

## Command Structure 5-3.01-K

KNOW the function of the following positions in the command support structure presented in the E-PME Study Guide.

- Command Master Chief (Gold Badge)
- Command Chief (Silver Badge)
- Collateral Duty Addiction Representative (CDAR)
- Family Advocacy Specialist (FAS)
- Career Development Advisor (CDA)
- Educational Service Officer (ESO)
- Civil Rights Officer
- Public Affairs Officer
- Collateral Duty Equal Opportunity Counselor
- Voting Assistance Officer

### ***Command Support Structure Positions***

The command support structure includes positions that serve Coast Guard military personnel in personal, as well as professional matters. Some duties are delegated by the Commanding Officer and may be assigned to any individual as an extra or collateral duty.

These collateral duties may include such services as education, public affairs, career development, and civil rights, to name a few:

- Command Master Chief (Gold Badge)
  - Command Chief (Silver Badge)
  - Command Drug and Alcohol Representative
  - Family Advocacy Specialist
  - Career Development Advisor
  - Educational Service Officer
  - Civil Rights Officer
  - Public Affairs Officer
  - Collateral Duty Equal Employment Opportunity Counselor
  - Voting Assistance Officer.
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***Command Master Chief (Gold Badge)***



Major commands, such as Districts and MLCs, have a Command Master Chief (CMC) assigned. CMCs have a vital role in the mission readiness of the enlisted force. As the senior enlisted advisor to Flag and other senior officers, CMCs focus on such issues as:

- Promoting balance between workforce needs and organizational goals, and quality of life
- Providing leadership, training and guidance to a network of unit level command chiefs

CMCs assist in program management and policy development and provide effective communications throughout the organization. In addition, CMCs monitor compliance with Coast Guard standards, serve on advisory councils, and work closely with the local community. They also keep the chain of command informed of sensitive personnel issues. CMCs wear a distinguishing gold badge insignia to indicate their position.

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***Command Chief (Silver Badge)***



Senior enlisted personnel are eligible to be selected by their commanding officer as their unit collateral duty Command Chief (Silver Badge). The Command Chief functions as the principal advisor to the command regarding enlisted issues.

The Command Chief works with the commanding officer, command cadre, chief's mess, and unit members to:

- Promote balance between workforce needs and command goals
  - Keep the chain of command informed on issues related to the health, morale, and welfare of the enlisted force
  - Encourage effective communications throughout the command
  - Network with the Commandant-designated Command Master Chief (Gold Badge) in the unit's chain of command
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***Collateral Duty  
Addictions  
Representative***



Collateral Duty Addictions Representatives (CDARs) serve as unit consultants and advisors in the administration of the unit Addictions Program.

CDARs serve as consultants and advisors in their units with regard to substance abuse treatment and prevention. They keep the commanding officer informed of the status of personnel undergoing treatment and provide support for personnel in need.

CDARs are responsible for:

- Working with unit Wellness Representatives (WRs) to implement and promote addiction prevention and nicotine cessation programs
  - Establishing liaisons with regional Addictions Prevention Specialists, local, federal, or civilian screening and treatment facilities, as appropriate
  - Providing initial screening for members identified as having possible alcohol-related problems
  - Making necessary referrals to alcohol screening facilities, physicians, or a psychiatrists/licensed clinical psychologist, as appropriate
  - Ensuring health and service record entries and information are up-to-date
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### *Family Advocacy Specialist*



A Family Advocacy Specialist (FAS) is located at each ISC Work-Life office for commands and members to consult in suspected cases of family violence and child neglect in accordance with federal, state and local laws and Commandant Instruction 1750.7 series.

The FAS is specifically trained to handle these suspected and reported incidents. Units are no longer required to have a Collateral Duty Family Advocacy Representative (FAR).

The Family Advocacy Program is a Congressionally mandated, non-punitive program put in place to prevent and reduce the incidence of family violence. Intervention services are provided to retain productive Coast Guard members and support the accomplishment of the Coast Guard mission. These services are available to active duty and their dependents, retired personnel and their dependents as resources permit, and active duty reserve personnel and their dependents.

The FAS is responsible to:

- Report all incidents of child abuse and/or neglect to Child Protective Services (CPS).
  - Notify the involved active duty member's command.
  - Report major physical injury and sexual abuse to the Coast Guard Investigative Service (CGIS) and, if appropriate, local law enforcement.
  - Consult with the Family Advocacy Program Manager for technical assistance.
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## ***Career Development Advisor***



The Career Development Advisor (CDA) program assists Coast Guard military personnel in pursuing their professional development.

CDAs coordinate career development programs and provide a necessary flow of communication to all commanding officers and officers in charge for career planning, career development, leadership initiatives, and policies and programs affecting active and reserve personnel at their units.

CDAs are responsible for managing and updating career development information for Team Coast Guard. They:

- Coordinate career information development and dissemination
- Help members set personal and career goals
- Work with Command Master Chiefs (Gold Badge), Rating Force Master Chiefs (RFMCs), Command Chiefs (Silver Badge), and Educational Service Officers (ESOs)
- Maintain liaison with local recruiting offices and educational institutions on available career opportunities
- Prepare and deliver presentations.

CDAs serve as subject matter experts in the following areas:

- Active duty/reserve transition
  - Reenlistment bonus programs
  - Career goal setting
  - Class "A" schools
  - Enlisted to officer programs
  - General knowledge of Coast Guard organization, programs, missions and functions
  - Mentoring
  - Paths of advancement
  - Tuition assistance
  - Veterans education benefits
  - Voluntary education opportunities
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### ***Educational Service Officer***



The Educational Service Officer (ESO) reports directly to the Executive Officer on the administration of all education programs.

The ESO assists the training officer in coordinating and evaluating training for personal and professional development and advancement of all personnel.

ESOs are responsible for:

- Supervising the administration of unit educational programs
- Serving as a member of the training board
- Directing administrative processing of education courses

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### ***Civil Rights Officer***



The Civil Rights Officer (CRO) manages military and civilian Civil Rights programs and affirmative action plans for the District Commander on a collateral-duty basis. The CRO reports directly to the Commanding Officer (CO) on all matters pertaining to civil rights issues and are considered the resident expert.

It is important to note that the CRO's assignment does not relieve other personnel of their basic responsibilities to support Equal Opportunity (EO) programs.

Collateral Duty Civil Rights Officers address equal opportunity issues to assure program compliance. They are responsible for:

- Advising and assisting commanders, managers, supervisors, and communities on legal and procedural issues and requirements
- Identifying unit problems to determine causes and develop strategies for resolution
- Managing the unit's Affirmative Employment Program (AEP) and Coast Guard Affirmative Action Plan (CGAAP), and serving as AEP Coordinator
- Developing, directing, coordinating, monitoring, and updating program activities
- Assisting in resolving individual problems informally when possible
- Managing unit's informal discrimination complaints program, provide recommendations, and attempt resolution
- Disseminating policy directives and modifications
- Coordinating unit participation in cultural awareness observances

**Additional (untestable) information on this subject can be found in COMDINST 5350.04, Equal Opportunity Manual.**

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### ***Public Affairs Officer***



The Public Affairs Officer (PAO) is the person who most often represents the unit, the commanding officer, and the Coast Guard to the media and public.

The PAO should be knowledgeable of the Coast Guard, missions of the command, and possess the ability to speak well in public. Short-term training designed specifically for unit PAOs, E-5 and above, is available from the Defense Information School, a traveling Media Relations Workshop, or the district public affairs office.

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### ***Collateral Duty Equal Employment Opportunity Counselor***



The role of the collateral duty Equal Employment Opportunity (EEO) Counselor is to:

- Support the Commandant's Civil Rights programs
- Work under the direction and guidance of the unit's collateral duty Civil Rights Officer.

The EEO Counselor must be knowledgeable of the contents of 29 CFR 1614.

Collateral duty EEO Counselors ensure EEO program compliance. They are responsible for:

- Advising and assist commanders, managers, supervisors, and committees on legal and procedural EEO program issues and requirements
  - Identifying unit EEO problems to determine causes and develop strategies for resolution
  - Managing the unit's Affirmative Employment Program (AEP) and Coast Guard Affirmative Action Plan (CGAAP)
  - Disseminating policy directives and modifications
  - Coordinating unit participation in cultural awareness observances
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***Voting Assistance  
Officer***



Prior to primary elections, Voting Assistance Officers (VAOs) furnish active duty and reserve members with registration and voting procedures and information.

VAOs also provide briefings and training. They ensure that these sessions are available to spouses and eligible dependents.

VAOs are responsible for:

- Ensuring incoming personnel are provided with voting and registration information
  - Ensuring departing members are advised to notify election officials of their new address
  - Providing absentee registration and voting assistance to personnel for federal, state, and run-off primary elections
  - Assisting members in overseas areas and on cutters with registration and voting assistance
  - Participating in and assisting, as requested, with post-election surveys of military members and overseas civilian employees
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