YES, CG-RPQ-CS2 (NOV/2017)

Part IV: Performance Support Worksheets

Rate: CS2
5.4 Procurement
Rating Performance Qualification (RPQ) 5.4.3

Performance: **STORE** received food items upon delivery.

Condition: Given received food items.

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**REVIEW** invoice for item conditions and quantities.		(d)
.2	**REVIEW** reference for storage space requirements.		(c),(d)
.3	**ROTATE** stock using first in first out procedure.		(c),(d)
.4	**PLACE** items safely and neatly in storage spaces.		(c),(d)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: YES, CG-RPQ-CS2 (NOV/2017)

Part IV: Performance Support Worksheets

Rate: CS2
5.4 Procurement
Rating Performance Qualification (RPQ) 5.4.4

Performance: **ENTER** invoices and receipts.

Condition: Given stores delivery and a Food Service Management Woorkbook.

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**CHECK** invoice for accuracy to include: • Delivery date • Food Item • Quantity of food items • Price of food items		(c),(l)
.2	**COMPLETE** price averaging if applicable.		(c),(l)
.3	**RECORD** price averaging changes.		(c),(l)
.4	**POST** all food items to inventory.		(c),(l)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: YES, CG-RPQ-CS2 (NOV/2017)

Part IV: Performance Support Worksheets

Rate: CS2
5.5 Administration and Inventory
Rating Performance Qualification (RPQ) 5.5.1

Performance: **PREPARE** Issues/Sales Slip (CG-2581).

Condition: Given issues transaction data.

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**DETERMINE** items to be removed from inventory.		(c),(l)
.2	**POST** items from inventory.		(c),(l)
.3	**DOCUMENT** on appropriate form.		(c),(l)
.4	**OBTAIN** initials and signatures in appropriate blocks.		(c),(l)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: YES, CG-RPQ-CS2 (NOV/2017)

Part IV: Performance Support Worksheets

Rate: CS2
5.5 Administration and Inventory
Rating Performance Qualification (RPQ) 5.5.2

Performance: **PERFORM** Issues to mess.

Condition: Given an approved menu and required portions.

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**IDENTIFY** issues by unit of issue (box, can, each, pound).		(c),(l)
.2	**ISSUE** food items from inventory.		(c),(l)
.3	**RETURN** whole unused items to inventory following service.		(c),(l)
.4	**ADJUST** necessary paperwork accordingly.		(c),(l)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: YES, CG-RPQ-CS2 (NOV/2017)

Part IV: Performance Support Worksheets

Rate: CS2
5.5 Administration and Inventory
Rating Performance Qualification (RPQ) 5.5.3

Performance: **PERFORM** sale of meals.

Condition: Given a meal sign in sheet (CG-4901).

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**PROVIDE** meal sign-in sheet to patrons during service.		(c),(l)
.2	**COLLECT** cash if applicable.		(c),(l)
.3	**CERTIFY** cash on hand.		(c),(l)
.4	**SECURE** funds**.**		(g)
.5	**DOCUMENT** funds in cash log.		(c),(l)
.6	**POST** to individual credit account.		(c),(l)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: YES, CG-RPQ-CS2 (NOV/2017)

Part IV: Performance Support Worksheets

Rate: CS2
5.5 Administration and Inventory
Rating Performance Qualification (RPQ) 5.5.4

Performance: **PERFORM** sale of stores.

Condition: Given an approved request.

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**RECORD** food items to be sold.		(c),(l)
.2	**DOCUMENT** on appropriate supporting paperwork.		(c),(l)
.3	**POST** to inventory.		(c),(l)
.4	**PREPARE** receipt.		(c),(l)
.5	**PROVIDE** receipt to purchaser.		(c),(l)
.6	**COLLECT** funds.		(c),(l)
.7	**SECURE** funds.		(g)
.8	**RECORD** in cash log.		(c),(l)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: YES, CG-RPQ-CS2 (NOV/2017)

Part IV: Performance Support Worksheets

Rate: CS2
5.5 Administration and Inventory
Rating Performance Qualification (RPQ) 5.5.5

Performance: **PERFORM** transfer of stores.

Condition: Given an approved request.

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**DOCUMENT** food items to be sold.		(c),(l)
.2	**DOCUMENT** on appropriate supporting paperwork.		(c),(l)
.3	**POST** to inventory.		(c),(l)
.4	**PREPARE** receipt.		(c),(l)
.5	**PROVIDE** receipt to unit accepting transferred stores.		(c),(l)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: YES, CG-RPQ-CS2 (NOV/2017)

Part IV: Performance Support Worksheets

Rate: CS2
5.5 Administration and Inventory
Rating Performance Qualification (RPQ) 5.5.6

Performance: **MANAGE** monetary funds.

Condition: Given a cash fund.

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**COLLECT** funds.		(c),(l)
.2	**CERTIFY** funds.		(c),(l)
.3	**SECURE** funds.		(g)
.4	**DOCUMENT** in cash log.		(c),(l)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: YES, CG-RPQ-CS2 (NOV/2017)

Part IV: Performance Support Worksheets

Rate: CS2
5.5 Administration and Inventory
Rating Performance Qualification (RPQ) 5.5.7

Performance: **PREPARE** cash log.

Condition: Given funds.

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**RECORD** daily transactions.		(c),(l)
.2	**CALCULATE** transaction totals.		(c),(l)
.3	**VERIFY** for accuracy.		(c),(l)
.4	**OBTAIN** signature from appropriate authority.		(c),(l)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: YES, CG-RPQ-CS2 (NOV/2017)

Part IV: Performance Support Worksheets

Rate: CS2
5.5 Administration and Inventory
Rating Performance Qualification (RPQ) 5.5.8

Performance: **TRANSMIT** funds.

Condition: Given collected monetary fund's requiring transmittal.

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**CONVERT** cash into cashier's check or money order if applicable.		(c),(l)
.2	**DOCUMENT funds** to be transmitted.		(c),(l)
.3	**DRAFT** transmittal letter.		(c),(l)
.4	**SUBMIT** for signature to Food Service Officer.		(c),(l)
.5	**MAIL** transmittal letter and funds to designated Sale of Meals Lock Box.		(c),(l)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: YES, CG-RPQ-CS2 (NOV/2017)

Part IV: Performance Support Worksheets

Rate: CS2
5.5 Administration and Inventory
Rating Performance Qualification (RPQ) 5.5.13

Performance: **PREPARE** an annual inventory verification and cash audit for Purchase vs. Allowances (PVA) Coast Guard Dining Facility (CGDF).

Condition: When required annually or at CO/OIC discretion.

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**COMPLETE** physical inventory.		(c),(l)
.2	**CONFIRM** unit prices and total value.		(c),(l)
.3	**TEST** accuracy of internal control records if applicable.		(c),(l)
.4	**ENSURE** payment to vendors is up to date.		(c),(l)
.5	**AUDIT** change making fund if applicable.		(c),(l)
.6	**ENSURE** security of funds collected from meal and stores sales.		(g)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: YES, CG-RPQ-CS2 (NOV/2017)

Part IV: Performance Support Worksheets

Rate: CS2
5.5 Administration and Inventory
Rating Performance Qualification (RPQ) 5.5.14

Performance: **PREPARE** documentation for relief of Food Service Officer.

Condition: Given an occasion.

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**COMPLETE** physical inventory of food items.		(c),(l)
.2	**ENSURE** payment to vendors is up to date.		(c),(l)
.3	**VERIFY** cash fund.		(c),(l)
.4	**COMPLETE** Coast Guard Dining Facility Operating Statement, (CG-2576).		(c),(l)
.5	**INITIATE** letter of relief.		(c),(l)
.6	**SUBMIT** for signature.		(c),(l)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: YES, CG-RPQ-CS2 (NOV/2017)

Part IV: Performance Support Worksheets

Rate: CS2
5.5 Administration and Inventory
Rating Performance Qualification (RPQ) 5.5.15

Performance: **PREPARE** Summary Ration Memorandum (CG-3123).

Condition: Given the Basic Daily Food Allowance (BDFA).

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**DOCUMENT** general information.		(c),(l)
.2	**COMPLETE** section "a".		(c),(l)
.3	**COMPLETE** section "b".		(c),(l)
.4	**SUBMIT** for approving officers signature.		(c),(l)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: YES, CG-RPQ-CS2 (NOV/2017)

Part IV: Performance Support Worksheets

Rate: CS2
5.5 Administration and Inventory
Rating Performance Qualification (RPQ) 5.5.16

Performance: **CONDUCT** a complete physical inventory of food.

Condition: Given a blank inventory report..

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**ENSURE** receipt and expenditure documents are posted.		(c),(l)
.2	**RETURN** all unused food items in whole units to inventory.		(c),(l)
.3	**CONDUCT** a physical inventory.		(c),(l)
.4	**DOCUMENT** inventory on applicable inventory report.		(c),(l)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: YES, CG-RPQ-CS2 (NOV/2017)

Part IV: Performance Support Worksheets

Rate: CS2
5.5 Administration and Inventory
Rating Performance Qualification (RPQ) 5.5.17

Performance: **PREPARE** Coast Guard Dining Facility Operating Statement (CG-2576) for purchases vs. allowance (PVA) Coast Guard Dining Facility (CGDF).

Condition: Given all supporting documentation.

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**COMPLETE** operating statement.		(c),(l)
.2	**COMPLETE** Surplus Account section.		(c),(l)
.3	**COMPLETE** Remarks section.		(c),(l)
.4	**COMPLETE** Summary of Accounts Receivable section.		(c),(l)
.5	**COMPLETE** Sale of Subsistence Items section.		(c),(l)
.6	**COMPLETE** Sale of Rations and Meals section.		(c),(l)
.7	**COMPLETE** Purchases Section.		(c),(l)
.8	**COMPLETE** Receipts from other CGDF's section.		(c),(l)
.9	**COMPLETE** Transfers to other CGDF's section.		(c),(l)
.10	**COMPLETE** Approved Survey section.		(c),(l)
.11	**VALIDATE** report.		(c),(l)
.12	**SUBMIT** with supporting documentation and previous month's report for approving authority signature.		(c),(l)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: YES, CG-RPQ-CS2 (NOV/2017)
Notes: Before signing this RPQ, all RPQ'S containing supporting documentation (input into this report) must be completed.
Common errors: Properly separating government and commercial purchases.
Best Practices: Reconcile purchases section of CGDF Operating Statement (CG-2576) with PCA statements, Stores Web Sent Receipt Report and Supply Fund Report.

Part IV: Performance Support Worksheets

Rate: CS2
5.5 Administration and Inventory
Rating Performance Qualification (RPQ) 5.5.18

Performance: **PREPARE** supporting documents for a Coast Guard Dining Facility Operating Statement (CG-2576) for purchases vs. allowance (PVA) Coast Guard Dining Facility (CGDF).

Condition: Given all supporting documentation.

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**COMPLETE** all Issue/Sale, CG-2581.		(c),(l)
.2	**COMPLETE** all Ration Memorandum, CG-3123.		(c),(l)
.3	**COMPLETE** reconciliation for invoices and receipts.		(c),(l)
.4	**ENSURE** all documents are signed or initialed as required.		(c),(l)
.5	**COMPLETE** physical inventory of all food items.		(c),(l)
.6	**COMPLETE** all sale of meals documentation.		(c),(l)
.7	**SUBMIT** with supporting documentation and previous month's report for approving authority signature.		(c),(l)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: NO
Notes: Before signing this RPQ, all RPQ'S containing supporting documentation (input into this report) must be completed.
Common errors: Properly separating government and commercial purchases.
Best Practices: Reconcile purchases section of CGDF Operating Statement (CG-2576) with PCA statements, Stores Web Sent Receipt Report and Supply Fund Report.

Part IV: Performance Support Worksheets

Rate: CS2
5.5 Administration and Inventory
Rating Performance Qualification (RPQ) 5.5.19

Performance: **CALCULATE** price averaging of food inventory upon receipt.

Condition: Given receipt.

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**COMPARE** new price to price of product already on hand.		(c),(l)
.2	**COMPLETE** price averaging procedure.		(c),(l)
.3	**UPDATE** PISW with new quantity and price.		(c),(l)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: NO

Part IV: Performance Support Worksheets

Rate: CS2
5.5 Administration and Inventory
Rating Performance Qualification (RPQ) 5.5.20

Performance: **RETURN** unused food items to inventory.

Condition: Given occasion.

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**REVIEW** daily Issue/Sales slip, CG-2581.		(c),(l)
.2	**DETERMINE** unused items.		(c),(l)
.3	**RETURN** products to appropriate storage area.		(c),(d),(l)
.4	**UPDATE** Issues/Sale slip, CG-2581 or inventory as applicable.		(c),(l)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: NO

Part IV: Performance Support Worksheets

Rate: CS2
5.5 Administration and Inventory
Rating Performance Qualification (RPQ) 5.5.21

Performance: **PREPARE** documentation for designation of Food Service Officer (FSO).

Condition: Given an occasion.

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**CONDUCT** complete physical inventory of food with outgoing FSO.		(c),(l)
.2	**VERIFY** approved change fund and change making fund.		(c),(l)
.3	**CONDUCT** cash count (cash, checks and money orders).		(c),(l)
.4	**DOCUMENT** cash count on Custodian Count of Cash on Hand form, CG-4971.		(c),(l)
.5	**REVIEW** last three month of unit Coast Guard Dining Facility Records, procurements and receipts.		(c),(l)
.6	**VERIFY** all transmittal letters for the previous three months.		(c),(l)
.7	**REVIEW** all unpaid bills for the previous three months.		(c),(l)
.8	**REVIEW** last Food Service Assist Team (FSAT) assessment for corrective actions.		(c),(l)
.9	**REVIEW** last annual inventory verification and cash audit for corrective actions.		(c),(l)
.10	**DRAFT** FSO designation letter.		(c),(l)
.11	**SUBMIT** FSO designation letter.		(c),(l)

Professional Development Coach signature of completion._____Date_____

Supplementary Guidance
Crosswalk: NO
Note: This may be simulated but member must perform all actions above.

Part IV: Performance Support Worksheets

Rate: CS2
5.5 Administration and Inventory
Rating Performance Qualification (RPQ) 5.5.22

Performance: **DRAFT** unit Coast Guard Dining Facility (CGDF) Standard Operating Procedures (SOP) for a Purchases vs. Allowances (PVA) Dining Facility.

Condition: Given an occasion of the relief of the Food Service Officer (FSO) or Change of Command.

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**DRAFT** FSO duties and responsibilities specific to the unit.		(c),(l)
.2	**DRAFT** procedures for temperature log maintenance.		(c),(l)
.3	**DRAFT** unit Culinary Specialist training plan.		(c),(l)
.4	**INCLUDE** instructions for unit CGDF equipment operation, maintenance and cleaning.		(c),(l)
.5	**INCLUDE** instructions for CGDF subsistence breakout procedures.		(c),(l)
.6	**INCLUDE** instructions for all sale of meals procedures.		(c),(l)
.7	**INCLUDE** instructions for all sale of stores procedures.		(c),(l)
.8	**SUBMIT** for approval		(c),(l)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: NO
Note: This may be simulated but member must perform all actions above.

Part IV: Performance Support Worksheets

Rate: CS2
5.5 Administration and Inventory
Rating Performance Qualification (RPQ) 5.5.23

Performance: **PREPARE** a Coast Guard Dining Facility (CGDF) budget for non-food consumable items.

Condition: Given blank non-food consumable budge sheet.

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1	**DETERMINE** consumable items needed for the year		(b),(c),(d),(l)
.2	**RESEARCH** supply sources and prices.		(c),(e),(l)
.3	**PREPARE** budget.		(c),(e),(l)
.4	**SUBMIT** to supervisor for approval.		(c),(e),(l)

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk: NO
Note: This may be simulated but member must perform all actions above.

Part IV: Performance Support Worksheets

Rate: XXX
X.X Rating Output
Rating Performance Qualification (RPQ) X.X.X

Performance: **VERB** with performance statement here.

Condition: Place condition statement here.

Standard: Place the standard statement here.

PDC Training Code:

Number	Steps	Relevant Text	Reference
.1			
.2			
.3			
.4			
.5			
.6			
.7			
.8			
.9			
.10			
.11			
.12			
.13			
.14			
.15			

Professional Development Coach signature of completion._____Date_____

Supplementary Guidance
Crosswalk:
References:
Notes: (Delete any of these that are left blank to preserve space in the pamphlet. For example, if you have no best practices associated with this task then delete it.)
Best Practices:
Supplemental Support Material:

Part IV: Performance Support Worksheets

Rate: CS2
5.2 Food Preparation
Rating Performance Qualification (RPQ) 5.2.17

Performance: **PREPARE** a hot dip.

Condition: Given a recipe and raw ingredients

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1			
.2			
.3			
.4			
.5			
.6			
.7			
.8			
.9			
.10			
.11			
.12			
.13			
.14			
.15			

Professional Development Coach signature of completion._____**Date**_____

Supplementary Guidance
Crosswalk:
References:
Notes: (Delete any of these that are left blank to preserve space in the pamphlet. For example, if you have no best practices associated with this task then delete it.)
Best Practices:
Supplemental Support Material:

Part IV: Performance Support Worksheets

Rate: CS2
5.2 Food Preparation
Rating Performance Qualification (RPQ) 5.2.17

Performance: **PREPARE** a hot dip.

Condition: Given a recipe and raw ingredients

Standard: Completed with 100% accuracy.

PDC Training Code: 2

Number	Steps	Relevant Text	Reference
.1			
.2			
.3			
.4			
.5			
.6			
.7			
.8			
.9			
.10			
.11			
.12			
.13			
.14			
.15			

Professional Development Coach signature of completion._____Date_____

Supplementary Guidance
Crosswalk:
References:
Notes: (Delete any of these that are left blank to preserve space in the pamphlet. For example, if you have no best practices associated with this task then delete it.)
Best Practices:
Supplemental Support Material:

Place a section break here using Page Layout, Breaks, Section Break.

Section V: Task Completion Page

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 Rating Performance Qualifications for the next paygrade.

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

Section VI: Rating Reference Library List

#	Title	Date/Edition
a	"Professional Cooking" by Wayne Gisslen	2015/8th
b	Food Safety and Sanitation Program Tactics, Techniques, and Procedures, CGTTP 11-4.12C	2021
c	Coast Guard Food Service Manual, COMDTINST M4061.5 (series)	2009, ed. A
d	Coast Guard Food Service Practical Handbook, COMDTPUB P4061.4 (series)	2009
e	DHS Purchase Card Manual	Series
f	STORES CUSTOMER User Guide	2013
g	Physical Security and Force Protection Program M5530.1 (series)	2004, ed. C
h	U.S. Coast Guard Personal Property Management Manual, COMDTINST M4500.5 (series)	2012
i	ChooseMyPlate.gov	2013
j	ALCGFINANCE 001-12 -Interim Coast Guard Dining Facility Purchase Procedures	2012
k	PCA User Guide	2009
l	CGDF Administration Management Tactics, Techniques and Procedures 4-11.17	2019
m	RPQ Additional Documentation job aid (RAD)	2020

Section VII: Rating Glossary

Verb:	Definition:
APPLY	To use practically
ASSEMBLE	To gather together
CARVE	To cut cooked meat for serving.
CLEAN	To free from physical, chemicals and microbial substance discernible by ordinary sight or touch, by ultraviolet light, or by artificial light and free from insects, vermin and debris.
COMMUNICATE	To convey knowledge of or information about: make known.
CONDUCT	To direct or control, lead or guide.
CONVERT	To obtain an equivalent value for in an exchange or calculation, as units of measurement.
CREATE	To make or cause to happen.
CUT	To penetrate or divide something, as with a sharp-edged instrument.
DETERMINE	To settle or decide by choice of alternatives or possibilities.
DICE	To cut into small cubes.
DISCONNECT	To remove an appliance's electric cord from an electric socket.
DISCUSS	To talk over; especially to explore solutions.
DRY	To make free from moisture.
EMPLOY	To make use of (an instrument, means, etc.); use; apply.
ENSURE	To secure or guarantee; to make sure or certain.
FURNISH	To supply or give something to someone or something.
GATHER	To bring together into one group, collection, or place.
ICE	To apply one of the six basic types of icing to smoothly and evenly cover the exposed
IMPLEMENT	To put into effect, unit level policy containing plan.
INSPECT	To look carefully at or over; view closely and critically.
LABEL	To mark with the date and time of preparation and a discard date.
MAINTAIN	To preserve, fix, or keep in good repair.
MODIFY	To make minor changes in/to.
PERFORM	To carry out an action or pattern of behavior.
PLACE	Put in proper position or location.
PREPARE	To put together; to combine elements and produce a product; to make things ready.
RECONNECT	To put an appliance's electric cord back into an electric socket.
REMOVE	To take away or displace.
RINSE	To wash lightly, as by pouring water into or over or by dipping in water; to douse or drench in clean water as a final stage in washing.
SANITIZE	To use effective bactericidal treatment by a process that provides enough accumulative heat or concentration of a chemical for enough time to reduce the bacterial count, including pathogens, to a safe level on utensils and equipment.
SECURE	To make safe; to fix tightly; to make immobile

Section VII: Rating Glossary

Verb:	Definition:
SELECT	To choose from among others to meet specific standards or criteria.
SLICE	To cut into slices; divide into parts.
STORE	To put away.
TRUE	To perfect or smooth out irregularities with a steel.
VERIFY	To confirm or establish the accuracy or truth of something.
WASH	To cleanse anything with or in water or other liquid.
SHARPEN	To draw a knife over a sharpening stone or through a sharpener to maintain precise cutting edge

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)
3. Core Competency Requirements
4. Servicewide 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.

1. **Rating Performance Qualification (RPQ) Standard.** This document contains the rate specific performance requirements members must complete to be eligible for advancement. RPQ Standards are located on the ERATS Portal Site at https://cg.portal.uscg.mil/communities/erats/SitePages/Home.aspx

The ERATS Portal Site is the only authorized storage repository for the RPQ standards, and members shall only use booklets obtained from that site.

1.1. **Section I. Record of Changes.** Changes to the RPQ's performance, condition, standard, steps, and references. Changes listed in this part are effective for advancement purposes by the date indicated. Members are responsible for these changes and must amend their current RPQ Standard by downloading the pages and inserting them into their current package or downloading a new RPQ Standard. Changes are announced twice a year in the ERATS semiannual ALCOAST in January and July.

1.2. **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.

1.3. **Section III. Rating Performance Qualification Index.**

1.3.1. **PDC Training Code "1" - Train to memory**
PDC Directions - The PDC shall demonstrate proper performance of the RPQ, and then provide enough opportunities for the member to practice the RPQ, under instruction, until they can perform it correctly **without** assistance, prompting or the use of any job or memory aids.

1.3.2. **PDC Training Code "2" - Job Aid with Extensive Training**
PDC Directions - The PDC shall demonstrate proper performance of the RPQ using the job aid, and then provide enough opportunities for the member to practice the RPQ using the job aid under instruction, until they can perform it correctly and unassisted while using the job aid.

1.3.3. **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 RPQ. The PDC shall then provide enough opportunities to practice the RPQ, under instruction, until they can perform it correctly and unassisted, while using job or memory aids.

Trainee, Professional Development Coach (PDC) and Reviewer Guide

1.3.4. 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 RPQ under instruction until he/she can perform it correctly and unassisted while using job aids.

1.4. Section IV. Performance Support Worksheets. The performance support worksheets contain the RPQ and its components. Each RPQ has the following elements:

1.4.1. 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.

1.4.2. Condition: A condition statement that explains what tools, environment, and circumstances the task must be performed under (stated as real or simulated conditions).

1.4.3. Standard: The 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.

1.4.4. 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.

1.4.5. 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 RPQ.

1.4.6. 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 RPQ's, best practices, common errors, etc. Information in the Supplemental Guidance provides the performer and coach with information to assist in task completion.

1.5. Section V. Task Completion Page: This page is used by the PDC and the RPQ Reviewer to temporarily record completion and certification of the RPQ Standard before entry into DA or the applicable training management system. Upon entry into DA or the appropriate training management system, this document <u>shall</u> be returned to the trainee for retention in their personal records.

1.6. Section VI. Master Reference List (MRL): The MRL is the authoritative list of references for each rating. Every reference required to complete an RPQ 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

1.7. Section VII. Rating Glossary: The rating glossary provides standard definitions for all verbs used in the RPQ and corresponding enabling objectives. Many of the verbs used here are specific to your rating and must not be used as a reference for other ratings.

Trainee, Professional Development Coach (PDC) and Reviewer Guide

2. **Trainee's path to advancement.**

   2.1. **Assignment of the Professional Development Coach (PDC):** The Commanding Officer/Officer in Charge (CO/OIC) will assign the PDC. The PDC shall be one paygrade senior and in the same rating as the trainee. The RPQ 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 <u>ultimately</u> the trainee's responsibility.

   2.2. **Review the RPQ Standard with your PDC:** Schedule a time to review the entire RPQ Standard with the PDC and discuss a plan for completing the training. When examining the RPQ Standard, refer to Section III to obtain 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.

   2.3. **Complete tasks contained in the RPQ Standard under the supervision of your PDC:** When performing a task for sign-off, the trainee must perform to the RPQ 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 RPQ.

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 RPQ. Completed tasks are recorded in DA or the applicable training management system, and certified by the CO/OIC or the RPQ Reviewer.

   2.4. **Obtain 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 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.

Trainee, Professional Development Coach (PDC) and Reviewer Guide

2.5. Earn and maintain your recommendation for advancement: Chapter 5, Section G 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.

2.6. 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.

2.7. Take the Servicewide Examination (SWE). The SWE is a norm-referenced test used to rank order eligible members by rating and grade for advancement. The SWE is offered to all eligible Active Duty members in May, and eligible Active Duty members testing for advancement to E-5 and E-6 in May and November. The SWE is offered to eligible Reserve members for all grades in October. Test questions can only be derived from references listed in the RPQ and EPQ Standards.

2.8. Notes on Advancements: 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.

3. **Professional Development Coach (PDC) Instructions.**

   3.1. 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 RPQs in a group environment.

Trainee, Professional Development Coach (PDC) and Reviewer Guide

3.2. A PDC should be 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.

3.3. Assignment of PDC. The PDC role is critical to the ERATS process. By signing off an RPQ, 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 V of the RPQ Standard. It is highly recommended that commands develop a list of unit approved PDCs.

3.4. 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 Standard with the trainee noting opportunities for performance is the preferred method to begin establishing the coaching and development of a training plan/schedule.

3.5. The RPQ 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 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). The PDC should evaluate completion against the RPQ 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 RPQs and authorize entry into DA by the unit's Personnel and Administration (P&A) entity.

Trainee, Professional Development Coach (PDC) and Reviewer Guide

4. **CO/OIC/RPQ Reviewer Instructions.**

   4.1. **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 Standard is complete and accurate. Consistent communication/consultation between the RPQ Reviewer and PDC is strongly encouraged and recommended.

   4.2. **Delegation of Authority.** CO/OICs are designated as the RPQ Reviewer for their unit. CO/OICs may delegate the authority to certify completion of RPQs 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 RPQs 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.

   4.3. **Deferral of RPQ.** Only COs/OICs (Personnel designated as Commanding Officer's of Enlisted Personnel) may defer tasks when the necessary resources, excluding time, to complete the tasks are unavailable. Deferring an RPQ for the sole purpose of meeting the SWE terminal eligibility date is not authorized. RPQ deferrals expire upon a members 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.

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

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

Reply to
Attn of:

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