U.S. Department of Transportation
United States Coast Guard

Commandant
United States Coast Guard

2100 Second Street, S.W.
Washington, DC 20593-0001
Staff Symbol: G-CMCPO
Phone: (202) 267-2397

COMDTINST 1306.1A

JAN 15 2002

COMMANDANT INSTRUCTION 1306.1A

Subj: COMMAND MASTER CHIEF PROGRAM

Ref: (a) U. S. Coast Guard Pay Manual, COMDTINST M7220. 29 (Series)
(b) U. S. Coast Guard Uniform Regulations, COMDTINST M1020.6 (Series)
(c) U. S. Coast Guard Personnel Manual, COMDTINST M1000.6 (Series)
(d) U. S. Coast Guard Enlisted Qualification Codes Manual, COMDTINST M1414.9 (Series)
(e) U. S. Coast Guard Personnel Resources (Military & Civilian) and Civilian Employment Ceiling Manual, COMDTINST M5312.13 (Series)

1. PURPOSE. This Instruction outlines the procedures for application, screening, selection, assignment, and utilization of area, reserve force, and other commandant-designated command master chiefs (CMCs).

2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, Superintendent, commanding officers of headquarters units; assistant commandants for directorates, Chief Counsel and special staff offices at Headquarters shall ensure compliance with the provisions of this Instruction.

3. DIRECTIVES AFFECTED. Command Master Chief Program, COMDTINST 1306.1 is cancelled.

4. DISCUSSION.

a. CMCs uphold the highest standards of professionalism and stimulate communication at all levels of command throughout the Coast Guard. Although CMCs are not in the chain of command, they strengthen it by working within the chain of command whenever

DISTRIBUTION – SDL No. 139

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	3	2			3	2	1	1	1	1		1	1	1	1	1	1	1	1		1					
B		8	20*	2	12	1	10	10	6	2	2	3	1	10	10	1	2	10	1	1	5		3		1	
C	5	3	1	3	1	1	2	1	3		3	1	5		1		1	1	1	1	1	1		1	1	1
D	2	1	1	3	1	1	1	1	3			1	1	1	1	1	1		2		1	1				1
E	1											1	1	1	1		1								1	
F																1										
G			1																							
H																										

NON-STANDARD DISTRIBUTION: MLCLANT, MLCPAC (6 extras)

possible to foster a better understanding of the needs and viewpoints of all members of the Coast Guard family. By advising, consulting, and through direct participation, CMCs play an important role in the continuous improvement of the Coast Guard. The vision of the CMC program is "Proactively Assist Coast Guard Members to be Ready Today - Preparing for Tomorrow."

b. The CMC is the senior enlisted advisor to Coast Guard leadership. Collectively, the CMC corps promotes balance between workforce needs and organizational goals. Accessible to all, CMCs encourage communication throughout the organization on issues affecting personnel and mission accomplishment. In addition, the CMCs provide guidance to a network of unit level command chiefs. CMCs report directly to their commanders or commanding officers and keep the chain of command aware and informed of sensitive and current issues whenever appropriate.

c. During recent years, CMCs, by necessity, have assumed increased leadership responsibilities. At all levels of command, CMCs have become more involved in consulting with commands and program managers on policies which affect enlisted personnel. As joint operations within the armed forces have increased, recognition of these positions by the Department of Defense (DoD) has become critical to successfully accomplishing their duties and responsibilities in a joint operating environment.

d. Definitions.

(1) CMC Force Manager is the Master Chief Petty Officer of the Coast Guard (MCPOCG). Responsibilities include initiating action to ensure CMC applicants are available to fill projected vacancies of Commandant-designated CMC positions; assist CG Personnel Command (CGPC) in screening CMC applicants; advise commanders or commanding officers on the CMC selection process, and assist when requested; initiate Special Duty Assignment Pay (SDAP) recommendations to ensure all CMC positions remain filled with qualified and/or experienced personnel; recommend position adjustments within the CMC program as appropriate; periodically review this Instruction and recommend changes as appropriate; when requested, advise commanders or commanding officers desiring to establish CMC positions; support the CMC program by providing current information pertinent to the enlisted workforce; provide assistance with issues beyond the resources available to the CMC; foster a better understanding of the CMC program and the role of the CMC at all levels of the Coast Guard; ensure field personnel remain informed on how to communicate with their CMC; organize and convene indoctrination training for new Commandant-designated CMCs; recommend CMC participation on Coast Guard Headquarters and CGPC convened boards, panels, and studies, as appropriate; and maintain a history

of the CMC program which includes a roster and contact information on all former area, reserve force, and Commandant-designated CMCs.

(2) The CMC program consists of six categories listed below in order of precedence. Authorized positions are listed in enclosures (1) and (2) are defined as Commandant-designated:

(a) Area CMCs are assigned to the Atlantic and Pacific Area Commanders. They work separate from the chain of command, report directly to their area commander, advise and consult with their area commander, have responsibility for assisting their commander in managing the CMC program within their commands as prescribed under 5.e. and f. of this Instruction, and may communicate directly with the MCPOCG. While assigned, the area CMC is designated as the area's senior enlisted person regardless of date of advancement.

(b) Reserve Force Master Chief is a selected reservist who serves at least two years of active duty assigned to the Training and Reserve Directorate at Coast Guard Headquarters. The reserve force master chief works separate from the chain of command, reports directly to the Director of Reserve and Training (Commandant (G-WT)), advises and consults with the Director of Reserve and Training, and may communicate directly with the MCPOCG. While assigned, the reserve force master chief is designated as the senior enlisted reservist regardless of date of advancement.

(c) Other Commandant-designated CMCs are assigned to Headquarters (G-CCS), districts, maintenance and logistics commands, the Coast Guard Academy, or other commands having positions identified in accordance with the unit Personnel Allowance List (PAL) or Reserve Personnel Allowance List (RPAL) authorizing a full-time CMC. They work separate from the chain of command, report directly to their command flag officer or commanding officer, advise and consult with their commander, have responsibility for assisting their commander in managing the CMC program within their commands as prescribed under 5.e. and f. of this Instruction, and may communicate directly with the MCPOCG. While assigned, the Commandant-designated CMC is designated as the senior enlisted person in their respective commands regardless of date of advancement.

(d) Commandant-designated Reserve Area CMCs are selected reservists who are assigned to Commander, Atlantic and Pacific Areas. They work separate from the chain of command, report directly to their area commander, advise and consult with their area commander, have responsibility for assisting their area commander in managing the CMC program within their areas as prescribed under 5.e. and f. of this Instruction, and may communicate directly with the reserve force master chief or the MCPOCG. They work closely with their active duty counterparts, ensuring

that all members of the Coast Guard are represented. While assigned, the reserve area CMCs are designated as the senior enlisted reservist in their respective areas regardless of date of advancement.

(e) Commandant-designated Reserve CMCs are selected reservists who are assigned to district commanders. They work separate from the chain of command, report directly to their district commander, advise and consult with their district commander, have responsibility for assisting their district commander in managing the CMC program within their district as prescribed under 5.e. and f. of this Instruction, and may communicate directly with the reserve force master chief or the MCPOCG. They work closely with their active duty counterparts, ensuring that all members of the Coast Guard are represented. While assigned, the reserve CMC is designated as the senior enlisted reservist in their respective district regardless of date of advancement.

(f) Collateral Duty CMC, Command Senior Chief, and Command Chief Positions. Commanders or commanding officers which do not have an authorized CMC position, may select from within their division or command, a MCPO, SCPO, or CPO from a PAL and/or RPAL position to perform the duties and responsibilities of a CMC described in this Instruction. Collateral duty command chiefs are the senior enlisted advisors to unit commands. Command chiefs promote balance between workforce needs and command goals. Accessible to all crewmembers and their dependents, command chiefs encourage communications affecting personnel and mission accomplishment. In addition, command chiefs network with other resources to resolve unit-level problems and concerns. They work separate from the chain of command, report directly to and advise and consult with their commander or commanding officer, and may communicate directly with their respective Commandant-designated CMC.

5. PROCEDURES.

a. Eligibility. CMC positions are reserved for those truly outstanding master chief petty officers who have achieved or demonstrated the requirements enumerated below and exemplify the finest leadership abilities and the Coast Guard's Core Values. To be eligible for assignment as a CMC, the individual must:

(1) Serve in pay grade E-9 or pay grade E-8 if above the cutoff on the E-9 advancement eligibility list or number one on the E-9 advancement eligibility list where the cutoff is zero.

(2) Have demonstrated superior leadership abilities and broad management skills.

(3) Possess effective communication abilities (oral and written) and proven administrative capabilities.

(4) Have demonstrated effective personnel counseling skills.

(5) Have a sharp military appearance, demeanor, military bearing, and be in compliance with the maximum allowable weight standards.

(6) Have an outstanding performance record.

(7) Be a highly motivated role model.

(8) Have demonstrated active involvement in command quality of life initiatives and programs.

(9) Graduate from the Chief Petty Officer Academy or a DoD Senior Enlisted Academy. Members being considered for assignment to the position of collateral duty CMC, command senior chief, or command chief are not required, but highly recommended to meet this eligibility requirement of attendance from either the Chief Petty Officer Academy or a DoD Senior Enlisted Academy. NOTE: These positions closely mirror the duties and responsibilities of Commandant-designated CMCs; therefore, completion of the Chief Petty Officer Academy or a DoD Senior Enlisted Academy is encouraged.

b. Application. Those desiring assignment to a CMC position must submit an application package to CGPC-epm-2 via their chain of command. If the member is interested in only applying for certain geographic CMC positions, this should be specified in his or her letter. Those desiring assignment to the reserve force master chief position must submit an application package to Commandant (G-WT) via their chain of command. Those desiring assignment to a reserve area or district command master chief position (enclosure (2)) must submit an application package to the respective area or district commander via the chain of command. Application packages must contain:

(1) A letter requesting assignment to a CMC position which should include a statement of why the applicant requests assignment to a CMC position, what experience the applicant would bring to the position, the applicant's view of the responsibilities of the position, and any geographic preferences. In addition, the member must include a statement agreeing to an active duty commitment of two years if selected.

(2) Commander's or commanding officer's endorsement must certify the candidate is qualified to assume the duties of CMC, paying particular attention to the following factors:

(a) Physical fitness and weight. Member must meet maximum allowable weight standards and be physically fit.

(b) Security. Indicate the applicant's current security status and eligibility to hold a secret clearance.

(c) Core Values. Address applicant's demonstrated commitment to the Coast Guard's Core Values of honor, respect, and devotion to duty.

(d) Comments on the member's ability to perform the duties of a CMC.

(3) Two 8 x 10 color photos, one front view (with combination cover) and one profile view (without cover) showing left sleeve with rating badge and service stripes. Photos must be full length with member in Service Dress Blue Bravo.

(4) Biographical Information submitted on U.S. Coast Guard Form CG-4035 (Rev. 10-84).

c. Screening. CGPC-epm-2 and the CMC force manager will screen active duty application packages to ensure applicant eligibility. Commandant (G-WT) and the CMC force manager will screen reserve force master chief application packages during the selection process to ensure applicant eligibility. Area and district CMCs will screen their respective reserve command master chief application packages during the selection process to ensure applicant eligibility.

d. Selection and Assignments. CGPC-epm-2 will provide all selecting commands with appropriate packages. Selections in each category will be completed starting with the senior flag officer and senior commander or commanding officer respectively. Upon notification, assignments will be made by CGPC-epm-2 and Commandant (G-WT). Following each reserve area and district CMC selection process and upon notification, assignments will be made by the servicing integrated support command.

e. Training. Newly selected Commandant-designated CMCs (without previous Commandant CMC experience) will participate in an indoctrination training program at Coast Guard Headquarters, which will be organized, convened, and funded by the CMC force manager. Commandant-designated CMCs will be responsible for providing indoctrination training to other CMCs assigned to their commands when requested and funded by the command.

f. Duties and Responsibilities. The duties and responsibilities listed below are not intended to be an all-inclusive listing. Generally, the CMC shall:

(1) Advise and consult with the commander or commanding officer on the impact of existing or proposed policy changes and potential situations pertinent to the morale and general well-being of Coast Guard personnel and their families. Provide the

commander or commanding officer with an evaluation of the impact on personnel of proposed policy changes.

(2) Remain informed concerning current personnel policies, including pay and allowances, morale, welfare, housing, incentive programs, and serve as a source of information about these matters to individual Coast Guard personnel and their families; thus, fostering a mutual appreciation of their joint interests on the part of the individual and the command.

(3) Provide articles of interest to members of the Coast Guard family via district bulletins, CG Intranet, or newsletters addressing current programs, opportunities, and policies.

(4) Upon invitation, act as the representative of the commander or commanding officer in community and civic functions, and accompany the commander or commanding officer to official functions, inspections, and ceremonies. Assist in the reception of official visitors to the command.

(5) Endeavor to make frequent visits to units within their command and meet informally with personnel to exchange ideas and disseminate information.

(6) Recommend action to correct adverse conditions and improve the quality of life for Coast Guard enlisted personnel within the command.

(7) Reinforce the commitment to quality management.

(8) Promote good order and discipline by helping the command in all matters pertaining to welfare, health, job satisfaction, morale, utilization, and training of personnel to promote traditional standards of good order and discipline. Help the command to establish a positive command climate that is based on personal respect for all members regardless of race, color, religion, gender, age, or national origin within constraints of the law.

(9) Upon invitation and approval of the respective commander or commanding officer, participate in Coast Guard Headquarters and CGPC convened boards, panels, and studies which impact enlisted members.

(10) When appropriate, consult with Coast Guard Headquarters programs and advise during policy formulation.

(11) Commandant-designated CMCs will assist their commanders with area, Headquarters, district, and MLC instructions that guide the collateral CMC program within their commands.

(12) Area CMCs will organize and convene area collateral CMC conferences when approved and funded by the respective area commander.

(13) Commandant-designated CMCs, as appropriate, will organize and convene CMC and collateral CMC conferences for their commands when approved and funded by the respective commander.

(14) Attend appropriate conferences and seminars as follows: area, reserve force, and Commandant-designated CMCs shall attend MCPOCG convened CMC conference(s) and leadership forums. Upon invitation, Commandant-designated CMCs shall also attend their respective area convened CMC conference(s). Upon invitation, CMCs and collateral CMCs, command senior chiefs, and command chiefs shall attend CMC conferences convened by their respective Commandant-designated CMC.

(15) Coordinate MCPOCG visits within their area of responsibility.

(16) Ensure Chiefs' Call to Initiation (CCTI) is conducted within current MCPOCG guidelines.

g. Entitlements and Uniforms.

(1) A one-time uniform allowance is authorized upon reporting for duty as a Commandant-designated CMC per reference (a).

(2) A rating badge with a gold shield in place of the rating specialty mark and gold stars will be worn by area CMCs and the reserve force master chief. A rating badge with a silver shield in place of the rating specialty mark and silver stars will be worn by Commandant-designated CMCs.

(3) Area, reserve force, and CMC identification badges will be gold, indicate pay grade with the appropriate collar device attached and have a silver panel indicating "AREA," "COMMAND," or "FORCE." The badge will be worn in accordance with reference (b). The miniature-sized identification badge is authorized following successful tours in these positions and worn per reference (b).

(4) Collateral duty CMC, command senior chief, or command chief identification badges will be silver, indicate pay grade with the appropriate collar device attached and have a silver panel indicating "COMMAND." The miniature-sized identification badge will be worn per reference (b).

(5) Upon retirement and subsequently, when wearing of the uniform is authorized, a member having successfully served as an area, reserve force, Commandant-designated CMC is authorized to wear the rating badge identifying their previously held CMC position. Reference (b) will be revised to reflect this change.

(6) Area, reserve force, and Commandant-designated CMCs are authorized to reenlist enlisted members in accordance with reference (c).

(7) The MCPOCG will supply Commandant-designated CMCs with the appropriate identification badge.

(8) Commandant-designated CMCs will supply collateral duty CMCs, command senior chiefs, and command chiefs with the appropriate badge.

(9) Enlisted qualification codes will be assigned as follows:

(a) Commandant-designated CMCs successfully completing one year in their respective position will be assigned the JG qualification code.

(b) Collateral duty CMCs, command senior chiefs, and command chiefs successfully completing one year in their respective position will be assigned the JV qualification code.

(c) Reference (d) will be revised to reflect this change.

h. Establishing Additional CMC Positions. Requests to establish additional CMC positions on the PAL or RPAL should meet the justification criteria established within reference (e) and a copy forwarded to the CMC force manager.

i. Establishing Collateral Duty CMC, Command Senior Chief, and Command Chief Positions. Commanders or commanding officers, who do not have an authorized CMC position, may assign a collateral duty CMC, command senior chief, or command chief. Further direction concerning collateral duty CMC, command senior chief or command chief, and the units authorized, shall be promulgated by area, Headquarters units (Chief of Staff), district or MLC commanders. Officers-in-charge, executive petty officers, engineering petty officers, housing officers, drug/alcohol representatives, family advocacy representatives, and career development advisors (CDA) should not be selected to serve as a collateral duty CMC, command senior chief, or command chief. Exceptions/waivers will be based upon unit needs and position structure.

5. FORMS AVAILABILITY. The Coast Guard form, Biographical Information (CG-4035), is available in JetForm Filler.

JAMES M. LOY
Admiral, U.S. Coast Guard
Commandant

Encl: (1) Commandant-designated CMC Positions
(2) Commandant-designated Reserve CMC Positions

COMMANDANT-DESIGNATED CMC POSITIONS:

DESIGNATION	POSITION NO.	COMMAND
Area CMC	00010027	Atlantic Area
Area CMC	00037314	Pacific Area
Reserve Force MC	00033082	Director of Reserve and Training (G-WT)
CMC	00033017	Headquarters Units (G-CCS)
CMC	00037213	First District
CMC	00010026	Fifth District
CMC	00037214	Seventh District (West)
CMC	00027919	Seventh District (East)
CMC	00014620	Eighth District (West)
CMC	00014619	Eighth District (East)
CMC	00015375	Ninth District
CMC	00037313	Eleventh District
CMC	00010354	Thirteenth District
CMC	00022601	Fourteenth District
CMC	00028278	Seventeenth District (West)
CMC	00037638	Seventeenth District (East)
CMC	00037639	Superintendent CG Academy
CMC	00014618	MLC Pacific
CMC	00009900	MLC Atlantic

COMMANDANT-DESIGNATED CMC POSITIONS:

DESIGNATION	POSITION NO.	COMMAND
CMC	00037640	TRACEN Cape May
CMC	00042334	TRACEN Petaluma
CMC	00015376	TRACEN Yorktown
CMC	00037421	Recruiting Center
School Chief	00027181	CPO Academy (East)
School Chief	00022565	CPO Academy (West)

COMMANDANT-DESIGNATED RESERVE CMC POSITIONS:

DESIGNATION	POSITION NO.	COMMAND
AREA CMC	00045248	Atlantic Area
AREA CMC	00051476	Pacific Area
CMC	00051336	First District
CMC	00043863	Fifth District
CMC	00051490	Seventh District
CMC	00045549	Eighth District (West)
CMC	00045562	Eighth District (East)
CMC	00045561	Ninth District
CMC	00050754	Eleventh District
CMC	00043889	Thirteenth District