



COMDTINST 1306.1G
20 FEB 2018

COMMANDANT INSTRUCTION 1306.1G

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)

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), Gold Badge Command Master Chiefs (CMC), Coast Guard Reserve Force Master Chief (CGRF-MC), Command Silver Badges, and Collateral Duty Command Master Chiefs, Senior Chiefs, and Chiefs.
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 1306.1F 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). CSELs assist and advise in enhancing policy, strategy, and outreach to the workforce, serve as a liaison

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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 must also maintain a strong relationship with service organizations and companies that support personnel issues.

- 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 and as such, responsibilities include: ensuring applicants are available to fill projected vacancies, assisting Personnel Service Center (PSC) in screening applicants, advising PSC and applicants throughout the assignment process, assigning CSELs in coordination with PSC, 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 CSEL 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. An ideal situation is entering the program as a silver badge and developing to assume positions of greater responsibility and influence up through the CSEL program to the 3-star flag level. As such, strong consideration will be given to applicants with prior successful service at the District level for assignment as Deputy MCPOCG, or CMC to DCO, DCMS, LANTAREA, or PACAREA.
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: added completion of Chiefs Call to Initiation as an eligibility requirement for all Gold and Silver Badge Command Master Chiefs, Command Senior Chiefs, Command Chiefs; Gold Badge eligibility requirements updated to reflect that candidates should have also served as a Silver Badge Command Master Chief/Command Senior Chief; replaced Chiefs Call to Indoctrination with Chiefs Call to Initiation throughout.
 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 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 Master/Senior Chief 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 CMC prior to assuming the duties and responsibilities as the MCPOCG.
 - (2) CGRF-MC: Candidates must be an E9 in an active status in the Coast Guard Reserve.
 - (3) Gold Badge: Be in pay grade E-9 at time of application deadline.
 - (4) Command Silver Badge positions: Be in pay grade E7 (CGR only)/E8/E9 or above the cut on the previous year service wide exam (SWE) advancement list and expected to advance NLT 1 December prior to the assignment year, i.e. for AY19 must advance by 1 December 2018.
 - (5) Completed the requisite senior enlisted leadership courses per the leadership continuum, i.e. CPOACAD if pursuing a Command Silver Badge position and CPOACAD, and SELC or DoD service equivalent if pursuing a Gold Badge position.
 - (6) Completed Chiefs Call to Initiation in accordance with Master Chief Petty Officer of the Coast Guard Standing Order One, and have appropriate competency code assigned.
 - (7) Have demonstrated strong leadership abilities and broad management and administrative skills.
 - (8) Possess effective oral and written communication skills.

- (9) Have maintained compliance with weight 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 as demonstrated during their entire career. Minor excursions/infractions early in one's career, are not necessarily disqualifiers. The record will be reviewed for totality of member's career.
- (11) 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.
- (12) MCPOCG and CGRF-MC applicants must be eligible for a TS/SCI and a White House security clearance. Area level Gold Badge applicants must be eligible for a TS/SCI clearance. District level Gold Badge applicants must be eligible for a TS clearance.
- (13) The MCPOCG and the CGRF-MC serve at the pleasure of the Commandant of the Coast Guard. However, candidates should be prepared to serve a four year tour and are expected to retire at the end of their tour as MCPOCG or CGRF-MC coincident with the retirement of the Commandant. Candidates for MCPOCG and CGRF-MC who are on an existing waiver with over 30 years time in service are eligible to apply.
- (14) Candidates for Gold Badge positions will not be considered 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 with 30 years of active service on 1 January 2019 is not eligible to apply for assignment in calendar year 2019 whereas a Master Chief who will reach 30 years of service 2 January 2019 or thereafter is eligible to apply.
- (15) Candidates for Gold Badge positions should have also served as a Silver Badge Command Master Chief/Command Senior Chief as described in Paragraph 11.d. Collateral Duty Silver Badge designations do not fulfill this requirement.
- (16) Candidates for Command Silver Badge positions will not be considered 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 who has 28 years of service on 1 January 2019 is not eligible to apply for assignment in calendar year 2019, whereas a Master Chief who will reach 28 years of service 2 January 2019 or thereafter is eligible to apply. An E8 applicant within 2 years of their Professional Growth Points (PGP) may apply for a Silver Badge position and a waiver of the PGP may 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 Command Silver Badge positions.
- (17) Gold Badges may extend beyond 30 years of service in order to complete the tour they were assigned prior to reaching 30 years of service per Article 3.H of Reference (a).

- (18) 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, i.e. if special needs are a concern, members should ensure all available positions can accommodate.
- b. Tour Length. The MCPOCG and CGRF-MC will be assigned as noted in Paragraph 9.a.(12) above. Active and Reserve Gold Badges will be assigned for a standard tour length of 2 years with the exception of the Deputy MCPOCG which is 4 years. Active and Reserve Silver Badges 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 CGRF-MC for the Reserve). In the case of an extension (deviation), the Gold Badge must make their request for consideration no later than 31 May of their first year to the MCPOCG. Members who are approved to extend service beyond 30 years will receive a tour length to expire 1 September of the final year of their tour.
- c. Application. Applications for MCPOCG, CGRF-MC and Gold Badge (3-star/Command only) positions must be submitted electronically to CG-PSC-EPM-2 or CG-PSC-RPM-2 via the chain of command. Silver Badge applications must be submitted electronically to CG-PSC-EPM-2 or CG-PSC-RPM-2 via the chain of command and the responsible Gold Badge. Application packages must contain:
- (1) Memo: A memo requesting assignment and containing the member's personal and professional goals, qualifications, and experiences. Gold/Silver badge applicants must state in the final paragraph that, by applying, they are available for assignment to any position. They must not state most or least desired assignments in their memo and will utilize the e-resume for indicating preference order of assignments. Active duty Gold/Silver badge applicants must include a statement agreeing to remain on active duty for a full tour. Requests for retirements prior to tour completion will not be granted unless approved by the VCG and MCPOCG.
 - (2) MCPOCG and CGRF-MC applicants include two essays (300-500 words each) written by the applicant. The first essay should prioritize and discuss the challenges facing members and their families of their respective component that require immediate budget and/or policy action. The second essay should address how the applied for position can support the Commandant in focusing on the Commandant's direction.
 - (3) Photographs:
 - (a) MCPOCG: One official color 8 X 10 glossy photograph (un-retouched) of the applicant in service dress blue uniform, covered and standing to show full length with the left sleeve exposed to the lens.
 - (b) CGRF-MC and Gold/Silver Badges: Two official color 8 X 10 full length photographs. Both must be in the tropical blue uniform, uncovered, with one forward-facing and one right side profile. The use of digital photos is authorized, but should be of the highest resolution (not less than 300dpi) and untouched. The background should be white or

blue and may include the National Ensign and Coast Guard Standard. No other backgrounds accepted.

- (4) Biographical information submitted in resume format - no more than two pages.
- (5) Provide a Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act, DHS-11000-9 (10/8), for a credit check.
- (6) MCPOCG and CGRF-MC: Provide a Questionnaire for National Security Positions, Form SF-86, for security clearance and background check.
- (7) Enlisted Performance Evaluation Form:
 - (a) MCPOCG: Copies of the past three enlisted employee reviews, with appropriate comments if applicable, attached.
 - (b) CGRF-MC and Gold/Silver Badge: Current completed Enlisted Performance Evaluation Member Counseling Report from Direct Access.
- (8) CGRF-MC: Applicants who will attain more than 16 years of creditable service towards an active duty retirement will require a waiver to serve as the CGRF-MC. The waiver request must be included in the application package.

d. Endorsement.

- (1) For MCPOCG and CGRF-MC: 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) For Gold/Silver Badge (3-star/Command only): 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 specifically addressing: military bearing; current security clearance status; compliance with readiness measures; demonstrated commitment to core value; and demonstrated commitment to and participation with their local Chiefs Mess, as well as, involvement in command quality of life initiatives and programs.
- (3) Cognizant Gold Badge: All application packages for first time Gold and all Silver applicants must go through the cognizant Gold Badge, who upon receipt of the application, must conduct a review of the application to ensure applicants meet the minimum eligibility qualifications and criteria per this Instruction. Applicants must be counseled regarding the screening and assignment process and clearly understand that they will be screened for assignment to either a Gold or Silver Badge position, dependent on needs of the service.

Make an endorsement to the application package noting whether minimums were or were not met and counseling conducted.

- e. 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 candidate(s).
 - (1) MCPOCG and CGRF-MC: At a minimum, the panel will consist of, at least, three Flag officers and a member of CG-PSC-EPM (non-voting).
 - (2) Gold/Silver Badges: At a minimum, the panel will consist of: MCPOCG or their representative, a current active or reserve Gold Badge CMC and a member of CG-PSC-EPM (non-voting) or CG-PSC-RPM (non-voting) for the reserve component.
- f. Selection and Assignments.
 - (1) MCPOCG and CGRF-MC: The Prospective Commandant will interview selected candidates and announce the chosen member as the next MCPOCG/CGRF-MC through ALCOAST.
 - (2) Gold/Silver Badges: In concert with the VCG, 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 CGRF-MC when assignment involves Reserve personnel. Gold Badge CMC slating will also include principals (flag officer) who may wish to conduct a telephone or in-person interview with the prospective Gold Badge CMC recommended for their team.
- g. Training. Newly selected Gold and Silver Badges must participate in an indoctrination session as directed by the program manager. The Senior Executive Leader Equal Opportunity Seminar MUST be attended within one year of assignment to a Gold Badge position. The Senior Enlisted Leader course MUST be attended within one year of assignment to a Silver Badge position. Failure to attend these courses may result in removal from the position. All CSELs must complete the online Senior Enlisted Joint Enlisted Professional Military Education I and II courses. For select Gold Badge positions, attendance at Keystone is required and will be coordinated based on tiered priority between the program manager and incumbents.
- h. Enlisted competency codes. Will be assigned upon successful completion of one year of duty as a CSEL with command approval.
 - (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 CMCJV competency code.

i. Entitlements and Uniforms.

(1) In accordance with Reference (b), a uniform allowance is authorized upon reporting for duty as MCPOCG, CGRF-MC and Gold Badge Command Master Chief.

(2) Wear of badges is authorized in accordance with Reference (c).

j. Establishing additional CSEL Positions. Requests to establish additional CSEL positions must be submitted in accordance with Reference (d) and must have an accompanying resource neutral strategy to support the change.

k. Establishing Collateral Duty Silver Badge Positions. DCMS, DCO, Area and District commanders must promulgate a listing of units authorized a Collateral Duty Silver Badge. Officers in Charge, Executive Petty Officers, Engineer Petty Officers, Housing Officers, Drug/Alcohol Representatives and Employment Equal Opportunity officers must not be selected to serve as a Collateral Duty Silver Badges. Units with less than four “Chief” billets on their PAL must NOT designate a Collateral Duty Silver Badge. If the senior most “Chief” fills one of the billets indicated in this Paragraph, selection of a “Chief” junior to them as outlined in Paragraph 11.e., does not require engagement with the cognizant Gold Badge CMC by the Commanding Officer.

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 position. CSEL 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. For Gold Badge or Command Silver Badge, if the principal loses confidence in the CSEL due to poor performance or conduct, the principal will initiate a relief for cause using procedures per Reference (e). Additionally, a copy of the relief letter 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. 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.

11. 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. Coast Guard Reserve Force Master Chief. The CGRF-MC reports directly to the Director of Reserve and Military Personnel (CG-13) for program direction and administrative purposes. The CGRF-MC is a personal advisor to Commandant (CG-13), MCPOCG, Vice Commandant and Commandant on all matters affecting the morale, work-life, and general well-being of Coast Guard Reserve enlisted personnel and their families. As the leading Reserve CSEL, the CGRF-MC leads and coordinates Reserve CSELs. The CGRF-MC communicates with Reserve field units directly and through Reserve CSELs. The CGRF-MC also serves as the Coast Guard representative to the Assistant Secretary of Defense for Reserve Affairs Senior Enlisted Advisor Council.
- c. Gold Badge (3-star/Command). Gold Badge Command Master Chiefs are E-9s assigned to the MCPOCG, Flag Officers at Deputy Commandant for Mission Support, Deputy Commandant for Operations, Pacific Area, Atlantic Area, Cyber Command, Force Readiness Command, each District, Personnel Service Center, the Coast Guard Academy, Joint Interagency Task Force South and Director of Logistics. They report directly to their respective commander. The Gold Badge shall be considered the senior most “Chief” in that paygrade in their AOR, regardless of time in service or grade.
- d. Silver Badge (Command). Silver Badge Command Master Chiefs, Command Senior Chiefs and Command Chiefs are assigned to non-Flag commands having billeted CMC/CSC/CC positions identified in accordance with the unit Personnel Allowance List (PAL). 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. They work outside the chain of command, report directly to and advise/consult with their commander/commanding officer, and are responsible for assisting the command and subordinate commands in maintaining readiness, managing leadership training opportunities, and promoting professional development.
- e. Collateral Duty Silver Badge (Unit). Collateral Duty Silver Badge Command Master Chiefs, Senior Chiefs and Chiefs are selected and designated by the unit 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. If authorized, they must be designated in writing by the Commanding Officer with a copy of designation letter forwarded to the cognizant Gold Badge. Although, the senior most “Chief” is not a requirement for selection, the senior most “Chief” should be considered first and if not selected, the commanding officer should make a very conscious decision before by-passing that member as they move to the next senior most “Chief” for selection as their Collateral Duty Silver Badge Command Chief. When considering doing so, the Commanding Officer should engage with the cognizant Gold Badge prior to making their selection to discuss the decision. See Paragraph 9.k of this Instruction on establishing a collateral duty Silver Badge position.

12. 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 Command Master Chiefs, 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 Gold and Silver Badges 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. 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.

- (2) For Gold Badges, provide guidance to and foster a mentor relationship with Silver Badges through regular communications.
- (3) Recommend action to correct adverse conditions and improve quality of life for personnel.
- (4) Apply the 28 Leadership Competencies and the leadership continuum when developing the leadership strategy within their AOR.
- (5) 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 an atmosphere of respect and professionalism, with zero tolerance for hazing, discrimination, sexual harassment and/or sexual assault.
- (6) 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.
- (7) Ensure Chiefs Call to Initiation (CCTI) is conducted appropriately and in accordance with Master Chief Petty Officer of the Coast Guard Standing Order One.
- (8) 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.
- (9) District level Gold Badges shall coordinate the Coast Guard Enlisted Person of the Year (EPOY) program with the MCPOCG's office. Other Gold and Silver Badges and unit collateral duty Silver Badges coordinate the EPOY and Enlisted Person of the Quarter programs for their respective units.
- (10) When fiscally feasible, Gold Badges shall make periodic visits to Training Centers to better understand processes and issues facing our junior personnel at these critical development points. In addition, Gold Badges should make regular visits to the Chief Petty Officer Academy and Senior Enlisted Leadership Course to interact with staff and students and gain 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.
- (11) Coordinate MCPOCG and other distinguished enlisted members visits within their AOR.
- (12) Upon invitation, attend appropriate meetings and seminars and participate in headquarters or PSC-convened boards, panels and studies that impact the enlisted workforce.
- (13) Per Reference (f), Gold Badges are authorized to reenlist personnel.

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/>; CG Portal <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.

S. W. CANTRELL /s/
Master Chief Petty Officer
of the Coast Guard