



Command Senior Enlisted Leader (CSEL)

PROGRAM INFORMATION SHEET (UPDATED: 31MAY2022)

Job Description

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

Eligibility and Pre-Requisites

- All eligibility and pre-requisites are detailed in the [Command Senior Enlisted Leader Program, COMDTINST 1306.1H](#)
- Prospective applicants, and those providing endorsements, for the [Command Senior Enlisted Leader \(CSEL\) Program](#) should familiarize themselves with the contents therein.
- **WAIVERS:**
 - **Active Duty (AD) Applicants** – Waivers for AD are NOT typically given. Please discuss your specific situation with the Program Manager or Assignment Officer prior to submitting screening package.
 - **Reserve (RSV) Applicants** – Waivers will be automatically granted by RPM if selected for an assignment [CSEL Program, COMDTINST 1306.1H, Section 9.A.13.](#) and [Reserve Policy Manual, COMDTINST M1001.28, Section 5.S.](#)

Application Requirements

- **MEMBER'S MEMORANDUM:** All applicants MUST submit a memo (not to exceed two pages) requesting consideration. Their request MUST address (at a minimum):
 - The reason for applying to the CSEL Program.
 - The member's personal and professional goals.
 - Qualifications, experiences, and any additional attributes that will make the applicant a strong candidate.
 - A statement that you have reviewed and/or updated your [OMPF](#). Include the date you reviewed/updated your record.
 - AD and RSV Gold/Silver Badge applicants MUST include a statement agreeing to remain on active duty or in SELRES for a full tour (2 years for Gold Badge, 3 years for Silver Badge).
 - Active Duty applicants MUST state in their request that, by applying, they are available for assignment to ANY position.
 - Reserve applicants SHALL review available positions, their geographical location, and consider travel requirements when submitting their preference(s) in their e-Resume.
- **COMMANDING OFFICER'S ENDORSEMENT:** Endorsements MUST be in alignment with [COMDTINST 1306.1H \(Chap. 9.c.\)](#). Failure to follow these guidelines WILL result in the applicant NOT being considered for the CSEL Program. Additionally, the endorsing officer SHALL address:
 - Military Bearing
 - Demonstrated Commitment to Core Values
 - Participation and Leadership Roles in the CPO Mess
 - Involvement in Command Quality of Life Programs and Initiatives
- **SUBMISSION REQUIREMENTS:** The following SHALL be submitted in ONE .pdf, in the order below:
 - Member's Memorandum
 - Commanding Officer's Endorsement
 - "My Panel Submissions" in Direct Access ([Direct Access – My Panel Submissions Tutorial](#))
 - NO OTHER INFORMATION IS ALLOWED TO BE INCLUDED IN YOUR SUBMISSION.
- **EMAIL COMPLETED APPLICATION/S TO:**
AD: HQS-SMB-PSC-EPM-2-SpecialAssignments@uscg.mil
RSV: HQS-SMB-CGPSC-RPM-2-Assignments@uscg.mil