

AY16 Command Senior Enlisted Leader (CSEL) Application Guidance for Reserve Gold & Silver Badge Positions

1 May 2015

Current Reserve CMCs, CSCs, & CCs that desire to compete for a SELRES badge position in AY16 MUST submit a complete application package.

Overview:

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.

References for this application process:

- (a) Command Senior Enlisted Leader (CSEL) Program, COMDTINST 1306.1 (series)
- (b) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series), Art. 1.E.2.a
- (c) Reserve Policy Manual, COMDTINST M1001.28 (series)

Eligibility Requirements:

To be eligible, the applicant must meet the following qualifications and criteria as set forth in Reference (a), par. 7. a. and the Special Assignments criteria outlined in reference (b).

- Be in pay grade E-9 for Gold Badge or E-9/E-8/E-7 for Silver Badge positions.
- Be a graduate of one of the Senior Enlisted Leadership Academies.
- Have demonstrated strong leadership abilities and broad management and administrative skills.
- Possess effective oral and written communication skills.
- Have maintained compliance with weight standards at the time of application and for the previous two years.
- Reflect the highest standards of conduct, integrity, performance, professional expertise, attitude and military bearing as consistently demonstrated throughout their career.
- 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.
- Candidates for Gold Badge positions will not be considered if they will reach 30 years of service on or before 1 January 2016 without an approved waiver from PSC.

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- Candidates for Command Silver Badge positions will not be considered if they will reach 28 years of service on or before 1 January 2016 without an approved waiver from PSC.
- **If a waiver for any of the criteria is required, a waiver request must be included with the application package. USE A SEPARATE FORM FOR EACH WAIVER REQUESTED (e.g., an E-9 submitting a 30 year waiver request for a Gold Badge position would submit a separate 28 year waiver request for a Silver Badge position).**

Timeline:

11 Sep 2015: Completed applications must be received by PSC RPM via e-mail.

13 Oct 2015: Gold & Silver Badge Screening Panel convenes.

Anticipate late 2015: Panel results published via ALCGRSV message.

TBD: Gold Badge e-Resumes due.

TBD: Silver Badge e-Resumes due.

Spring 2016: All orders issued.

AY16 Applicant Packages:

Application packages for Reserve Gold and Silver Badge programs are the same and shall be submitted via the chain of command. Members desiring to apply for both programs should only submit one application package. Packages must be sent electronically via email attachment to the RPM-1 Boards & Panel Query at: Arl-pf-cgpsc-rpm-boardspanels@uscg.mil with a carbon copy (Cc...) to YNCM Michael Snyder, Reserve CMC Assignment Officer at: Michael.R.Snyder@uscg.mil. The e-mail Subject line must read **“AY16 Reserve Gold/Silver Badge Application”**. **Do NOT include any other documents beyond what is required.** Applicants will receive an email acknowledging receipt. Your application package must consist of one PDF containing the following items **in the order** they appear below:

- Endorsement from the CO, shall be provided by O-6 or higher and must certify the candidate is fully qualified to assume the duties of CSEL specifically addressing:

- Military appearance
- Security clearance
- Compliance with medical and dental requirements
- Core Values
- Participation in the local Chief's Mess

- Memo requesting assignment and containing your personal and professional goals, qualifications, and experiences.

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- Waiver request, if applicable. **USE A SEPARATE FORM FOR EACH WAIVER REQUESTED.**
- Two current 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.
- Biographical information in resume format – no more than two pages. An example of the professional resume format is located at: <http://www.uscg.mil/psc/epm/docs/Professional%20Resume.pdf>. Be sure to include the date(s) and location(s) of attendance at a Senior Enlisted Leadership Academy (e.g. CPO Academy, US Navy Senior Enlisted Academy, US Air Force Senior NCO Academy). If not attended, list “None” for the date.
- Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act, DHS form 11000-9. **After completing the form, hand-write your residence address, drivers license number, and state of issuance on the bottom of this form.**
- Current Employee Review “Member Counseling Receipt” marked final generated through the Member Counseling Report link in Direct Access.
http://www.uscg.mil/ppc/gp/Career_Management/Employee_Review/Employee_Review.htm

AY16 Reserve Gold Badge & Silver Badge Shopping List and E-Resumes:

Tentative shopping lists are posted and are located within a link on the PSC-RPM web page titled “AY16 Gold Badge Shopping List” and “AY16 Silver Badge Shopping List”.

The e-Resume deadline will be announced in the panel results message, scheduled for release in late 2015.

Selection and Assignments:

PSC-RPM will make assignments from the list of best-qualified candidates. Reserve Gold Badges will be assigned in close coordination with the Vice Commandant, MCPOCG, & CGRF-MC.

Tour length is documented within Reference (a), par. 7.b.

Training:

Newly selected Gold and Silver Badge Command Master Chiefs shall participate in indoctrination training program as directed by the program manager.