

Command Financial Specialist (CFS) Program Overview:

Each CO/OIC is expected to provide financial education and training, information and referral services to command/unit members. Each command with active duty and Selected Reserves (SELRES) personnel, with at least 25 personnel assigned, is strongly encouraged to have a trained CFS to coordinate the program and to assist the CO/OIC in fulfilling this expectation. Commands are encouraged to maintain a ratio of one CFS to every 75 members assigned. Commands having fewer than 25 personnel are encouraged to have a trained CFS. Alternatively, those with fewer than 25 personnel may arrange for another command to provide CFS services by written agreement. Service members assigned as CFSs must meet the criteria.

Qualification of the CFS:

The CFS is the command's principal advisor on policies and matters related to the commander's Personal Financial Management (PFM) plan. The CFS should meet the following qualifications:

- Coast Guard service members in pay grade E-6 and above (including officers) may be appointed as a CFS. Medium and large commands are strongly encouraged to have an officer(s) serve as and lead their CFS program. The Commandant (CG-1112), Family Support Services Specialist (i.e., PFM Program Manager) is established as the single point waiver authority for commands seeking to appoint a CFS at the E-5 level. Waivers will not be granted below E-5. Such requests shall contain, at a minimum:
 - Command/unit rank demographics; including information indicating the absence of senior personnel meeting established criteria.
 - Certification of the designated member's qualifications.
- Highly motivated and financially stable.
- Have successfully completed the authorized Navy CFS training course or equivalent PFM course approved by Commandant (CG-1112).
- Have at least one year remaining in the command/unit at the time of CFS course completion.
- Participate in continuing education (i.e., periodic professional PFM classes), as resources permit.
- Attend CFS refresher training at least every three years.

CFS Roles & Responsibilities:

- Report to command cadre (CO/XO) for CFS responsibilities.
- Document all individual CFS training or any other PFM course completed.
- Provide financial education, training, and information and referral. If appropriate, refer to the servicing PFMC for additional information and resources.
- Do not maintain files, records, notes, or recordings that contain personal financial information of individuals they assist.
- Prior to transfer, provide a thorough out-brief to the newly-designated CFS on pertinent issues impacting the command, outstanding items or any other topics requiring action. Notify receiving command of CFS credentials.
- Schedule meetings, at least biannually, with command leadership to ensure communication of PFM issues and trends.
- Provide updates on PFM issues and trends to the District Personal Financial Manager.