



Commandant
United States Coast Guard

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COMDTINST 1740.8A
10 DEC 2020

COMMANDANT INSTRUCTION 1740.8A

Subj: COAST GUARD PERSONAL FINANCIAL MANAGEMENT PROGRAM

- Ref: (a) National Defense Authorization Act for Fiscal Year 2016, Subtitle F, Sec. 661
 (b) Discipline and Conduct, COMDTINST M1600.2 (series)
 (c) Use of Non-Governmental Educational Material and Presenters, COMDTINST 1740.3 (series)
 (d) Transition Assistance Program, COMDTINST 1900.2 (series)
 (e) Servicemembers Civil Relief Act, 50 U.S.C. § 501-596
 (f) Information and Life Cycle Management Manual, COMDTINST M5212.12 (series)
 (g) Standards of Ethical Conduct, COMDTINST M5370.8 (series)

1. PURPOSE. This Instruction establishes policy and guidance for the Personal Financial Management Program (PFMP) and prescribes associated responsibilities of various organizational components.
2. ACTION. All Coast Guard unit commanders, commanding officers (COs), officers-in-charge (OICs), deputy/assistant commandants, and chiefs of headquarters staff elements must comply with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. Coast Guard Personal Financial Management Program, COMDTINST 1740.8, dated 2 April 2015, is cancelled.
4. DISCUSSION.
 - a. Financial concerns can be a major stressor for Coast Guard service members and their families. Many studies and needs assessments show financial problems have a direct impact on military mission readiness. Furthermore, failure to appropriately manage personal finances can seriously impact an individual’s mental health and physical well-being, and those who experience serious financial problems can experience a number of negative consequences such as, revoked security clearance, military discharge, and criminal sanctions to name a few.

DISTRIBUTION – SDL No. 170

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NON-STANDARD DISTRIBUTION:

- b. This policy implements specific requirements to ensure Coast Guard service members and their families have access to the financial information and resources needed to develop individual strategies to address economic challenges, meet personal goals, and achieve financial security.
5. DISCLAIMER. This policy is intended to provide operational guidance for Coast Guard personnel and is not intended to, nor does it impose, legally binding requirements on any party outside the Coast Guard. It is not a substitute for applicable legal requirements, nor is it itself a rule.
6. MAJOR CHANGES. This Instruction reflects the following changes:
 - a. Introduction of the role of Personal Financial Managers (PFMs) which is to provide financial education & training; financial counseling; and information and referrals across the Coast Guard;
 - b. National Defense Authorization Act for Fiscal Year 2016, Reference (a) has been added to the instruction as this law has expanded the scope of financial literacy;
 - c. Each command with active duty and Selected Reserves (SELRES) personnel with at least 25 personnel assigned must have a trained Command Financial Specialist (CFS) and commands must maintain a ratio of one Command Financial Specialist (CFS) to every 75 members assigned;
 - d. The CFSs must maintain open communication with the Health, Safety, and Work-Life Regional Practice (HSWL-RP) Personal Financial Managers (PFMs) and provide monthly updates of CFS contacts, classes and financial trends to PFMs in their area of responsibility (AOR).
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this Instruction and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, Commandant (CG-47). This Instruction is categorically excluded under current Department of Homeland Security (DHS) categorical exclusion (CATEX) A3 from further environmental analysis in accordance with "Implementation of the National Environmental Policy Act (NEPA)", DHS Instruction Manual 023-01-001-01 (series).
 - b. This Instruction will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policy in this Instruction must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Department of Homeland Security (DHS) and Coast Guard NEPA policy, and compliance with all other applicable environmental mandates.
8. DISTRIBUTION. No paper distribution will be made of the Instruction. An electronic version will be located on the following Commandant (CG-612) web sites: Internet: <http://www.dcms.uscg.mil/directives/> and CGPortal: <https://cg.portal.uscg.mil/Pages/main.aspx>

9. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been evaluated for potential records management impacts. The development of this Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C.3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.

10. POLICY.

- a. Coast Guard service members are responsible for their personal finances and are expected to pay legal financial obligations in a proper and timely manner in accordance with Reference (b).
- b. COs, OICs and staff can use non-government, non-commercial, tax-exempt Personal Financial Management educational material and presenters as long as the non-federal organization and its educational material have been approved by Commandant (CG-111) in accordance with Reference (c).

11. PROCEDURES.

- a. The PFMP services must:
 - (1) Support COs and OICs in maintaining personal financial readiness to sustain unit mission readiness. Commanding officers will ensure that assigned personnel have access to financial counseling and financial education.
 - (2) Utilize PFMs, CFSs, and the CG SUPRT Personal Financial Wellness Program to provide financial education & training; financial counseling; and information and referrals across the Coast Guard;
 - (3) Promote personal readiness and retention in the Coast Guard;
 - (4) Ensure that financial literacy is available at personal and professional touchpoints across the military lifecycle, beginning with recruit and officer accessions training and continuing throughout a service member's career and transition to civilian life.
- b. The PFMP consists of the following elements:
 - (1) Education and Training.
 - (a) Education and training is designed as a continuum of service, provided as a component of the service member's initial entry orientation training and consist of training across the military life cycle.
 - (b) At a minimum, mandatory training of basic personal financial skills must be provided to service members at their first permanent duty station. The PFMs will schedule appropriate workshops based upon the requests or needs of the command.

- (c) In accordance with Reference (a), financial literacy training and preparedness must be provided at these touchpoints:
- 1) Initial Entry Training
 - 2) Arrival at First Duty Station
 - 3) Arrival at Subsequent Duty Station for paygrade E-4 or below and O-3 or below
 - 4) Date of Promotion for E-5 or below, and O-4 or below
 - 5) Vested in the Thrift Savings Plan
 - 6) Entitled to Receive Continuation Pay
 - 7) At Major Life Events: marriage, divorce, birth or adoption of child, or disability
 - 8) During Leadership Training
 - 9) During Pre-and Post- Deployment Training
 - 10) Transition from Active Component to Reserve Component
 - 11) Separation from Service
 - 12) Retirement
- (d) Service members assuming a leadership role must be provided information and resources on policies and practices designed to educate and protect service members, including those governing commercial solicitations as outlined in Reference (c).
- (e) Prior to separation and retirement, service members are mandated in Reference (d) to obtain the necessary tools to assist in the development of the financial aspects of their individual transition plan and to generate a post-transition budget to achieve those goals.
- (f) The PFMs are encouraged to coordinate with their servicing Transition and Relocation Managers and facilitate the financial planning brief for transitioning service-members. If the Coast Guard PFMs are unavailable, the financial planning brief can be conducted using PFMs from other military installations, the Joint Knowledge Online (JKO) program, or approved non-governmental organizations that are listed in Reference (c).
- (g) PFMs must use the Department of Defense (DOD) approved curriculum for conducting the financial planning brief.

- (2) Counseling.
- (a) The PFM, unit CFS, and CG SUPRT Personal Financial Wellness Money Coaches are the primary sources of financial counseling.
 - (b) One-on-one assistance by the approved financial educators listed above is available to all service members and families to provide assistance evaluating individual or family income, expenditures, and indebtedness; make recommendations for short-term, and long-term actions necessary to achieve personal financial goals; and, support individual and operational readiness. Assistance with consumer protections information, complaint resolution, and complaint reporting is also provided based upon the needs of the service member.
 - (c) Prior to all deployments, service members are encouraged to establish an extended absence financial plan. Support will be offered in the development of such plans by PFM, CFS, or CG SUPRT Personal Financial Wellness Money Coaches.
- (3) Information and Referral. Information and referral, provided by PFM, CFS, and CG SUPRT Personal Financial Wellness Money Coaches will, at a minimum, address:
- (a) Money management, which includes information on topics such as savings and banking, budgeting, credit management, debt management, and making prudent consumer purchases.
 - (b) Financial management planning, which includes basic information on topics such as investing, taxes, insurance, education, wills and trusts, transition/retirement, and, information on how to evaluate and select assistance with in-depth financial planning needs.
 - (c) Legal affairs information and referral on topics such as estate planning, power of attorney, predatory lending, compliance with the Military Lending Act and the Servicemembers Civil Relief Act, 50 U.S.C. § 501-596, Reference (e).
 - (d) A general overview of consumer advocacy and complaint resolution, and reporting assistance, in coordination with appropriate authorities.
- (4) Command Financial Specialist (CFS) Program. Each CO or OIC must provide financial education and training, information and referral services to command and unit members. Each command with active duty, SELRES members, and detachments that has at least 25 personnel assigned, must have a trained CFS to coordinate the program and to assist the CO or OIC in fulfilling this expectation. Commands with detachments will ensure their designated CFS provides financial education, training, information and referral services to all assigned members. Commands must maintain a ratio of one CFS to every 75 members assigned. Commands having fewer than 25 personnel are encouraged to have a trained CFS. If not feasible, commands with fewer than 25 personnel may arrange for another command to provide CFS services by written agreement.

- (a) The CFS designation remains in effect until: the CFS transfers into another unit; their CFS certification expires; or their designation is rescinded in writing.
- (b) When more than one CFS is assigned, units may designate one as a lead CFS and the others as Assistant Command Financial Specialist (ACFS). The ACFS serves as a backup to the primary or lead CFS. Service members assigned as CFSs or ACFSs must follow the same CFS criteria established in the CFS, Qualifications, Functions, And Training, Enclosure (1).

(5) Outreach.

- (a) Relevant PFM information must be issued or published regularly in Coast Guard internal media to raise awareness of PFM concerns and assistance available to Coast Guard personnel and their families.
- (b) Family members, such as spouses and children are also encouraged to participate in PFMP services.

(6) Collaboration and Coordination.

- (a) To maximize the use of existing Coast Guard resources, commands and individual members should first seek PFMP services from command-based financial readiness service providers, such as, PFMs and CFSs or other Coast Guard sponsored financial readiness assets such as, the CG SUPRT Personal Financial Wellness Program, and Coast Guard Mutual Assistance (CGMA).
- (b) When Coast Guard resources are not available, commands and units should partner and build relationships with DoD PFMs and other federal organizations.
- (c) When financial institutions (such as, banks and credit unions), operating on Coast Guard bases, in Coast Guard federal buildings, and other non-governmental organizations are used to provide financial education, they must comply with the conditions set forth in Reference (c).
- (d) When a non-government organization is utilized for financial services, Coast Guard service providers, such as, HSWL-RP PFMs, and CFSs must monitor them throughout the duration of their presentation to ensure compliance with Reference (c).

(7) CG SUPRT Personal Financial Wellness Program. The CG SUPRT Personal Financial Wellness Program augments PFMP services provided by the PFMs by providing information, referrals, onsite classes, webinars, and confidential money coaching.

12. RESPONSIBILITIES.

- a. Commandant (CG-11). The Director of Health, Safety, and Work-Life must promulgate policy and guidance regarding the PFMP.

- b. Commandant (CG-111). The Office of Work-Life must develop program policy; promote program management efforts with the active duty, SELRES, and civilians; and, provide funding for the approved activities of the PFMP. In addition, Commandant (CG-111) must support the initiation of collaborative efforts between Coast Guard units and DOD, and with other federal, state, and local agencies, including both public and private, to ensure maximum awareness of resources for family support services to our members and their families.
- c. Commandant (CG-1112). The Family Services Division must provide oversight for the PFMP
- d. PFM Program Manager, assigned to Commandant (CG-1112) must:
 - (1) Develop policy and provide programmatic oversight for the PFM Program, to include collaboration with program compliance.
 - (2) Manage the program, maintain program elements and materials, and ensure effectiveness through periodic review and update.
 - (3) Set program quality assurance priorities and attend at least one annual site visit;
 - (4) Resource the PFMP to provide training materials, website maintenance, marketing materials, and CFS program support, to include training and travel expenses within budgetary constraints.
 - (5) Develop an outreach and marketing plan to educate commands, service members, and their families about the PFMP.
 - (6) Utilize military and authorized civilian resources in support of the program. Where practical, partner with DoD Service PFM program managers (Army, Air Force, Navy, Marine Corps, and National Guard) in sharing program materials, curricula, and other resources to maximize the efficiency and effectiveness of the Coast Guard PFMP.
 - (7) Provide direct technical guidance to HSWL-SC and HSWL-RP staffs relevant to PFMP;
 - (8) Prepare reports and maintain data regarding the PFMP service-wide in collaboration with HSWL-SC
 - (9) In collaboration with the HSWL-SC staff, develop standardized briefing materials to facilitate education on PFMP issues for senior Coast Guard leaders, relevant personnel to include unit commanders, chaplains and HSWL-RP staff (such as, Family Resource Specialists, Family Advocacy Specialists, Child Development Services Specialists, and medical staff).
 - (10) Participate in the interview and selection process of the PFMP staff at HSWL-SC and HSWL-RP.

e. HSWL Service Center (SC) must:

- (1) Provide direct oversight to HSWL-RPs and PFMs to ensure implementation of the PFMP in accordance with this Instruction.
- (2) Manage program funding to HSWL-RPs for travel in accordance with existing budget models. Provide budget input for training, materials, outreach, and marketing.
- (3) Collaborate with Commandant (CG-1112) to develop and implement Standard Operating Procedures (SOPs) and ensure policy and program updates are communicated to HSWL Regional Managers (RMs) and PFMs.
- (4) Initiate, develop, oversee, outreach, and evaluate education and training programs for the PFMP.
- (5) In collaboration with Commandant (CG-1112), develop standardized briefing materials, design training materials, curricula, and other resources that assist in the effectiveness of the Coast Guard PFMP and meets the requirements as defined in Reference (a).
- (6) Resolve technical and administrative problems by changes in doctrine concepts, schedules, technology, facilities and methods.
- (7) In collaboration with Commandant (CG-1112), conduct Quality Assurance (QA) Inspections of the PFMP with emphasis on program quality assurance priorities, policy compliance and customer satisfaction;
- (8) Identify best practices through QA visits, training feedback, and surveys of PFMs in the field and make recommendations for standardization of these practices through regular policy recommendations or SOP updates.
- (9) Identify gaps between PFMP practices and existing policy directives.
- (10) Gather and maintain PFMP data for operational and programmatic reporting.
- (11) Participate in the interview and selection process of the HSWL-RP PFMP staff.

f. HSWL-RMs must:

- (1) Ensure the Personal Financial Manager (PFM) maintains position qualifications as required in the PFM's position description.
- (2) Include the PFM duties in the Coast Guard performance management forms.
- (3) Ensure designated funding for PFMP supports: up to 50% travel; PFMs hosting up to six CFS classes a year to include curriculum materials; allocate resources to support the RP CFS program; CFS Train the Trainer program; and, outreach within their Area of Responsibility (AOR).
- (4) Use the applicable QA reports to assist in performance management of the PFMP.

g. HSWL-RP PFM must:

- (1) Maintain Accredited Financial Counselor (AFC®) certification and ensure the requirements to maintain these credentials are met.
- (2) Provide personal financial counseling to Coast Guard active duty, reservists, civilians and their family members.
- (3) Ensure confidentiality and privacy of information during financial counseling. Files, records, and recordings that contain personal financial information will not be maintained per Reference (f).
- (4) Manage the CFS Program to include:
 - (a) Maintain CFS certificates and tracking for CFS assigned in PFMs AOR.
 - (b) Provide and facilitate initial and refresher training as needed for the CFS program.
- (5) Provide financial education, training, information, and referrals to Coast Guard personnel and their families.
- (6) Schedule and coordinate with HSWL-SC and CG SUPRT to provide Personal Financial Wellness classes.
- (7) Facilitate the personal financial planning portion of the Transition Assistance Program (TAP) presentation, when feasible, and assist transitioning service members with completing a spending plan.
- (8) Collaborate with other PFMs, CFSs, and CG SUPRT Money Coaches service-wide as needed.
- (9) Foster and establish working relationships with PFM representatives from DOD, other government, approved non-government, and non-profit agencies within their AOR.
- (10) Liaison with financial institutions, such as banks and credit unions, operating on Coast Guard bases and in Coast Guard federal buildings to encourage military and family awareness and the use of local PFM counseling and information services. Nongovernmental agencies must comply with Reference (c).
- (11) Maintain working knowledge of all References indicated within this Instruction.
- (12) Track and report PFM related data using the HSWL-SC provided metric's tool.
- (13) PFMs must disclose outside financial related employment and activities that may conflict with official PFM duties as defined in Reference (g) as they occur to HSWL-SC and CG Ethics offices.

- h. Command Chaplains and Command Master Chiefs (CMC) must:
 - (1) Promote the use of the PFMP, when appropriate, to Coast Guard personnel and their families.
 - (2) Serve as a conduit for PFMP resources.
- i. Coast Guard Area, District, Sector and Base commanders, the Superintendent of the Coast Guard Academy and other CO and OICs having 25 or more personnel assigned must:
 - (1) Designate CFSs in writing, Enclosure (2) provides a sample designation letter;
 - (2) When more than one CFS is assigned, units may designate one as a lead CFS and the others as ACFS, who may serve as a backup to the primary or lead CFS. The ACFSs must meet the same qualifications, functions, and training requirements listed in Enclosure (1) when operating in the role of CFS;
 - (3) Meet with the lead CFS to discuss the most requested and relevant Personal Finance topics or issues in the AOR as needed;
 - (4) Ensure compliance with the provisions of this Instruction and associated References, see Enclosure (1) which provides qualifications, functions, and training for CFSs;
 - (5) Ensure in all cases of financial mismanagement, such as, letters or complaints of indebtedness or security clearance issues, service members receive financial counseling from a HSWL PFM, DoD Family Center PFM specialist, or CG SUPRT Personal Financial Wellness Money Coach;
 - (6) Designate a command representative or the HSWL PFM as the point of contact to assist with requests from organizations seeking to become a qualified organization that provides educational support and materials. Ensure the command representative or HSWL PFM attends all programs presented, and any incidents of non-compliance are reported to Commandant (CG-111) in accordance with Reference (c);
 - (7) Permit and encourage unit ombudsmen to attend PFM trainings to raise their awareness of the financial challenges faced by Coast Guard service members and broaden their knowledge of available resources;
 - (8) Ensure that personnel assigned are financially educated, trained, or counseled at the below touchpoints in accordance with Reference (a):
 - 1) Initial Entry Training
 - 2) Arrival at First Duty Station
 - 3) Arrival at Subsequent Duty Station for paygrade E-4 or below and O-3 or below
 - 4) Date of Promotion for E-5 or below, and O-4 or below
 - 5) Vested in the Thrift Savings Plan

- 6) Entitled to Receive Continuation Pay
- 7) At Major Life Events: marriage, divorce, birth of child, or disability
- 8) During Leadership Training
- 9) During Pre-and Post- Deployment Training
- 10) Transition from Active Component to Reserve Component
- 11) Separation from Service
- 12) Retirement

j. CFS must:

- (1) Report to command cadre to assume CFS responsibilities. Enclosure (1) of this Instruction lists basic CFS qualification, functions and training requirements.
- (2) Report all individual CFS training to unit training officer.
- (3) Provide financial education, training, basic budgeting, and information and referral. If appropriate, refer to the servicing PFM for additional information and resources.
- (4) Not maintain files, records, notes, or recordings that contain personally identifying information (PII), or financial information of individuals they assist.
- (5) Prior to transfer provide: an out-brief to the newly-designated CFS on pertinent issues impacting the command, frequently used resources, and notification of CFS credentials to receiving command.
- (6) Meet with command leadership to ensure PFMP issues and trends are communicated as needed.
- (7) Provide written monthly updates of CFS contacts, classes and financial trends to HSWL-RP PFM. Self-report a minimum of four activities using the Quarterly Activity Report Form provided by the PFM each quarter. Activities may be a combination of one-on-one financial counseling, Personal Financial Training, or presentations.
- (8) Attend at least 2 quarterly CFS forums per year coordinated by PFMs via town hall or other methods to share best practices and address financial-related questions.

k. Coast Guard Service Members, SELRES, and civilians should:

- (1) Become familiar with PFMP policies, objectives, and resources.
- (2) Make responsible financial decisions on a day-to-day basis.

- (3) Prepare for the financial management of personal responsibilities prior to departing on an extended absence and transition from service (i.e., separation or retirement).

13. DEFINITIONS. Terms used in this Instruction are defined in Enclosure (4).

14. FORMS/REPORTS. Forms referenced in this Instruction can be found on the following web sites. Internet at: <https://dcms.uscg.afpims.mil/Our-Organization/Assistant-Commandant-for-C4IT-CG-6/The-Office-of-Information-Management-CG-61/Forms-Management/> and CGPortal: <https://cg.portal.uscg.mil/library/forms/SitePages/Home.aspx>.

15. REQUEST FOR CHANGES. Units and individuals can recommend changes by email via their chain of the command to Commandant (CG-1112).

/D. L. THOMAS/
Rear Admiral, U.S. Coast Guard
Director, Health, Safety and Work-Life

- Encl: (1) Command Financial Specialist (CFS): Qualifications, Functions, and Training
(2) Sample Command Financial Specialist Letter of Designation
(3) Sample Assistant Command Financial Specialist Letter of Designation
(4) Definitions

**COMMAND FINANCIAL SPECIALIST (CFS):
QUALIFICATIONS, FUNCTIONS, AND TRAINING**

1. Qualifications. The CFS functions as the command or unit's principal advisor on policies and matters related to Personal Financial Management (PFM). The following qualifications apply:
 - a. Coast Guard service members in pay grade E-6 and above (including officers), as well as E-5s with more than 6 years of active duty service, may be appointed as a CFS. Medium and large commands are strongly encouraged to have an officer(s) serve as and lead their CFS program. Commands can request a waiver for E5 Personnel with less than 6 years of service to become a CFS under certain conditions. Enclosure 4 provides an example of a waiver request. Coast Guard civilians are not authorized to become a CFS. The Commandant (CG-1112), PFM Program is established as the single point waiver authority for commands seeking to appoint a CFS at the E-5 level. Waivers will not be granted below E-5. Such requests must contain, at a minimum:
 - (1) Command or unit rank demographics; including information indicating the absence of senior personnel meeting established criteria.
 - (2) Certification of the designated member's qualifications
 - b. Highly motivated and financially stable individual. This is defined as someone without any security clearance issues and does not have any complaints of indebtedness.
 - c. Successfully completed the authorized Navy or Coast Guard CFS training course.
 - (1) Upon completion of the CFS training course, work with Admin or Training Officer to have CFS designation placed in Direct Access.
 - d. Have at least one year remaining in the command or unit at the time of CFS course completion.
 - e. Participate in continuing education (periodic professional PFM classes), as resources permit.
 - f. Attend CFS refresher training at least every three years.
2. Functions. At the completion of formal training, the CFS must be able to perform the following functions:
 - a. Assist the command or unit in establishing, organizing, and administering the command PFMP, including a thorough "pass down" presentation to the incoming CFS.
 - b. Provide financial education, training, basic budgeting, and information and referral.
 - c. Disseminate PFMP information within the command or unit through a variety of forums, for example, newsletters, email, and social networks as needed.

Enclosure (1) to COMDTINST 1740.8A

- d. Maintain current PFM resource information, references, and training materials for use in trainings. In addition, CFSs must maintain close liaison with the Health, Safety, and Work-Life (HSWL) Personal Financial Managers (PFM).
- e. Prevent the creation and maintenance of files, records, notes, or recordings that contain personal financial information of assisted individuals.
- f. For members with extensive financial problems, such as overextended debt to income ratio, potential bankruptcy, security clearance challenges, foreclosure, and requesting emergency relief assistance; refer them to the appropriate resource or agency capable of providing necessary assistance or counseling such as PFMs, CG SUPRT Financial Wellness Program, CGMA National Foundation of Credit Counseling, DoD Family Center PFM staff, or other approved resources.
- g. Follow-up with referred individuals to ensure the appropriate resources, referrals, and assistance were received. Report quarterly to CO or XO the CFS activity (referrals and training) conducted at their command or unit.
- h. Provide written monthly updates of CFS contacts, classes and financial trends to their HSWL-RP PFM. Self-report a minimum of four activities using the Quarterly Activity Report Form each quarter. Activities may be a combination of one-on-one financial counseling or Personal Financial Management Training or presentation.
- i. Attend at least 2 quarterly CFS forums per year, coordinated by PFMs via town hall, or other methods to share best practices and address any financial-related questions.
- j. Selected CFSs may also be nominated by HSWL PFMs to obtain the CFS Train-the-Trainer (TTT) certification which allows them to co-facilitate CFS Training and the one-day CFS refresher.



Commandant
United States Coast Guard

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**SAMPLE COMMAND FINANCIAL SPECIALIST
LETTER OF DESIGNATION**

5216
8 Sept 2020

Digital Signature

From: Commanding Officer/Officer in Charge

To: Rank, Name

Subj: DESIGNATION AS COMMAND FINANCIAL SPECIALIST (CFS)

Ref: (a) Coast Guard Personal Financial Management Program, COMDTINST 1740.8 (series)

1. In accordance with Reference (a) you are designated as the (Command Name) CFS. You will familiarize yourself with policies and procedures of Reference (a) and other applicable Personal Financial Management program elements in the performance of your duties.
2. In your capacity as CFS, you will report directly to the Commanding Officer or Officer-in-Charge or their representative. You will maintain open communication with the Health, Safety, and Work-Life (HSWL) Personal Financial Managers (PFM). You are to complete the information requested below and forward copies of the Designation Letter by E-Mail or fax, as indicated. This designation remains in effect until rescinded in writing or when you transfer to another unit. The CFS credential is active for three years after CFS course completion (unless refresher training is completed and documented), whichever occurs first.

#

Name/Rank of CFS:

Date of Designation:

Date Completed CFS Course:

Global E-Mail Address:

Location of HSWL-RP:

I accept the designation of the (Command Name) CFS.

Member Signature

Copy: HSWL-RP PFM

HSWL-SC

Enclosure (2) to COMDTINST 1740.8A



Commandant
United States Coast Guard

2100 Coast Guard Way
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Fax: (202) 214-0814
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**SAMPLE ASSISTANT COMMAND FINANCIAL SPECIALIST
LETTER OF DESIGNATION**

5216
8 Sept 2020

Digital Signature

From: Commanding Officer or Officer in Charge

To: Rank, Name

Subj: DESIGNATION AS ASSISTANT COMMAND FINANCIAL SPECIALIST (ACFS)

Ref: (a) Coast Guard Personal Financial Management Program, COMDTINST 1740.8 (series)

1. In accordance with Reference (a) you are designated as the (Command Name) ACFS. You will familiarize yourself with policies and procedures of Reference (a) and other applicable Personal Financial Management program elements in the performance of your duties.
2. In your capacity as CFS, you will report directly to the Commanding Officer or Officer-in-Charge or their representative. You will maintain open communication with the Health, Safety, and Work-Life (HSWL) Personal Financial Managers (PFM). You are to complete the information requested below and forward copies of your Designation Letter by E-Mail or fax as indicated. This designation remains in effect until rescinded in writing or when you transfer to another unit. The CFS credential is active for three years after CFS course completion (unless refresher training is completed and documented), whichever occurs first.

#

Name/Rank of ACFS:

Date of Designation:

Date Completed CFS Course:

Global E-Mail Address:

Location of HSWL-RP:

I accept the designation of the (Command Name) ACFS.

Member Signature

Copy: HSWL-RP PFM

HSWL-SC

U.S. Department of
Homeland Security

United States
Coast Guard



Commandant
United States Coast Guard

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**SAMPLE COMMAND FINANCIAL SPECIALIST
WAIVER REQUEST FOR COMMAND FINANCIAL SPECIALIST**

5216
8 Sept 2020

Digital Signature

From: Commanding Officer or Officer in Charge

To: Joi Tann, GS13
PFM Program Specialist

Subj: WAIVER REQUEST FOR COMMAND FINANCIAL SPECIALIST (CFS)

Ref: (a) Coast Guard Personal Financial Management Program, COMDTINST 1740.8A (series)
(b) United States Navy Personal Financial Management Program, OPNAVINST 1740.5D (series)

1. Per references (a) and (b), I request a waiver on behalf of YN2 Jamie Doe to function as a CFS at USCG COMMAND NAME. YN2 Doe will be attending the Command Financial Specialist (CFS) course from Month10-14, 2020 held at USCG or USN/LOCATION OF CLASS.
2. YN2 Doe is a mature, highly motivated and financially stable petty officer. He has no outstanding or unresolved letters of indebtedness. This Command has not received any complaints of money mismanagement from any creditors. John Doe has a degree in finance and has 3 years of experience on the Coast Guard Mutual Assistance Board as a Finance Committee Member. This education and experience makes him a good candidate for command CFS.
3. YN2 Doe reported to USCG COMMAND NAME at the end of August 2020 and therefore will have more than one year left at the command upon completion of the CFS course.
4. Due to high OPTEMPO and frequent deployments, there are not enough qualified E-6 personnel to serve as CFS. There is currently one CFS at USCG COMMAND NAME who will rotate next month.

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DEFINITIONS

1. **Extended Absence Financial Plan.** A plan developed by a service member prior to deployment, specifying the following for the period of the absence: legal power of attorney to accomplish personal and financial requirements, plan for covering financial obligations, disposition of insurance (auto, life, home), allotments for appropriate monthly expenditures, and disposition of other financial issues that might occur during the period of absence.
2. **Financial Planning and Counseling.** The act of evaluating an individual's or family's income and expenditures and recommending short-term and long-term actions to achieve financial goals and ensure individual, family and mission readiness.
3. **Personal Financial Management.** The process (or steps) involved in managing one's personal finances, including income, expenses, and investments, for an individual or family.
4. **Personal Financial Readiness.** Adequately preparing for the management of personal responsibilities prior to departure on an extended absence, including family matters and potential family contingencies, personal finances, personal property, and, other personal obligations that can and do arise during one's career life cycle. Also, includes prudent day-to-day management of personal finances, including financial planning (budgeting), saving and investing, consumer awareness, and debt or credit management.