

AY20 Command Senior Enlisted Leader (CSEL) Application Guidance for Reserve Gold & Silver Badge Positions

10 Jun 2019

Current Reserve CMCs, CSCs, & CCs that desire to compete for a SELRES badge position in AY20 MUST submit a complete application package.

There are significant changes to the AY20 Gold/Silver Badge application package.

Applicants and Command must familiarized themselves with the CSEL Instruction.

Please visit the PSC-rpm2 assignment website below to review the 5 REQUIRED items on the CSEL Program Information sheet and the Special Assignment Standard Application Package.

<https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Personnel-Service-Center-PSC/Reserve-Personnel-Management-PSC-RPM/Contact-RPM/>

Overview:

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). CSELS assist and advise in enhancing policy, strategy, and outreach to the workforce, serve as a liaison to the Command Master Chief (CMC) and Chief Petty Officer (CPO) network and manage communications between their principal 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 principal. Gold Badges will work closely with the office of the MCPOCG on policy development and implementation regarding the workforce and with their Department of Defense senior enlisted counterparts. They shall also maintain a strong relationship with service organizations and companies that support personnel issues.

References for this application process:

- (a) Command Senior Enlisted Leader (CSEL) Program, COMDTINST 1306.1 (series)
- (b) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series), Art. 1.E.2.a
- (c) Reserve Policy Manual, COMDTINST M1001.28 (series)

Eligibility Requirements:

To be eligible, the applicant must meet the following qualifications and criteria as set forth in Reference (a), par. 9. a. and the Special Assignments criteria outlined in reference (b).

- Be in pay grade E-9 for Gold Badge or E-9/E-8/E-7 for Silver Badge positions.
- Candidates for Gold Badge positions must be a graduate of the Senior Enlisted Leadership Course (SELC) or DoD service equivalent. **This requirement cannot be waived.**
- Candidates for Gold Badge and Silver Badge positions must be a graduate of one of the Senior Enlisted Leadership Academies (e.g., CPO Academy, US Navy Senior Enlisted Academy, US Air Force Senior NCO Academy). **This requirement cannot be waived.**
- Have demonstrated strong leadership abilities and broad management and administrative skills.
- Possess effective oral and written communication skills.
- Have maintained compliance with weight standards at the time of application and for the previous two years.

- Reflect the highest standards of conduct, integrity, performance, professional expertise, attitude and military bearing as consistently demonstrated throughout their career.
- Have not been convicted by court-martial, have a record of civil convictions other than minor traffic violation(s) for the previous seven years or since advancement to Chief Petty Officer, whichever is longer.
- Candidates for Gold Badge positions will not be considered if they will reach 30 years of service on or before 1 January 2020 without an approved waiver from PSC.
- Candidates for Command Silver Badge positions will not be considered if they will reach 28 years of service on or before 1 January 2020 without an approved waiver from PSC.
- **If a waiver for any of the criteria is required, a waiver request must be included with the application package. USE A SEPARATE FORM FOR EACH WAIVER REQUESTED (e.g., an E-9 submitting a 30 year waiver request for a Gold Badge position would submit a separate 28 year waiver request for a Silver Badge position).**

Timeline:

6 Sep 2019: Completed applications must be received by PSC RPM via e-mail.

7 Oct 2019: Gold & Silver Badge Screening Panel convenes.

Anticipate late 2019: Panel results published via ALCGRSV message.

TBD: Gold Badge e-Resumes due.

TBD: Silver Badge e-Resumes due.

Spring 2020: All orders issued.

AY20 Applicant Packages:

Application packages for Reserve Gold and Silver Badge programs are the same and shall be submitted via the chain of command. Members desiring to apply for both programs should only submit one application package. Packages must be sent electronically via email attachment to the RPM-1 Boards & Panel Query at: HQS-SMB-CGPSC-RPM-BoardsPanels@uscg.mil with a carbon copy (Cc...) to YNCM Andray James, Reserve CMC Assignment Officer at: [YNCM Andray James](#). The subject line of the e-mail must read **“AY20 Reserve Gold/Silver Badge Screening Application”**. **Do NOT include any other documents beyond what is required.** Applicants will receive an email acknowledging receipt. Your application package must be submitted in **ONE** Adobe file in the following order:

- **CO Endorsement**

Endorsement from the CO shall be provided by O-6 or higher and must certify the candidate is fully qualified to assume the duties of CSEL specifically addressing:

- Military appearance
- Current security clearance status
- Compliance with medical and dental requirements
- Core Values
- Participation in the local Chief’s Mess
- Communication skills

- **Member’s Memo**

Memo requesting assignment and containing your personal and professional goals, qualifications, and experiences. The subject line in the memo must read “**Name, EMPLID, AY20 RESERVE GOLD/SILVER BADGE SCREENING APPLICATION**”. The Last paragraph on the memo shall state that you are “available for assignment to any Gold/Silver Badge position”

- **Employee Summary Sheet – Accessed from CGBI**

The Employee Summary Sheet (ESS) will provide each member with a consolidated view of their information as it appears in Direct Access. This serves as a means for everyone to review their personal data and to ensure the information in Direct Access is up to date and accurate. The Employee Summary Sheet shall be submitted using “My Panel View” selection.

Note: this is different from your EI-PDR.

- **Employee Review Summary from Direct Access**

This is a summary of your enlisted evaluations in Direct Access. Ensure you click the refresh button prior to saving/printing the summary!

- **Pictures of Candidate**

Two color 8 X 10 full length photographs. Uniform for all applicants is Tropical Blue Long uncovered, with one forward-facing and one left side profile.

Exception: Navy Type III's are allowed for members serving in PATFORSWA at time of application.

- **Waivers**

Waiver request, if applicable. **USE A SEPARATE FORM FOR EACH WAIVER REQUESTED.**

AY20 Reserve Gold Badge & Silver Badge Shopping List and E-Resumes:

Tentative shopping lists are posted and are located within a link on the PSC-RPM web page titled “AY20 Gold Badge Shopping List” and “AY20 Silver Badge Shopping List”.

The e-Resume deadline will be announced in the panel results message, scheduled for release in late 2019.

Selection and Assignments:

PSC-RPM will make assignments from the list of best-qualified candidates. Reserve Gold Badges will be assigned in close coordination with the Vice Commandant, MCPOCG, & MCPOCGR.

Tour length is documented within Reference (a), par. 9.b.

Training:

Newly selected Gold and Silver Badge Command Master Chiefs shall participate in indoctrination training program as directed by the program manager.