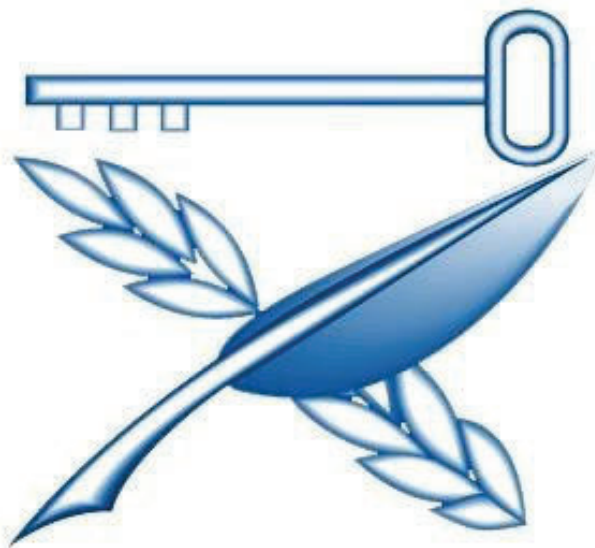




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**Rating Performance Qualification (RPQ) Standard**  
**Culinary Specialist Chief Petty Officer**  
**CG-RPQ-CSC (MAY/2021)**  
**Last Revision: NOV 2020**



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**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

Program Manager (s): Mr. Chad Adams

Chief Rating Knowledge Manager: MSTCM Anthony Matulonis

Training Manager: LCDR Ryan Beck

Performance Systems Branch: LT Dana Prefer

## Section I: Record of Changes

[illegible]



### Section III: Rating Performance Qualifications Index

[illegible]

## **Part IV: Performance Support Worksheets**

**Rate: CSC**

**7.1 Safety and Sanitation**

**Rating Performance Qualification (RPQ) 7.1.1**

**Performance:** CONDUCT unit CGDF sanitation training for CS personnel.

**Condition:** At the regularly scheduled training time.

**Standard:** Complete with 100% accuracy.

**PDC Training Code: 2**

<b>Number</b>	<b>Steps</b>	<b>Relevant Text</b>	<b>Reference</b>
.1	<b>IDENTIFY</b> sanitation training topic.		(b)
.2	<b>PRESENT</b> sanitation training related to unit CGDF operation.		(b)
.3	<b>REQUEST</b> questions and feedback from personnel.		(b)
.4	<b>REQUEST</b> training officer enter into training management tool.		(b)

**Professional Development Coach signature of completion.**\_\_\_\_\_ **Date**\_\_\_\_\_

**Supplementary Guidance**

Crosswalk: NO

## **Part IV: Performance Support Worksheets**

**Rate: CSC**

**7.4 Procurement**

**Rating Performance Qualification (RPQ) 7.4.1**

**Performance:**    **PROCURE** food items from Defense Logistics Troop Support.

**Condition:**        Given unit subsistence requirements and approved procurement requests.

**Standard:**        Complete with 100% accuracy.

**PDC Training Code: 2**

<b>Number</b>	<b>Steps</b>	<b>Relevant Text</b>	<b>Reference</b>
.1	<b>PERFORM</b> purchase.		(f)
.2	<b>VERIFY</b> pending receipts.		(c),(f)
.3	<b>SUBMIT</b> documents and date for the settlement of accounts.		(f)

**Professional Development Coach signature of completion.**\_\_\_\_\_ **Date**\_\_\_\_\_

### **Supplementary Guidance**

Crosswalk: YES, CG-RPQ-CSC (NOV/2017)

## **Part IV: Performance Support Worksheets**

**Rate: CSC**

**7.5 Administration and Inventory**

**Rating Performance Qualification (RPQ) 7.5.1**

**Performance:** **PREPARE** document of Extraordinary Operating Conditions (EOC) request.

**Condition:** Given an approved request

**Standard:** Complete with 100% accuracy.

**PDC Training Code: 2**

<b>Number</b>	<b>Steps</b>	<b>Relevant Text</b>	<b>Reference</b>
.1	<b>REVIEW</b> food costs for cycle menu replenishment.		(1)
.2	<b>CALCULATE</b> food costs for cycle menu replenishment.		(1)
.3	<b>PREPARE</b> EOC request documents.		(1)
.4	<b>REQUEST</b> EOC allowances.		(1)
.5	<b>DOCUMENT</b> EOC allowances if granted.		(1)

**Professional Development Coach signature of completion.**\_\_\_\_\_ **Date**\_\_\_\_\_

**Supplementary Guidance**

Crosswalk: NO

## **Part IV: Performance Support Worksheets**

**Rate: CSC**

**7.5 Administration and Inventory**

**Rating Performance Qualification (RPQ) 7.5.2**

**Performance:** **PREPARE** for an Annual Inventory Verification and Cash Audit for a Perpetual Inventory CGDF.

**Condition:** When required annually or at CO/OINC discretion.

**Standard:** Complete with 100% accuracy.

**PDC Training Code: 2**

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

**Professional Development Coach signature of completion.**\_\_\_\_\_ **Date**\_\_\_\_\_

### **Supplementary Guidance**

Crosswalk: NO

## **Part IV: Performance Support Worksheets**

**Rate: CSC**

**7.5 Administration and Inventory**

**Rating Performance Qualification (RPQ) 7.5.3**

**Performance:** **PREPARE** invoice/shipping document, Requisition and Invoice/Shipping Document (DD-1149).

**Condition:** Given and approved request.

**Standard:** Complete with 100% accuracy.

**PDC Training Code: 2**

<b>Number</b>	<b>Steps</b>	<b>Relevant Text</b>	<b>Reference</b>
.1	<b>DOCUMENT</b> reimbursable issues or transferable property.		(c),(l)
.2	<b>CALCULATE</b> invoice total.		(c),(l)
.3	<b>FURNISH</b> two copies to purchaser.		(c),(l)
.4	<b>RETAIN</b> received copy in unit files.		(c),(l)

**Professional Development Coach signature of completion.** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supplementary Guidance**

Crosswalk: NO

## Part IV: Performance Support Worksheets

**Rate: CSC**

**7.5 Administration and Inventory**

**Rating Performance Qualification (RPQ) 7.5.4**

**Performance:** CONDUCT an Annual Inventory Verification and Cash Audit for a Purchases VS Allowances CGDF

**Condition:** When required annually and at CO/OINC discretion.

**Standard:** Complete with 100% accuracy.

**PDC Training Code: 2**

Number	Steps	Relevant Text	Reference
.1	RECEIVE designation as Inventory Verification and Cash Auditor.		(c),(l)
.2	COMPLETE physical inventory.		(c),(l)
.3	CONFIRM unit prices and total value.		(c),(l)
.4	TEST accuracy of internal control records if applicable.		(c),(l)
.5	ENSURE payment to vendors is up-to-date.		(c),(l)
.6	AUDIT change making fund.		(c),(l)
.7	ENSURE security of funds collected from meal and stores sales.		(c),(l)
.8	COMPLETE memorandum of audit to unit command		(c),(l)

**Professional Development Coach signature of completion.** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supplementary Guidance**

Crosswalk: NO

## 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

[illegible]

## Section VII: Rating Glossary

<b>Verb:</b>	<b>Definition:</b>
<b>APPLY</b>	To use practically
<b>ASSEMBLE</b>	To gather together
<b>CARVE</b>	To cut cooked meat for serving.
<b>CLEAN</b>	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.
<b>COMMUNICATE</b>	To convey knowledge of or information about: make known.
<b>CONDUCT</b>	To direct or control, lead or guide.
<b>CONVERT</b>	To obtain an equivalent value for in an exchange or calculation, as units of measurement.
<b>CREATE</b>	To make or cause to happen.
<b>CUT</b>	To penetrate or divide something, as with a sharp-edged instrument.
<b>DETERMINE</b>	To settle or decide by choice of alternatives or possibilities.
<b>DICE</b>	To cut into small cubes.
<b>DISCONNECT</b>	To remove an appliance's electric cord from an electric socket.
<b>DISCUSS</b>	To talk over; especially to explore solutions.
<b>DRY</b>	To make free from moisture.
<b>EMPLOY</b>	To make use of (an instrument, means, etc.); use; apply.
<b>ENSURE</b>	To secure or guarantee; to make sure or certain.
<b>FURNISH</b>	To supply or give something to someone or something.
<b>GATHER</b>	To bring together into one group, collection, or place.
<b>ICE</b>	To apply one of the six basic types of icing to smoothly and evenly cover the exposed
<b>IMPLEMENT</b>	To put into effect, unit level policy containing plan.
<b>INSPECT</b>	To look carefully at or over; view closely and critically.
<b>LABEL</b>	To mark with the date and time of preparation and a discard date.
<b>MAINTAIN</b>	To preserve, fix, or keep in good repair.
<b>MODIFY</b>	To make minor changes in/to.
<b>PERFORM</b>	To carry out an action or pattern of behavior.
<b>PLACE</b>	Put in proper position or location.
<b>PREPARE</b>	To put together; to combine elements and produce a product; to make things ready.
<b>RECONNECT</b>	To put an appliance's electric cord back into an electric socket.
<b>REMOVE</b>	To take away or displace.
<b>RINSE</b>	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.
<b>SANITIZE</b>	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.
<b>SECURE</b>	To make safe; to fix tightly; to make immobile

## Section VII: Rating Glossary

[illegible]

## 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 shall 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 ultimately 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

Reply to

Attn of:

To: FI. 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