

Command Senior Enlisted Leader (CSEL)

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

Overview:

The Command Senior Enlisted Leader (CSEL) is the direct representative to his/her Flag or Commanding Officer on all matters pertaining to efficient and effective management of day to day activities in his/her area of responsibility (AOR). CSELs assist and advise in enhancing policy, strategy, and outreach to the workforce, serve as a liaison to the CMC and Chief Petty Officer (CPO) network and manage communications between their Flag or Commanding Officer and senior enlisted leaders throughout their AOR. The CSEL will provide accurate and timely dissemination of information to the workforce, make routine and frequent visits throughout their AOR and provide field level perspective back to their Flag or Commanding Officer.

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

- Be within two years of completing their present tour.
- ❖ IAW COMDT COGARD WASHINGTON DC 181836Z OCT 10/ALCOAST 510/10:
 - *Officers In Charge “...shall not be reassigned more than six months before their tour completion without specific approval of the Assistant Commandant for Human Resources COMDT (CG-1).”*
 - *“...Executive Petty Officers will not ordinarily be reassigned more than six months before their tour completion date except to meet critical service needs, including but not limited to, command opportunities, fleet up opportunities, and promotions.”*
 - *“Gold Badge designated Command Master Chiefs will not ordinarily be reassigned more than six months before their tour completion date except to meet Service needs or by exception approved by the Master Chief Petty Officer of the Coast Guard.”*
- Be a graduate of the CPO Academy or a DoD Senior NCO course prior to the date of application; *the Senior Enlisted Leadership Course (formerly named the Capstone Course) is not a substitute.*
- Have demonstrated strong leadership abilities, and broad management and administrative skills.
- Possess effective oral and written communication skills.
- Present a sharp military appearance, exceptional military bearing, and be in compliance with weight standards.

- Have not been relieved for cause from assigned duties for four years prior to application deadline.
- Have demonstrated active involvement in command quality of life initiatives and programs.
- You must also meet the Special Assignments eligibility criteria outlined within **Military Assignments and Authorized Absences, COMDTINST M1000.8, Art 1.E.2.a**

Gold Badge Specific:

- Be in pay grade E-9.
- Members cannot apply if they will reach 30 years of active duty service on or before 1 January of the year in which they would be assigned. For example; a Master Chief who has 30 years of service on or before 1 Jan 2013 is not eligible to apply for assignment to positions opening in calendar year 2013.
- Gold Badges may only extend beyond 30 years of service in order to complete the standard tour they were assigned prior to reaching 30 years of service per **Military Separations, COMDTINST M1000.4, Art 1.F.3.**

Silver Badge Specific:

- Be in pay grade E-8 or E-9.
- Members cannot apply if they will reach 28 years of active duty service on or before 1 January of the year in which they would be assigned. For example; a Master Chief or Senior Chief who has 28 years of service on or before 1 Jan 2013 is not eligible to apply for assignment to positions opening in calendar year 2013.

Timeline:

- 24 Aug 2012: Full applications.
- 4 Sep 2012: Panel convenes.
- OOA 18 Sep 2012: Results of the Panel published via ALCGENL message.
- TBD: Gold Badge E-Resumes due.
- TBD: Silver Badge E-Resumes due.
- OOA 31 Oct 2012: All orders issued.

AY13 Applicant Packages:

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

Packages must be sent electronically via email attachment to CWO Mike Dignan at: James.M.Dignan@uscg.mil. The Subject line must read “AY13 CMC/CSC APPLICATION.” Do NOT include any other documents beyond what is required. Applicants will receive an email acknowledging receipt.

Your package must contain the following documents in the order they appear:

- Member’s Memo as prescribed within COMDTINST 1306.1C, Para. 8.c.(1).
- If applicable, waiver request memo with command endorsement (e.g., folliculitis, time in service).
- CO Endorsement as prescribed within COMDTINST 1306.1C, Para. 8.c.(2).
- Discussion paper (**2 Pages Max**) addressing an issue facing our workforce to include background information and proposed recommendations. Issue must be actionable. **The topic of discussion for AY13 is: “What basic level of fitness do you think our workforce should maintain regardless of duties and responsibilities? How would you implement that fitness program and how would you ensure accountability?”**
- Biographical information in resume format. An example of the Professional Resume format is available via a link at the top of the Special Assignments web page. Be sure to include the date(s) and location(s) of attendance at a Senior Enlisted Leadership Academy (e.g. CPOA, Sgt Majors Academy, and USAF NCO Academy).
- Most recent signed Employee Review member counseling report. This should not be confused with your Employee Review Summary Sheet.
- Authorization for Credit Check (DHS form 11000-9) (10-3). **After completing the form, hand-write your residence address, Drivers License number, and state of issuance on the bottom of this form.**
- Photos as prescribed in COMDTINST 1306.1C, Para. 8.c.(4).

AY13 Shopping Lists and E-Resumes:

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

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

Selection and Assignments:

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

Pay and Allowances:

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

Training:

Newly selected CMCs/CSCs shall participate in an indoctrination training program as directed by the program manager. See COMDTINST 1306.1C, Para. 8.g. for information regarding the assignment of competency codes.