Advancement correspondence course changes

E-PME will replace all MRN

Greg Stump, LCDR
Office of Leadership & Diversity

Buckle your seat belts, stow your tray table, and bring your seat back to its full and upright position – we are getting ready to roll out the Enlisted Professional Military Education program.

E-PME will replace all MRN courses and associated end-of-course tests, which were deemed obsolete in August 2001.

Three problems plagued the MRN system. First, the requirements quickly became outdated, and there was no mechanism to make timely updates for even the most basic changes.

Second, MRN qualifications were limited in their ability to meet all the training and educational needs of Coast Guard personnel throughout their careers.

Third, the MRN system required members to sort through dozens of hard-to-find references to study for EOCTs and the Servicewide Exam. Unlike the old MRN, the E-PME Study Guide contains all of the information you need to prepare for either test!

Please see **E-PME**, Page 10

PQGs: A "new-fangled" way to learn Coast Guard job specialties

ETCM David B. Robinson
Office of Workforce Performance,
Training & Development

If you're like me you may have invested in some self-help mechanics guides to help defray costs of auto or home repairs. Depending on which guide you used, there is a difference in quality.

I have often thought why can't they do something like this for my job.

Well now its here … the Performance Qualification Guide (PQG). Like the published guides used to take you step by step through a repair sequence, the PQGs are action-based procedure manuals and the subject matter is your rating, instead of your toaster or pick-up truck.

The new rating correspondence courses called PQGs are self-paced learning tools based on Enlisted Performance Qualifications (EPQs). PQGs have been developed to provide a realistic learning tool for apprentice-journeyman-master instruction; structure for on-the-job training experiences to guide the development process of our workforce for advancement opportunities and performance improvement.

PQGs are the end product of many studies and processes. The process to develop PQGs starts with an Occupational Analysis, which is conducted via surveys and other data collecting methods for capturing the present "world of work" for a specific rating.

Data collected from an OA is an input to a rating review and new (or revised) EPQs are an output of the rating review. A rating review is conducted by an expert panel/team of advisers and exemplar performers from within the rate chosen by the Rating Force Master Chief (RFMC). The new (or revised) EPQs provide the guide from which to develop school curriculum and rating courses, end-of-course tests and Servicewide exam questions.

Those EPQs at the E-4 level are inputs to "A" school course development and the E-5 and E-6 EPQs are inputs to the PQG and exam development process. A rating review is generally conducted every three years for technical ratings and every four years for others. In other words, continuous review and update cycles provide opportunities for improvement to job specific learning processes, especially through the use of EPQs and PQGs, which are the foundation of a technically proficient workforce.

The PQG format employs a more interactive approach to learning than the old correspondence course system it replaces; it system-

Please see **PQG**, Page 4

From the commanding officer...

By LCDR Todd Campbell
Coast Guard Institute Commanding Officer

This edition of Campus News starts off the new calendar year jammed packed full of important information. Much of it concerns various forms of testing which impact much of the Coast Guard (particularly enlisted members), so I encourage you to check it all out. The Institute is a happening place right now and this column really can't capture all of it (thank goodness for websites - huh!), but I will certainly attempt to put a dent in some of it.

The SOCCOAST Afloat Program is fully underway, complete with five different colleges to choose from (Coastline Community College, Florida Community College at Jacksonville, Excelsior College, Governors State College and Fort Hays State University). Each college provides notebook computer, but requires that you have five or more students on board enrolled in courses to be eligible. If you can't meet the college eligibility requirements, you can still get notebook access from your shipboard Education Services Officer (ESO) via the Institute (assuming your unit has already made the request for one). All courses for this program are fully accredited, self-contained on CD-ROM and are specifically designed for those who are in an independent study type environment. The notebook computers units are receiving from the Institute are state of the art and are more than sufficient to allow each student to get through any of the five colleges CD-ROM based courses.

Two issues have surfaced regarding these notebook computers that I would like to address just briefly; first, please do not attempt to hook these up to the internet or the Coast Guard Data Network (CGDN+) in any way, shape, or form – this is not authorized and is not necessary for the completion of the CD-ROM based courses taken as part of this program. Secondly, it appears that some commands either don't know about this program or if they do know about it they may not fully understand it. I point this out because of the fact that some units have indicated to us that they really do not need them or really don't want them due to time constraints associated

> **...paper based versions of the general examinations are all but gone now and will be replaced with new paper versions of General CLEP tests starting in April 2004 ... pay close attention to our website for updates on CLEP testing and what is evolving in this area for the future.**

with current OPTEMPO. Certainly the cutter fleet is where the action is in the Coast Guard and OPTEMPO appears to have never been higher, but I would still encourage each afloat command to consider this opportunity for the few who might use the spare time to pursue an education? I personally have taken similar courses when I was pursuing my bachelor degree and spoke to several U.S. Army personnel who were in my same degree program and discovered that many of them completed their degrees while in the midst of the first Gulf War. I was certainly surprised to hear about that, it reassured me that if there is will and a way, people find a way to get it done.

CLEP testing. (Also see CLEP testing article on Page 7). This issue is ever changing and dynamic. As you may or may not know, the old paper based versions of the general examinations are all but gone now and will be replaced with the new paper versions of General CLEP tests starting in April 2004. I would ask that you pay close attention to our website for updates on CLEP testing and what is evolving in this area for the future. I am confident in the next few years that DANTES will make web-based CLEP testing available, this capability will be a great solution for all our members. If you need to take something other than a general CLEP test, you will need to seek out a National Testing Center in your local community (usually found at colleges and universities located in your local community).

Each edition of the Campus News features one to two SOC-COAST-affiliated colleges or universities.

This edition also details one method of earning credit toward a college degree – Brown Bag University.

This dedicated network of colleges and universities will help expedite the college degree process by providing guaranteed transferability of courses. These institutions work together to make it possible for personnel to begin a degree with one institution and complete it with courses taken

at other institutions as personnel relocate during their Coast Guard careers. Enrolling in a SOCCOAST college provides a number of benefits:
● A "home college" that evaluates prior learning experiences (i.e., Coast Guard schools, rates and ratings, and national tests)
● A clear degree plan known as a student agreement stating the college's graduation

requirements and
● *Guaranteed transfer of courses among SOCCOAST institutions. Personnel will not have to start over with a different college, evaluation and set of degree requirements every time they relocate — all of their credit is transferred back to the home college, which grants the degree when the requirements listed in the student agreement have been completed. Many Coasties have been to five (or more) institutions and still do not have a degree. SOCCOAST is designed to prevent this scenario.*

Coastline Community College

Your partner in education

Coastline Community College has one of the most readily achievable associate degrees available. The college accepts up to 40 semester hours for ACE Guide recommended credit.

Programs:
■ Coastline has an Ashore Program (that is Internet based)
■ Afloat Program courses for cutter (that is CD, non-internet based)

Degree
Your choice of AA in General Studies or 19 Rating related AA degrees:
● Applied Marine Engineering
● Aviation Technology
● Business & Administration
● Computer Systems
● Construction Technology
● Criminal Justice

● Electrical Mechanical Technology
● Electronic Technology
● Food Service Management
● Health Science Technology
● Management
● Media/Communications
● Ocean Systems Technology

Degree requirements: 18 semester hours general education + 18 sh in the major (rating) + 24 sh of free electives allows for generous credit for military experience.

Coastline College will provide an informal evaluation for your Coast Guard members upon request. With no obligation, for an unofficial evaluation of their Coast Guard military transcript and any other college transcripts just have to fax (714) 241-6324 or e-mail it to rboyle@cccd.edu and we will do the evaluation and contact them with the results (be sure they

Eastern offers MS in educational technology

As the digital revolution enters the 21st century, the effects of technology will continue to transform society. By the time today's elementary school-children graduate from high school, a world without computers will be a fading memory.

Computer technology has now become a tool for everyone, and the skills needed to fully utilize computers are in high demand. To meet this ever-growing demand,

the Education Department at Eastern Connecticut State University is proud to announce a new master of science in educational technology degree.

Graduates of the MS in Ed Tech program will be able to incorporate the latest technologies in the classroom, not only to educate students in PK - 12 in technology, but to enhance the learning experience. Right now, students in the primary grades are able to communicate

with classrooms around the world. As time goes on, this will become easier and more accessible to schools worldwide.

Today's technology helps students understand complex concepts by using visual depictions. Computers allow students to learn at their own pace. Instructors who know how to fully utilize the latest developments of the digital revolution will have an advantage when

atically links on-the-job learning to supervisor/mentor involvement through a semi-formal process. Enrollees study under the direction of their Professional Development Supervisor (PDS) to complete each task that directly relates to the EPQ they are trying to satisfy to be eligible to compete in the SWE for advancement. A monthly tracking sheet (MTS) is supplied in many PQGs to assist the PDS and student with recording of progress. In some instances Supervisory Guidelines (SupGuides) or reference notes are provided as clarification statements to further define the intention and pre-requisites of a job task enabling it to be performed correctly and safely.

The advantages of using the PQG format over other course writing methods are:
■ PQGs teach students how to do their job, not about their job.
■ PQGs focus on performance ability and outcomes vice knowledge accumulation.
■ PQGs require command-level involvement and accountability that each EPQ task is learned and accomplished through assignment of a PDS acting as a mentor.
■ PQG instructional course material provides job-specific procedural guidelines to ensure that all EPQs can be performed satisfactorily and safely.
■ PQGs incorporate Job/Task Aids wherever appropriate.
■ PQGs include an EOCT to measure key knowledge, skills and abilities, and supervisor-observed performance tests for each EPQ.

The growing demands of Coast Guard missions and the consolidation of several ratings through the JRR workforce shaping initiative has enhanced the requirement for an increase in broad-based knowledge, skills and abilities (KSA) of our workforce. Psychology of learning experts agree and current industry trends indicate that performance training using mentorship practices is the best method of KSA growth. That is why the USCG is now using this method of training.

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including technology in their classrooms.

By the completion of the MS in Ed Tech program, graduates will have a complete understanding of how to facilitate the use of computers in the classroom. The degree can be earned by taking on-campus courses, online courses or a combination of both. The OnlineCSU program allows students around the world to complete the degree requirements from the comfort of their own home.

The professionals of tomorrow will need to have a strong technology education foundation to be capable of integrating the most up-to-date innovations.

"The MS in Ed Tech program creates an online and/or on campus forum for reflective discussions on the applications of leading-edge technologies and practices," said Dr. David Stoloff, chair of the education department who worked on developing the program. "We hope to enhance learning and teaching in educational settings in our nation's schools and communities."

For more information, please visit Eastern's education department website at www.easternct.edu/depts/edu/edtech.html or contact the Education Department at (860) 465-4530.

Eastern Connecticut State University is part of the Connecticut State University (CSU) system and is the state's public liberal arts university. ECSU serves more than 5,000 students each year on its Willimantic campus.

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include their phone number). They will be surprised how close they are to an AA degree with Coastline. They can get an official SOCCOAST evaluation upon enrolling in a Coastline course.

More than 400 military students have graduated from Coastline in the last year alone. Many of our graduates have also earned their baccalaureate degree from 4-year institutions with which we have 2+2 articulation agreements.

Our graduates, even from the rating-related degrees, are guaranteed entry at the junior level in several four-year institutions. At http://mil.ccc.cccd.edu select "Alternative Pathways to your Bachelor's Degree." These clear, preferred pathways through the Coastline AA and on through the choice of several bachelor's programs provides an opportunity that is unsurpassed: An AA degree, two-thirds of which can be satisfied through military experience, which guarantees 100 percent transfer into a choice of several BS options.

These are some reasons why sailors might select Coastline:
■ The convenience of self-paced distance learning courses
■ Up to 40 semester hours credit for Military Experience (2/3 of degree)
■ Accelerated terms: 8-week Distance Learning Web-based courses; 5 sessions per year
■ Coastline's AA will transfer 100% into several partner bachelor degree colleges and universities
■ Up-front unofficial Coast Guard Military Transcript evaluation: Fax your transcript to 714-241-6324 for immediate feedback and answers
■ Military counselors that understand the Coast Guard and your special needs
■ A new dual major option is available

CG Foundation grant can eliminate education expenses

More than $1/2 million awarded since 1999

by YN2 John Mullins
Foundation grant administrator

The Coast Guard Foundation education grant program is an education financial grant program funded by the Coast Guard Foundation for Coast Guard enlisted members pursuing higher education.

The grant reimburses members E-3 through E-9 who incur costs not covered by tuition assistance. These may include tuition, application fees, student ID card fees, activity fees, technology fees, enrollment fees, credit transfer fees, library fees, parking fees, testing fees, evaluation fees, graduation fees, textbooks and other college fees charged to the member that have not been covered by other education cost-deferment resources, including Coast Guard Mutual Assistance Supplemental Education Grant, Pell Grants, MGIB/VEAP or other government education funding programs.

The grant was created in 1999 and was administered by the Institute, although managed by the Coast Guard Finance Center. In 2002, the Institute assumed responsibility for administration and management of the grant program.

In 1999, the grant had a budget of $50,000 and awarded $44,621.00 to 202 applicants. Since then, the program has expanded well beyond what the Foundation had originally envisioned. To date, the foundation grant has awarded $689,471.00 to 3,542 applicants. With over a 50 percent increase in participation between 2002 and 2003, the Foundation grant's budget was increased to $250,000.00 for calendar year 2003.

To be eligible for the grant, an active-duty member again must be E-3 through E-9. Selective reservists must currently be on active duty for a minimum of one year to apply.

To apply, complete a grant application (CGI Form 1560/10a Rev 02/04), which can be accessed from the Institute's web site, www.uscg.mil/hq/cgi/ or you can call for one from myself or ENS Hunley. Receipts must be attached, verifying eligible expenses. The member must sign both the application and expense report. The commanding officer, ESO, or any other supervisor with by direction authority must provide a positive endorsement on behalf of the member.

Once completed, the application package should be either faxed to (405) 954-7249 or mailed to: Commanding Officer (CGFDN), 5900 SW 64th Street, Oklahoma City, OK 73169-6990. No duplicate copies are needed.

USCG FOUNDATION EDUCATION GRANT APPLICATION

If you have received a grant check from the Coast Guard Foundation, the Foundation certainly would like to hear from you. Thank-you notes from grant recipients help the Foundation to realize that each dollar provided as part of the grant program is appreciated. Comments also provide the Foundation with information that helps them continue the program and possibly increase the number of donations it receives for the program. The form can be accessed from the Institute's website under Coast Guard Foundation.

If you have any questions regarding the Foundation grant, contact YN2 John Mullins, (405) 954-1028 or ENS Donald Hunley, (405) 954-7240.

University offers discount to Coast Guard students

Phoenix Online cuts tuition
25 percent for members, spouses

The University of Phoenix Online has signed an agreement to provide a 25 percent discount on their tuition to Coast Guard members of the and their spouses. The university also pledged to help Coast Guard officials promote the pursuit of higher education among Coast Guard personnel.

The Coast Guard and University of Phoenix Online signed a Memorandum of Understanding recently that offers a 25 percent tuition discount to all members of the Coast Guard community who enroll in a University of Phoenix on-line degree program. This includes active and reserve members of the Coast Guard, their spouses, and all Department of Defense civilians employed by the Coast Guard.

In addition, University of Phoenix Online has pledged to promote higher education within the Coast Guard ranks by providing information meetings, consultations and literature all at no cost to the unit or the government. These information meetings are conducted by a special military liaison to explain the unique educational opportunities available to military personnel. The meetings are held at the Coast Guard base or unit site at the request of the Coast Guard.

This Memorandum of Agreement continues and expands a long-standing partnership between University of Phoenix Online and the U.S. Armed Forces in an ongoing effort to bring educational opportunities to military members.

University serves military's unique need

In today's more sophisticated military, the need for well-educated personnel who can successfully manage a complex, global organization is increasingly critical. Among other areas, the Armed Forces have a growing demand for college-educated personnel in the areas of management, information technology, computers, health care and human services. Unfortunately, the rigorous demands of the military lifestyle – which include long hours, irregular work schedule, frequent deployments and relocation – can make attending college next to impossible.

Since 1976, University of Phoenix has been serving the educational needs of the U.S. military. Today, University of Phoenix is the largest private accredited university in the U.S., with 140 campuses in North America, and Internet classes offered worldwide.

At University of Phoenix, courses are offered at times that fit the military work schedule. Students can attend class at a nearby campus or on base at night and on weekends, or they can attend classes via the Internet anytime and anywhere. Regardless of the format, students can complete a bachelor's or master's degree in just two to three years – without interrupting their current job responsibilities.

Online degree programs for Coast Guard members

Undergraduate Programs

■ Associate of Arts through Credit Recognition with Professional Focus
■ Associate of Arts in General Studies
■ Bachelor of Science in Business/Accounting
■ Bachelor of Science in Business/Administration
■ Bachelor of Science in Business/E-Business
■ Bachelor of Science in Business/Finance
■ Bachelor of Science in Business/Management
■ Bachelor of Science in Business/Marketing
■ Bachelor of Science in Criminal Justice Administration
■ Bachelor of Science in Information Technology
■ Bachelor of Science/Health Care Services
■ Bachelor of Science/Human Services Management
■ Bachelor of Science in Management
■ Bachelor of Science in Nursing

Graduate Degree Programs

■ Master of Arts in Education/Administration & Supervision
■ Master of Arts in Education/Adult Education and Distance Learning
■ Master of Arts in Education/Curriculum & Instruction
■ Master of Arts in Education/Curriculum & Technology
■ Master of Arts in Education/Early Childhood Education
■ Master of Arts in Education/Elementary Teacher Education
■ Master of Arts in Education/Secondary Teacher Education
■ Master of Arts in Education/Special Education
■ Master of Arts in Organizational Management
■ Master of Business Administration (MBA)
■ Master of Business Administration/Accounting
■ Master of Business Administration/E-Business
■ Master of Business Administration/Global Management
■ Master of Business Administration/Health Care Management
■ Master of Business Administration/Human Resources Management
■ Master of Business Administration/Marketing
■ Master of Business Administration/Technology Management
■ Master of Health Administration
■ Master of Science in Computer Information Systems
■ Master of Science in Nursing (RN's only)
■ Master of Science in Nursing/MBA/Health Care Management
■ Doctor of Business Administration
■ Doctor of Education in Educational Leadership
■ Doctor of Health Administration
■ Doctor of Management in Organizational Leadership

Tuition and fees

All prices are per credit hour and reflect the 25 per-

DANTES funds the CLEP eCBT testing program

DANTES began up-front funding of the CLEP eCBT examination fee at National test centers (college and universities) Feb. 16.

DANTES funds the current $50 test fee for eligible military and civilian examinees testing on campus at a national test center. Examinees must pay the non-refundable, advance registration fee charged by a national test center, which ranges from $15 to $25 per test. This fee can be recouped from the Coast Guard Foundation grant by eligible personnel.

Some of the major changes from the old paper-based CLEP examinations are as follows:

YN3 Eric Perez of the Coast Guard Institute takes a computer-based CLEP exam at a local community college.

■ "Rights Only" scoring: only right answers count; no deduction for incorrect responses.
■ Standard ACE cut-score of 50 for all test titles.
■ An instruction tutorial is available on the day of testing and is recommended for first-time eCBT examinees.
■ All tests are now scaled from 20-80.
■ The examination fee is funded for spouses (active and reserve) and civilian employees at on-campus national test centers. However, there is no authorized DANTES-funded CLEP eCBT testing of Coast Guard spouses and civilians at active-duty DOD DANTES Test Centers or at National On-Base Test Centers operating under an MOU with an active duty installation.

Please see your education services officer or DANTES test control officer for copies of the CLEP practice tests.

Description of testing at on-campus national test centers

There are approximately 1,300 national test centers at college campuses. Visit The College Board Web site, www.collegeboard.com/clep to locate the nearest national test center. The listing of colleges is on the left side of the CLEP page. This listing indicates two types of national test centers.
■ "Open" test centers, designated by the letter "O," will test anyone who pays the administration fee. This refers to military and other examinees. Those colleges that are willing to accommodate military examinees are designated as "military friendly" with an American flag next to the institution's name.
■ "Limited" test centers, designated by the letter "L," test only those students enrolled at the institution. Unless they have a "military friendly" symbol next to the institution's name or other arrangements have been made, do not test at these sites.

National test centers have the capacity to administer all 35 CLEP eCBT test titles and provide instant scoring services (except scores for the English composition with essay test).

CLEP eCBT administration

Day of testing requirements:

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cent discount.

Undergraduate Business and Technology	$330
Graduate Business and Technology	$409
MSN & MAED	$322
BSN	$289
DM, EDD, DHA, DBA	$465
AAGS-M/AACR	$250
Application Fee (All but AAGS-M/AACR)	$100
(this fee may be waived during site /unit visits)	
Application Fee for AAGS-M/AACR	$85

Graduation Fee (All but AAGS-M/AACR)	$55
Graduation Fee for AAGS-M/AACR	$45

University of Phoenix point of contact:
Kenneth "KC" Haight, military liaison
University of Phoenix Online
Phone: (602) 387-6865
Fax: (602) 735-3457
E-mail: Kenneth.Haight@phoenix.edu

Brown Bag University

Coast Guard college audio/visual program aids in degree completion

Are you interested in obtaining college credits without stepping foot in a college classroom? If so, this program is for you.

Brown Bag University is an effective Voluntary Education program that helps service members earn college credits. The program combines the ease of the distant education venue along with the classroom setting of a traditional college course. The program is easy to set up and requires little additional work.

The local unit sponsors a course, allowing the members to take the course during their lunch break. The members usually bring their lunch while they review and discuss the course material.

How do you set up a Brown Bag University? The following steps are tips to ensure the unit's success in establishing a sound educational program.

Step 1:

Select a course that interests several people at the unit (for a listing of all courses available, review the listing on the Institute's home page www.uscg.mil/hq/cgi/manuals/sgs/toc.pdf. When deciding on a course, remember that some courses are in greater demand than others, such as the General CLEP courses and that some courses are considerably more difficult than others, such as the Ethics in America course. Plan wisely.

STEP 2:

Order the course by completing College Audio/Visual Order Form, found on the above link. If you write "Brown Bag University" at the top of the form, you will be allowed to retain the videos longer than the allotted time frame.

Step 3:

Order textbooks and study guides. Students may be asked to assume the costs, or the command may elect to purchase the books.

Step 4:

Obtain a copy of the practice test or study guide for the test. The DANTES test control officer or the education services officer should have a set of the practice tests.

Step 5:

Select a facilitator (or someone who has background in the subject being taught) to lead the class. The facilitator can make a big difference in the way the course is viewed.

Step 6:

Schedule a time and location (with TV and VCR). Classroom-style seating or a conference room is fine. An hour to an hour and a half is recommended.

Step 7:

The facilitator should review the first few lessons of the course and the practice test. Facilitators should pay close attention to the practice test to ensure that material covered on the test is addressed in class. The facilitator may wish to purchase the instructor's guide, if it is available.

Step 8:

For the format of the class, we recommend showing the video portion for the first hour and use the remainder of the time with the facilitator leading the class discussion.

Step 9:

Make arrangements for students to take the course examination. About a month before the end of the class, determine who will administer the examination and make arrangements for the DANTES test control officer to order exams form the contractor. If you need help in locating the nearest DANTES test control officer contact, Pat Leftwich, (405) 954-7209, or visit the DANTES web site at www.voled.doded.mil.

EOCT orders begin string of events for test mailing

Several processes must be completed for the Institute to send test materials

by YN3 Michael Britt
U.S. Coast Guard Institute

Most active-duty members aren't aware of the chain of events set in motion when they order an end-of-course test.

While the majority of education service officers understand the importance of test distribution, active-duty members not serving as ESOs may not realize the amount of work that goes into getting the test to them after they order it.

After the tests are ordered by ESOs, the request is processed by the Coast Guard Institute in the Progress Database. This generally takes about a day.

Once the request has been processed, barcode labels are printed; these labels contain all the information for the member taking the test. Mailing labels to send the test also are printed.

Once the label stickers are printed, they are taken to the distribution manager, who resolves problems with the request. After correcting any problems, the distribution manager pulls all the tests that are to be sent out that day and applies the barcode labels to them.

After this, the mailing labels are applied to the envelopes, which are now ready to be mailed.

Once tests are sent, it can take anywhere from a few days to a few weeks before requesting units receive them.

After the test is taken, it should be sent back by the ESO in an envelope stuffed inside an outer envelope. The outer envelope should be clearly marked "TESTING MATERIALS, to be opened by authorized personnel only."

Once the Institute receives the completed test it is then checked to ensure that it is properly filled out, with all fields completed and all bubbles darkened appropriately and completely.

At this point the test is scanned for grading and usually takes about one day to complete the process and be entered into the system.

Distribution is not a long process but it is one that takes a lot of work and patience from both the distribution manager at the Institute and ESOs in the field.

It has long been the policy of the

YN3 Michael Britt packages end-of-course tests for mailing to ESOs throughout the Coast Guard.

Non-Resident Training Department to provide test scores by telephone only to ESOs. Test takers need to be reminded of this policy because of an excessive volume of calls received by the Institute daily. It is imperative that members remain involved with their ESOs throughout the EOCT process and use the ESO as your liaison with the Institute.

Important cautionary notice to education services officers

It is imperative that all ESOs use extreme caution when proctoring exams to their students. An exam compromise weighs heavily on the U. S. Coast Guard and degrades the promotion system.

Safety tips

■ No technology allowed in testing area (i.e., cell phone, camera, PDAs)

■ No text books other than the actual rating course book, if the exam is for an "OPEN BOOK" test.

■ Count for the exam booklet, missing pages and scratch paper for each examinee.

■ ESO review administration instructions associated with exam cover.

■ No test notes or assistance of any kind shall be permit-ted and no copies of the test or answer sheet shall be made. (This particular warning should be posted in the ESO's testing area). The bottom line for ESOs is this: Members enter testing area clean and leave testing are clean

A compromise is the disclosure of classified information to a person who is not authorized access to that information. The unauthorized disclosure may have occurred unknowingly, willfully or through negligence. Compromise is confirmed when conclusive evidence exists that classified information has been disclosed to an unauthorized person.

It is the ESO responsibility to ensure students are aware of repercussions associated with compromising of end-of-course test procedures.

On the day of testing, examinees are required to:

● Sign a test log when they arrive and depart the test center.

● Present valid identification to the national test center

Acceptable forms of identification:

Service members: Current Armed Forces of the United States "Common Access Card" and one other picture ID with signature (typically a driver's license).

Eligible civil service personnel: Current "Common Access Card" or other federal civil service identification

Because the currently issued "Common Access Card" does not contain a signature of the prospective examinee, national test centers require a second form of identification

Eligible spouses: Current U.S. Uniformed Services ID Card.

Registration process:

To automatically charge the test fee to DANTES, eligible examinees must complete the following steps during the registration process:

● Agree to the terms of the "Privacy Notice" in the DANTES-funded registration section, and

● Complete all required registration screens.

The non-refundable advance registration fee is not funded by DANTES for on-campus testing.

Examinees are responsible for scheduling testing. Visit The College Board Web site at www.collegeboard.com/clep or complete information on the CLEP program. CLEP eCBT testing: paper-based

In April 2004 CLEP is introducing, at DANTES test centers only, a limited number(14 titles) of CLEP General and Subject paper-based examinations developed from the same questions used in the CLEP eCBT examination. The following is a list of those exams.

CLEP General

● English composition
● Social sciences and history
● Natural sciences
● Humanities
● College mathematics

CLEP subject

● Analyzing and Interpreting literature
● College algebra
● Freshman college composition
● History of U.S. I
● History of U.S. II
● Information Systems and computer applications
● Introductory psychology
● Introductory sociology
● Principles of management

Both the CLEP General and Subject exams are scaled from 20-80. The ACE recommended passing score for all exams is 50, although some schools may require a different score to award credit. Only right answers count, and there is no deduction for incorrect responses.

Spouses of (active and reserve) and civilian employees are eligible to take these exams only at Coast Guard DANTES Test Centers.

E-PME will impact every enlisted member in the Coast Guard, as well as members and employees who supervise members of the enlisted workforce. Similar to the defunct MRN system, E-PME will be an integral part of the advancement process for enlisted members.

E-PME will include the same three components as the MRN system:

■ Performance requirements (including sign-off sheets)

■ EOCTs

■ Study guide designed to aid members in preparing for EOCTs and SWEs.

Unlike the MRN system, the E-PME study guide will be available in three formats:

■ Internet

■ CD-ROM

■ Paper-based

E-PME topics include leadership, management, administration, Coast Guard history, enlisted heritage, organizational structure and management, personal and professional development, training, education, etc. Unlike traditional Coast Guard training, E-PME will include performance-based as well as knowledge-based requirements to assist members to develop into high performers.

The E-PME project will be completed by September 2004. Once it is approved, a six-month familiarization period will allow members and employees to become accustomed to the system. The May 2005 SWE will be the first to incorporate questions based on E-PME requirements.

A website has been created to update members and employees on the status of the E-PME project and to provide details about the system. To access the website go to: www.uscg.mil/leadership and click Status of Enlisted Professional Military Education (E-PME) Project.

Automated Degree Planning. This automated degree-planning tool has been a real success for the Institute. If all goes well we hope to have the web-enabled version of it up and running soon. Since the advent of Automated Degree Planning, our degree plan database has exploded to well over 1200 degree plans, up from just 77 over a year ago. This program coupled with SOCCOAST has proved a real powerful asset for students eager to complete their college degree without wasting time and money taking unnecessary classes. If you have not yet applied to us to have an assessment of your military experience, work history (life experience), various college course work (if any) and training - don't wait another day to get this done. Our team of Voluntary Education professionals using our Automated Degree Planning program can definitely help find the right degree plan for you and help your dream of having a college degree come true.

Smart Tuition Assistance Form. Tuition Assistance is our fastest growing business line at the Institute. Our projections already show another record year of participation in the making. All of this increased business is great, but it does strain my TA staff's ability to maintain a manageable workload and thus provide a timely turn around on authorizations that most people have come to expect. Therefore, I have tasked the IT department and specifically Mr. Donovan to help come up with innovative ways to reduce processing time on the staff by maximizing our existing technology and databases. He has answered the call by skillfully creating a web-based TA smart form. This smart form makes applying for Tuition Assistance easier for students and reduces processing errors for my TA staff, which allows us to maintain our average turn around time of 48 hours on authorizations.

My last area of mention centers on the Non-Resident Training department and our Resource Support Section. I am very pleased with the large number of End-of-Course-Test Library units that have been established around the Coast Guard. Having these high volume testing units apply for this capability makes processing of these important exams a win-win for all of us. If your unit gives a large number of End-of-Course-Tests, you may want to seriously consider becoming a Library unit, if this is the case please do not hesitate contacting our Non-Resident Training Department at (405) 954-7236 or 7259.

Many new Non-Resident courses are coming out this year and as we receive them in for printing and distribution, it is our mission to ensure they are made available for ordering as soon as possible. Many commands call in to complain that their members have not yet received their course material, which was ordered sometimes as much as two months prior. This scenario does happen and can occur because of the mailing requirements, which we must adhere to with respect to the mailing of bulk course material. I have pursued a waiver of this requirement, so we can ship initial rating based course material using more expeditious methods, but as of this writing, I have not received authorization to do so. In the meantime, if you order a course from the Institute I would ask that you ensure that the address provided for shipping is accurate for at least the next 90 days. Bulk mailing is not traceable and during certain times of the year it can be very slow. Until another cost effective mailing method can be found - the paper version of the course material may take some time to make it to individual member ordering it.

2004 ESO Symposium. This year's event will be in Oklahoma City from 16-19 August; we will have an ALCOAST coming out on this very soon. Upon release of the ALCOAST all ESOs should register as soon as possible. We are fortunate in that this year's event will most likely be in downtown Oklahoma City and right next to the famous Bricktown. This will be our first event in OKC since 2002 and I expect it will be well attended.

Several personnel changes have occurred at the Institute since last edition, here is a brief update. YN3 Robert Donovan of the IT Department departed on terminal leave early in February 2004, but thankfully has reported back to work as our newest civilian employee and is officially one of our IT Programmers. I am certainly thrilled to have Bobby Donovan back at the Institute, he is a very talented computer programmer and I look forward to him continuing his superb IT work that he began as a Petty Officer. After nearly six years of faithful service to the Institute, Petty Officer Luis Hernandez will be departing the Coast Guard in June to pursue outside interests here in the Oklahoma City area, I am hopeful we will continue to see him serving the Institute in a reserve capacity. Petty Officer Hernandez's contributions to the Non-Resident Training Department have been impressive, he played a big role in helping create what we now know as the automated CGI-2800 form, which is used to score End-of-Course-Tests. We will also be losing Petty Officer John Kelly, one of our two Storekeepers. Petty Officer Kelly moves onto Loran Station Attu, Alaska (a demanding isolated duty station). His hard work in our supply section helped renovate Institute facilities, which aided in managing our growth, he will be a great asset for Attu. I have one last, but very important announcement regarding personnel - the detailer has finally announced the Institute's new Commanding Officer; it will be LCDR Theresa Tierney from G-CPA. She will be taking over sometime late this summer with the actual change of command date still in negotiation. I would like to congratulate LCDR Tierney on being selected to lead what I believe without a doubt is the best O4 command in the Coast Guard!

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