

**COMMAND MASTER CHIEF
CHIEF OF THE BOAT
COMMAND SENIOR CHIEF
CHARGES**



INTRODUCTION

1. **OFFICIAL CHARGES.** The charge process is designed to prepare, educate, and evaluate those senior enlisted leaders that will have the potential to impact the men and women of the United States Navy by assuming the duties and responsibilities of a CMC, COB, or CSC. The charges were written and collaborated together by the MCPON, FLTCM, FORCM, regional master chiefs, and CMCs who are currently performing these duties in the fleet.

2. **CANCELLATION.** Senior Enlisted Leader Development Guide.

3. **APPLICABILITY.** Charge book completion is mandatory for submission of the CMC, COB, and CSC program. A waiver to exclude these charges must be approved at the Region, Force, or Fleet Master Chief level.

4. **HOW TO COMPLETE.** It is important that the charge book be completed in its entirety. Candidates will complete the charge book as outlined in the "Introduction" portion of each individual section.

a. Before getting started, candidates will read through the entire charge book and then schedule a CDB with their respective command SEL. This is critical in preparation as the CMC, COB, or CSC will provide clear guidance and mentorship on completing these charges successfully.

b. All candidates must meet any additional requirements as specified in the current naval administration message or policy/guidance promulgated for selection to the CMC/COB/CSC program. SCPOs who complete the charge book and are selected for CSC will not be required to submit a new package if selected to the rank of MCPO and wish to submit a NAVPERS 1306/7 for selection to the CMC program.

c. Though actual performance of each task is always preferable to observation or discussion, some items listed may not be able to be performed. For those tasks non-applicable or that are unable to be completed due to mitigating circumstances,

make an entry on the waiver form (in the back of the charge book) and get each item approved by a region, FORCM, or FLTCM.

d. Upon completion of section 400 (CMC/COB/CSC)/500 (COB only), candidates will obtain their COs approval signature on the final charge card. Once signed, a review board will be coordinated and set up by the candidate's SEL. The review board process is mandatory and will be conducted as follows:

(1) Panel will consist of three members.

(2) Members will hold the NECs (9580/9579/9578).

(3) The senior member will act as the chair person.

(4) Each panel member will have at least 1 year successful experience.

(5) Panel members will interview the prospective CMC/COB/CSC.

(6) Questions from the panel will focus on:

- Areas outlined in the charge book;
- Personal experiences; and
- Ensuring candidates are well prepared and possesses the leadership qualities necessary to perform the demanding duties of a CMC, COB, or CSC.

(7) Upon completion of the panel review the chairperson will make one of following recommendations:

- FULLY READY. Candidate is fully ready and prepared to meet the high demands and challenges of the CMC/COB/CSC leadership role;

- REQUIRES ADDITIONAL TRAINING. Candidate requires additional training and mentorship, and is recommended for a re-board with a no later than date. (Note: The same panel members will host the re-board.); or
- NOT READY. Candidate is not ready at this time for the high demands and challenges of the CMC/COB/CSC leadership role. Recommend reapplying next year.

(8) The chair person will notify the member, the member's SEL, and the FLTCM in the candidates' immediate chain of command.

(9) Each panel member will sign the Command Master Chief Selection Nomination Form. Once complete, and the panel recommends full support, the candidate can then submit their package along with the form.

(10) If a candidate is not selected by the CMC/COB/CSC selection boards the following will apply with regards to the charge book process:

- The Charge book will remain good for 2 years;
- A new panel review must be conducted for each year and a new Command Master Chief Selection Nomination Form must be submitted with the candidates' application;
- Panel members will conduct the review process as outlined in OPNAVINST 1306.2F; and
- If a candidate fails to select 2 years in a row than a new charge book must be completed in its entirety.

e. COB. Section 500 to the charge book is specific to the COB (submarines). This section covers additional prerequisites, practical factors and task performance items that are necessary to perform the duties as COB.

5. **QUALIFIER.** Qualifiers must currently hold the position and Navy Enlisted Code (NEC) of CMC (9580), COB (9579), or CSC (9578). Qualifiers must have at least 1 year of "successful" experience and evaluations with promotion recommendations of PROMOTABLE or higher and with no less than a 3.0 in any performance trait block, over the course of the last three evaluation cycles.

6. **CONTENTS.** This charge book is divided into six sections. Section 100 (Fundamentals) contains the fundamental knowledge or "book learning" necessary for satisfactory understanding of the CMC/COB/CSC position, duties, and responsibilities. Section 300 (Practical Factors) contains theory and concept that will apply the fundamentals to the process. Section 400 (Task Performance) lists the task that will be required to satisfactorily perform to achieve final qualification. Section 500 list (COB specific) additional prerequisites, practical factors and task performance required to satisfactorily perform to achieve final qualification. An oral board to determine candidates' readiness for the CMC/COB/CSC program will be documented on enclosure (2) of OPNAVINST 1306.2F.

CHARGE BOOK REFERENCES

1. OPNAVINST 1740.3 (Series) Command Sponsor and Indoctrination Program
2. OPNAVINST 1750.1 (Series) Ombudsman Program
3. Navy Family Ombudsman Program Manual
4. OPNAVINST 1040.11 (Series) Navy Enlisted Retention and Career Development Program
5. NAVPERS 15878 (Series) Bureau of Naval Personnel Career Counselor Handbook
6. CNO Guidance
7. SECNAVINST 1650.1 (Series) Awards Manual
8. MILPERSMAN 1440-060 Perform To Serve (PTS)
9. MILPERSMAN 1306-618 Class "A" School and Rating Entry Requirements
10. Career Information Management System (CIMS) Users Guide
11. MILPERSMAN 1160-120 High Year Tenure
12. MILPERSMAN 1920-030 Involuntary Separation Pay (Non-Disability) - Definitions and Policy
13. Enlisted Distribution Verification Report (EDVR) Users Manual
14. OPNAVINST 6110.1 (Series) Physical Readiness Program
15. OPNAVINST 5350.4 (Series) Drug and Alcohol Abuse Prevention and Control
16. OPNAVINST 5354.1 (Series) Navy Equal Opportunity (EO) Policy

17. OPNAVINST 5370.2 (Series) Navy Fraternalization Policy
18. OPNAVINST 1752.1 (Series) Sexual Assault Victim Intervention (SAVI) Program
19. SECNAVINST 1740.4 (Series) Personal Financial Management (PFM)
20. OPNAVINST 1754.2 (Series) Exceptional Family Member (EFM) Program
21. MILPERSMAN 1300-700 EFM Program
22. SECNAVINST 1752.3 (Series) Family Advocacy Program (FAP)
23. OPNAVINST 1720.4 (Series) Suicide Prevention Program
24. MILPERSMAN 1770-120 Reporting Requirements for Suicides, Suicide Attempts, and Suicide Gestures
25. SECNAVINST 1610.2 (Series) Department of the Navy policy on Hazing
26. OPNAVINST 1770.1 (Series) Casualty Assistance Calls and Funeral Honors Support Program Coordination
27. MILPERSMAN 1770-160 Casualty Assistance Calls Program (CACP)
28. MILPERSMAN 1770-280 Death Gratuity
29. OPNAVINST 3900.39 (Series) Operational Risk Management (ORM)
30. OPNAVINST 5100.12 (Series) Traffic Safety Program
31. OPNAVINST 6000.1 (Series) Navy Guidelines Concerning Pregnancy and Parenthood
32. SECNAVINST 1850.4 (Series) Department of the Navy Disabilities Evaluation Manual
33. MILPERSMAN 1306-1200 Limited Duty (LIMDU)
34. OPNAVINST 3120.32 Navy Standard Organization of the Navy

35. OPNAVINST 1306.2 (Series) Command Master Chief Program
36. Chief of Naval Operation Policy and Guidance
37. Chief Petty Officers Mission, Vision, and Guiding Principles
38. Winds of Change - Charlotte D. (Roberts) Crist
39. OPNAVINST 5100.19 (Series) Navy Safety and Occupational Health (SOH) Program Manual
40. OPNAVINST 3100.6 (Series) Special Incident Reporting
41. BUPERSINST 1610.10 (Series) Navy Performance Evaluation System

The following links will provide access to the current instruction/manuals:

OPNAVINST and SECNAVINST
<http://doni.daps.dla.mil/allinstructions.aspx>

MILPERSMAN: <http://www.npc.navy.mil/ReferenceLibrary/MILPERSMAN/>

Note: These reference are not all encompassing, rather they serve as a starting point. The references collected during the process of conception of this charge book were based on the current policy and regulations as of 2009. Candidates will ensure all references used to educate and enhance their leadership decision-making are current, accurate, and meet the standards and/or changes of today's Navy.

SECTION 100

INTRODUCTION TO FUNDAMENTALS

1. INTRODUCTION. This charge book begins with a fundamentals section covering the basic knowledge and principles needed to understand the programs that will assist you in leading and developing Sailors. There are references listed at the beginning of each fundamental topic that will aid in a self-study program.

2. HOW TO COMPLETE. After a complete understanding of one fundamental or more, contact your qualifier. The qualifier will expect satisfactory answers to all line items in the fundamentals before signing off completion of that fundamental. If any fundamental cannot be completed it must be waived and approved by a region, FORCM, or FLTCM.

100. FUNDAMENTALS

100.1. PREREQUISITES

CAREER DEVELOPMENT BOARD

Date Completed	CMC/COB/CSC Full Name	Duty station	E-mail address

101. BRILLIANT ON THE BASICS

101.1. Command Sponsor and Indoctrination Program (OPNAVINST 1740.3 (Series))

- a. Purpose and goals of the programs.
- b. Describe the roles of the key members for the programs.
- c. Responsibility of the CMC/COB.
- d. List items a sponsor should do to be successful.
- e. List the requirements for a trainer to conduct indoctrination training.
- f. How do you determine the effectiveness of these programs?
- g. List the required topics for indoctrination.

Completed _____ Date _____
(CMC/COB/CSC)

101.2. Ombudsman Program (OPNAVINST 1750.1 (Series) and Navy Family Ombudsman Program Manual)

- a. Describe the role of an ombudsman.
- b. What are the training requirements of an ombudsman?
- c. How can an ombudsman assist in the disaster preparedness plan?
- d. What is the purpose of the ombudsman registry and what does it track?

e. What support equipment and funding can the ombudsman receive?

f. What situations must the ombudsman report to the command?

g. Discuss the forms and reports used by the ombudsman.

h. Discuss the process for selecting and accepting an ombudsman.

i. Describe the relationship between the TRIAD and ombudsman.

j. Discuss the purpose of Family Line.

Completed _____ Date _____
(CMC/COB/CSC)

101.3. Career Development Program (OPNAVINST 1040.11 (Series) and NAVPERS 15878 (Series))

a. Describe the purpose of the program.

b. Describe the roles of key members of the program.

c. Responsibility of the CMC/COB.

d. Describe the relationship between the CMC/COB and the CCC.

e. List the required tools/electronic programs for an effective program.

f. Who are members of the command career development team, when do they meet and how often do they conduct training?

g. Describe the purpose of a CDB.

h. Describe the roles of the key members of CDB's.

i. What are the required timelines for conducting CDB's?

j. Describe when special CDB's should be convened for a Sailor.

k. Who are the members of a CDB?

1. What information should be discussed during a CDB?

Completed _____
(CMC/COB/CSC) Date _____

101.4. Mentoring Program (P4 101617Z FEB 10)

- a. What is the purpose of the mentoring program?
- b. What are the key elements of an effective program?
- c. What tools are available to help manage an effective program?
- d. What is the role in ensuring an effective program?

Completed _____
(CMC/COB/CSC) Date _____

101.5. Recognition Programs (SECNAVINST 1650.1 (Series))

- a. What options do you have to recognize Sailors/civilians?
- b. Name ten awards a Sailor may receive points for during an advancement cycle and what are the values.
- c. Who can approve a Navy and Marine Corps Achievement Medal, Navy and Marine Corps Commendation Medal and Meritorious Service Medal?
- d. What other key personnel could be recognized for their support of the command?

Completed _____
(CMC/COB/CSC) Date _____

102. SAILOR READINESS

102.1. Warfare Qualifications (various instructions)

- a. Describe the purpose of warfare qualifications.
- b. Discuss the eligibility requirements of two warfare programs?

c. Discuss the qualification process and board requirements of two warfare programs.

d. Discuss the time requirements (due dates) for initial and re-qualifications.

e. Discuss the procedures for failure to qualify.

f. Discuss the requirements to remove a warfare qualification.

Completed _____
(CMC/COB/CSC) Date

102.2. Physical Readiness Program (OPNAVINST 6110.1 (Series) and NAVADMIN's)

a. Discuss the purpose of the program.

b. Describe the requirements for conducting command physical training.

c. What are the requirements to be a command fitness leader (CFL)?

d. What are the duties of the CFL?

e. What are the requirements for assistant CFL's?

f. How long after the physical fitness assessment (PFA) does the CFL have to enter data into PRIMIS?

g. What are the requirements for the fitness enhancement program?

h. Explain the body composition assessment waiver for outstanding physical readiness test performance.

i. Describe the administrative actions for various PFA failure(s).

Completed _____
(CMC/COB/CSC) Date

102.3. Perform to Serve (PTS) (MILPERSMAN 1440-060/1306-618, and various NAVADMIN's)

- a. Describe the purpose of PTS.
- b. Who is required to participate in the PTS program?
- c. Describe the submission and processing of PTS applications.
- d. Describe the process for submitting conversion packages.
- e. When must commands update a PTS application?
- f. What is available to assist in helping Sailors decide available rate opportunities?
- g. What information is on a PTS application.

Completed _____
 (CMC/COB/CSC) _____
 Date

102.4. Career Information Management System (CIMS) (CIMS User's Guide)

- a. What is the purpose of CIMS.
- b. What are the different CIMS inquiry roles.
- c. What information is available on the Career Development and CDB Data pages in CIMS.
- d. What is the purpose of the Ratings Conversion page and how can it assist with CDB's.
- e. What reports (lists) can be generated by CIMS.

Completed _____
 (CMC/COB/CSC) _____
 Date

102.5. High Year Tenure (HYT) (MILPERSMAN 1160-120 and MILPERSMAN 1920-030-060)

- a. What is the purpose of the HYT program?
- b. List the maximum years for each pay grade.
- c. Explain the process for HYT waivers.

d. Explain the process for HYT waivers to await examination results.

e. Explain the pay packages for Sailors separated at HYT.

Completed _____ Date _____
(CMC/COB/CSC)

102.6. Enlisted Distribution Verification Report (EDVR) (EDVR Users Manual)

a. Discuss the purpose of the EDVR including the information that can be obtained in the following sections:

(1) Section 1, Prospective Gains;

(2) Section 2, Prospective Losses;

(3) Section 5, Personnel Status Summary;

(4) Section 6, Navy Enlisted Classification (NEC) Billets Authorized; and

(5) Section 11, Security and Data Validation Section.

b. How often is the EDVR updated?

c. Explain the relationship between the EDVR and the activity manpower document.

Completed _____ Date _____
(CMC/COB/CSC)

102.7. Limited Duty (LIMDU) (MILPERSMAN 1306-1200 and SECNAVINST 1850.4 (Series))

a. Define light duty and limited duty.

b. What required counseling must be conducted on all LIMDU personnel?

c. What is the maximum time (total) an enlisted member can be placed on temporary limited duty by a medical treatment facility in their career?

d. Who can approve beyond the limit stated above?

e. How many days prior to the expiration of LIMDU is a medical evaluation required?

Completed _____ Date _____
(CMC/COB/CSC)

103. HUMAN CAPITAL

103.1. Drug and Alcohol Abuse Prevention and Control (OPNAVINST 5350.4 (Series))

- a. Describe the purpose of the program.
- b. What are the requirements to be a Drug and Alcohol Program Advisor (DAPA)?
- c. What are the requirements for documenting substantiated incidents of alcohol and drug abuse?
- d. When is a OPNAV 5350/7 Drug and Alcohol Abuse Reports (DAAR) submitted?
- e. What is Alcohol and Drug Management Information Tracking System (ADMITS) and what information is available on this tool?
- f. What is self referral and command referral, who are qualified self referral representatives?
- g. What is an alcohol related incident, and who determines this?
- h. Describe treatment failure and associated requirements following failure.
- i. What education programs are required/or available for help in an effective program?
- j. What is the "Coalition of Sailors Against Destructive Decisions (CSADD)?
- k. What are the requirements to be a urinalysis program coordinator?
- l. What are the sampling requirements for the urinalysis program?

m. What is the Substance Abuse Rehabilitation Program process and how often does the CO get an aftercare report on Sailors?

Completed _____
(CMC/COB/CSC) Date

103.2. Navy Equal Opportunity (EO) Policy (OPNAVINST 5354.1 (Series))

- a. What is the objective of Command Managed Equal Opportunity program?
- b. Describe the roles of key members of the program.
- c. Describe an informal and formal complaint.
- d. Define sexual harassment (SH).
- e. Describe the procedures for an EO/SH formal complaint, from start to finish.
- f. Describe the role of a personal advocate.
- g. What are the requirements for a command training team?
- h. What are the requirements for a command assessment team?
- i. What are the requirements for pride and professionalism training?
- j. When is a command climate survey required and describe its purpose?

Completed _____
(CMC/COB/CSC) Date

103.3. Navy Fraternalization Policy (OPNAVINST 5370.2 (Series))

- a. Describe the background of the program.
- b. Describe the prohibited relationships.
- c. How often is training required on fraternization?

d. Describe your role in managing the program.

Completed _____ Date _____
(CMC/COB/CSC)

103.4. Sexual Assault Prevention and Response (SAPR) Program (OPNAVINST 1752.1 (Series))

- a. What are the training requirements for this program?
- b. What is the purpose of victim advocacy and how does it work?
- c. What are the requirements for each command in the instruction?
- d. What are the training requirements for key personnel in the SAPR program? (SAPR POC, DCC, victim advocates)
- e. What are key points to look at in selecting victim advocates?
- f. Describe a restricted and unrestricted reporting.
- g. Explain the process for restricted and unrestricted reports of sexual assault.
- h. What considerations are made to the victim and alleged offender?

Completed _____ Date _____
(CMC/COB/CSC)

103.5. Personal Financial Management (PFM) (SECNAVINST 1740.4 (Series))

- a. What is the purpose and background of the program?
- b. What are the three major elements of the program?
- c. What are the qualifications to be designated a command financial specialist (CFS).
- d. What are the duties and responsibilities of the CFS

e. What are the core PFM training subjects?

Completed _____ Date _____
(CMC/COB/CSC)

103.6. Exceptional Family Member (EFM) Program (OPNAVINST 1754.2 (Series) and MILPERSMAN 1300-700)

a. What is the purpose and background of the program?

b. What are commands responsible for in executing the program?

c. What are the requirements for EFM update regarding members in the program?

d. What is the purpose of the EFM coordinator located at each major medical treatment Facility?

e. What is the procedure to enroll in EFM?

f. What are the EFM categories?

g. What resources are available at your command to determine who has EFM dependents?

Completed _____ Date _____
(CMC/COB/CSC)

103.7. Suicide Prevention Program (OPNAVINST 1720.4 (Series) and MILPERSMAN 1770-120)

a. How often is suicide training required?

b. What topics must be covered during training?

c. Define suicide, suicide attempt and suicide gesture.

d. What reports are required after a suicide or suicide attempt?

Completed _____ Date _____
(CMC/COB/CSC)

103.8. Family Advocacy Program (FAP) (SECNAVINST 1752.3 (Series))

a. List the five primary goals of FAP.

- b. Define domestic abuse and domestic violence.
- c. What are the required actions for a domestic abuse report?
- d. What is a case review committee (CRC)?
- e. When a CRC meets what are the possible case status determinations?
- f. Explain what a rehabilitation failure is and the required actions?

Completed _____ Date _____
(CMC/COB/CSC)

103.9. Navy Guidelines Concerning Pregnancy and Parenthood (OPNAVINST 6000.1 (Series))

- a. After a Sailor is confirmed to be pregnant, what should be discussed during the required counseling?
- b. What are the requirements for a pregnant Sailor to request off-base housing?
- c. What are the pregnant Sailor' responsibilities in this instruction?
- d. What are the limitations for pregnant Sailors regarding the physical readiness program?
- e. What are the ergonomic limitations for pregnant Sailors?
- f. What are the requirements for transferring a Sailor under this instruction?
- g. What are the restrictions regarding pregnant Sailors shipboard, in an aviation squadrons or any other deployable status?
- h. Who is required to submit a family care plan?
- i. What special considerations can be made for Sailors attempting to adopt a child?

Completed _____ Date _____
(CMC/COB/CSC)

103.10. Department of the Navy policy on Hazing (SECNAVINST 1610.2 (Series))

- a. Why is hazing prohibited?
- b. Define hazing.
- c. Give examples of hazing and what is not hazing.
- d. Explain victim and witness assistance.

Completed _____ Date _____
(CMC/COB/CSC)

103.11. Casualty Assistance Calls and Funeral Honors Support Program Coordination (OPNAVINST 1770.1 (Series), MILPERSMAN 1770-160 and 1770-280)

- a. Explain the program organizational charts for continental United States and overseas.
- b. What are the requirements to be a casualty assistance calls officer (CACO)?
- c. Describe the duties of a CACO for a deceased Service member and a very seriously injured Service member.
- d. What is the amount for death gratuity?
- e. What is the order of precedence if a Sailor makes no designation for the gratuity?
- f. What must be done if a married Sailor does not designate their spouse for the death gratuity?
- g. What is the Survivor Benefit Plan (SBP)?
- h. Explain how SBP pay is determined for a Service member's beneficiary.

Completed _____ Date _____
(CMC/COB/CSC)

104. SAFETY

104.1. Operational Risk Management (ORM) and Traffic Safety Program (OPNAVINST 3900.39 (Series) and OPNAVINST 5100.12 (Series))

- a. What is the purpose of ORM?
- b. Who should be designated as the ORM program manager?
- c. Who should be ORM instructors?
- d. Describe the five step process of ORM.
- e. What are the principles of ORM?
- f. What are the requirements for traffic safety training for our Sailors and is there any required refresher training?
- g. What are the requirements for initial and follow-on motorcycle safety training?
- h. What are the three courses available for motorcycle riders?

Completed _____ Date _____
(CMC/COB/CSC)

104.2. Navy Safety and Occupational Health (SOH) Program Manual (OPNAVINST 5100.19 (Series))

- a. Discuss afloat safety programs and their importance.
- b. Discuss ashore safety programs and their importance.
- c. Discuss the travel risks planning system.
- d. Discuss the summer safety training topics.
- e. Discuss safety mishap reports.

Completed _____ Date _____
(CMC/COB/CSC)

105. CHIEF PETTY OFFICER (CPO) TRAINING

105.1. CPO Mess Training (CPO Mess Training CD)

a. Discuss the 10 training topics covered in Chief's Mess Training (CD-Rom).

b. Discuss the importance of a continuing training program for the CPO mess.

c. Discuss additional training topics that can help the CPO mess meet their responsibility as CPO's.

d. Discuss training topics that would benefit CPO's in their training and development of junior officers.

Completed _____
(CMC/COB/CSC) Date

105.2. CPO Induction Training (MCPON's CPO Induction Guidance (current) and CPO Selectee Leadership Course CD)

a. Who is responsible for following the MCPON's guidance and what are the possible ramifications for failure to comply?

b. Discuss the pre-planning considerations.

c. Discuss sponsor assignments and why is it important.

d. Discuss the physical training requirements and any safety precautions.

e. Discuss some training possibilities to make the induction season a success.

f. Clearly describe what training is NOT allowed under any circumstances.

g. What date can the pinning ceremony take place and are there any circumstances or permissions required to change that date?

h. List the CMC/COB/CSC's responsibilities.

i. Discuss the topics covered in phase 1 and phase 2 of Chief Selectee Training.

Completed _____ Date _____
(CMC/COB/CSC)

SECTION 300
INTRODUCTION TO PRACTICAL FACTORS

1. **INTRODUCTION.** The practical factors section must be signed by a serving CMC, COB, or CSC. This section is designed to allow candidates the opportunity to "discuss" many different aspects of the CMC, COB, or CSC program. This section outlines items that may not be possible to "perform" or "conduct" due to duty assignment or warfare community. The items in this section will be discussed because they are important to the success of future SEL's.

2. **HOW TO COMPLETE.** Before beginning this section, all of the FUNDAMENTALS (section 100) must be complete. When you feel you can discuss one or more of the following items, contact your qualifier. The Qualifier will expect you to satisfactorily discuss the item in detail. If any practical factor cannot be completed it must be waived and approved by a region, FORCM, or FLTCM.

301. PRACTICAL FACTORS (DISCUSSION ITEMS)

301.1. Discuss the many roles and responsibilities of the CMC/COB/CSC.

Completed _____
(CMC/COB/CSC) Date _____

301.2. Discuss the importance and dynamics of the Command TRIAD (CO/XO/CMC).

Completed _____
(CMC/COB/CSC) Date _____

301.3. Discuss Disciplinary Review Board in relationship to good order and discipline.

Completed _____
(CMC/COB/CSC) Date _____

301.4. Discuss Ethical decision making in relationship to your role as CMC/COB/CSC.

Completed _____
(CMC/COB/CSC) Date _____

301.5. Discuss Leadership as it relates to your role as CMC/COB/CSC.

Completed _____
(CMC/COB/CSC) Date _____

301.6. Discuss the Sailor's Creed and Navy Ethos.

Completed _____
(CMC/COB/CSC) Date _____

301.7. Discuss the Chiefs' MVGP's.

Completed _____
(CMC/COB/CSC) Date _____

301.8. Discuss the most recent CNO's guidance.

Completed _____
(CMC/COB/CSC) Date _____

301.9. Discuss diversity as it applies to today's Navy.

Completed _____
(CMC/COB/CSC) Date

301.10. Discuss the relationship and roles the CMC/COB/CSC should have with the following:

- a. Junior enlisted;
- b. First class petty officers;
- c. Chief petty officers;
- d. Division officers;
- e. Department heads;
- f. Civilian employees; and
- g. Senior ranking officers and civilians.

Completed _____
(CMC/COB/CSC) Date

301.11. Discuss Disciplinary Review Board planning and execution.

Completed _____
(CMC/COB/CSC) Date

301.12. Discuss the role of president of the CPO Mess and the role of the nominated president of the CPO Association.

Completed _____
(CMC/COB/CSC) Date

301.13. Discuss the duties and responsibilities of the immediate superior in charge CMC.

Completed _____
(CMC/COB/CSC) Date

301.14. Discuss the duties and responsibilities of the following CMC's:

- a. Regional;

b. Force; and

c. Fleet.

Completed _____
(CMC/COB/CSC) Date _____

301.15. Discuss various methods to recognize (award) superior performance of your Sailors and/or civilian employees.

Completed _____
(CMC/COB/CSC) Date _____

301.16. Discuss the purpose of the Family Care Plan.

Completed _____
(CMC/COB/CSC) Date _____

301.17. Discuss the following items regarding special reporting requirements:

a. The three types of reports (initial, update (follow-on), and final);

b. The different categories and reasons for sending a situation report (SITREP);

c. The time criteria for handling SITREP's;

d. Report sensitivity; and

e. An operational report (OPREP) Navy Blue.

Completed _____
(CMC/COB/CSC) Date _____

301.18. Discuss the process and resources available for a suicide attempt/gesture.

Completed _____
(CMC/COB/CSC) Date _____

301.19. Discuss how to monitor and conduct a command urinalysis.

Completed _____
(CMC/COB/CSC) Date

301.20. Discuss the purpose and how to conduct a liberty risk board.

Completed _____
(CFL) Date

301.21. Discuss the purpose and elements of the operational stress management program.

Completed _____
(CMC/COB/CSC) Date

301.22. Discuss how to conduct/supervise a warfare qualifications ceremony.

Completed _____
(CMC/COB/CSC) Date

301.23. Discuss the process for chairing a command advancement program board.

Completed _____
(CMC/COB/CSC) Date

301.24. Discuss the execution of the Navy's maritime strategy.

Completed _____
(CMC/COB/CSC) Date

301.25. Meet with a representative from the list provided and discuss the services offered to Sailors, Marines and their families:

a. Chaplain Services

Completed _____
(Chaplain Rep E7 or above) Date

- b. Navy Marine Corp Relief Society (NMCRS)
- Completed _____
(NMCRS Rep) Date
- c. Navy College
- Completed _____
(Navy College Rep) Date
- d. Regional Legal Service Officer or Navy Legal Service Office.
- Completed _____
(LNC or above) Date
- e. Combined bachelor quarters (permanent party)
- Completed _____
(BQ Mgr/Base CMC) Date
- f. Public Private Venture (PPV) Single Sailor housing.
- Completed _____
(PPV Rep) Date
- g. PPV Family housing.
- Completed _____
(PPV Rep) Date
- h. Morale, Welfare, and Recreation Center.
- Completed _____
(MWR Rep) Date
- i. Transient Personnel Unit (TPU)
- Completed _____
(CMC/SEL of TPU) Date
- j. Base Galley
- Completed _____
(Galley LCPO/LPO) Date

301.26. Meet with a representative from the Fleet and Family Support Center (FFSC) and discuss (at a minimum) the following programs available:

- a. Counseling;
- b. Deployment and Mobilization Support;
- c. Family Advocacy Program;
- d. Military Life Skills Education;
- e. Outreach Program;
- f. Parenting Skills Education;
- g. Personal Financial Management;
- h. Relocation Assistance Program;
- i. Retired Activities;
- j. Spouse Employment Assistance;
- k. Spouse Workshops;
- l. Transition Assistance Program (TAP);
- m. Career Options and Navy Skills Evaluation Program;
- n. Building Effective Anger Management Skills; and
- o. Family Violence Prevention Programs

Completed _____
(FFSC Rep) Date

301.27. Discuss participation in a Planning Board for Training or plan of the week/day.

Completed _____
(CMC/COB/CSC) Date

Intentionally Left Blank

SECTION 400
INTRODUCTION TO TASK PERFORMANCE

1. INTRODUCTION. The Task Performance section of your charge book is where you will have the opportunity to demonstrate to serving CMC, COB, or CSC's that you possess the ability and leadership traits to apply your knowledge skills gained in the fundamentals and practical factors sections. This section allows you to practice and display the ability to complete the tasks required to do your job as a future CMC/COB/CSC.

2. HOW TO COMPLETE. Before beginning this section, all of the FUNDAMENTALS (section 100) and PRACTICAL FACTORS (section 300) must be complete. Complete the prerequisites and then continue with the task listed. When you feel you can perform the item(s), contact your qualifier. The qualifier will expect you to satisfactorily perform the item. If any task performance item cannot be completed it must be waived and approved by a region, FORCM, or FLTCM.

401. TASK PERFORMANCE

401.1. PREREQUISITES

401.1.1. FUNDAMENTALS (section 100)

Completed _____ Date _____
(CMC/COB/CSC)

401.1.2. PRACTICAL FACTORS (section 300)

Completed _____ Date _____
(CMC/COB/CSC)

401.1.3. Read the following documents:

- a. OPNAVINST 3120.32 (Series);
- b. OPNAVINST 1306.2 (Series);
- c. CNO Policy and Guidance;
- d. Chief Petty Officer - Mission, Vision and Guiding Principles; and
- e. "Winds of Change" by Charlotte D. (Roberts) Crist.

Completed _____ Date _____
(CMC/COB/CSC)

401.1.4. Complete the following courses on Navy Knowledge Online:

- a. Fraternalization, Hazing and Homosexual Conduct Policy (CPD-GMT-07-032);
- b. Equal Opportunity, Sexual Harassment, Grievance procedures (CPD-GMT-07-031);
- c. Domestic Violence Lesson for CO's and SNCO's (NPC-PERS- 661-DV-1.0);
- d. Dynamics of Leadership (Lead 0126); and

e. ORM All Navy Essentials for Leaders (CNET 11969).

Completed _____
(CMC/COB/CSC) Date

401.2. Plan, draft, and execute, a command indoctrination program.

Completed _____
(CMC/COB/CSC) Date

401.3. Plan, draft, and execute, a command sponsorship program.

Completed _____
(CMC/COB/CSC) Date

401.4. Ombudsman program

- a. Meet command Ombudsman;
- b. Conduct (mock) interview process;
- c. Draft an ombudsman appointment letter;
- d. Attend ombudsman assembly meeting;
- e. Conduct training on ombudsman registry process;
- f. Draft an ombudsman command newsletter; and
- g. Attend a family readiness group meeting.

Completed _____
(CMC/COB/CSC) Date

401.5. Plan, execute, and chair a minimum of three career development boards:

Examples:

- a. First 30 days;
- b. STA-21 (Officer Programs);
- c. Perform to Serve;
- d. 3 or more time advancement exam failures;

- e. 12, 24, 36, 48 month;
- f. REDUX/CSB;
- g. CPO/SCPO career goals; and
- h. High year tenure.

Completed _____
 (CMC/COB/CSC) _____
 Date

401.6. Draft an instruction for your command mentorship program.

Completed _____
 (CMC/COB/CSC) _____
 Date

401.7. Plan and execute a command award ceremony.

Completed _____
 (CMC/COB/CSC) _____
 Date

401.8. Plan, execute, and chair a warfare qualification board. (applicable to commands with warfare programs only).

Completed _____
 (CMC/COB/CSC) _____
 Date

401.9. Meet the command urinalysis program coordinator and discuss the command urinalysis program.

Completed _____
 (UPC) _____
 Date

401.10. Command Equal Opportunity program:

a. Meet with the command managed equal opportunity (CMEO) manager;

b. Participate as part of the command assessment team;

c. Draft a plan of action and milestones to address the results of a command climate survey; and

d. Brief the executive officer and commanding officer on a command climate survey.

Completed _____
(CMEO) Date

401.11. Command Drug and Alcohol Abuse Program:

a. Meet with the command drug and alcohol program advisor (DAPA);

b. Tour a SARP facility;

c. Review and discuss a Drug and Alcohol Report; and

d. Conduct training on the right spirit/Coalition of Sailors Against Destructive Decisions (CSSAD) program.

Completed _____
(DAPA) Date

401.12. Family Advocacy Program (FAP)

a. Meet with the command FAP representative;

b. Attend a case review committee meeting; and

c. Provide training to Sailors on FAP.

Completed _____
(FAP Officer) Date

401.13. Plan and execute a process for IA/GSA's which incorporates the following:

a. Selection;

b. Screening;

c. Maintaining contact with Sailor/family to include ombudsman's role;

d. Returning from deployment; and

e. Medical requirements (after action care).

Completed _____
(CMC/COB/CSC) Date _____

401.14. Plan, execute, and chair the following boards. (When possible with two different SELs).

a. Disciplinary review board.

(Note: To include attending XO investigation and CO Mast as SEL.)

Completed _____
(CMC/COB/CSC) Date _____

Completed _____
(CMC/COB/CSC) Date _____

b. Awards board.

Completed _____
(CMC/COB/CSC) Date _____

Completed _____
(CMC/COB/CSC) Date _____

c. Sailor of the quarter and/or Sailor of the year.

Completed _____
(CMC/COB/CSC) Date _____

Completed _____
(CMC/COB/CSC) Date _____

d. Evaluation ranking boards.

Completed _____
(CMC/COB/CSC) Date _____

Completed _____
(CMC/COB/CSC) Date _____

401.15. Participate in a planning board for training/equivalent.

Completed _____
(CMC/COB/CSC) Date _____

401.16. Plan and conduct the following mentor/counseling sessions:

- a. E7/E8 bid-term counseling; and
- b. E7/E8 evaluation debrief.

Completed _____ Date _____
(CMC/COB/CSC)

401.17. Conduct the following interviews:

- a. Check in interview; and
- b. Check out interview.

Completed _____ Date _____
(CMC/COB/CSC)

401.18. Plan and provide training to a CPO mess on naval heritage to include:

- a. History of the CPO;
- b. History of the MCPON's; and
- c. Basic naval history.

Completed _____ Date _____
(CMC/COB/CSC)

401.19. Plan and provide training to junior officers/wardroom to include:

- a. Role of the CPO;
- b. Relationships between LCPO/division officers; and
- c. Role of the CMC/COB/CSC.

Completed _____ Date _____
(CMC/COB/CSC)

401.20. Plan and provide enlisted navy leadership development training to include:

- a. Third class petty officers;

b. Second class petty officers; and

c. First class petty officers.

Completed _____
(CMC/COB/CSC) Date _____

401.21. Plan, execute, and have oversight on the following ceremonies: (Note: If unable to conduct an actual ceremony a 5050/5060 notice will be presented and briefed.)

a. Change of command ceremony.

Completed _____
(CMC/COB/CSC) Date _____

b. Retirement ceremony.

Completed _____
(CMC/COB/CSC) Date _____

c. Burial at sea or funeral with full military honors.

Completed _____
(CMC/COB/CSC) Date _____

d. Advancement/frocking ceremony.

Completed _____
(CMC/COB/CSC) Date _____

e. Reenlistment ceremony.

Completed _____
(CMC/COB/CSC) Date _____

401.22. Demonstrate the following skill sets:

a. Writing/knowledge:

(1) Counseling Chit;

(2) Page 13;

(3) Letter of instruction;

- (4) Leave plan (major holidays);
- (5) Refit/maintenance period plan;
- (6) Unit SITREP/OPREP;
- (7) Plan of the day/plan of the week;
- (8) Endorsement for special program consideration;
- (9) SOQ/SOY nomination package;
- (10) Detach for cause; and
- (11) Evaluations/FITREPs

Completed _____ Date _____
 (CMC/COB/CSC)

b. Briefing:

- (1) Pre-deployment;
- (2) Post-deployment; and
- (3) Port briefs (liberty conduct/standards)

Completed _____ Date _____
 (CMC/COB/CSC)

c. Social Etiquette:

- (1) Special event (VIP visit);
- (2) Dining in;
- (3) Dining out; and
- (4) Khaki Ball.

Completed _____ Date _____
 (CMC/COB/CSC)

401.23. Stand the duties of CMC/COB/CSC for a 1-week period.

Completed _____ Date _____
 (Executive Officer)

Completed _____
(Commanding Officer) Date

401.24. During on the job period, at a minimum conduct the following:

- a. Daily XO brief;
- b. Daily CO brief;
- c. CPO mess meeting;
- d. Department level LCPO meeting;
- e. Department head meeting/staff call;
- f. Quarters with a department; and
- g. Personnel inspection with multiple departments.

Completed _____
(Executive Officer) Date

Completed _____
(Commanding Officer) Date

SECTION 500
CHIEF OF THE BOAT ADDENDUM

1. INTRODUCTION. This addendum to the Charge Book is specific to the Chief of the Boat (Submarines). This section covers additional prerequisites, practical factors and task performance items that are necessary to perform the duties as COB.

2. HOW TO COMPLETE. When you feel you have a complete understanding of one fundamental or more, contact your Qualifier. The Qualifier will expect you to satisfactorily complete all line items before signing off completion of that specific practical factor or task performance. There are no waivers for this section.

501. FUNDAMENTALS

501.1. Read COMNAVSUBFORINST 1306.1 (Series).

Completed _____
(COB) Date

502. PREREQUISITES

502.1. Qualified diving officer of the watch.

Completed _____
(Commanding Officer) Date

503. PRACTICAL FACTORS (DISCUSSION ITEMS)

503.1. Demonstrate the following skill sets.

- a. Submarine handling characteristics;
- b. Rig for dive;
- c. Submarine fire fighting; and
- d. Submarine damage control.

Completed _____
(COB) Date

503.2. Briefing:

- a. Deployed off ship berthing instruction/pla;

- b. Shipboard and crew standards (CPS and personal appearance);
- c. Customs and agriculture inspections;
- d. Develop preservation plan.
- e. Load out for deployment/patrol; including WESTPAC guide and local submarine squadron guidance;
- f. Command inspections responsibilities. (ORSE, TRE, UMI, etc.); and
- g. Submarine tactical assessment and training standards.

Completed _____ Date _____
(COB)

504. TASK PERFORMANCE

504.1. Submarine Seamanship.

- a. Act as Line Handling Supervisor for pier side moor.

Completed _____ Date _____
(COB)

- b. Supervise an underway as COB (acting).

Completed _____ Date _____
(COB)

- c. Supervise a Small Boat Handling party.

Completed _____ Date _____
(COB)

- d. Supervise or discuss use of capstan for mooring.

Completed _____ Date _____
(COB)

- e. Supervise or discuss use of line handling gun.

Completed _____ Date _____
(COB)

504.2. Submarine Special Evolutions

- a. Walk-through or perform helo-transfer.

Completed _____
(COB) Date

- b. Walk-through or perform special forces operations.

Completed _____
(COB) Date

504.3. Submarine organization and regulations

- a. Prepare watch bills for: maneuvering watch, battle stations and underway.

Completed _____
(COB) Date

- b. Prepare two berthing bills (with hot rackers).

Completed _____
(COB) Date

- c. Maintain the qualifications and qualified watch standers list.

Completed _____
(COB) Date

504.4. Underway evaluation

- a. Underway evaluation by a submarine squadron CMC or designated representative.

Completed _____
(CSS/CSG CMC) Date

Intentionally Left Blank

WAIVER FORM

List the items that cannot be completed as directed by the applicable section of the Charge Book. Fill in the appropriate blocks and have a Regional, Force or Fleet Master Chief approve the waiver.

ITEM NO.	ASSIGNED TASK	REASON FOR NON-COMPLIANCE	APPROVAL REGION, FORCE, FLEET MASTER CHIEF (SIGN AND PRINT NAME)
301.22.i	Meet with representative from TPU.	Candidate is located in remote area without a TPU.	