



COMDTINST 1306.1C
12 May 2011

COMMANDANT INSTRUCTION 1306.1C

Subj: COMMAND SENIOR ENLISTED LEADER (CSEL) PROGRAM

- Ref: (a) Personnel Manual, COMDTINST M1000.6 (series)
 (b) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
 (c) United States Coast Guard Pay Manual, COMDTINST M7220.29 (series)
 (d) Uniform Regulations, COMDTINST M1020.6 (series)
 (e) Personnel Resources and Reprogramming Manual, COMDTINST M5312.13 (series)

1. PURPOSE. This Instruction outlines procedures for application, screening, selection, assignment, and training, and describes the duties for all Active and Reserve Command Senior Enlisted Leaders. CSEL refers to all Gold Badge Command Master Chiefs (CMC), Rating Force Master Chiefs (RFMC), Silver Badge Command Master and Command Senior Chiefs (CSC), and Collateral Duty Unit Command Chiefs (may be a Master Chief Petty Officer, Senior Chief Petty Officer or Chief Petty Officer).
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. The Command Senior Enlisted Program, COMDTINST 1306.1B is cancelled.
4. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Instruction and have been determined to be not applicable.

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5. DISCUSSION.

- a. The CSEL is the direct representative to his/her Flag or Commanding Officer on all matters pertaining to efficient and effective management of day to day activities in his/her area of responsibility (AOR). CSELs assist and advise in enhancing policy, strategy, and outreach to the workforce, serve as a liaison to the CMC and Chief Petty Officer (CPO) network and manage communications between their Flag or Commanding Officer and senior enlisted leaders throughout their AOR. The CSEL will provide accurate and timely dissemination of information to the workforce, make routine and frequent visits throughout their AOR and provide field level perspective back to their Flag or Commanding Officer. The CSEL will work closely with the office of the MCPOCG on policy development and implementation regarding the workforce.
- b. CSELs are authorized unrestricted contact with the workforce. Personnel may communicate directly with the CSEL; however, appropriate consideration should be given to resolving matters utilizing the chain of command.
- c. The MCPOCG is the program manager. Responsibilities include: ensuring applicants are available to fill projected vacancies, assisting Personnel Service Center (PSC) in screening applicants, advising PSC and applicants throughout the assignment process, and recommending changes to the program. MCPOCG, and MCPO-CGRF for the reserve component, will provide CSELs with guidance and assistance, promote the value and integrity of the program, convene indoctrination training for newly assigned CSELs, recommend CSEL participation on boards, panels and studies, and maintain historical documents of the CSEL program.

6. DEFINITIONS.

- a. Gold Badge Command Master Chiefs. Gold Badges are assigned to Deputy Commandant for Mission Support, Deputy Commandant for Operations, Pacific Area, Atlantic Area, Force Readiness Command, each District, Personnel Service Center, the Coast Guard Academy, Joint Interagency Task Force South and C4IT Service Center, and report directly to their respective commander. Enclosure (1) contains a list of these positions.
- b. Silver Badge Command Master Chiefs or Command Senior Chiefs. Silver Badges are assigned to commands having CMC/CSC positions identified in accordance with the unit Personnel Allowance List (PAL) or Reserve Personnel Allowance List (RPAL). They work outside the chain of command, report directly to and advise/consult with their commander/commanding officer, and are responsible for assisting the command and subordinate commands in maintaining readiness, managing leadership training opportunities, and promoting professional development. Enclosure (2) contains a list of designated positions.
- c. Rating Force Master Chiefs (RFMC). An RFMC is the senior E-9 Subject Matter Expert in his/her respective rating and serves as advocate and advisor for all matters that could impact the health of their rating. Furthermore, RFMCs work across multiple directorates to address issues impacting workforce readiness, training, staffing or career development and form strategies that match the needs of the Service with the needs and capabilities of the workforce. They are responsible for establishing rating specific advancement requirements, including enlisted training

and performance qualifications, and for reviewing change in rating and lateral entry requests. RFMCs maintain communications with their rating through various methods, including periodic field visits, force notes and direct contact with individual members. Enclosure (3) contains a list of designated positions.

- d. Collateral Duty Unit Command Master Chief, Command Senior Chief or Command Chief. Only those units authorized in writing by the first flag officer in their chain of command may designate a Collateral Duty Unit Command Master Chief, Command Senior Chief or Command Chief. If authorized, they must be designated in writing by the Commanding Officer with a copy of designation letter forwarded to the respective Gold Badge.

7. DUTIES AND RESPONSIBILITIES.

- a. Duties and responsibilities of the CSEL include, but are not limited to:
 - (1) Assist and advise the Flag or Commanding Officer of mission, morale, and well-being impacts of existing or proposed policy changes. To be effective in representing the field to the commander and the commander to the field, CSELs shall frequently visit their units, meet informally with personnel, exchange ideas and disseminate information. Develop external relationships and strengthen interagency and interservice partnerships.
 - (2) Recommend action to correct adverse conditions and improve quality of life for personnel.
 - (3) Apply the 28 Leadership Competencies and the leadership continuum when developing the leadership strategy within their AOR.
 - (4) Promote good order and discipline by assisting in all matters pertaining to health and wellness, job satisfaction, and morale of personnel within their AOR. Ensure a positive command climate and an atmosphere of respect and professionalism, with zero tolerance for discrimination, sexual harassment and/or sexual assault.
 - (5) Remain current on planned programs and policies that may impact unit readiness or member performance and promote overall workforce awareness of relevant guidelines and regulations.
 - (6) Ensure Chiefs Call to Indoctrination (CCTI) is conducted appropriately and in accordance with MCPOCG Standing Orders.
 - (7) Support and collaborate with Chiefs within their AOR and ensure alignment with MCPOCG's vision and command intent.
 - (8) Gold Badges shall coordinate the national Enlisted Person of the Year (EPOY) program with the MCPOCG's office. Silver Badges and unit command chiefs shall coordinate the EPOY and Enlisted Person of the Quarter programs for their units.
 - (9) Gold Badges shall make periodic visits to Training Centers to better understand issues facing our junior personnel at these critical development points. In addition, Gold Badges

should make regular visits to the Chief Petty Officer Academy and Senior Enlisted Leadership Course to interact with staff and students and gain a better understanding of challenges facing our senior enlisted members. Not every visit must be in person. Video Teleconference and other cost effective means of virtual connectivity should be utilized to maintain relationships.

- (10) Coordinate MCPOCG, MCPO-CGRF, and other distinguished enlisted members visits within their AOR.
- (11) Upon invitation, attend appropriate conferences and seminars and participate in headquarters or PSC-convened boards, panels and studies that impact the enlisted workforce.
- (12) Per reference (a) and (b), the MCPOCG, MCPO-CGRF, Gold Badges and RFMCs are authorized to reenlist personnel.

8. PROCEDURES.

- a. Eligibility. CSEL and RFMC positions are reserved for those truly outstanding senior enlisted members who exemplify the finest leadership abilities and adherence to the Coast Guard's Core Values. To be eligible, the individual must meet the following qualifications and criteria:
 - (1) Be within two years of completing their present tour.
 - (2) Be in pay grade E-9 (Gold Badges and RFMC positions only).
 - (3) Be a graduate of one of the Senior Enlisted Leadership Courses.
 - (4) Have demonstrated strong leadership abilities and broad management and administrative skills.
 - (5) Possess effective oral and written communication skills.
 - (6) Present a sharp military appearance, exceptional military bearing, and be in compliance with weight standards.
 - (7) Have not been relieved for cause from assigned duties for four years prior to application deadline.
 - (8) Have demonstrated active involvement in command quality of life initiatives and programs.
 - (9) For Gold Badges/RFMCs, members cannot apply if they will reach 30 years of active duty service on or before 1 January of the year in which they would be assigned. For example; a Master Chief who has 30 years of service on or before 1 Jan 2011 is not eligible to apply for assignment to positions opening in calendar year 2011.

- (10) For Silver Badges, members cannot apply if they will reach 28 years of active duty service on or before 1 January of the year in which they would be assigned. For example; a Master Chief who has 28 years of active duty service on or before 1 Jan 2011 is not eligible to apply for assignment to positions opening during calendar year 2011.
 - (11) Gold Badges/RFMCs may only extend beyond 30 years of service in order to complete the standard tour they were assigned prior to reaching 30 years of service per Article 12.G.3 of reference (a).
- b. Tour Length. Gold Badges assigned to Atlantic Area, Pacific Area, Deputy Commandant for Mission Support (DCMS) and Deputy Commandant for Operations (DCO) will be assigned for a standard tour length of 3 years. Gold Badges assigned to Districts will be assigned for a standard tour length of 3 years. Gold Badge Reserve CMCs will have tour lengths as determined by the MCPO-CGRF. Silver Badges will be assigned for a standard tour length of 4 years. RFMCs will be assigned to normal tour lengths for ashore assignments. Deviations from the standard tour length will be handled on a case by case basis and only authorized by the Vice Commandant and MCPOCG with input from associated flags and MCPO-CGRF.
 - c. Application. Applications shall be submitted to CG-PSC-epm via the chain of command (except unit command chiefs). Applicants must clearly indicate whether they desire assignment as a Gold or Silver Badge. Application packages must contain:
 - (1) A memo requesting assignment and containing the member's personal and professional goals and qualifications. All applicants shall state in the final paragraph that, by applying, they are available for assignment to any position in the level for which they are applying. Applicants shall not state most or least desired assignments in their memo, but should utilize the e-resume for indicating preference order of assignments. The member must include a statement agreeing to remain on active duty for a full tour. An example of the required memo is provided in enclosure (4).
 - (2) Commander/Commanding Officer endorsements must certify the candidate fully qualified to assume the duties of CSEL specifically addressing:
 - (a) Military appearance. Compliance with weight standards and uniform regulations.
 - (b) Security clearance. Indicate the applicant's current security clearance status.
 - (c) Core values. Address applicant's demonstrated commitment to Coast Guard core values.
 - (d) Indicate demonstrated commitment to and participation with their local Chiefs Mess.
 - (3) A discussion paper addressing an issue facing our workforce to include background information and proposed recommendations. Issue must be actionable.

- (4) Two official color 5 X 7 full length photographs. Both must be in the tropical blue uniform, uncovered, with one forward-facing and the other a side view. The use of digital photos is authorized, but should be of the highest resolution (not less than 300dpi) and untouched.
- (5) Biographical information submitted in resume format - no more than two pages.
- (6) Authorization for Credit Check (DHS form 11000-9 (10-3).
- (7) Most recent Enlisted Performance Evaluation Counseling Report from Direct Access.
- d. Screening for Gold or Silver Badges, and RFMCs. Commander, CG Personnel Services Command (PSC) will screen application packages to ensure applicant eligibility and convene a panel. At a minimum, the panel will consist of CG-PSC-epm-2, Assignment Officer, MCPOCG or his (or her) representative, and members of the Senior Enlisted Leadership Advisory Council (SELAC).
- e. Selection and Assignments. CG-PSC-epm will make assignments from the list of best qualified candidates. Gold Badges will be assigned in close coordination with MCPOCG and the Vice Commandant. Silver Badges and RFMCs will be assigned in close coordination with the MCPOCG.
- f. Training. Newly selected Gold and Silver Badges shall participate in an indoctrination training program as directed by the program managers.
- g. Enlisted competency codes will be assigned upon successful completion of one year of duty as a CSEL with command approval.
 - (1) Gold Badges will be assigned the CMCJJ competency code.
 - (2) Silver Badges will be assigned the CMCJS competency code.
 - (3) Unit Command Chiefs will be assigned the CMCJV competency code.
 - (4) Rating Force Master Chiefs will be assigned the CMCRFMC competency code.
- h. Entitlements and Uniforms.
 - (1) In accordance with reference (c), a uniform allowance is authorized upon reporting for duty as a Gold Badge.
 - (2) Wear of badges is authorized in accordance with reference (d).
- i. Establishing additional CSEL Positions. Requests to establish additional CSEL positions shall be submitted in accordance with reference (e) and must have an accompanying resource neutral strategy to support the change.

- j. Establishing Collateral Duty Command Chief Positions. Area and District commanders shall promulgate a listing of units authorized a collateral duty command chief. Officers in Charge, Executive Petty Officers, Engineering Petty Officers, Housing Officers, Drug/Alcohol Representatives, Employment Equal Opportunity officers, and primary duty Career Development Advisors shall not be selected to serve as a Collateral Duty Unit Command Master Chief, Command Senior Chief or Command Chief.
- k. Relief for Cause. If the Principal loses confidence in the CSEL due to poor performance or conduct, the Principal will initiate a relief for cause using procedures per reference (a). Additionally, a copy of the relief letter will be forwarded to the MCPOCG. Once the authorizing official approves the permanent relief for cause, reassignment will be made based on the needs of the service.
9. FORMS/REPORTS. The forms referenced in this Instruction are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/>; CGPortal at <https://cgportal.uscg.mil/delivery/Satellite/uscg/References>; and Intranet at <http://cgweb.comdt.uscg.mil/CGForms>; or at <http://dhsconnect.dhs.gov/org/comp/mgmt/cso/ipru/Documents/Forms/AllItems.aspx>

Sally Brice-O'Hara /s/
Vice Admiral, U. S. Coast Guard
Vice-Commandant

- Encl: (1) Gold Badge positions
(2) Silver Badge positions
(3) Rating Force Master Chief positions
(4) Sample Application for Assignment memo w/ biographical information

GOLD BADGE POSITIONS:

<u>DESIGNATION</u>	<u>COMMAND</u>
Area CMC	Atlantic Area
CMC	First District
CMC	Fifth District
CMC	Seventh District
CMC	Eighth District
CMC	Ninth District
CMC	JIATF South (Note 1)
Area CMC	Pacific Area
CMC	Eleventh District
CMC	Thirteenth District
CMC	Fourteenth District
CMC	Seventeenth District
DCMS CMC	DCMS (Note 1)
DCO CMC	DCO (Note 1)
FORCECOM CMC	FORCECOM (Note 1)
CMC	CG Academy (Note 1)
CMC	Personnel Service Center (Note 1)
CMC	C4IT (Note 1)

(Note 1) Units do not have an associated Reserve CMC positions

SILVER BADGE POSITIONS:

Tracens	Grade	Command Name	Location
	POCM POCM POCM POCM POCM	LDC/SELC LDC/CPOA CG TRACEN CG TRACEN CG TRACEN	New London, CT Petaluma, CA Cape May, NJ Petaluma, CA Yorktown, VA
District D1	POCM POCM POCS POCS POCS	Northern New England New York Boston Southeastern New England Long Island Sound	Portland, ME New York, NY Boston, MA Woods Hole, MA New Haven, CT
D5	POCM POCM POCM POCS	Delaware Bay Hampton Roads North Carolina Baltimore	Philadelphia, PA Portsmouth, VA Atlantic Beach, NC Baltimore, MD
D7	POCM POCM POCM POCM POCM POCS	Miami Key West Jacksonville Tampa-St. Petersburg San Juan Charleston	Miami, FL Key West, FL Mayport, FL St. Petersburg, FL San Juan, PR Charleston, SC
D8	POCM POCM POCM POCM POCS POCS POCS	Mobile New Orleans Houston/Galveston Corpus Christi Upper Mississippi Lower Mississippi Ohio Valley	Mobile, AL Metairie, LA Houston, TX Corpus Christi, TX St. Louis, MO Memphis, TN Louisville, KY
D9	POCM POCS POCS POCS	Lake Michigan Sault Ste. Marie Detroit Buffalo	Milwaukee, WI Sault Ste. Marie, MI Detroit, MI Buffalo, NY
D11	POCM POCM POCM	San Diego Los Angeles/Long Beach San Francisco	San Diego, CA San Pedro, CA San Francisco, CA
D13	POCM POCM	Puget Sound Columbia River	Seattle, WA Astoria, OR
D14	POCM POCM	Honolulu Guam	Honolulu, HI Agana, Guam
D17	POCS POCS	Juneau Anchorage	Juneau, AK Anchorage, AK
Other	POCM	Patrol Forces Southwest Asia	Bahrain
	POCM POCM	Deployable Operations Group CG Recruiting Command	Arlington, VA (note 1) Arlington, VA

Enclosure (2) to COMDTINST 1306.1C

Other	Grade	Command Name	Location
	POCM	ALC Command	Elizabeth City, NC
	POCM	CG-SILC	Norfolk, VA
	POCM	CG SFLC	Baltimore, MD
	POCM	CG MFPU Bangor	Bangor, WA
	POCM	CG MFPU Kings Bay	Kings Bay, GA

(Note 1) PSU's 301, 305, 307, 308, 309, 311, 312, 313 have associated Selective Reserve Silver Badge billets.

RATING FORCE MASTER CHIEF POSITIONS:

<u>DESIGNATION</u>	<u>RATING NAME</u>	<u>STAFF SYMBOL</u>
AMT	Aviation Maintenance Technician	DCMS-81
AET	Avionics Electrical Technician	DCMS-81
AST	Aviation Survival Technician	DCMS-81
BM	Boatswain's Mate	COMMANDANT (CG-7D-1)
DC	Damage Controlman	DCMS-81
EM	Electrician's Mate	DCMS-81
ET	Electronics Technician	DCMS-81
FS	Food Service Specialist	DCMS-81
GM	Gunner's Mate	COMMANDANT (CG-7D-1)
HS	Health Services Technician	DCMS-81
IS	Intelligence Specialist	COMMANDANT (CG-212)
IT	Information System Technician	DCMS-81
ME	Maritime Enforcement Specialist	COMMANDANT (CG-7D-1)
MK	Machinery Technician	DCMS-81
MST	Marine Science Technician	COMMANDANT (CG-7D-1)
MU	Musician	COMMANDANT (CG-0922)
OS	Operations Specialist	COMMANDANT (CG-7D-1)
PA	Public Affairs Specialist	COMMANDANT (CG-0922)
SK	Storekeeper	DCMS-81
YN	Yeoman	DCMS-81

U.S. Department of
Homeland Security

United States
Coast Guard



Commanding Officer
United States Coast Guard

100 Coast Guard Lane
Coast Guard City, USA 99999
Staff Symbol:
Phone: (XXX)XXX-XXXX
Fax: (XXX)XXX-XXXX
Email:john.c.doe@uscg.mil

1306
01 Sep 2010

MEMORANDUM

From: HSCM John C. Doe, USCG

To: CGPSC (epm-2)

Thru: CGC Sherman (WHEC 720)

Subj: APPLICATION FOR ASSIGNMENT AS A GOLD OR SILVER COMMAND
MASTER CHIEF/COMMAND SENIOR CHIEF

Ref: (a) Personnel Manual, COMDTINST M1000.6A, ART.4.E.22

1. I respectfully request consideration for selection as a Gold or Silver Badge Command Master or Senior Chief.
2. The following information is provided:
 - a. Date completed CPOA or DoD equivalent school
 - b. Date advanced to MCPO or SCPO
 - c. Date reported to present assignment
 - d. Current security clearance
3. One paragraph on candidate's description of the role of a Command Master/Senior Chief. (i.e. The Command Master/Senior Chief plays a vital role in our Coast Guard workforce and must be a role model demonstrating integrity, professionalism, compassion, and loyalty. The Command Master/Senior Chief must be forward leaning and committed to excellence, while acting as a mentor to our future leaders, a mentor to our Chiefs' Mess, and a leader who will promote communications throughout the Service).
4. One paragraph on list of current/past leadership assignments (i.e. served as Command Chief aboard USCGC Neverhome, served on Officer in Charge Review Board in 2009, etc).

Enclosure (4) to COMDTINST 1306.1C

Subj: APPLICATION FOR ASSIGNMENT AS A GOLD OR
SILVER COMMAND MASTER CHIEF/COMMAND
SENIOR CHIEF

1306
01 Sep 2010

5. If successfully screened for assignment to a Gold or Silver Badge position, I understand that my assignment will be based on the needs of the Service. I understand that I am applying for this rewarding leadership position and not to a specified geographic location. My E-Resume reflects my desires for specific assignment.

6. If selected, I agree to a serve a full tour as defined in COMDTINST 1306.1(series).

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Enclosures: (1) Discussion paper submitted by HSCM Doe
(2) Biographical information
(3) Two official color 5X7 photographs (Tropical Blue)
(4) DHS Form 11000-9
(5) EEF dated 30 June 2010

