

**COMMAND SENIOR ENLISTED
LEADER (CSEL) RATING
FORCE MASTER CHIEF
(RFMC) AND SENIOR
ENLISTED LEADER (SEL)
PROGRAM**



COMDTINST 1306.1I

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COMMANDANT INSTRUCTION 1306.1I

Subj: COMMAND SENIOR ENLISTED LEADER (CSEL) RATING FORCE
MASTER CHIEF (RFMC) AND SENIOR ENLISTED LEADER (SEL)
PROGRAM

Ref: (a) Standards of Ethical Conduct, COMDTINST M5370.8 (series)
(b) Standards of Conduct; Lobbying Activities, COMDTINST M5370.7 (series)
(c) Military Separations, COMDTINST M1000.4 (series)
(d) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
(e) Uniform Regulations, COMDTINST M1020.6 (series)
(f) Coast Guard Personnel Allowance List (PAL) Manual, COMDTINST M5312.14 (series)
(g) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series)
(h) Enlistments, Evaluations, and Advancements, COMDTINST M1000.2 (series)
(i) Coast Guard Body Composition Desk Guide (Ver. 2, dtd 10 Mar 2020)
(j) Leadership Development Framework, COMDTINST 5351.3 (series)
(k) Chairman of the Joint Chiefs of Staff Instruction CJCSI 1330.08

1. PURPOSE. This Instruction defines duties and responsibilities for all Active and Reserve Command Senior Enlisted Leaders (CSEL), Rating Force Master Chiefs (RFMC), and Senior Enlisted Leaders (SEL) and outlines eligibility, application, screening, endorsement, selection, assignment, training, and termination procedures. Additionally, it outlines the administration of the CSEL and SEL Program by the Office of the Master Chief Petty Officer of the Coast Guard. The RFMC program is administered by the Deputy Commandant for Personnel Readiness.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, chief of headquarter directorates must comply with the policies contained in this Instruction.
3. AUTHORIZED RELEASE. Internet release is authorized.
4. DIRECTIVES AFFECTED. The Command Senior Enlisted Leader (CSEL) Program, COMDTINST 1306.1H is cancelled.
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide administrative guidance for Coast Guard personnel and is not intended nor does it impose legally binding requirements on any party outside the Coast Guard.

6. DISCUSSION.

- a. The CSEL, RFMC, and SEL program is developmental by nature. Selected members enter the program at the Silver Badge (SB), RFMC, and special assignments level and through experiential learning, acquire perspectives and insights that enhance their ability to serve in positions of even greater responsibility such as Gold Badge (GB) CSELs. Moreover, Gold Badge CSELs demonstrating significant strategic level impact will be given strong consideration for assignment as Deputy MCPOCG, or CSEL to DCO, DCMS, LANTAREA, or PACAREA.
 - b. The SELs is the direct representative to their principal on all matters pertaining to efficient and effective management of day-to-day activities in their unit. They also provide accurate and timely dissemination of information to the workforce and serve as a command liaison to the Chief Petty Officer (CPO) Mess.
 - c. The CSEL, in addition to the duties and responsibilities prescribed to SELs assist in enhancing policy and strategy, and outreach to the workforce. CSELs make routine and frequent visits throughout their AOR and manage communications between leaders across organizational echelons. CSELs will work closely with the office of the Master Chief Petty Officer of the Coast Guard (MCPOCG) on policy development, change, and implementation of workforce initiatives. They maintain strong relationships with their Department of Defense senior enlisted counterparts, service organizations, and nongovernment organizations that support personnel and their families.
 - d. The RFMCs are the Senior Enlisted members in their rating and report to the Deputy for Personnel Readiness (DCMS-DPR) on all matters pertaining to the health of the ratings. RFMCs assist in program policy development and implementation, outreach to the rating, and provide accurate and timely dissemination of information to the workforce of their rating. RFMCs will work closely with the CSEL network and collaborate with the office of the Master Chief Petty Officer of the Coast Guard (MCPOCG) on policy development, change, and implementation of workforce initiatives. They also engage with Department of Defense counterparts in support of support of programmatic goals. CSELs, RFMCs, and SELs, 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.
 - e. Service members interested in applying for the CSEL, RFMC, and SEL program are encouraged to reach out to incumbents for advice and career counseling prior to application to ensure full understanding and appreciation for the scope of responsibility for these positions, their requirements, and expectations.
7. MAJOR CHANGES. Major changes in this update include: Adding specificity to Master Chief Petty Officer-Coast Guard Reserve (MCPO-CGR) position requirements; formalizing the Senior Enlisted Leader Advisory Council; adding the requirement to complete Chief's Call to Initiation prior to Senior Enlisted Leader (SEL) designation; updating the duties and responsibilities for RFMC, changing RFMC tour length to three years to align with Silver Badge SEL positions, and establishing a RFMC competency code (CMCRF).

8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. The Office of Environmental Management, Commandant (CG-47) reviewed this Commandant Instruction and the general policies contained within and determined that this policy falls under the Department of Homeland Security (DHS) categorical exclusion A3. This Commandant Instruction will not result in any substantial change to existing environmental conditions or violation of any applicable federal, state, or local laws relating to the protection of the environment. It is the responsibility of the action proponent to evaluate all future specific actions resulting from this policy for compliance with the National Environmental Policy Act (NEPA), other applicable environmental requirements, and the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 (series).
9. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located in the Coast Guard Directives System Library internally, and if applicable on the Internet at www.dcms.uscg.mil/directives.
10. RECORDS MANAGEMENT CONSIDERATIONS. Records created as a result of this Instruction, regardless of format or media, must be managed in accordance with the records retention schedules located on the Records Resource Center SharePoint site at: <https://uscg.sharepoint-mil.us/sites/cg61/SitePages/CG-611-RIM.aspx>.
11. PROCEDURE.
 - a. Eligibility. CSEL, RFMC, and SEL 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 two 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 E-9 in an active status in the Coast Guard Reserve and must have successfully completed two years as a Reserve Gold Badge CSEL prior to assuming the duties and responsibilities as the MCPO-CGR.
 - (3) D-MCPOCG: Candidates must have successfully completed two years as an active-duty Gold Badge CSEL prior to assuming the duties and responsibilities as the D-MCPOCG.
 - (4) Gold Badge CSEL: Candidates must be in pay grade E-9 at the time of the application deadline. Senior Chief CSELs 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.e, or Rating Force Master Chief, as defined in paragraph 12.f. Program Reviewer (CG-821) and Congressional Affairs billets (CG-0921) meet the eligibility to screen for Gold Badge. Collateral duty SEL designations do not meet the desired experience as defined in paragraph 12.e and are rarely considered. Exceptions to this policy will be based on the needs of the service.

- (5) RFMC and Silver Badge CSEL Candidates: Candidates must be in pay grade E-9, or E-8 above the cut. Candidates must be in pay grade E-8 for E-8 Silver Badge CSEL positions.
- (6) Additionally, the following applies to all candidates:
- (a) Candidates must complete the requisite senior enlisted leadership courses per the enlisted leadership development continuum. The Chief Petty Officer Academy (CPOACAD) or Department of Defense service equivalent is required for all Silver Badge CSEL and SEL positions. Required senior enlisted leadership courses shall be documented on the Employee Summary Sheet (ESS) prior to submitting an application.
 - i. Active-Duty CSEL Candidates: The Senior Enlisted Leadership Course (SELC) is required for all E-9s requesting consideration for both Gold and Silver Badge CSEL Positions.
 - ii. Reserve CSEL Candidates: The SELC is required for all E-9s requesting consideration for Gold Badge CSEL Positions. Waivers addressed to Reserve Personnel Management (PSC-RPM) will be considered on a case-by-case basis.
 - (b) Candidates must complete the Chiefs Call to Initiation (CCTI) in accordance with the applicable Master Chief Petty Officer of the Coast Guard Standing Order and shall have their CCTI competency code assigned in Direct Access prior to their application.
 - (c) Candidates must have demonstrated strong leadership abilities and broad management and administrative skills.
 - (d) Candidates must possess effective oral and written communication skills.
 - (e) Candidates must have maintained compliance with Body Composition Standards in Reference (i) at the time of application, and for the previous two years.
 - (f) Candidates must reflect high standards of conduct, integrity, performance, professional expertise, attitude, and military bearing. They must not have a conviction by court-martial or 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).
 - (g) Security Clearance: Applicants must have a current security clearance and be eligible for the following:
 - i. MCPOCG, D-MCPOCG and MCPO-CGR: TS/SCI and White House security clearance.

- ii. AREA, DCO, DCMS, and District Gold Badge CSELs: TS/SCI clearance.
 - iii. All other CSELs: Secret clearance (unless required by another instruction).
- (7) 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, to coincide with the retirement of CCG. 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 two years. Active and Reserve Silver Badge CSELs and RFMCs will be assigned to a three-year tour of duty. 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. It may be necessary for the MCPOCG as the Program Office to adjust Gold Badge CSEL rotation dates to maintain the health of the Program. The MCPOCG, in consultation with the Vice Commandant of the Coast Guard, Personnel Service Center-Enlisted Personnel Management (PSC-EPM), Personnel Service Center-Reserve Personnel Management (PSC-RPM) and principals, may approve extensions without the need for screening.
- (8) Waivers: Members who require a waiver for assignment may submit a package for screening, however assignment (and waiver approval) will be contingent upon the needs of the service.
- (9) Retiring CSELs must retire no later than 30 September (1 October for Reserve CSELs) of the final year of their tour; unless, a member has specifically requested an extension, and PSC-EPM or PSC-RPM has approved it.
- b. Application. Applications must be submitted in accordance with the annual CSEL, RFMC, solicitation messages released by PSC-EPM and 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) Command Endorsement: The completed application shall be routed through their Chain of Command for endorsement by the first O-6 (or higher) in the chain of command and submitted as outlined in the annual CSEL solicitation message.

c. Endorsement.

- (1) For MCPOCG and MCPO-CGR: Applications may not exceed two pages and must be reviewed and endorsed by the first flag officer or SES in their 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 the member is being considered must play an important part in the evaluation of each applicant.
- (2) All other CSELs, RFMCs, and SELs: The Commander/Commanding Officer endorsement must be provided by an 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. The application may not exceed one page.

d. Screening. CG PSC will screen application packages to ensure basic eligibility and convene a panel for the purpose of establishing a list of best-qualified candidates. PSC-EPM will coordinate and conduct the screening panel selection in consultation with the Office of the MCPOCG.

- (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).
- (3) RFMCs: At a minimum, the panel will consist of at least five members, including the MCPOCG (or their representative), current RFMCs, and select Senior Officers. They will be supported by members of CG PSC staff (non-voting).
- (4) Screening Requirement: Members desiring selection to the CSEL program will screen the year before the desired assignment year. In certain situations, the MCPOCG, in concert with VCG, EPM, RPM, the principal (Flag or O-6), and the member, may extend or move a currently serving CSEL without screening, to preserve the health of the program.

e. Selection and Assignment to CSEL positions. The process of selection into CSEL positions will be based on the rank of the principal which the CSEL serves.

- (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 a service-wide message.

- (2) CSELs: In concert with VCG, PSC-EPM and PSC-RPM, the office of the MCPOCG will coordinate assignments for GB and SB, both active duty and reserve, from the list of best qualified candidates.
 - (a) For all GB assignments, MCPOCG and MCPO-CGR will coordinate with flag officers on conducting interviews.
 - (b) For SB assignments, MCPOCG and the EPM Special Assignment Officer will work closely on the slate. O-6 commands with SB CSELs will be notified in advance of the slate release and are reminded of the tremendous responsibility they hold in endorsing current and future SELs and CSELs for future assignments.
- (3) Assignment: Successful screening does not guarantee a member assignment to a CSEL position.
- (4) Selection: Upon selection, CSEL selectees must immediately take steps to upgrade their security clearance to meet the requirements set forth in paragraph 6.g.(11) of this Instruction.
- (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 October of the year during which they would have reported to the CSEL position in accordance with Reference (c).
- f. Training. All CSELs must complete the Joint Knowledge Online (JKO) Senior Enlisted Joint Military Education (SEJPME) I (40 hours) and SEJPME II (45 hours) courses within one year of assignment. Other training requirements include:
 - (1) Gold Badge CSELs:
 - (a) Senior Executive Leader Equal Opportunity Seminar (SELEOS): Within one year of assignment, selectees must attend SELEOS. The member is only required to take the seminar once in their career. This training is coordinated by MCPOCGs Office and the Coast Guard's Office of Civil Rights (CG-00H).
 - (b) National Defense University (NDU) Keystone: Select Gold Badge CSELs will attend the NDU Keystone Course upon nomination. This will be coordinated between the Office of the MCPOCG and the incumbent's (based on course availability and assignment).
 - (2) Rating Force Master Chiefs:
 - (a) CG Senior Enlisted Leadership Course (SELC): Within one year of assignment to a Silver Badge position, if the member is not already a graduate, they must attend SELC.

(3) Silver Badge CSELs:

- (a) CG Senior Enlisted Leadership Course (SELC): Within one year of assignment to a Silver Badge position, if the member is not already a graduate, they must attend SELC.
- (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 receiving command.

(4) SELs:

- (a) Chief Petty Officers Academy (CPOACAD): Selectees must be a graduate of CPOACAD or Department of Defense service equivalent for consideration to a SEL position.

g. Entitlements and Uniforms.

- (1) In accordance with Chapter 3.J.6 of Reference (d), a uniform allowance is authorized upon reporting for duty as MCPOCG, MCPO-CGR, D-MCPOCG or AREA, DCO, DCMS CSEL, and Gold Badge Command Master Chief.
- (2) Badges are authorized to be worn in accordance with Reference (e).
- (3) Members serving in Joint/International CSEL positions may submit written requests to CG PSC via MCPOCG's Office if they require unique authorizations for uniform allowances.

h. Enlisted Competency Codes. Commands are authorized to assign competencies upon successful completion of one year of duty as a CSEL. Moreover, if a Command orders and approves a Relief for Cause as authorized in Reference (g), the assigned competency code will be removed from Direct Access. The following are the authorized competency codes:

- (1) Gold Badges will be assigned the CMCJJ competency code.
- (2) RFMC will be assigned the CMCRF competency code.
- (3) Silver Badges will be assigned the CMCJS competency code.
- (4) Unit SEL will be assigned the CMCJV competency code.

i. Establishing Additional CSEL Positions. Requests to establish additional CSEL positions must be submitted in accordance with Reference (f).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 (SEAC) of the

Joint Chiefs of Staff 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 Reference (k).

- k. Establishing Collateral Duty SEL Positions. In consultation with the MCPOCG, Flag Officers acting as Assistant Commandants may designate a Collateral Duty SEL they deem appropriate for their directorate. Additionally, Flag Officers may promulgate a list of subordinate units authorized a Collateral Duty SEL. When doing so, the following should be considered:
 - (1) Members of the Command Cadre (Officers in Charge, Executive Petty Officers, Engineer Petty Officers, and Senior Enlisted Reserve Advisors) should not be selected to serve as 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 first consider the senior most “Chief” to fill the SEL Position following a personnel record review to further inform the decision. Commanding Officers are encouraged to discuss their selection with the first Gold Badge CSEL in the Chain of Command.
 - (4) All Collateral Duty SEL candidates must have completed the CCTI in accordance with the applicable Master Chief Petty Officer of the Coast Guard Standing Order and shall have their CCTI competency code assigned in Direct Access prior to their designation.
 - (5) Where authorized, Silver Badge SEL must be designated in writing by the Commanding Officer with a copy of the designation letter forwarded to the cognizant Gold Badge.
- l. Change of Watch Ceremonies. Commands must ensure that an appropriate ceremony is conducted to recognize the duties and responsibilities of the CSEL position. Change of Watch ceremonies may be conducted in conjunction with retirements, change of commands, etc., as deemed appropriate by the responsible command.
- m. Relief for Cause (RFC):
 - (1) If the principal loses confidence in the CSEL or the RFMC due to poor performance or conduct, the principal will initiate a RFC, using procedures outlined in Reference (g). Additionally, a copy of the relief letter/documentation will be forwarded to the MCPOCG.
 - (2) Once the authorizing official approves the permanent relief for cause, reassignment will be made based on the needs of the service.
 - (3) SELs may be removed from primary duties IAW Reference (g).

- (4) A request for RFC is not applicable to members serving in Collateral Duty SEL positions.

12. **DUTIES AND RESPONSIBILITIES.** CSELs, RFMCs, and SELs have a wide array of responsibilities as outlined in this section. Additionally, functional statements for each position can be found on the Office of the Master Chief Petty Officer of the Coast Guard site. <https://uscg.sharepoint-mil.us/sites/CG-00B/SitePages/Home.aspx>.

- a. Duties and responsibilities of the Master Chief Petty Officer of the Coast Guard include, but are not limited to:
 - (1) Assisting and advising 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) Serving as the program manager for all CSEL billets. Responsibilities include encouraging qualified candidates to apply for the program, assisting 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 documentation of the CSEL program.
 - (3) Ensuring that lines of communication, both written and oral, are available to all enlisted personnel. Responsibilities also include maintaining and keeping a communications link with field units through the CSEL network, or directly to field units by correspondence, visits, and social media to exchange ideas and disseminate information affecting the enlisted workforce community, and as needed, the entire Coast Guard.
 - (4) Recommending actions to correct adverse conditions and improve quality of life for personnel.
 - (5) Remaining informed of current personnel policies, including pay and allowances, morale, welfare, housing, health care, and incentive programs, which impact enlisted personnel.
 - (6) Assisting 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.
 - (7) Maintaining communications with the senior enlisted leaders representing members of the other armed services.
 - (8) Establishing and ensuring adherence to CCTI guidelines.
 - (9) Actively participating in the curriculum design for all enlisted leadership development courses.

- (10) Periodically reviewing Command Master Chief selections and the need for adding or deleting CMC billets.
 - (11) Upon invitation, acting as the enlisted representative of CCG in the community and at civic functions, and accompanying CCG to official functions, inspections, and ceremonies as appropriate.
 - (12) Reenlisting personnel as authorized in Reference (h).
- b. Duties and responsibilities of the Master Chief Petty Officer - Coast Guard Reserve include, but are not limited to:
- (1) Serving as an advisor to CCG, VCG, MCPOCG, CG-R, and CG-1 on all matters affecting the morale, work-life, and general well-being of the Coast Guard Reserve workforce and their families.
 - (2) Leading and coordinating Reserve CSELs.
 - (3) Serving as the Coast Guard's representative to the Assistant Secretary of Defense for Reserve Affairs Senior Enlisted Advisory Council.
 - (4) Reenlisting personnel as authorized in Reference (h).
 - (5) Maintaining communications with the Reserve Component senior enlisted leaders representing members of the other armed services.
 - (6) Recommending actions to correct adverse conditions and improve quality of life for Reserve Component personnel.
 - (7) Remaining informed of 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 the Deputy - Master Chief Petty Officer of the Coast Guard include, but are not limited to:
- (1) Serving as the principal advisor to the MCPOCG and Senior Executive leadership 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) Providing the Office of the MCPOCG support to VCG and performing the duties of CSEL to all VCG direct reports without a designated Gold Badge CMC.
 - (3) Ensuring that lines of communication, both written and oral, are available to all enlisted personnel. Responsibilities include maintaining and keeping a communications link with field units through the CSEL network, or directly to field units by correspondence, visits, and social media to exchange ideas and disseminate information affecting the enlisted workforce community, and as needed, the entire Coast Guard.

- (4) Serving as the Enlisted Professional Military Education – Force Master Chief to ensure enlisted leadership performance and training requirements align with the Commandant’s Direction for the Coast Guard. Responsibilities include overseeing the implementation and assessment of all enlisted leader development to maintain alignment with Office of the MCPOCG interests.
 - (5) Overseeing and coordinating enlisted Joint Professional Military Education and Joint Staff CSEL assignments.
 - (6) Recommending actions to correct adverse conditions and improve quality of life for personnel.
 - (7) Assisting the MCPOCG 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.
 - (8) Assisting the MCPOCG in periodically reviewing the need for adding or deleting CMC billets.
 - (9) Serving as a standing member of the Deputy Principal’s Council, and advising on policy changes as they are shaped, and on the impact of resources on workforce initiatives.
 - (10) Reenlisting personnel in accordance with Reference (h).
 - (11) Ensuring CCTI is conducted within applicable Master Chief Petty Officer of the Coast Guard Standing Order guidelines.
- d. Duties and responsibilities of the Gold Badge CSELs for the Deputy Commandant for Mission Support (DCMS), Deputy Commandant for Operations (DCO), Atlantic Area (LANTAREA), and Pacific Area (PACAREA) include, but are not limited to:
- (1) Assisting and advising their respective principals on the mission, morale, and well-being impacts of existing or proposed policy changes affecting the mission support enterprise.
 - (2) Remaining current on planned programs and policies impacting unit readiness or member performance.
 - (3) Promoting overall workforce awareness of relevant guidelines and regulations.
 - (4) Frequently visiting mission support and operational units, meeting informally with personnel, exchanging ideas and disseminating information, developing external relationships, and strengthening interagency and inter-service partnerships.
 - (5) Assisting their respective principals with decision making processes and the execution of the organization’s strategies, goals, and missions.
 - (6) Providing guidance and mentorship to CSELs and SELs within their enterprise through regular communications.

- (7) Recommending actions to correct adverse conditions and improve quality of life for personnel.
 - (8) Apply the leadership development framework in accordance with Reference (j) when deploying the Mission Support Action Plan within DCMS.
 - (9) Reenlisting personnel as authorized in Reference (h).
- e. Duties and responsibilities of the District Gold and Silver Badge CSELs, include but are not limited to:
- (1) Frequently visiting their units, meeting informally with personnel, exchanging ideas and disseminating information, developing external relationships, and strengthening interagency and inter-service partnerships. This is essential to be effective in representing the field to the commander and the commander to the field.
 - (2) Being well-versed in geographic/regional challenges and relationships.
 - (3) When fiscally feasible, Gold Badge CSELs shall make periodic visits to Training Centers to better understand processes and issues facing junior personnel at these critical development points. In addition, they should make regular visits to the CPOA and SELC to interact with staff and students, thereby gaining a better understanding of challenges facing 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.
 - (4) Promoting good order and discipline by assisting in all matters pertaining to health and wellness, job satisfaction, and morale of personnel within their AOR. Members should also ensure a positive command climate and a culture of respect - an inclusive atmosphere free of hazing, discrimination, sexual harassment, and sexual assault.
 - (5) Ensuring CCTI is conducted appropriately and in accordance with the applicable Master Chief Petty Officer of the Coast Guard Standing Order.
 - (6) Supporting and collaborating with Chiefs within their AOR and ensuring alignment with Commandant's Direction and the applicable Master Chief Petty Officer of the Coast Guard Standing Order.
 - (7) Coordinating 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.
 - (8) Coordinating MCPOCG and other distinguished enlisted members' visits within their AOR.
 - (9) Upon invitation, attending appropriate meetings and seminars and participating in headquarters or PSC-convened boards, panels and studies that impact the enlisted workforce.

- f. Duties and responsibilities of Rating Force Master Chiefs include, but are not limited to:
- (1) Providing 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) Meeting periodically with members of their rating, traveling to field units to evaluate rating needs, and collaborating with elements of Coast Guard Headquarters program management and members of their rating performing the mission.
 - (3) Monitoring paygrade to position matches and staffing standards to ensure alignment with program, missions, and competency requirements.
 - (4) Developing new training requirements and analyzing and maintaining existing training requirements.
 - (5) Chairing the rating's Rate Training Advisory Council.
 - (6) Ensuring that documentation for credentialing and education assessments encompasses relevant rating performance.
 - (7) Forecasting resource proposal and Organizational Modification Request (OMR) impacts on rating and recommending solutions/options.
 - (8) Liaising with the Assistant Commandant for Human Resources (CG-1) and 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 Request; and
 - f. Change of rating/lateral process.
 - (9) Upon invitation, participating in headquarters or PSC-convened boards, panels and studies that impact the enlisted workforce.
 - (10) Recommending actions to improve job satisfaction of personnel within their rating.
 - (11) When fiscally feasible, RFMCs shall make periodic visits to Training Centers with courses in their rating to better understand processes and issues facing junior personnel at these development points. In addition, they should make visits to the CPOA and SELC to interact with staff and students, thereby gaining a better understanding of challenges facing senior enlisted members. In person visits are

preferred, however, video teleconference and other cost-effective means of virtual connectivity should be leveraged to maintain relationships.

(12) Reenlisting personnel as authorized in Reference (h).

13. 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.
- a. Master Chief Petty Officer - Coast Guard Reserve. The MCPO-CGR advises the Commandant, MCPOCG, and the Assistant Commandant for Reserve (CG-R) on Reserve Component direction and maintains a strong linkage to CG-R and CG PSC-RPM staffs to best align with the priorities of the Coast Guard.
- b. Deputy-Master Chief Petty Officer of the Coast Guard. The D-MCPOCG position was established in May 2014 to expand the reach, engagement, and support to the workforce and senior executive leadership by the Office of the MCPOCG. The D-MCPOCG champions the best interests of the Office of the MCPOCG across all enterprises.
- c. Gold Badge CSELs.
 - (1) Gold Badge Command Senior Enlisted Leaders are assigned to the MCPOCG, and Flag Officers in command, not to include Assistant Commandants in Coast Guard Headquarters, in accordance with the unit Personnel Allowance List (PAL).
 - (2) Coast Guard members selected for CSEL to a Joint Services Command/Element will be assigned a Gold Badge. Uniform and manner of wear 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 enlisted within their respective command structure and/or area of responsibility regardless of time in service or grade.
- d. 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 technician in their ratings regardless of time in service and the authoritative rating contact for the MCPOCG, CSELs, Programs, Commands, and the Workforce.
- e. Silver Badge CSELs. Silver Badge CSELs are assigned to non-Flag commands having billeted Command Master Chief (CMC), Command Senior Chief (CSC), Command Chief (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.

f. Silver Badge SEL.

(1) Silver Badge SEL is a collateral duty and serves as a unit’s SEL. Master Chiefs, Senior Chiefs, and Chiefs may be selected and designated by the unit Commander or Commanding Officer for Silver Badge SEL collateral duty. Only those units authorized in writing by the first flag officer in their chain of command may designate a Silver Badge SEL.

(2) See Paragraph 11.k of this Instruction on establishing a collateral duty Silver Badge SEL position.

g. Senior Enlisted Leaders Advisory Council (SELAC). A senior group selected by the Office of the MCPOCG responsible for advising the MCPOCG on specific workforce issues and initiatives. The group meets periodically and ad hoc as necessary to propose policy changes essential to generate sustained readiness, resilience, and capability. The council is responsible for the creation, coordination, and completion of MCPOCG initiatives. Additionally, the SELAC assists the Office of the MCPOCG in ensuring effective management of the CSEL program, MCPOCG Standing Orders, and broad and overarching issues affecting the Chiefs’ Mess. The D-MCPOCG, MCPO-CGR, DCO/LANT/PAC/DCMS CSELs are the standing members of the SELAC. Additional members may be selected by the Office of the MCPOCG to include CSELs, RFMCs, and other Master Chief Petty Officers.

14. FORMS/REPORTS. None.

15. SECTION 508. This Instruction adheres to Accessibility Guidelines and Standards as promulgated by the U.S. Access Board. If changes are needed, please communicate with the Coast Guard Section 508 Program Management Office at Section.508@uscg.mil.

16. 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.

/H. B. JONES/
Master Chief Petty Officer
of the Coast Guard