



U.S. COAST GUARD



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Quick Links

[Human Resources Home](#)

[Be a Part of the Coast Guard:](#)

- »» [Military Careers](#)
- »» [Civilian Opportunities](#)
- »» [Learn about the Reserve](#)
- »» [Coast Guard Academy](#)

[Flag Voice](#)

»» [Biography of the Assistant Commandant for Human Resources](#)

[Future Force](#)

[Contact Us](#)

Other Links

[Department of Homeland Security \(DHS\)](#)

[Department of Transportation \(DOT\)](#)

[Coast Guard Retirees](#)

[Coast Guard News and Information](#)

[Military Locator](#)

CIVILIAN ADVISORY BOARDS

The Coast Guard Headquarters Civilian Advisory Board (CAB) was established by the Chief of Staff in 1997 to develop initiatives and recommend improvements that focused on the morale, well-being and readiness of the Headquarters civilian workforce. It has been very successful in addressing concerns of civilian employees and their supervisors at Headquarters and Headquarters units in the Washington, DC area. To encourage the creation of such helpful forums throughout the Coast Guard, we've incorporated the general framework and guidelines for establishing CABs in a new instruction, COMDTINST 12251.1. It can be viewed at <http://www.uscg.mil/hq/cgpc/cpm/policy/comdtinst.htm> under the "general" category.

The role of the CAB is to address civilian issues, initiatives, and programs that promote greater job satisfaction and camaraderie among the civilian workforce while fostering morale and excellence in the workplace. It is important for the civilian community to have a forum for bi-directional communication between employees and the Commanding Officer, especially in our current environment of change, both in operations and support systems.

Charters, by-laws, or standard operating procedures, within the guidelines established by the instruction, will be developed by each CAB and approved by the Commanding Officer. Commands must ensure that appropriate union notification and bargaining obligations are met in the establishment of a CAB. Questions regarding union notification requirements or subsequent bargaining obligations should be directed to your servicing Human Resources Specialist/Command Staff Advisor.

A successful CAB will help us manage organizational change and information flow, while also improving our ability to attract, develop, retain, and deploy a quality workforce.

Regards,

RADM Kenneth T. Venuto
Ken Venuto

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