



COMDTINST 1306.1H
26 MAY 2020

COMMANDANT INSTRUCTION 1306.1H

Subj: COMMAND SENIOR ENLISTED LEADER (CSEL) PROGRAM

- Ref:
- (a) Military Separations, COMDTINST M1000.4 (series)
 - (b) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
 - (c) Uniform Regulations, COMDTINST M1020.6 (series)
 - (d) Personnel Resources and Reprogramming Manual, COMDTINST M5312.13 (series)
 - (e) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series)
 - (f) Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series)
 - (g) Standards of Conduct, COMDTINST M5370.8 (series)
 - (h) Lobbying Activities, COMDTINST M5370.7 (series)

1. PURPOSE. This Instruction outlines procedures for application, screening, selection, assignment, and training, and describes the duties for all Active and Reserve Command Senior Enlisted Leaders. CSEL refers to the Master Chief Petty Officer of the Coast Guard (MCPOCG), Master Chief Petty Officer of the Coast Guard Reserve (MCPO-CGR), Gold Badge (GB) and Silver Badge (SB) Command Senior Enlisted Leaders (CSELs), and Collateral Duty Senior Enlisted Leaders (SELs). In addition, this Instruction describes the duties and responsibilities of the Rating Force Master Chiefs (RFMCs) and the relationship(s) between CSELs and RFMCs.
2. ACTION. All Coast Guard personnel must comply with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. The Command Senior Enlisted Leader (CSEL) Program, COMDTINST 1306.1G is cancelled.
4. DISCUSSION.
 - a. 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).

DISTRIBUTION – SDL No. 170

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NON-STANDARD DISTRIBUTION:

CSELS assist and enhance policy, strategy, and outreach to the workforce, serve as a liaison to the Chief Petty Officer (CPO) Mess. The CSEL will provide accurate and timely dissemination of information to the workforce, make routine and frequent visits throughout their AOR, and manage communications between their principal and senior enlisted leaders throughout their AOR. CSELS will work closely with the office of the MCPOCG on policy development, change, and implementation regarding the workforce and with their Department of Defense senior enlisted counterparts. They should also maintain strong relationships with service organizations and non-government organizations that support personnel issues, while maintaining compliance with References (g) and (h) and other applicable policies.

- b. CSELS are authorized unrestricted contact with the workforce. Personnel may communicate directly with the CSEL; however, appropriate consideration should be given to resolving matters utilizing the chain of command.
 - c. The MCPOCG is the program manager for all CSEL billets. Responsibilities include: encouraging qualified candidates to apply for the program, assisting Personnel Service Center (CG PSC) in the GB/SB CSEL screening process, coaching applicants throughout the assignment process, assigning GB CSELS in coordination with PSC, mentoring CSELS, and implementing changes to the program. MCPOCG will guide and assist CSELS, promote the value and integrity of the program, provide indoctrination for newly assigned CSELS, recommend specific CSELS for participation on boards, panels and studies, and maintain historical documents of the CSEL program.
 - d. A strong CSEL program is bolstered by leaders who enter the CSEL program and develop through the levels from Silver Badge to Gold Badge garnering knowledge, skills, and experience as they move up. Ideally, a CSEL will enter the program as a screened silver badge and develop to assume positions of greater responsibility and influence up through the CSEL program to the 3-star flag level. Strong consideration will be given to applicants with prior successful service at the flag level for assignment as Deputy MCPOCG, or CSEL to DCO, DCMS, LANTAREA, or PACAREA.
 - e. Service members considering applying for the CSEL program are encouraged to reach out to incumbent CSELS for advice and career counseling prior to application to ensure they understand the scope of responsibility for CSEL positions, expectations, and requirements.
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for CG personnel and is not intended to nor does it impose legally-binding requirements on any party outside the CG.
 6. MAJOR CHANGES. Major changes in this update include updated title of the CSEL for the Coast Guard Reserve from Coast Guard Reserve Force Master Chief (CGRF-MC) to Master Chief Petty Officer of the Coast Guard Reserve (MCPO-CGR); added guidance for nomination and assignment to Joint Staff CSEL Positions; added Rating Force Master Chief (RFMC) duties and responsibilities. Clarified requirements for security clearance for certain CSEL positions; removed specific requirements for the CSEL application package (this will be captured in annual solicitation message).

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 DHS (CATEX) A3 from further environmental analysis in accordance with the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 and the Environmental Planning (EP) Implementing Procedures (IP).
- 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) and Environmental Effects Abroad of Major Federal Actions; Executive Order 12114, Department of Homeland Security (DHS) NEPA policy, Coast Guard Environmental Planning policy, and compliance with all other applicable environmental mandates.

8. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located on the following Commandant (CG-612) web sites: Internet: <https://www.dcms.uscg.mil/directives/>, and CGPortal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>.

9. PROCEDURE.

- a. Eligibility. Gold and Silver Badge Command Senior Enlisted Leader positions are reserved for those truly outstanding senior enlisted members who exemplify the finest leadership abilities and adherence to the Coast Guard's Core Values. To be eligible, the individual must meet the following qualifications and criteria:
 - (1) MCPOCG: Candidates must have successfully completed 2 years as an active duty Gold Badge CSEL prior to assuming the duties and responsibilities as the MCPOCG.
 - (2) MCPO-CGR: Candidates must be an E9 in an active status in the Coast Guard Reserve.
 - (3) Gold Badge CSEL Candidates: Be in pay grade E-9 at time of application deadline. Senior Chiefs that were recently selected by the prior years' Master Chief Advancement Panel (MCAP) may be considered based on the needs of the service. Optimal candidates for Gold Badge positions should have previously served as a Silver Badge CSEL as defined in Paragraph 12.d. Collateral Duty Silver Badge designations do not meet the desired experience as defined in paragraph 12.d and are rarely considered. Exceptions to this policy will be based on the candidate pool and the needs of the service.
 - (4) Silver Badge CSEL Candidates: Be in pay grade E7 (CG Reserve only), E8, or E9 at time of application.

- (5) Completed the requisite senior enlisted leadership courses per the leadership continuum. CPOACAD (or Department of Defense service equivalent) is required for all Command Silver Badge positions. Required senior enlisted leadership courses shall be documented on the Employee Summary Sheet (ESS) prior to application.
 - (a) Active Duty CSEL Candidates: SELC is required for all E9s requesting consideration for both Gold and Silver Badge CSEL Positions.
 - (b) Reserve CSEL Candidates: SELC is required for all E9s requesting consideration for Gold Badge CSEL Positions. Waivers addressed to CG PSC-RPM will be considered on a case-by-case basis.
- (6) Completed Chiefs Call to Initiation (CCTI) in accordance with Master Chief Petty Officer of the Coast Guard Standing Order One and shall have their CCTI competency code assigned in Direct Access prior to their application.
- (7) Have demonstrated strong leadership abilities and broad management and administrative skills.
- (8) Possess effective oral and written communication skills.
- (9) Candidates must have maintained compliance with Coast Guard weight and body fat standards at the time of application, and for the previous two years.
- (10) Must reflect high standards of conduct, integrity, performance, professional expertise, attitude and military bearing. Must not have been convicted by court-martial, have a record of civil convictions (other than minor traffic violations) for the previous seven years or since advancement to Chief Petty Officer, whichever is longer (minor infractions early in one's career are not necessarily disqualifiers).
- (11) Security Clearance: Applicants must have a current security clearance and be eligible for the following:
 - (a) MCPOCG and MCPO-CGR: TS/SCI and White House security clearance.
 - (b) MCPOCG-D, AREA, DCO, DCMS, and District Gold Badge CSEs: TS/SCI clearance.
 - (c) All other CSEs: Secret clearance (unless required by other cognizant instruction).
- (12) Tour Lengths: All Candidates must be available for worldwide assignment. Applicants should be aware of available positions and ensure their ability to accept orders issued prior to submission of an application (documented Special Needs situations will be considered during the assignment process).
 - (a) The MCPOCG and the MCPO-CGR serve at the pleasure of the Commandant of the Coast Guard (CCG). However, candidates should be prepared to serve a four year tour and are expected to retire at the end of their tour, coincident with the retirement of the

Commandant. Candidates who are on an existing waiver (with over 30 years of time in service) are eligible to apply.

- (b) Active and Reserve Gold Badge CSELs will be assigned for a standard tour length of 2 years. Active and Reserve Silver Badge CSELs will be assigned to a 3 year tour. Deviations from the standard tour length will be handled on a case-by-case basis and only authorized by the Vice Commandant (VCG) and MCPOCG (with input from MCPO-CGR for Reserve CSELs).
 - (c) Extensions: During the normal assignment process, incumbents must screen and compete for extension in their current assignment.
- (13) Waivers: Those members who will require a waiver for assignment may submit a package for screening, however assignment (and waiver approval) will be contingent based upon needs of the service.
- (14) Unless member has specifically requested and CG PSC-EPM or CG PSC-RPM has approved, retiring CSELs must retire no later than 1 September (1 October for Reserve CSELs) of the final year of their tour.
- (15) Time in Service (TIS) (at application):
- (a) In accordance with Article 3.H of Reference (a), incumbent Gold Badge CSELs may serve beyond 30 years of service in order to complete their assigned tour, and may request to screen for follow-on CSEL assignments. Based upon the candidate pool, MCPOCG may request CSELs be retained to fill vacancies where a specific candidate may be particularly qualified.
 - (b) All candidates for Silver Badge CSEL positions will not be considered if they will reach their HYT Professional Growth Point (PGP) minus two years, on or before 1 January of the year in which they would be assigned. *For example, a Master Chief who has 28 years of service on 1 January 2024 is not eligible to apply for assignment in calendar year 2021, whereas a Master Chief who will reach 28 years of service 2 January 2024 or thereafter is eligible to apply.*
 - (c) An E8 applicant within 2 years of their Professional Growth Point (PGP) may apply for a Silver Badge CSEL position (a waiver of their PGP will be considered if the applicant screens successfully for a position). The policy in place at the time of selection governing PGP waiver(s) will apply. E7 candidates are authorized only for Reserve Silver Badge CSEL positions.
- b. Application. Applications must be submitted in accordance with the annual CSEL solicitation messages released by CG PSC-EPM and CG PSC-RPM in advance of the selection panel.
- (1) Request for Consideration Memorandum (not to exceed two pages): Applicants shall submit a memorandum (memo) requesting consideration for assignment to a CSEL position.

- (2) This memo (and required attachments) shall be written by the member, routed through their Chain of Command for endorsement by the first O6 (or higher), and submitted as outlined in the annual CSEL solicitation message.

c. Endorsement.

- (1) For MCPOCG and MCPO-CGR (not to exceed two pages): All applications must be reviewed and endorsed by the first flag officer or SES in the chain of command. The endorsement will evaluate all facets of the applicant's record including performance of duty, military background, and personal characteristics. Additionally, such factors as military bearing, attitude toward the Coast Guard, desire for the position, general knowledge of the Coast Guard's missions, communication and writing skills, and the importance of the position for which member is being considered must play an important part in the evaluation of each applicant.
- (2) All other CSELs (not to exceed one page): The Commander/Commanding Officer endorsement must be provided by O-6 or higher and must certify the candidate is fully qualified to assume the duties of CSEL. It is the responsibility of the endorsing officer to validate the eligibility requirements outlined in this section, prior to endorsing the member's request for consideration.

d. Screening. CG PSC will screen application packages to ensure applicant basic eligibility and convene a panel for the purposes of establishing a list of best-qualified candidates.

- (1) MCPOCG and MCPO-CGR: At a minimum, the panel will consist of three Flag officers, supported by members of CG PSC staff (non-voting).
- (2) CSELs: At a minimum, the panel will consist of at least five members including the MCPOCG (or their representative), current active and reserve Gold Badge CSELs, and select Senior Officers. They will be supported by members of CG PSC staff (non-voting).

e. Selection and Assignment.

- (1) MCPOCG and MCPO-CGR: The Prospective Commandant will interview best-qualified candidates and announce the chosen member as the next MCPOCG and MCPO-CGR through service wide message traffic.
- (2) CSELs: In concert with the VCG, and CG PSC-EPM or CG PSC-RPM, MCPOCG will coordinate assignments from the list of best-qualified candidates. MCPOCG will coordinate with and receive input from MCPO-CGR when assignment involves Reserve personnel. The Gold Badge selection/assignment process will normally include principals (flag officers) who may wish to conduct an interview(s) with the prospective CSEL(s) recommended for their respective team.
- (3) Successful screening does not guarantee a member assignment to a CSEL position.

- (4) Upon selection, CSEL selectees must immediately take steps to upgrade their security clearance to meet the requirements set forth in Paragraph 9.a.(11) of this Instruction or (where higher) the requirements for the specific assigned billet.
- (5) ***Retirement/Separation In Lieu of Orders (RILO/SILO)***: Members who have been screened and selected for assignment as a CSEL, who then request RILO/SILO, must retire or separate (if approved) on or before 01 August of the year during which they would have reported to the CSEL position in accordance with Reference (a).
- f. **Training**. All CSELs must complete the Joint Knowledge Online (JKO) Senior Enlisted Joint Military Education (SEJPME) I (40 hrs) and SEJPME II (45 hrs) courses within one year of assignment. In addition,
- (1) Gold Badge CSELs:
- (a) **Senior Executive Leader Equal Opportunity Seminar (SELEOS)**: Must attend within one year of assignment (only required once in a member's career). This training is coordinated by MCPOCGs Office in coordination with the Coast Guard's Office of Civil Rights (CG-OOH).
- (b) **NDU Keystone**: Select Gold Badge CSELs will attend the National Defense University's Keystone Course. This will be coordinated between the MCPOCGs Office and incumbents (based on course availability and assignment).
- (2) Silver Badge CSELs:
- (a) **CG Senior Enlisted Leadership Course (SELC)**: Must attend within one year of assignment to a Silver Badge position (if not already a graduate).
- (b) **Silver Badge Orientation (SBO) Seminar**: Newly selected CSELs are highly encouraged to participate in the annual Silver Badge Orientation Seminar hosted by CG PSC. This seminar is coordinated by the CG PSC CSEL, however travel is funded by the reporting command.
- g. **Entitlements and Uniforms**.
- (1) In accordance with Chapter 3.J.6 of Reference (b), a uniform allowance is authorized upon reporting for duty as MCPOCG, MCPO-CGR and Gold Badge Command Master Chief.
- (2) Wear of badges is authorized in accordance with Reference (c).
- (3) Members serving in Joint/International CSEL positions may request unique authorizations for uniform allowances in writing to CG PSC, via MCPOCG Office.
- h. **Enlisted Competency Codes**. Commands are authorized to assign the following competencies upon successful completion of **one year** of duty as a CSEL.
- (1) Gold Badges will be assigned the CMCJJ competency code.

(2) Silver Badges will be assigned the CMCJS competency code.

(3) Unit Collateral Duty Silver Badges will be assigned the CM CJV competency code.

Note: In the event of Relief for Cause, the assigned competency code will be removed from Direct Access.

- i. Establishing Additional CSEL Positions. Requests to establish additional CSEL positions must be submitted in accordance with Reference (d).
- j. Nominations and Assignments to Joint Staff CSEL Positions: Upon solicitation of a pending vacancy for a Joint CSEL Position, MCPOCG will solicit for nominations for CG CSELS desiring to compete for the vacancy. Requirements for applicants will be detailed by the Office of the Senior Enlisted Advisor to the Chairman (OSEAC), and will be specific to the position being solicited. These will be made available with the solicitation announcement, followed by guidance from MCPOCG for nomination packages. All nominations must be made in accordance with Chairman of the Joint Chiefs of Staff Instruction, CJCSI 1330.08.
- k. Establishing Collateral Duty Senior Enlisted Leaders (SEL) Positions. Where applicable, Flag Officers acting as Assistant Commandants may designate a collateral duty Senior Enlisted Leader as they deem appropriate for their directorate. Additionally, Flag Officers may promulgate a listing of subordinate units authorized a Collateral Duty Senior Enlisted Leader. When doing so, the following should be considered:
 - (1) Members of the Command Cadre (Officers in Charge, Executive Petty Officers, Engineer Petty Officers, Senior Enlisted Reserve Advisors) should not be selected to serve as a Collateral Duty SELs.
 - (2) Units with less than four “Chief” billets on PAL should not have a designated Collateral Duty SEL.
 - (3) In keeping with military rank structure, the Commanding Officer should normally first consider the senior most “Chief” to fill the SEL Position. Commanding Officers are encouraged to discuss their selection with the first Gold Badge CSEL in the Chain of Command.
- l. Change of Watch Ceremonies. Commands must ensure that an appropriate ceremony is conducted in order to recognize the duties and responsibilities of the CSEL and SEL position. Change of Watch ceremonies may be conducted in conjunction with retirements, change of commands, etc., as deemed appropriate by responsible commands.
- m. Relief for Cause (RFC) (not applicable for Collateral Duty Senior Enlisted Leader Positions): In the event that the principal loses confidence in the CSEL due to poor performance or conduct, the principal will initiate a relief for cause using procedures outlined in Reference (e). Additionally, a copy of the relief letter/documentation will be forwarded to the MCPOCG. Once the authorizing official approves the permanent relief for cause, reassignment will be made based on needs of the service and any previously approved CSEL waivers for continued service past 30 years will be considered terminated.

10. DUTIES AND RESPONSIBILITIES.

- a. Duties and responsibilities of the **Master Chief Petty Officer of the Coast Guard** include, but are not limited to:
- (1) Assist and advise the Commandant on the impact of existing or proposed policy changes and potential situations pertinent to the morale and general well-being of service personnel and their families.
 - (2) Ensure that lines of communication, both written and oral, are available to all enlisted personnel. Maintain and keep a communications link with field units through the CSEL network, or directly to field units by correspondence, visits, social media to exchange ideas and disseminate information affecting the enlisted workforce community, and as needed, the entire Coast Guard.
 - (3) Recommend action to correct adverse conditions and improve quality of life for personnel.
 - (4) Remain informed concerning current personnel policies including pay and allowances, morale, welfare, housing, health care, and incentive programs which impact enlisted personnel.
 - (5) Assist the Commandant in establishing a positive service climate that is based on personal respect for all members with zero tolerance for hazing, discrimination, sexual harassment and/or sexual assault.
 - (6) Maintain direct liaison and communications with the senior enlisted leaders representing members of the other Services of the United States Armed Forces.
 - (7) Ensure Chiefs Call to Initiation (CCTI) is conducted within issued guidelines.
 - (8) Actively participate in the curriculum design for all enlisted leadership development courses.
 - (9) Periodically review Command Master Chief selections and the need for addition or deletion of CMC billets.
 - (10) Upon invitation, act as the enlisted representative of the Commandant in the community and at civic functions, and accompany the Commandant to official functions, inspections, and ceremonies as appropriate.
 - (11) Per Reference (f), the MCPOCG is authorized to reenlist personnel.
- b. Duties and responsibilities of the **Master Chief Petty Officer of the Coast Guard Reserve** include, but are not limited to:
- (1) The MCPO-CGR is a personal advisor to Commandant and MCPOCG on all matters affecting the morale, work-life, and general well-being of Coast Guard Reserve workforce and their families.

- (2) The MCPO-CGR leads and coordinates Reserve CSELs.
 - (3) The MCPO-CGR also serves as the Coast Guard's representative to the Assistant Secretary of Defense for Reserve Affairs Senior Enlisted Advisory Council.
 - (4) Per Reference (f), the MCPO-CGR is authorized to reenlist personnel.
 - (5) Maintain direct liaison and communications with the Reserve Component senior enlisted leaders representing members of the other Services of the United States Armed Forces.
 - (6) Recommend action to correct adverse conditions and improve quality of life for Reserve Component personnel.
 - (7) Remain informed concerning current personnel policies including pay and allowances, morale, welfare, health care and incentive programs which impact Reserve Component enlisted personnel.
- c. Duties and responsibilities of **Gold and Silver Badge CSELs** include, but are not limited to:
- (1) Assist and advise their principal of mission, morale, and well-being impacts of existing or proposed policy changes.
 - (2) Remain current on planned programs and policies that may impact unit readiness or member performance and promote overall workforce awareness of relevant guidelines and regulations.
 - (3) To be effective in representing the field to the commander and the commander to the field, CSELs must frequently visit their units, meet informally with personnel, exchange ideas and disseminate information, develop external relationships and strengthen interagency and inter-service partnerships. CSELs must be well-versed in geographic/regional challenges and relationships.
 - (4) Assist principal with decision making processes and the execution of the organization's strategies, goals, and missions.
 - (5) For Gold Badges, provide guidance to and mentor junior CSELs/SELs through regular communications.
 - (6) Recommend action to correct adverse conditions and improve quality of life for personnel.
 - (7) Apply the 28 Leadership Competencies and the leadership continuum when developing the leadership strategy within their AOR.
 - (8) Promote good order and discipline by assisting in all matters pertaining to health and wellness, job satisfaction, and morale of personnel within their AOR. Ensure a positive command climate and a culture of respect - an inclusive atmosphere free of hazing, discrimination, sexual harassment and sexual assault.

- (9) Ensure Chiefs Call to Initiation (CCTI) is conducted appropriately and in accordance with Master Chief Petty Officer of the Coast Guard Standing Order One.
 - (10) Support and collaborate with Chiefs within their AOR and ensure alignment with Commandant's Direction and Master Chief Petty Officer of the Coast Guard Standing Order Two.
 - (11) District CSELs shall coordinate the Coast Guard Enlisted Person of the Year (EPOY) program with the MCPOCG's office. Other CSELs/SELs shall coordinate the EPOY and Enlisted Person of the Quarter programs for their respective units.
 - (12) When fiscally feasible, Gold Badge CSELs shall make periodic visits to Training Centers to better understand processes and issues facing our junior personnel at these critical development points. In addition, they should make regular visits to the Chief Petty Officer Academy and Senior Enlisted Leadership Course to interact with staff and students, thereby gaining a better understanding of challenges facing our senior enlisted members. Not every visit must be in person. Video Teleconference and other cost effective means of virtual connectivity should be utilized to maintain relationships.
 - (13) Coordinate MCPOCG and other distinguished enlisted members visits within their AOR.
 - (14) Upon invitation, attend appropriate meetings and seminars and participate in headquarters or PSC-convened boards, panels and studies that impact the enlisted workforce.
 - (15) Per Reference (f), Gold Badge CSELs are authorized to reenlist personnel.
- d. Duties and responsibilities of **Rating Force Master Chiefs** include, but are not limited to:
- (1) Provide periodic updates to the CSEL network and rating regarding current or planned programs and policies that affect their respective ratings, to include readiness and performance.
 - (2) Monitor pay-grade to position match and staffing standards to ensure alignment with program, missions, and competency requirements.
 - (3) Develop new, analyze existing, and maintain training requirements.
 - (4) Chair the rating's Rate Training Advisory Council.
 - (5) Ensure documentation for credentialing assessments and education assessments encompasses relevant rating performance.
 - (6) Forecast resource proposal and OMR impacts on rating and recommend solutions/options.
 - (7) Liaise with Commandant (CG-1), providing programmatic input on enlisted workforce initiatives including, but not limited to:
 - (a) Open rate list

(b) Enlistment/Selective Reenlistment Bonus/Special Pay

(c) Rate determination packages

(d) Advancement initiatives and requirements (sea time, core competencies, etc...)

(e) Waiver Requests

(f) Change of rating/lateral process

(8) Upon invitation, participate in headquarters or PSC-convened boards, panels and studies that impact the enlisted workforce.

(9) Per Reference (b), RFMCs are authorized to reenlist personnel.

11. RECORDS MANAGEMENT CONSIDERATIONS. 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., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy creates significant or substantial change to existing records management requirements.

12. DEFINITIONS.

- a. Master Chief Petty Officer of the Coast Guard. The office of the MCPOCG was established by legislative action on 27 August 1969 to provide the Commandant with a personal advisor and assistant in matters affecting the workforce of the Coast Guard, predominantly enlisted, both active and reserve, and their families. The MCPOCG is the most senior enlisted member of the Coast Guard.
- b. Master Chief Petty Officer of the Coast Guard Reserve. The MCPO-CGR reports directly to the Commandant and MCPOCG, and advises the Assistant Commandant for Reserve (CG-R) on Reserve Component direction and maintains a strong linkage to Commandants (CG-R) and (CG PSC-RPM) staffs to best align with the priorities of the Coast Guard.
- c. Gold Badge CSELs.
 - (1) Gold Badge Command Master Chiefs are assigned to the MCPOCG, and Flag Officers in command, not to include headquarters numbered elements, in accordance with the unit Personnel Allowance List (PAL).
 - (2) Coast Guard CSELs selected to serve as a CSEL to a Joint Services Command/Element will normally be assigned as a Gold Badge. The level (Area/Command) will be determined by MCPOCG, after consulting with CG PSC, based on the assignment and responsibilities.

- (3) CSELs report directly to their respective principal. The Gold Badge shall be considered the senior most “Chief” within their respective command structure and/or Area of Responsibility, regardless of time in service or grade.
- d. Silver Badge CSELs. Silver Badge Command Master Chiefs, Command Senior Chiefs and Command Chiefs (CG Reserve only) are assigned to non-Flag commands having billeted CMC/CSC/CC positions identified in accordance with the unit PAL, screened and assigned by CG PSC-EPM or CG PSC-RPM. By position and title the billeted Silver Badge shall be considered the senior most “Chief” in that pay grade at their unit and at units falling under their AOR, regardless of time in service or time in grade.
- e. Collateral Duty - Silver Badge SEL (Unit).
- (1) Collateral Duty Silver Badge Command Master Chiefs, Senior Chiefs and Chiefs are selected and designated by the unit Commander or Commanding Officer. Only those units authorized in writing by the first flag officer in their chain of command may designate a Collateral Duty Silver Badge.
- (2) Where authorized, they must be designated in writing by the Commanding Officer with a copy of the designation letter forwarded to the cognizant Gold Badge.
- (3) See Paragraph 9.k of this Instruction on establishing a collateral duty Silver Badge position.
- f. Rating Force Master Chief (RFMC). Following the Senior Enlisted Needs Assessment Study in 1999, the Coast Guard established the position of Rating Force Master Chief to serve as the principal advocate for their rating. Although they do not serve in a command role, RFMCs are considered the senior most enlisted members in their ratings regardless of time in service and the authoritative contact for the MCPOCG, CSELs, Programs, Commands and the Workforce. RFMC’s serve in multiple roles including coach, role model, rating expert, career counselor, and most importantly – an organizational level manager. The vital link between the CSELs role in monitoring workforce health within their AOR and the RFMCs role monitoring rating health cannot be overstated. RFMCs will manage the structure of their workforce to ensure that personnel are prepared to meet current and future missions. The resiliency of the workforce depends on the senior Master Chief Community working together to provide clear and unvarnished communication from two distinct perspectives.
13. FORMS/REPORTS. The forms referenced in this Instruction are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <https://dcms.uscg.afpims.mil/Our-Organization/Assistant-Commandant-for-C4IT-CG-6/The-Office-of-Information-Management-CG-61/Forms-Management/>; CGPortal: <https://cg.portal.uscg.mil/library/forms/SitePages/Forms.aspx>.

14. REQUEST FOR CHANGES. Units and individuals may recommend changes in writing via the chain of command to: COMMANDANT (CG-00B), U. S. COAST GUARD STOP 7000, 2703 MARTIN LUTHER KING JR. AVE SE, WASHINGTON DC 20593-7000.

J. M. VANDERHADEN /s/
Master Chief Petty Officer
of the Coast Guard