

# Command Senior Enlisted Leader (CSEL)

**Current CMCs/CSCs that are tour complete and desire a follow-on Gold/Silver Badge tour MUST submit an updated application package in accordance with the below instructions, COMDTINST 1306.1 (series), Military Assignments and Authorized Absences, COMDTINST M1000.8, Art 1.E.2.a, and Military Separations, COMDTINST M1000.4, Art 1.F.3.**

## **Overview:**

The Command Senior Enlisted Leader (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.

**To be eligible for either the Gold or Silver Badge CMC/CSC programs, the individual must meet the following qualifications and criteria (waiver requests for time in service, folliculitis, etc., must be included with package):**

- Be within two years of completing their present tour.
- ❖ IAW COMDT COGARD WASHINGTON DC 181836Z OCT 10/ALCOAST 510/10:
  - *Officers In Charge “...shall not be reassigned more than six months before their tour completion without specific approval of the Assistant Commandant for Human Resources COMDT (CG-1).”*
  - *“...Executive Petty Officers will not ordinarily be reassigned more than six months before their tour completion date except to meet critical service needs, including but not limited to, command opportunities, fleet up opportunities, and promotions.”*
  - *“Gold Badge designated Command Master Chiefs will not ordinarily be reassigned more than six months before their tour completion date except to meet Service needs or by exception approved by the Master Chief Petty Officer of the Coast Guard.”*
- Be a graduate of one of the senior enlisted leadership academies (CPOACAD, USNSEA, etc.).
- 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 application deadline.
- Have demonstrated active involvement in command quality of life initiatives and programs.
- You must also meet the Special Assignments eligibility criteria outlined within **Military Assignments and Authorized Absences, COMDTINST M1000.8, Art 1.E.2.a**

### **Gold Badge Specific:**

- Be in pay grade E-9.
- Members cannot apply if they will reach their professional growth point 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 2016 is not eligible to apply for assignment to positions opening in calendar year 2016.
- Gold Badges 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 **Military Separations, COMDTINST M1000.4, Art 1.F.3.**

### **Silver Badge Specific:**

- Be in pay grade E-8 or E-9.
- 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.
- Members must complete at least a two year tour prior to reaching their professional growth point; therefore, MCPOs cannot apply if they will reach 28 years of service by 1 January of the year in which they would be assigned. SCPOs cannot apply if they will reach 26 years of service by 1 January of the year in which they would be assigned.

### **Timeline:**

- 5 Aug 2015: Full applications.
- 24 – 26 AUG 2015: Panel convenes.
- OOA 02 Sep 2015: Results of the Panel published via ALCGENL message.
- TBD: Gold Badge E-Resumes due.
- TBD: Silver Badge E-Resumes due.
- OOA 31 Oct 2015: All orders issued.

## **AY16Applicant Packages:**

**Application packages for the Gold and Silver Badge programs are the same. Members desiring to apply for both programs should only submit one application package.**

**Packages must be sent electronically via email attachment to CWO Don Wiley at: [Donald.A.Wiley@uscg.mil](mailto:Donald.A.Wiley@uscg.mil), and **copy your cognizant Gold Badge\*\***. The Subject line must read “AY16 CMC/CSC APPLICATION.” Do NOT include any other documents beyond what is required. Applicants will receive an email acknowledging receipt. Your package must contain the following documents in the order they appear:**

- Member’s Memo requesting assignment and containing the member’s personal and professional goals, qualifications, and experiences. Applicants shall state in the final paragraph that they are available for assignment to any position.
- If applicable, waiver request memo with command endorsement (e.g., folliculitis, time in service).
- CO 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:
  - Military appearance
  - Security clearance
  - Compliance with medical and dental requirements
  - Core Values
  - Participation in the local Chief’s Mess
- Biographical information in resume format. An example of the Professional Resume format is available via a link at the top of the Special Assignments web page. Be sure to include the date(s) and location(s) of attendance at a Senior Enlisted Leadership Academy (e.g. CPOA, Sgt Majors Academy, and USAF 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.**
- Two official color photographs. Uniform is tropical blue, uncovered, with one forward-facing and one right side profile. The digital photos should be of the highest resolution and untouched. The background should be white or blue and may include the National Ensign and Coast Guard Ensign. No other backgrounds will be accepted.

## **AY16 Shopping Lists and E-Resumes:**

The official shopping lists have been posted and are located within a link on the Special Assignments web page below the title "COMMAND SENIOR ENLISTED LEADER PROGRAM."

E-Resumes are due NLT date listed in panel results message. Selected members are to list all available positions on their respective E-Resume.

## **Selection and Assignments:**

CG-PSC-epm will make assignments from the list of best qualified candidates. Gold and Silver Badges will be assigned in close coordination with MCPOCG.

## **Pay and Allowances:**

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

## **Training:**

Newly selected CMCs/CSCs shall participate in an indoctrination training program as directed by the program manager. See COMDTINST 1306.1 (series), for information regarding the assignment of competency codes.