

# **AY-12 Solicitation SILVER BADGE Reserve Command Master Chief (RCMC), Command Senior Chief (RCSC) and Command Chief (RCC) Guide**

The Command Senior Enlisted Leader (CSEL) Program, COMDTINST 1306.1C was published on 12 May 2011. COMDTINST 1306.1B has been cancelled.

## **Overview**

The Command Senior Enlisted Leader (CSEL) is the direct representative to his/her 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 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 Commanding Officer. The CSEL will work closely with the office of the Master Chief Petty Officer-Coast Guard Reserve Force (MCPO-CGRF) on policy development and implementation regarding the workforce. Further discussion and definitions are located within reference (a).

## **References for this application process:**

- (a) Command Senior Enlisted Leader (CSEL) Program, COMDTINST 1306.1C
- (b) Military Assignments and Authorized Absences, COMDTINST M1000.8, Art. 1.E.2 and 1.E.12
- (c) Reserve Policy Manual, COMDTINST M1001.28A; Art. 5.B.8

## **Eligibility Requirements:**

**Current RCMC's, RCSC's and RCC's that are tour complete and desire a follow-on Silver Badge tour MUST submit an updated application package in accordance with references (a) through (c).**

To be eligible, the individual must meet the following qualifications and criteria set forth in reference (a) and the Special Assignments criteria outlined in reference (b).

Key eligibility requirements include:

- For PSU Commands – Eligibility is only open to E-9s due to possibility of deployment and will require intra-service (joint service) representation.
- Should be within two years of completing their present tour. Request for waiver should be submitted with application package and will be determined by MCPO-CGRF and MCPOCG.

- Be in pay grade E-7, E-8 or E-9 by the application deadline.
- Be a graduate of the CPO Academy or a Department of Defense Senior NCO-course, such as US Army Sergeants Major Academy, Navy Senior Enlisted Academy or US Air Force Senior NCO Academy, prior to the date of application; the Senior Enlisted Leadership Course (formerly named the Capstone Course) is not a substitute.
- Have demonstrated strong leadership abilities and broad management and administrative skills.
- Possess effective oral and written communication skills.
- Present a sharp military appearance, exceptional military bearing, and be in compliance with weight standards.
- Have not been relieved for cause from assigned duties for four years prior to the application deadline.
- Have demonstrated active involvement in command quality of life initiatives and programs.
- Members who will reach 28 years of active service (SELRES and/or IRR) on or before 1 January of the year in which they would be assigned **need to request a waiver** of the requirements outlined in paragraph 8.a.10 of reference (a), included with the application package. For example; a Master Chief or Senior Chief or Chief who has 28 years of service on or before 1 Jan 2012 would submit a waiver to apply for assignment to positions opening during calendar year 2012.
- Members applying for a RCMC/RCSC/RCC position that have over 25 years of service will be required to submit a memo requesting a waiver to remain in the SELRES over 30 years of active service to be able to fulfill the tour length for the position of a RCMC/RCSC/RCC if selected. This memo should be included as part of the package. Reserve Silver Badges may only extend beyond 30 years of service in order to complete the standard tour they were assigned prior to reaching 30 years. SELRES service waivers beyond 30 years of service for Reserve Silver Badge assignments will be determined by MCPO-CGRF.
- If applicable, memo requesting waiver of over 30 years of active service to complete a full tour as a RCMC/RCSC/RCC.

### **Timeline:**

14 Jan 2012: Full applications and E-Resumes due.

TBD: Panel convenes.

NLT 29 Feb 2012: Results of the Panel published via ALCGRSV message.

OOA end of Mar 2012: All orders issued.

## **AY12 Applicant Packages**

Packages must be sent electronically via email attachment to YNCM Etta Hackler, Reserve CMC Assignments Officer at: [Etta.L.Hackler@uscg.mil](mailto:Etta.L.Hackler@uscg.mil). The Subject line must read “AY12 Reserve Silver Badge (RCMC)/(RCSC)”. Do NOT include any other documents beyond what is required. Applicants will receive an email acknowledging receipt. Your package must contain the following items in the order they appear:

- Member’s memo as prescribed within reference (a), Para. 8.c.(1).
- CO endorsement as prescribed within reference (a), Para. 8.c.(2).
- Discussion paper addressing an issue facing our workforce to include background information and proposed recommendations. Issue must be actionable.
- **The topic of discussion for AY12 is: “As Silver Badge Command Master/Senior/Chief, what organized, deliberate plan will you implement to attract and develop Silver Badge Command Chiefs, Senior Chiefs, and Master Chiefs in your AOR?”**
- Biographical information in resume format. An example of the professional resume format can be located at: <http://www.uscg.mil/psc/epm/docs/Professional%20Resume.pdf>. Additional information can also be found under the instruction Command Senior Enlisted Leader (CSEL) Program, COMDTINST 1306.1C link located on the CG PSC (rpm-2) Assignments web page. Be sure to include the date(s) and location(s) of attendance at a Senior Enlisted Leadership Academy (e.g. CPO Academy, US Army Sergeants Major Academy, and US Navy Senior Enlisted Academy and US Air Force Senior NCO Academy).
- Most recent signed Employee Review member counseling report. This should not be confused with your Employee Review Summary Sheet.
- Authorization for Credit Check (DHS form 11000-9) (10-3). **After completing the form, hand-write your residence address, Drivers License number, and state of issuance on the bottom of this form.**
- Photos as prescribed within reference (a), Para. 8.c.(4).

## **AY12 Reserve Silver Badge Shopping List and E-Resumes:**

The official shopping list has been posted and is located within a link on the Reserve Assignments web page titled “AY-12 Silver Badge (RCMC/RCSC/RCC) Shopping List.”

Reserve MCPOs: List all available MCPO positions on your E-Resume.

Reserve SCPOs: List all available SCPO positions first then at least three MCPO positions on your E-Resume.

Reserve CPOs: List all available CPO positions first, then at least three SCPO positions on your E-Resume

**Command Endorsement to the E-Resume should read:** “Highly recommended for RCMC/RCSC/RCC duty. Member meets the minimum requirements outlined within Military Assignments and Authorized Absences, COMDTINST M1000.8, Art. 1.E.2 and 1.E.12 and Command Senior Enlisted Leader (CSEL) Program, COMDTINST 1306.1C. Package under separate cover.” If applicable “member pre-screened and meets all minimum requirements for overseas assignment”.

### **Selection and Assignments:**

CG-PSC-rpm-2 will make assignments from the list of best qualified candidates. Reserve Silver Badges will be assigned in close coordination with the MCPO-CGRF and MCPOCG.

Reserve Silver Badge tour length will normally be five years, exceptions will be determined by MCPO-CGRF and MCPOCG.

Approval of over 30 years of service waivers for fulfillment of a RCMC/RCSC/RCC position will be determined by MCPO-CGRF.

### **Pay and Allowances:**

See the latest ALCOAST announcing Special Duty Assignment Pay (SDAP) amounts.

### **Training:**

Newly selected Reserve Silver Badges shall participate in an indoctrination training program as directed by the program managers. See reference (a), Para. 8.g., for information regarding the assignment of competency codes.