



## The Master Chief Petty Officer of the Coast Guard

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### MASTER CHIEF PETTY OFFICER OF THE COAST GUARD STANDING ORDER THREE

Subj: COAST GUARD HONORARY CHIEF DESIGNATION

1. **PURPOSE.** This MCPOCG standing order formalizes the process and establishes guidelines for designating individuals as an Honorary Chief, Senior Chief or Master Chief.
2. **ACTION.** Commandant and MCPOCG designated Command Master Chiefs (CMC), Chiefs of the Mess (COTM), sector and unit command chiefs and all chief petty officers shall ensure compliance with the provisions of this MCPOCG standing order.
3. **DISCUSSION.** For years Coast Guard chief petty officers have recognized individuals who have demonstrated a significant commitment to the chief's and Chief's Mess by bestowing upon them an honorary chief status. This practice has varied widely throughout the Coast Guard with no official records of designation being kept. All future official honorary designations will be processed through Commandant and MCPOCG designated CMCs and the MCPOCG office will maintain a list of all designees on the MCPOCG web site. The MCPOCG may designate any individual an honorary chief, senior chief, or master chief in unique situations not covered in this standing order.
4. **NOMINATION PROCESS.** Any chief, senior chief or master chief may nominate a Coast Guard officer, auxiliary, or civilian who demonstrates, by their actions, significant support for chief petty officers, a unit chief's mess, and/or the enlisted men and women of the United States Coast Guard.
  - a. The chief, senior chief or master chief submitting a nomination will describe the extraordinary achievements and/or contributions of the prospective honorary chief. The nomination must provide specific examples of how the nominee's actions have enhanced the quality of life, morale and well being of the chief's corps and/or enlisted members of the Coast Guard.
  - b. Examples of support include, but are not limited to
    - (1) Actively solicits advice and counsel from the chief's mess.
    - (2) Displays trust and confidence in the chief's mess.
    - (3) Advocates and utilizes chief's council program.
    - (4) Supports, promotes and participates in the Chief's Call to Indoctrination (CCTI) process.
    - (5) Demonstrates leadership consistent with the Coast Guard leadership competencies.
    - (6) Community service participation.
  - c. Nominations will be submitted to the local COTM via e-mail. Upon receipt of a nomination, the COTM will convene a panel of chiefs, or hold a chief's call to consider the nomination of the prospective honorary chief. If the panel or the chief's mess does

not approve the nomination, no further action is required. If the panel or chief's mess approves the nomination, the COTM will forward the recommendation to their respective Commandant or MCPOCG designated CMC via email.

- d. The Commandant or MCPOCG designated CMC will review the request, if it's approved it will be forwarded to the MCPOCG office via email requesting the appropriate honorary chief certificate. The Commandant or MCPOCG designated CMC will consult with the COTM on any nominations that are not approved.
  - (1) All certificate requests must include the full name and rank if appropriate, an effective date, and mailing address to send completed certificate to.
  - (2) The honorary chief certificate will be forwarded to the Commandant or MCPOCG designated CMC. The CMC shall write a personal letter of congratulations to the honorary chief and forward the certificate and letter to the COTM.
  - (3) In some situations it may be necessary to send the certificate directly to the COTM, in those instances the CMC will follow up with the congratulatory letter.
5. CEREMONY. Designating an individual as an honorary chief is a significant distinction and an appropriate ceremony should be held in the presence of all chief's to recognize the outstanding accomplishments and support the designee has provided to the enlisted work force and particularly the chief's corps.
6. HONORARY CHIEF DUTIES, RESPONSIBILITIES & PRIVILEGES. It is the duty of an honorary chief to continue to support the Chief's Mess. Honorary chiefs are encouraged to participate in community service/civic functions performed by the chief's mess. Honorary chiefs may be granted social privileges of the mess; however, business of the mess, (e.g. attendance at chief's calls) requires an invitation from the COTM.



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