ESF Editing Using Proper Citations

Jason Mansfield[1]

[1]Affiliation not available

January 28, 2019

1 Gathering materials for research

Drafting new ESF's at CGCYBER NOSC EOC can be extremely difficult due to the massive amount of content expected for each form. It is unlikely you will serve at another U.S. Coast Guard unit so strict with evaluation requirements. However, this is also one of the only units where you can draft your own seven if you have the material to back it up.

2 Directives

The majority of material you will likely ever need may be searched for and obtained with CGPORTAL located on the U.S. Coast Guard Directives page here: Directives. Access to directives without using PKI you may use the DCMS page here: Commandant Instruction Manuals. Additionally, for an understanding of U.S. Coast Guard Directives as a whole review the following instruction THE COAST GUARD DIRECTIVES SYSTEM/COMDTINST M5215.6H

3 CG-EPQ-EPME

You may want to consider using references from the latest Enlisted Professional Military Education (EPME) Enlisted Performance Qualification (EPQ). For example let say you want to train the group about EPQ: 5.2.1: APPLY The Risk Management Model. This competency requirment falls under 5.2 Leading Others. On the right hand side of the EPME page you can see a column labled as, "References." Within this column you see hyperlinks to the references which are also listed at the bottom of this document. Left clicking on this hyperlink should launch a new browser page opening the referenced document. In this particular case the document, "RISK MANAGEMENT PROCESS AND OPERATIONAL CONSIDERATIONS." Let's pinpoint a sometime difficult to fulfill bullet using this reference which covers Risk Management.

3.1 Leadership Factor: Influencing Others

A (2) Created General Assessment of Risk (GAR) 2.0 model with group five accessing the dangers of driving into Washington, D.C. during a snowstorm using the USCG Ashore Risk Assessment.

R Group five determined using the GAR 2.0 model it was safe to, "Accept the Mission." provided we could continue to, "Monitor Risk Factors and employ Controls when available. Re-evaluate if conditions or mission change."

I Group five arrived to work in a safe and planned manner allowing the CGCYBER NOSC EOC to continue services for an additional eight hours without incident.

4 Freelance using Instructions

Let's use another example. Many of the worst bullets I have received use emotional statements claiming that a member wearing a pressed uniform or shined boots resulted in junior members being inspired. I have served for over sixteen years and, either I am horrible at shining boots, or people do not generally get inspired by shiny boots. Instead of assuming how people feel about our uniform items lets attack this problematic factor using logic. If you look at your ESF under **MILITARY FACTORS** at **Military Bearing** the **Mark of 6** requirements are as follows:

1. Consistently exceeded standards for uniform and grooming.

2. Inspired similar standards in others.

3. Performance of subordinates, if assigned, was exceptional.

Most likely our best reference for tackling this bullet set will be the latest **UNIFORM REGULATIONS** or COMDTINST M1020.6J. Now you have an entire volume of information to use for cross training with members of your team. I would challenge you to pick a standard and compare yourself and other members to that standard. Additionally, you could perform training on these standards. For example lets say its Movember and you could perform a training based off of COMDTINST M1020.6J, 2.B. Grooming Standards for Moustache policy:

- If worn, a moustache must be neatly groomed.

- For the purpose of uniformity, Ceremonial Honor Guard members, Coast Guard Academy Cadets, Officer Candidates, and Coast Guard Training Center Cape May recruits will be clean-shaven.

- Will not extend below the top of the upper lip or beyond the corners of the mouth.

I realize that nobody likes getting called out for being out of regulations so try and evaluate each other in a professional manner. We all make mistakes. Healthy competition is good for the team so try that approach. We will theoretically say

4.1 Military Factor: Military Bearing

A (2) Provided training to group five covering the current grooming standards outlined in COMDTINST M1020.6J, 2.B.

R Group five identified and resolved two discrepancies.

I Two group members were motivated to meet the current grooming standards.

The above example tells me you did inspire someone without question. Not only did you train each other you used policy to keep each other in check directly. Notice the word motivated is a synonym of inspired. You should be capable of taking this training and drafting additional bullets in other categories such as **Team Building**, **Accountability and Responsibility** and likely other areas.

5 ENLISTED PERFORMANCE EVALUATION SUPPORT FORM breakdown

OK, let break this down. You have four factor types:

- Military Factors
- Performace Factors
- Professional Qualities

- Leadership Factors

For each of these factors you have **Competencies** which is what is used to evaluate your performance. For example **Military Factors** is the factor, and within this factor is the Competency **Military Bearing**:

- Military Factors
  - Military Bearing

We always push for the **Performance Standard** for **Mark of 6**. For the most part working at CGCYBER **Performance Factors** is by far the easiest Factor for us as it revolves around actions we perform everyday:

- Performance Factors
  - Quality of work
  - Technical Proficiency
  - Initiative

The performance factor **Professional Qualities** is likely the second easiest to complete, followed by **Military Factors**. **Leadership Factors** is by far the most difficult to create bullets for. If you are willing to research the competencies which are more difficult to complete its likely you can find an approach to improve in these areas. The below subsection show some examples of references you might use to do some research. In no way is this an exhaustive list but it should get you started with using your resources.

5.1   Military Factors

- UNIFORM REGULATIONS/COMDTINST M1020.6J
- MARINE CORPS DRILL AND CEREMONIES MANUAL/COMDTINST M5060.11B
- COAST GUARD MILITARY MEDALS AND AWARDS MANUAL/COMDTINST M1650.25E
- American Practical Navigator

5.2   Performace Factors

- MILITARY QUALIFICATIONS AND INSIGNIA/COMDTINST M1200.1
- DoD Approved 8570 Baseline Certifications
- United States Department of Veterans Affairs (VA) GI Bill
- USCG Training Requests
- MWR DIGITAL LIBRARY

5.3   Professional Qualities

- Beaney, Michael, "Analysis", The Stanford Encyclopedia of Philosophy (Summer 2018 Edition), Edward N. Zalta (ed.)
- Hitchcock, David, "Critical Thinking", The Stanford Encyclopedia of Philosophy (Fall 2018 Edition), Edward N. Zalta (ed.)
- Dagger, Richard and Lefkowitz, David, "Political Obligation", The Stanford Encyclopedia of Philosophy (Fall 2014 Edition), Edward N. Zalta (ed.)
- COAST GUARD WEIGHT AND BODY FAT STANDARDS PROGRAM MANUAL/COMDTINST M1020.8H

- COAST GUARD SUBSTANCE ABUSE PREVENTION AND TREATMENT MANUAL/COMDTINST M6320.5

- MILITARY DRUG AND ALCOHOL POLICY/COMDTINST M1000.10A

5.4   Leadership Factors

- Brownstein, Michael, "Implicit Bias", The Stanford Encyclopedia of Philosophy (Spring 2017 Edition), Edward N. Zalta (ed.)

- Nickel, James, "Human Rights", The Stanford Encyclopedia of Philosophy (Spring 2017 Edition), Edward N. Zalta (ed.)

- COAST GUARD CIVIL RIGHTS MANUAL/COMDTINST M5350.4C

- LEADERSHIP DEVELOPMENT FRAMEWORK/COMDTINST M5351.3

- STANDARDS OF ETHICAL CONDUCT/COMDTINST M5370.8B

- MILITARY JUSTICE MANUAL/COMDTINST M5810.1F

- COAST GUARD HUMAN RESEARCH PROTECTION PROGRAM/COMDTINST M6500.1A