



COMDTINST 1306.1E
19 FEB 2015

COMMANDANT INSTRUCTION 1306.1E

Subj: COMMAND SENIOR ENLISTED LEADER (CSEL) PROGRAM

Ref: (a) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series)
(b) Enlisted Accessions, Evaluations and Advancements, COMDTINST M1000.2 (series)
(c) Military Separations, COMDTINST M1000.4 (series)
(d) United States Coast Guard Pay Manual, COMDTINST 7220.29 (series)
(e) Uniform Regulations, COMDTINST 1020.6 (series)
(f) 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 the Master Chief Petty Officer of the Coast Guard (MCPOCG), Gold Badge Command Master Chiefs (CMC), Coast Guard Reserve Force Master Chief (CGRF-MC), Rating Force Master Chiefs (RFMC), Command Silver Badges, and Collateral Duty Command Master Chiefs, Senior Chiefs, and Chiefs.
2. ACTION. All Coast Guard personnel shall comply with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. The Command Senior Enlisted Leader Program, COMDTINST 1306.1D is cancelled.
4. DISCUSSION.
 - a. The CSEL is the direct representative to their principal on all matters pertaining to efficient and effective management of day to day activities in their area of responsibility (AOR). CSELS assist and advise in enhancing policy, strategy, and outreach to the workforce, serve as a liaison to the Command Master Chief (CMC) and Chief Petty Officer (CPO) network and manage communications between their principal 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 principal. Gold Badges will work closely with the office of the MCPOCG on policy development and implementation regarding the workforce and with their Department of Defense senior enlisted counterparts. They shall also maintain a strong relationship with service organizations and companies that support personnel issues.

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- 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 and as such, 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, assigning CSELs in coordination with PSC, and implementing changes to the program. MCPOCG will guide and assist CSELs, promote the value and integrity of the program, provide indoctrination for newly assigned CSELs, recommend CSEL participation on boards, panels and studies, and maintain historical documents of the CSEL program.
- d. A strong CSEL program is bolstered by leaders who enter the CSEL program and develop through the levels from silver badge to gold badge garnering knowledge, skills, and experience as they move up. An ideal situation is entering the program as a silver badge and developing to assume positions of greater responsibility and influence up through the CSEL program to the 3-star flag level. As such, strong consideration will be given to applicants with prior successful service at the District level, RFMC, and/or Silver Badge at the Command or Unit level for assignment as Deputy MCPOCG, or CMC to DCO, DCMS, LANTAREA, or PACAREA.

5. DEFINITIONS.

- a. Master Chief Petty Officer of the Coast Guard. The office of the MCPOCG was established by legislative action on 27 August 1969 to provide the Commandant with a personal advisor and assistant in matters affecting the workforce of the Coast Guard, predominantly enlisted, both active and reserve, and their families. The MCPOCG is the most senior enlisted member of the Coast Guard. For details regarding this special duty assignment, see reference (a), Article 1.E.
- b. Gold Badge (Area/Command). Gold Badge Command Master Chiefs are E-9s assigned to the MCPOCG, Flag Officers at 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 Director of Logistics. They report directly to their respective commander. The Gold Badge shall be considered the senior most "Chief" in that paygrade in their AOR, regardless of time in service or grade.
- c. Coast Guard Reserve Force Master Chief. The CGRF-MC reports directly to the Director of Reserve and Military Personnel (CG-13) for program direction and administrative purposes. The CGRF-MC is a personal advisor to CG-13, and MCPOCG on all matters affecting the morale, work-life, and general well-being of Coast Guard Reserve enlisted personnel and their families. As the leading Reserve CSEL, the CGRF-MC leads and coordinates Reserve CSELs. The CGRF-MC communicates with Reserve field units directly and through Reserve CSELs. The CGRF-MC also serves as the Coast Guard representative to the Assistant Secretary of Defense for Reserve Affairs Senior Enlisted Advisor Council. For details regarding this special duty assignment, see reference (a), Article 1.E.

- d. Silver Badge (Command). Silver Badge Command Master Chiefs, Command Senior Chiefs and Command Chiefs are assigned to non-Flag commands having billeted CMC/CSC/CC positions identified in accordance with the unit Personnel Allowance List (PAL). By position and title the billeted Silver Badge shall be considered the senior most “Chief” in that pay grade at their unit and at units falling under their AOR, regardless of time in service or time in grade. 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.
- e. Rating Force Master Chief (RFMC). A RFMC is the senior Subject Matter Expert in their respective rating and serves as advocate and advisor for all matters that could impact the health and professional development 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.
- f. Collateral Duty Silver Badge (Unit). Collateral Duty Silver Badge Command Master Chiefs, Senior Chiefs and Chiefs are selected and designated by the unit Commanding Officer. Only those units authorized in writing by the first flag officer in their chain of command may designate a Collateral Duty Silver Badge. If authorized, they must be designated in writing by the Commanding Officer with a copy of designation letter forwarded to the cognizant Gold Badge. Although, the senior most “Chief” is not a requirement for selection, the senior most “Chief” should be considered first and if not selected, the commanding officer should make a very conscious decision before by-passing that member as they move to the next senior most “Chief” for selection as their Collateral Duty Silver Badge Command Chief. When considering doing so, the Commanding Officer should engage with the cognizant Gold Badge prior to making their selection to discuss the decision. See paragraph 7.k of this instruction on establishing a collateral duty Silver Badge position.

6. DUTIES AND RESPONSIBILITIES.

- a. Duties and responsibilities of Gold and Silver Badges include, but are not limited to:
 - (1) Assist and advise their principal 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 inter-service partnerships.
 - (2) For Gold Badges, provide guidance to and foster a mentor relationship with Silver Badges through regular communications.
 - (3) Recommend action to correct adverse conditions and improve quality of life for personnel.

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- (4) Apply the 28 Leadership Competencies and the leadership continuum when developing the leadership strategy within their AOR.
 - (5) 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 hazing, discrimination, sexual harassment and/or sexual assault.
 - (6) 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.
 - (7) Ensure Chiefs Call to Indoctrination (CCTI) is conducted appropriately and in accordance with MCPOCG Standing Orders.
 - (8) Support and collaborate with Chiefs within their AOR and ensure alignment with Commandant's Direction and MCPOCG's Standing Order #2.
 - (9) District level Gold Badges shall coordinate the Coast Guard Enlisted Person of the Year (EPOY) program with the MCPOCG's office. Other Gold and Silver Badges and unit collateral duty Silver Badges coordinate the EPOY and Enlisted Person of the Quarter programs for their respective units.
 - (10) When fiscally feasible, Gold Badges shall make periodic visits to Training Centers to better understand processes and 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.
 - (11) Coordinate MCPOCG and other distinguished enlisted members visits within their AOR.
 - (12) Upon invitation, attend appropriate meetings and seminars and participate in headquarters or PSC-convened boards, panels and studies that impact the enlisted workforce.
 - (13) Per reference (b), the MCPOCG, Gold Badges, and CGRF-MC are authorized to reenlist personnel.
- b. Duties and responsibilities of Rating Force Master Chiefs (RFMC) include, but are not limited to:
- (1) Balance the structure of their workforce and ensure personnel are prepared to meet current and future missions of the Coast Guard.

- (2) Remain current on planned programs and policies that may impact their respective rating's readiness or member performance and promote overall workforce awareness of relevant guidelines and regulations.
- (3) Develop new, analyze existing, and maintain training requirements: Review curriculum for resident and nonresident training material. Project future training and course quota requirements. Manage annual training quota usage.
- (4) Manage Training Allowance Billets (TABS): Coordinating prioritization of TABS, ensuring curricula match needs, work with providers on curricula, provide Program input to selection panel, oversee application process, and liaison with students and assignment officers.
- (5) Develop Rating Performance Qualifications (RPQs): Maintain currency of RPQs. Coordinate Occupational Analysis, rating review, and publication of new RPQs with FORCECOM.
- (6) Monitor Enlisted Rating Structure: Monitor body to position match and staffing standards to ensure alignment of pyramid structure with program missions.
- (7) Forecast impacts on rating and recommend solutions/options.
- (8) Liaison with CG-1, providing programmatic input on enlisted workforce initiatives including, but not limited to:
 - (a) Open rate list
 - (b) Enlistment/Selective Reenlistment Bonus/Special Pay
 - (c) Rate determination packages
 - (d) Advancement initiatives
 - (e) Waiver Requests
 - (f) Change of rating/lateral process
- (9) Upon invitation, attend appropriate meetings and seminars and participate in headquarters or PSC-convened boards, panels and studies that impact the enlisted workforce.
- (10) Communicate periodically with the MCPOCG to provide input and exchange ideas regarding all enlisted personnel.
- (11) Provide articles of interest to enlisted members via Force Notes and CG Intranet addressing current enlisted programs, opportunities, and policies.
- (12) When fiscally feasible, make periodic visits to applicable schoolhouse to better understand processes and issues facing our junior personnel at these critical development points. In

addition, RFMCs should make regular visits to field units to interact with staff and gain a better understanding of challenges facing members within their rating. Not every visit must be in person. Video Teleconference and other cost effective means of virtual connectivity should be utilized to maintain relationships.

(13) Per reference (b), RFMCs are authorized to reenlist personnel.

7. PROCEDURES.

- a. Eligibility. Gold and Silver Badge Command Master Chiefs 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) Gold Badge: Be in pay grade E-9 at time of application deadline. RFMC: Be in pay grade E-9 or above an advertised cut for advancement to E-9 at time of screening panel.
 - (2) Command Silver Badge positions: Be in pay grade E7 (CGR only)/E8/E9 or above the cut on the previous year service wide exam (SWE) advancement list and expected to advance NLT 1 December prior to the assignment year, i.e. for AY16 must advance by 1 December 2015.
 - (3) Be a graduate of one of the senior enlisted leadership academies (CPOACAD, USNSEA, etc.).
 - (4) Have demonstrated strong leadership abilities and broad management and administrative skills.
 - (5) Possess effective oral and written communication skills.
 - (6) Have maintained compliance with weight standards at the time of application and for the previous two years.
 - (7) Must reflect the highest standards of conduct, integrity, performance, professional expertise, attitude and military bearing as consistently demonstrated throughout their entire career.
 - (8) Have not been convicted by court-martial, have a record of civil convictions other than minor traffic violation(s), nor other negative performance documentation for the previous seven years or since advancement to Chief Petty Officer, whichever is longer.
 - (9) Area level Gold Badge applicants must be eligible for a TS/SCI clearance. District level Gold Badge applicants must be eligible for a TS clearance.
 - (10) Candidates for Gold Badge positions will not be considered 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 2015 is not eligible to apply for assignment to positions opening in calendar year 2015.

- (11) All Master Chiefs and Senior Chiefs above the cut on the previous year's SWE advancement list within two years of tour completion will be screened for the Rating Force Master Chief (RFMC) position within their rating. Candidates for RFMC positions will not be considered 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 service on or before 1 Jan 2015 is not eligible to apply for assignment to positions opening in calendar year 2015.
- (12) Candidates for Command Silver Badge positions will not be considered 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 2015 is not eligible to apply for assignment to positions opening during calendar year 2015. An E8 applicant within 2 years of their Professional Growth Points (PGP) may apply for a Silver Badge position and a waiver of the PGP may be considered if the applicant screens successfully for a position. The policy in place at the time of selection governing PGP waiver(s) will apply. E7 candidates are authorized only for Reserve Command Silver Badge positions.
- (13) Gold Badges and 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 1.F.3 of reference (c)
- (14) Be available for worldwide assignment. Applicants should be aware of available positions and ensure their ability to accept orders issued prior to submission of an application, i.e. if special needs are a concern, members should ensure all available positions can accommodate.
- b. Tour Length. Active and Reserve Gold Badges will be assigned for a standard tour length of 2 years with the exception of the Deputy MCPOCG which is 4 years. Active and Reserve Silver Badges and 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 (VCG) and MCPOCG (with input from CGRF-MC for the Reserve). In the case of an extension (deviation), the Gold Badge shall make their request for consideration no later than 31 May of their second year to the MCPOCG.
- c. Application. Applications for Gold/Silver Badge (Area/Command only) positions shall be submitted to CG-PSC-EPM or CG-PSC-RPM via the chain of command and cognizant Gold Badge. Applicants shall clearly understand that they will be screened for assignment to either a Gold or Silver Badge position, dependent on needs of the service. Application packages must contain:
- (1) A memo requesting assignment and containing the member's personal and professional goals, qualifications, and experiences. Gold/Silver badge applicants shall state in the final paragraph that, by applying, they are available for assignment to any position. They shall not state most or least desired assignments in their memo and will utilize the e-resume for indicating preference order of assignments. Active duty Gold/Silver badge and RFMC applicants must include a statement agreeing to remain on active duty for a full tour. Requests for retirements prior to tour completion will not be granted unless approved by the VCG and MCPOCG.

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- (2) The Commander/Commanding Officer endorsement shall be provided by O-6 or higher and must certify the candidate is 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) Compliance with medical and dental requirements, readiness measures, and mandated training completions.
 - (d) Core values. Address applicant's demonstrated commitment to Coast Guard core values.
 - (e) Indicate demonstrated commitment to and participation with their local Chiefs Mess, as well as, involvement in command quality of life initiatives and programs.
 - (3) Cognizant Gold Badge, upon receipt of application package for Gold or Silver applicants, shall conduct a review of the application to ensure applicants meet the minimum eligibility qualifications and criteria per this Instruction. Applicants shall be counseled regarding the screening and assignment process. Make an endorsement to the application package noting whether minimums were or were not met and counseling conducted.
 - (4) Two official color 8 X 10 full length photographs. Both must be in the tropical blue uniform, uncovered, with one forward-facing and one right side profile. The use of digital photos is authorized, but should be of the highest resolution (not less than 300dpi) and untouched. The background should be white or blue and may include the National Ensign and Coast Guard Standard. No other backgrounds accepted.
 - (5) Biographical information submitted in resume format - no more than two pages.
 - (6) Authorization for Credit Check (DHS form 11000-9 (10-3)).
 - (7) Current completed Enlisted Performance Evaluation Member Counseling Report from Direct Access.
- d. Screening for Gold or Silver Badges. CG PSC will screen application packages to ensure applicant basic eligibility and convene a panel for the purposes of establishing a list of best-qualified candidate(s). At a minimum, the panel will consist of: MCPOCG or their representative, a current active or reserve Gold Badge CMC and a member of CG-PSC-EPM (non-voting) or CG-PSC-RPM (non-voting) for the reserve component.
 - e. Screening for RFMC. Commander, CG PSC will convene a screening panel for all E9s and E8s above the cut for advancement within specific rate for RFMC who are within two years of tour completion. Panel convening will be announced via message. At a minimum, the panel will consist of: MCPOCG or their representative, the current RFMC, a representative from the RFMC Chain of Command, and a member of CG-PSC-EPM (non-voting).

- f. Selection and Assignments. In concert with the VCG, CG-PSC-EPM or RPM, MCPOCG will make assignments from the list of best-qualified candidates. MCPOCG will coordinate with and receive input from CGRF-MC when assignment involves Reserve personnel. Gold Badge CMC slating will also include principals (flag officer) who may wish to conduct a telephone or in-person interview with the prospective Gold Badge CMC recommended for their team.
- g. Training. Newly selected Gold and Silver Badges shall participate in an indoctrination as directed by the program manager. The Senior Enlisted Leader course, and Senior Executive Leader Equal Opportunity Seminar are Gold Badge position required courses that MUST be attended within one year of assignment. Failure to attend these two courses may result in removal from the position. For select Gold Badge positions, attendance at Keystone is required and will be coordinated based on tiered priority between the program manager and incumbents.
- h. 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 Collateral Duty Silver Badges will be assigned the CMCJV competency code.
 - (4) Rating Force Master Chiefs will be assigned the CMCRFMC competency code.
- i. Entitlements and Uniforms.
 - (1) In accordance with reference (d), a uniform allowance is authorized upon reporting for duty as a Gold Badge Command Master Chief.
 - (2) Wear of badges is authorized in accordance with reference (e).
- j. Establishing additional CSEL Positions. Requests to establish additional CSEL positions shall be submitted in accordance with reference (f) and must have an accompanying resource neutral strategy to support the change.
- k. Establishing Collateral Duty Silver Badge Positions. DCMS, DCO, Area and District commanders shall promulgate a listing of units authorized a Collateral Duty Silver Badge. Officers in Charge, Executive Petty Officers, Engineer Petty Officers, Housing Officers, Drug/Alcohol Representatives and Employment Equal Opportunity officers shall not be selected to serve as a Collateral Duty Silver Badges. Units with less than four "Chief" billets on their PAL shall NOT designate a Collateral Duty Silver Badge. If the senior most "Chief" fills one of the billets indicated in this paragraph, selection of a "Chief" junior to them as outlined in paragraph 5.f does not require engagement with the cognizant Gold Badge CMC by the Commanding Officer.

11. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located on the following Commandant (CG-612) web sites. Internet: <http://www.uscg.mil/directives/>, and CGPortal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>.

Peter V. Neffenger /s/
Vice Admiral, U.S. Coast Guard
Vice Commandant

- Enclosures: (1) Billeted Gold Badge Positions
(2) Billeted Silver Badge Positions
(3) Billeted Reserve Gold Badge Positions
(4) Billeted Reserve Silver Badge Positions
(5) Standard Change of Watch Script

BILLETED GOLD BADGE POSITIONS:

<u>DESIGNATION</u>	<u>COMMAND</u>
Deputy	Master Chief Petty Officer of the Coast Guard
Area CMC	Atlantic Area
CMC	First District
CMC	Fifth District
CMC	Seventh District
CMC	Eighth District
CMC	Ninth District
CMC	JIATF South
Area CMC	Pacific Area
CMC	Eleventh District
CMC	Thirteenth District
CMC	Fourteenth District
CMC	Seventeenth District
Area CMC	Deputy Commandant for Mission Support
CMC	Force Readiness Command
CMC	Director of Operational Logistics
CMC	CG Academy
CMC	Personnel Service Center
Area CMC	Deputy Commandant for Operations

BILLETED SILVER BADGE POSITIONS:

TRACENs	POCM POCM POCM POCM POCM	LDC/SELC LDC/CPOACAD 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 POCM	Sector Northern New England Sector New York Sector Boston Sector Southeastern New England Sector Long Island Sound Base Boston	South Portland, ME Staten Island, NY Boston, MA Woods Hole, MA New Haven, CT Boston, MA
D5	POCM POCM POCM POCS POCM POCM POCM	Sector Delaware Bay Sector Hampton Roads Sector North Carolina Sector Baltimore Base Portsmouth Base Elizabeth City Base National Capital Region	Philadelphia, PA Portsmouth, VA Wilmington, NC Baltimore, MD Portsmouth, VA Elizabeth City, NC Washington, DC
D7	POCM POCM POCM POCM POCM POCS POCM	Sector Miami Sector Key West Sector Jacksonville Sector St. Petersburg Sector San Juan Sector Charleston Base Miami Beach	Miami, FL Key West, FL Atlantic Beach, FL St. Petersburg, FL San Juan, PR Charleston, SC Miami, FL
D8	POCM POCM POCM POCM POCS POCS POCS POCM	Sector Mobile Sector New Orleans Sector Houston/Galveston Sector Corpus Christi Sector Upper Mississippi Sector Lower Mississippi Sector Ohio Valley Base New Orleans	Mobile, AL New Orleans, LA Houston, TX Corpus Christi, TX St. Louis, MO Memphis, TN Louisville, KY New Orleans, LA
D9	POCM POCS POCS POCS POCM	Sector Lake Michigan Sector Sault Ste. Marie Sector Detroit Sector Buffalo Base Cleveland	Milwaukee, WI Sault Ste. Marie, MI Detroit, MI Buffalo, NY Cleveland, OH
D11	POCM POCM POCM POCM POCM POCM	Sector San Diego Sector Los Angeles/Long Beach Sector San Francisco Base Alameda Base Los Angeles/Long Beach Sector Humboldt Bay	San Diego, CA San Pedro, CA San Francisco, CA Alameda, CA San Pedro, CA McKinleyville, CA

Enclosure (2) to COMDTINST 1306.1E

D13	POCM POCM POCM POCM	Sector Puget Sound Sector Columbia River Base Seattle Sector North Bend	Seattle, WA Warrenton, OR Seattle, WA North Bend, OR
D14	POCM POCM POCM	Sector Honolulu Sector Guam Base Honolulu	Honolulu, HI Santa Rita, Guam Honolulu, HI
D17	POCS POCS POCM POCS	Sector Juneau Sector Anchorage Base Kodiak Base Ketchikan	Juneau, AK Anchorage, AK Kodiak, AK Ketchikan, AK
Atlantic Area	POCM	Patrol Forces Southwest Asia (PATFORSWA)	Bahrain
SMTC CGRC ALC SILC SFLC MFPU MFPU C4IT	POCM POCM POCM POCM POCM POCM POCM POCM	CG SMTC CG Recruiting Command CG ALC CG SILC CG SFLC CG MFPU Bangor CG MFPU Kings Bay CG C4IT Tiscom	Camp Lejune, NC Arlington, VA Elizabeth City, NC Norfolk, VA Baltimore, MD NBK Bangor, Silverdale, WA Kings Bay, GA Alexandria, VA

BILLETED RESERVE 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
Area CMC	Pacific Area
CMC	Eleventh District
CMC	Thirteenth District
CMC	Director of Operational Logistics

BILLETED RESERVE SILVER BADGE POSITIONS:

PSU	POCM POCM POCM POCM POCM POCM POCM POCM	PSU 301 PSU 305 PSU 307 PSU 308 PSU 309 PSU 311 PSU 312 PSU 313	Buzzards Bay, MA Ft. Eustis, VA Clearwater, FL Kiln, MS Port Clinton, OH Long Beach, CA San Francisco, CA Everett, WA
District D1	POCS POCS POCS POCM POCS	Sector Boston Sector Long Island Sound Sector Northern New England Sector New York Sector Southeastern New England	Boston, MA New Haven, CT South Portland, ME Staten Island, NY Woods Hole, MA
D5	POCS POCM POCS POCM	Sector Baltimore Sector Delaware Bay Sector Hampton Roads Sector North Carolina	Baltimore, MD Philadelphia, PA Portsmouth, VA Wilmington, NC
D7	POCS POCS POCS POC POCS	Sector Charleston Sector Jacksonville Sector Miami Sector San Juan Sector St. Petersburg	Charleston, SC Atlantic Beach, FL Miami, FL San Juan, PR St. Petersburg, FL
D8	POCS POCS POC POCS POCS POCS POCS	Sector Corpus Christi Sector Houston/Galveston Sector Lower Mississippi River Sector Mobile Sector New Orleans Sector Ohio Valley Sector Upper Mississippi	Corpus Christi, TX Houston, TX Memphis, TN Mobile, AL New Orleans, LA Louisville, KY St. Louis, MO
D9	POCS POCS POCS POC	Sector Buffalo Sector Detroit Sector Lake Michigan Sector Sault Ste Marie	Buffalo, NY Detroit, MI Milwaukee, WI Sault St. Marie, MI
D11	POCS POCS POCS	Sector San Diego Sector Los Angeles/Long Beach Sector San Francisco	San Diego, CA San Pedro, CA San Francisco, CA
D13	POCS POCS	Sector Puget Sound Sector Columbia River	Seattle, WA Astoria, OR
D14	POC POC	Sector Honolulu Sector Guam	Honolulu, HI Agana, Guam
D17	POC POC	Sector Juneau Sector Anchorage	Juneau, AK Anchorage, AK

COMMAND MASTER CHIEF CHANGE OF WATCH CEREMONY

Date:

Time:

UNIFORM:

Military Personnel: Tropical Blue with Combination Covers

Civilian: Business Casual

EVENT SCRIPT

T -5 MINS

MC: LADIES AND GENTLEMEN, WELCOME TO THE CHANGE OF WATCH FOR THE (xx) COAST GUARD DISTRICT COMMAND MASTER CHIEF. WE WILL BE BEGINNING OUR CEREMONY SHORTLY. GUESTS ARE ASKED TO FIND THEIR SEATS AND TO PLEASE SILENCE CELL PHONES AND OTHER ELECTRONIC DEVICES FOR THE DURATION OF TODAY'S EVENT. PLEASE BE ADVISED THAT WE WILL BE OBSERVING MILITARY HONORS FOR OUR PRESIDING OFFICERS (*AS APPROPRIATE*). THANK YOU.

T time

MC: LADIES AND GENTLEMEN PLEASE RISE FOR THE ARRIVAL OF THE OFFICIAL PARTY.

MC: MASTER CHIEF PETTY OFFICER, UNITED STATES COAST GUARD
(takes place on stage)

MC: COMMAND MASTER CHIEF COAST GUARD DISTRICT xx
(takes place on stage)

MC: COMMANDER COAST GUARD DISTRICT xx
(takes place on stage)

MC: HAND SALUTE - *Pomp & circumstance w/cannon* as appropriate –

MC: READY TO

MC: COLOR GUARD PRESENT COLORS

(National anthem)

MC: COLOR GUARD POST COLORS

MC: LADIES AND GENTLEMEN, PLEASE REMAIN STANDING FOR THE INVOCATION
GIVEN BY _____

MC: LADIES AND GENTLEMEN, PLEASE BE SEATED.

MC: GOOD MORNING, I AM _____. IT IS MY PLEASURE TO BE HERE
WITH YOU TODAY AS WE CONDUCT THE CHANGE OF WATCH FOR THE
COMMAND MASTER CHIEF OF COAST GUARD DISTRICT _____.

MC: COMMAND MASTER CHIEFS OR CMC'S AS COMMONLY REFERRED TO,
REPRESENT THEIR COMMANDER, COMMUNICATING THE COMMANDER'S GOALS
AND DIRECTION FOR THE COMMAND TO THE FIELD, WHILE SIMULTANEOUSLY
REPRESENTING THE FIELD'S VIEWS AND CONCERNS TO THE COMMANDER.
THEY PROMOTE BALANCE BETWEEN WORKFORCE NEEDS AND
ORGANIZATIONAL GOALS. CMC'S PROVIDE A "FIELD REALITY CHECK" AS THEY
PROVIDE INPUT TO HIGH-LEVEL POLICY MAKERS.

MC: THEY ALSO ACT AS A "RESOURCE PERSON" ASSISTING COAST GUARD
PERSONNEL AND SUBORDINATE COMMANDS AS REQUIRED. ALTHOUGH CMC'S
ARE NOT IN THE CHAIN OF COMMAND, THEY STRENGTHEN IT BY WORKING
WITHIN THE CHAIN OF COMMAND WHENEVER POSSIBLE TO PROVIDE "GROUND
TRUTH" FEEDBACK.

Enclosure (5) to COMDTINST 1306.1E

MC: THEY ENHANCE COMMUNICATION AND FOSTER A BETTER UNDERSTANDING OF THE NEEDS AND VIEWPOINTS OF ALL MEMBERS OF THE COAST GUARD FAMILY. BY ADVISING, CONSULTING, AND PARTICIPATING IN THE SENIOR LEADERSHIP TEAM.

MC: AS THE CMC IS A CRITICAL COMPONENT OF AN EFFECTIVE COMMAND, THE COMMAND MASTER CHIEF CHANGE OF WATCH IS GIVEN THE SAME CREDENCE AS THOSE OF COMMANDING OFFICERS AND OFFICERS IN CHARGE FOR THE REASONS JUST NOTED.

MC: LADIES AND GENTLEMEN, IT IS NOW MY PLEASURE TO INTRODUCE THE COMMANDER OF COAST GUARD DISTRICT _____.

Dxx: *Insert speech and award*

MC: THANK YOU ADMIRAL.

MC: LADIES AND GENTLEMEN PLEASE WELCOME MASTER CHIEF _____, _____ DISTRICT COMMAND MASTER CHIEF TO THE PODIUM FOR A FEW REMARKS AND THE READING OF HER/HIS ORDERS.

Remarks by outgoing CMC

CMC: I WILL NOW READ MY ORDERS.

FROM: COMMANDER, COAST GUARD PERSONNEL SERVICES COMMAND
TO: CMC _____, U.S. COAST GUARD
SUBJECT: DETACH FROM DUTY AS COAST GUARD DISTRICT XX COMMAND MASTER CHIEF AND PROCEED TO _____

*Example: Home of selection for retirement
Coast Guard District 14, Honolulu, HI for assignment of duties as Command Master Chief*

Outgoing CMC will take place for relief

Incoming CMC proceed to the podium

MC: LADIES AND GENTLEMEN, PLEASE WELCOME TO THE PODIUM MASTER CHIEF _____ FOR THE READING OF HER/HIS ORDERS.

MCPO: I WILL NOW READ MY ORDERS:

FROM: COMMANDER, COAST GUARD PERSONNEL SERVICES COMMAND
TO: MASTER CHIEF _____, U.S. COAST GUARD
SUBJ: DETACH FROM DUTY AT COAST GUARD DISTRICT 17 AND REPORT FOR DUTY AS COAST GUARD DISTRICT 11 COMMAND MASTER CHIEF.

MCPO will take place for relief

MCPO: Salutes Admiral and says “ADMIRAL _____ REQUEST PERMISSION TO RELIEVE MASTER CHIEF _____ AS THE COMMAND MASTER CHIEF FOR _____”

ADM: Returns salute MCPO and say “VERY WELL”

MCPO: Salutes CMC and says “I OFFER MY RELIEF”

CMC: Salutes MCPO and says “I STAND RELIEVED”

CMC: Turns to ADM, salutes and says “I HAVE BEEN PROPERLY RELIEVED AS COMMAND MASTER CHIEF FOR COAST GUARD DISTRICT _____”

ADM: Returns salute and says “VERY WELL”

CMC: Salutes ADM and says “I HAVE PROPERLY RELIEVED COMMAND MASTER CHIEF _____ AND AM READY TO ASSUME THE WATCH AS COMMAND MASTER CHIEF FOR COAST GUARD DISTRICT _____”

ADM: Returns salute and says “VERY WELL. CARRY OUT YOUR ORDERS.”

Enclosure (5) to COMDTINST 1306.1E

MC: LADIES AND GENTLEMEN, PLEASE WELCOME BACK TO THE PODIUM MASTER
CHIEF _____ COMMAND MASTER CHIEF FOR DISTRICT _____.

CMC delivers short remarks

MC: LADIES AND GENTLEMEN, PLEASE STAND FOR THE BENEDICTION

Chaplain provides benediction

MC: LADIES AND GENTLEMEN; PLEASE RISE FOR THE DEPARTURES OF THE OFFICIAL
PARTY.

MC: MASTER CHIEF PETTY OFFICER, DEPARTING

MC: COMMAND MASTER CHIEF COAST GUARD DISTRICT XX DEPARTING

MC: COMMANDER COAST GUARD DISTRICT 11 DEPARTING

MC: THIS CONCLUDES THE CHANGE OF WATCH CEREMONY. ON BEHALF OF

ADM _____, COMMAND MASTER CHIEF _____, AND MASTER
CHIEF _____, THANK YOU ALL FOR ATTENDING.