



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-2000

OPNAVINST 1306.2G  
N1  
4 APR 2012

OPNAV INSTRUCTION 1306.2G

From: Chief of Naval Operations

Subj: COMMAND MASTER CHIEF PROGRAM

Ref: (a) OPNAVINST 1160.6B  
(b) NAVPERS 15560D, Naval Military Personnel Manual  
(c) DoD 7000.14-R, Department of Defense Financial Management Regulation, Volume 7A, May 2011  
(d) U.S. Navy Uniform Regulations  
(e) OPNAVINST 1000.16K

Encl: (1) Fleet Master Chief, Force Master Chief, Command Master Chief, Chief of the Boat, and Command Senior Chief Program Selection, Responsibilities, and Billet Requirements  
(2) Flag/General Officer CMC Selection Process

1. Purpose. To issue procedures for selection, assignment, and utilization of fleet master chiefs (FLTCM), force master chiefs (FORCM), command master chiefs (CMC/CMDCM), chiefs of the boat (COB), command senior chiefs (CSC), and collateral duty command senior enlisted leaders (CSEL) per references (a) through (e).

2. Cancellation. OPNAVINST 1306.2F.

3. Discussion. The Command Master Chief Program is intended to ensure Sailors are effectively led and professionally developed. Senior enlisted Sailors selected for these programs are responsible for leading the alignment efforts of the chief's mess with the Navy ethos, Navy core values, and the Master Chief Petty Officer of the Navy's (MCPON's) mission, vision, and guiding principles. They are also charged with ensuring active communication throughout the chain of command.

4. Action. Eligible Sailors shall be selected and assigned as delineated in enclosures (1) and (2). NAVPERS 1306/95, Command Master Chief Selection Nomination, must be submitted with each application package.

5. Billets. All FLTCM, FORCM, CMDCM, CSC, and COB billets existing at the time of this instruction, and billets created through the billet change request (BCR) process, are considered official requirements and do not need further validation.

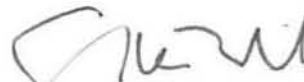
6. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of November 2007.

7. Forms

a. The following forms are available for download from <https://navalforms.daps.dla.mil/web/public/home>:

- (1) NAVPERS 1306/7 Enlisted Personnel Action Request;
- (2) NAVPERS 1070/613 Administrative Remarks;
- (3) NAVPERS 1306/95 Command Master Chief Selection Nomination; and
- (4) OPNAV 1306/1 (6/2011) CMC/COB/CSC Charge Book.
- (5) OPNAV 1306/2 Nominative Billet Slate Sheet

b. OPNAV 1306/1 is also available for download from the MCPON Web site (<http://www.navy.mil/mcpon/index.asp>) and the Command Leadership School CMC/COB Web site <https://www.netc.navy.mil/centers/cppd/cls/Cmccob.aspx?ID=0>.



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**FLEET MASTER CHIEF,  
FORCE MASTER CHIEF,  
COMMAND MASTER CHIEF,  
CHIEF OF THE BOAT, AND  
COMMAND SENIOR CHIEF**



**PROGRAM SELECTION, RESPONSIBILITIES,  
AND BILLET REQUIREMENTS**

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## CHAPTER 1

### INTRODUCTION

1. FLTCMs, FORCMs, CMCs, COBs, and CSCs provide leadership to the enlisted force and advise commanders and commanding officers (CO) in partnership with the deputy, chief of staff, or executive officer (XO) in the dissemination and promotion of command policy and on enlisted matters that support mission accomplishment. They uphold and enforce the highest standards of professionalism and integrity, while enhancing active communication at all levels of command throughout the Department of the Navy.

2. FLTCMs, FORCMs, CMCs, COBs, and CSCs report directly to their respective commander or CO. They advise their respective commander or CO and provide input to the formulation, implementation, and execution of policies concerning morale, welfare, job satisfaction, discipline, utilization, family support, and training of enlisted Sailors, as well as providing input and advice in matters affecting mission and operations as required.

3. FLTCMs, FORCMs, and all CMCs assigned to flag officers (FO) and general officers (GO) also serve as members of the MCPON Leadership Mess. Similar to the responsibilities to their respective commanders or COs, they assist the MCPON in the formulation, implementation, and execution of policies concerning morale, welfare, job satisfaction, discipline, utilization, family support, and training of enlisted Sailors.

a. MCPON's Leadership Mess is constructed in four groups according to the rank of the FO or GO (1 Star to 4 Star) to which the CMC is assigned.

b. CSELs assigned to FO and GO staffs are also considered members of MCPON's Leadership Mess. This does not include those members who are assigned and appointed to the position of a staff CMC.

c. The titles FLTCM and FORCM apply to U.S. Navy commands only. The following is a list of all approved FLTCM and FORCM billets:

- (1) FLTCM - United States Fleet Forces Command;
- (2) FLTCM - United States Pacific Fleet;
- (3) FLTCM - United States Naval Forces, Europe/Africa;
- (4) FLTCM - Navy Total Force/Manpower, Personnel,  
Training and Education;
- (5) FORCM - Bureau of Medicine and Surgery;
- (6) FORCM - Naval Air Force, U. S. Atlantic Fleet;
- (7) FORCM - Naval Air Forces;
- (8) FORCM - Naval Education and Training Command;
- (9) FORCM - Naval Facilities Engineering Command;
- (10) FORCM - Naval Special Warfare;
- (11) FORCM - Naval Surface Force, U.S. Atlantic Fleet;
- (12) FORCM - Naval Surface Forces;
- (13) FORCM - Navy Cyber;
- (14) FORCM - Navy Expeditionary Combat Command;
- (15) FORCM - Navy Installations Command;
- (16) FORCM - Navy Personnel Command;
- (17) FORCM - Navy Recruiting Command;
- (18) FORCM - Navy Reserve Forces;
- (19) FORCM - Submarine Force, U.S. Pacific Fleet; and
- (20) FORCM - Submarine Forces.

d. Attendance at Leadership Mess functions will be by invitation as specified by MCPON.

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4. Special duty assignment pay (SDAP) will be paid per reference (a).

## CHAPTER 2

### ELIGIBILITY, SELECTION, AND ASSIGNMENT

#### 1. Eligibility and Requirements Considered for Entry into the CMC and CSC Program

a. All master chief petty officers (MCPOs) and senior chief petty officers (SCPOs), to include those in a "frocked" status, are eligible for selection to the CMC and CSC program. To qualify for selection as a CMC or CSC, candidates must be, first and foremost, strong leaders capable of leading a chief's mess. They must also possess, maintain, and demonstrate the following qualities:

(1) Adherence to and promotion of Navy ethos, Navy core values, and the MCPON's mission, vision, and guiding principles;

(2) Ability to lead chief petty officers (CPOs);

(3) Loyalty to the U.S. Navy, their seniors, peers, and subordinates;

(4) Committed to developing and leading Sailors and enforcing standards throughout the chain of command;

(5) Skill in developing junior officers and enlisted Sailors;

(6) Skill in developing well-trained enlisted and officer teams;

(7) A demeanor of approachability, as well as possess an understanding of Sailor concerns, challenges, personal and professional needs;

(8) Strong moral, ethical and professional behavior, and possess unquestionable integrity;

(9) Presence which sets the tone for the total force;



(10) Institutional and technical expertise;

(11) Ability to initiate active communication up and down the chain of command; and

(12) Leadership in physical fitness.

b. Commanders and COs shall conduct a formalized screening process to certify the individual meets all qualifications listed in paragraph 1a of this chapter. Reference (b), article 1306-410, contains requirements for assignment as a COB.

c. CSELs shall ensure candidates have a clear understanding of the following:

(1) Prospective CMCs and CSELs are required to complete OPNAV 1306/1 CMC/COB/CSC Charge Book;

(2) A waiver to exclude OPNAV 1306/1 must be approved at the FLTCM or FORCM level;

(3) Upon completion of OPNAV 1306/1, prospective members shall schedule a career development board (CDB) with their respective CSEL; and

(4) Commander's or CO's approval signature is required on NAVPERS 1306/95.

d. Volunteers for primary duty as CMC or CSC shall:

(1) Not have greater than 26 years of service for CMC or 22 years of service for CSC. A waiver may be considered based on a FLTCM endorsement or respective FORCM in a direct-report relationship to MCPON;

(2) Request assignment to the CMC and CSC program utilizing NAVPERS 1306/7, Enlisted Personnel Action Request, signed by the CO ("By direction" is not authorized). This request shall include the following enclosures:

(a) Certification by the commander or CO that the candidate meets all of the qualifications contained in paragraph 1a of this chapter;

(b) Copy of Physical Readiness Information Management System's (PRIMS) report containing the candidate's last six physical fitness assessments;

(c) Candidate statement, using NAVPERS 1070/613 Administrative Remarks:

Active Component (AC) and Full Time Support (FTS)

(Date): I desire to serve as a command master/senior chief. I am world-wide assignable and, if selected, I will incur sufficient obligated service upon receipt of orders to complete my initial tour of 36 months (unless otherwise specified to satisfy Department of Defense area requirements) as a command master/senior chief. I fully understand that my application for this program is my duty preference, and I will accept orders per the needs of the Navy.

Selected Reserve (SELRES)

(Date): I desire to serve as a command master/senior chief. I am world-wide assignable and, if selected, I will incur sufficient obligated service upon receipt of orders to complete my initial tour of 36 months (unless otherwise specified to satisfy Department of Defense area requirements) as a command master/senior chief. I fully understand that my application for this program is my duty preference, and I will accept orders to any Navy enlisted classification code (NEC) 9580/9578 SELRES requirements if selected:

If selected, I will voluntarily take an assignment to a vacant Reserve Component SELRES 9580 billet and serve in the capacity as a CMC/CSC.

(d) Official 5 X 7 photographs in Service Khaki (full frontal and side view with date of photo). Photos should be in color and may be locally generated; and

(e) Copy of NAVPERS 1306/95.

e. Original request, with endorsements, shall be forwarded to Navy Personnel Command (NAVPERSCOM), Command Master Chief Detailer (PERS-40FF) or FTS CMC/MCPO/SCPO Detailer (PERS-4012C) for Reserve Sailors.

f. Nuclear-trained enlisted Sailors are required to complete an engineering department master chief or reactor department master chief tour before applying for the CMC Program. Requests shall be forwarded to NAVPERSCOM (PERS-40FF) via Office of the Chief of Naval Operations (OPNAV), Nuclear Propulsion Program Management (N133) for an endorsement. OPNAV (N133) shall endorse and forward all requests to NAVPERSCOM (PERS-40FF). If OPNAV (N133) does not favorably endorse a nuclear trained enlisted package, the package will be returned to the Sailor by OPNAV (N133).

g. Requests from nuclear weapons systems trained enlisted Sailors from electronics technician (ET) Trident II strategic navigation operator (SWS) D-5 Backfit SWS navigation maintenance technician (NEC ET(14XM)) and missile technician source ratings shall be forwarded to the Bureau of Naval Personnel Submarine Enlisted Community Manager (BUPERS-323) in order for them to evaluate the impact to the source rating and to receive concurrence or non-concurrence from Director, Strategic Systems Programs.

## 2. Selection as a CMC or CSC

a. Upon selection and receipt of orders for assignment, MCPO ratings will be changed to CMDCM (for "command master chief"). NEC 9580 will be awarded upon successful completion of the CMC and COB course. SCPOs (filling CSC billets) will be assigned the 9578 NEC; however, they will retain their source rating. Individuals selected as CMDCMs will be closed-loop detailed by NAVPERSCOM (PERS-40FF) or NAVPERSCOM (PERS-4012C) (for Reserve Sailors) and utilized, as appropriate, for assignments in the CMC community. During the assignment process, appropriate factors, such as individual community manning, waiver of tour requirements, etc., shall be taken into consideration to ensure the most efficient and responsible assignments are achieved with minimal impact to the manning of an individual rating.

b. Those MCPOs and SCPOs who are selected will not normally be detailed to CMC or CSC billets until they have served a minimum of 24 months on board their current command. This is waivable by the applicable FORCM and FLTCM, in coordination with Service member's commander or CO and the CMC detailer. Endorsements are required utilizing NAVPERS 1070/613.

c. CSCs subsequently selected for MCPO must submit a NAVPERS 1306/7 to NAVPERSCOM (PERS-40FF) or NAVPERSCOM (PERS-4012C) (for Reserve Sailors) via their respective FLTCM, FORCM, or three-star immediate superior in command (ISIC) CMC to be converted to CMDCM. Those MCPOs who do not request conversion will be detailed by their respective source rating detailer at their projected rotation date.

d. Closed-loop communities (i.e., Sea, Air, Land (SEAL), explosive ordnance disposal (EOD), diver, Seabee, special warfare combatant-craft crew member (SWCC), submarine force (SUBFOR) and Navy Reserve Force (NAVRESFOR)) may sometimes find that the annual selection board will not support the timely relief and or transfer of Sailors due to constrained inventories. In these cases, completion of a screening board as specified in chapter 3, section 3 must be accomplished at a minimum.

### 3. Assignment as Primary Duty CMC, CSC, or COB

a. Attendance at the Navy Senior Enlisted Academy (SEA) and completion of CMC and COB course are required prior to reporting as a primary duty CMC, COB, or CSC. The SEA portion may be done through service-equivalent institutions including the United States Air Force Senior Non-Commissioned Officer Academy, United States Army Sergeants Major Academy or the Joint Special Operations Forces SEA; however, regardless of SEA location, the CMC and COB course is still required. Operational waivers may be granted on a case-by-case basis via the applicable FORCM and FLTCM and approved by MCPON.

b. Individuals assigned as primary duty CMCs or CSCs are required to become warfare-qualified in the community assigned within 12 months of assuming those duties. FORCMs will monitor

qualifications to ensure compliance. Failure to qualify could result in removal from the CMC and CSC program (refer to chapter 8).

c. Initial CMC assignment will normally be to sea code 2 or 4, regardless of current duty assignment. Initial CMC assignments will be a minimum of 2 years in length. CMCs on initial assignment may apply for follow-on positions prior to the 2-year mark but will normally not be transferred until they have served 2 years in their first billet.

d. Assignments to O-6 and below commanding officer CMC billets do not require approval of the prospective commander or CO, and will normally be made by the CMC detailer. However, it is expected that the type commander (TYCOM) FORCM and CMC detailer will work closely with the gaining command to identify a suitable relief for the incumbent.

e. Assignment to a nominative CMC billet, which is any CMC assigned to an FO or GO or those designated by the Chief of Naval Personnel (CHNAVPERS), will be determined through the process outlined below and in enclosure (2).

#### 4. Nominative Selection Process Overview

a. Twelve months prior to the required fill date the incumbent CMC in coordination with the respective FLTCM, FORCM, ISIC, and CMC will contact the FO or GO to discuss experience desired in identifying potential relief.

b. Twelve to six months prior to the required fill date, the incumbent CMC will work with the CMC Detailer to coordinate and release a naval message or e-mail communication outlining the billet opening and billet requirements.

c. Interested and eligible candidates will submit electronic packages through respective FORCM to incumbent CMC when billet is announced. Packages will contain only the following documents in order:

(1) Commander's Endorsement (maximum 1 page);

(2) Letter from candidate (maximum 1 page) communicating desire and unique qualifications for position;

(3) Biography;

(4) Five most recent performance evaluations;

(5) 5 X 7 photographs black-and-white or color; Side and front views, uncovered in Service Khaki; neutral background (may be produced locally)

d. At closing date of acceptance of applicants, incumbent CMC will build a slate sheet utilizing OPNAV 1306/2 Nominative Billet Slate Sheet. Incumbent CMC will provide OPNAV 1306/2 with remarks and electronic packages to respective FORCM or FLTCM (depending on individual billet) via e-mail. The slate will be forwarded to the Naval Inspector General (IG) CMC for a check of adverse information in the Navy IG Hotline database. After vetting by the IG CMC, the FLTCM or FORCM with direct-reporting relationship to MCPON will forward proposed OPNAV 1306/2 and candidate packages to MCPON executive assistant (EA).

e. MCPON EA will serve as the centralized point of contact for final compilation and dissemination of all slates to FLTCMs. Following receipt of OPNAV 1306/2s and packages from MCPON EA, FLTCMs will provide remarks and numerical ranking of candidates back to MCPON EA for determination of top two candidates. The knowledge, skills, abilities, and experience desired by the prospective FO or GO will be used to evaluate the eligible candidates for selection.

f. MCPON and Navy Total Force Fleet Master Chief will present the OPNAV 1306/2 with the two recommended candidates and justification for selection to the CHNAVPERS.

g. Twelve to six months prior to the required fill date, CHNAVPERS will forward the top two candidate's packages to the FO or GO for review, interview and consideration.

h. MCPON EA will provide incumbent CMC with information regarding which candidates are being forwarded for consideration and which candidates have been released from consideration. Incumbent CMC will notify candidates in both categories and provide constructive feedback so that they may plan their next career decisions accordingly. Incumbent CMC will not engage or speculate with candidates about specific reasons why they were

or were not selected. Incumbent will also work with FO or GO to determine appropriate notification plan for final selection.

i. If candidates presented to the FO or GO do not meet the selection criteria as determined by the selecting FO or GO, CHNAVPERS may direct that MCPON and FLTCMs reconvene the panel to identify additional candidates and or the FO or GO may recommend other candidates for consideration.

j. Nine to six months prior to the required fill date, a naval message or e-mail will be sent announcing the selection results and orders will be issued.

k. MCPON, FLTCMs and other 4-star FO billets will normally not be slated and selected until 6 to 3 months prior to relief of incumbent.

l. Qualified and eligible CMCs may be nominated by respective FLTCM or FORCM for nominative billets that provide professional growth and upward mobility. CMCs who are formally requested to submit for nominative billet consideration by a FLTCM or FORCM must respond in writing, either accepting or declining the consideration. CMCs declining consideration will denote, in detail, specific circumstances they feel will inhibit their ability to perform the responsibilities of the nominative billet.

m. CMCs who decline consideration by a FLTCM or FORCM for a nominative billet may be directed to retire by CHNAVPERS upon completion of their current tour. All "declining consideration" cases will be fully reviewed by MCPON and CHNAVPERS before a determination of mandatory retirement is made.

n. CMCs must factor adequate time for retirement planning and transition, as well as compliance with high year tenure (HYT) gates, into their decisions on whether to compete for nominative billets. Ensure proper consideration is afforded for Transition Assistance Program attendance and the turnover process.

o. CMCs with approved retirement dates may not apply for nominative billets.

5. Assignment as Collateral Duty CMC or CSC

a. The CO (entitled to wear the command at sea or ashore pin) of a command without a CMC, COB, or CSC may designate, in writing, a collateral duty CSEL from within command resources. In the absence of an MCPO, an SCPO or CPO may be assigned.

b. FO or GO commands with ISIC responsibilities that require significant travel of the nominative CMC are authorized to appoint a collateral duty CSEL utilizing the guidelines described above.

c. Detachments, departments, and similar organizations are not commands, and shall not designate a collateral duty CSEL.

d. CSELS designated under this provision will retain their source rating and be permitted to wear the appropriate CSEL badge. CSELS will adhere to the standards outlined in this instruction.



### CHAPTER 3

#### COMMAND MASTER AND SENIOR CHIEF SELECTION BOARD

1. CMC and CSC selection boards will convene annually.
2. The board shall review and select the best qualified applicants for assignment into the CMC and CSC program. There will be no quotas by rating, but manning constraints in some ratings may delay assignments of some individuals selected until after the following E-8 and E-9 selection boards and advancement cycle. The selection board will be conducted by Career Progression Division (PERS-8) and will be authorized to select a 24-month quota requirement each year to allow more flexibility and predictability in the assignment process.
3. All CMC and CSC candidates are required to complete a screening board as follows:
  - a. Candidates must have completed the requirements of chapter 2 of this instruction.
  - b. NAVPERS 1306/95 will be used to document the endorsement and recommendations of the screening board. The screening board will be conducted as follows:
    - (1) The board will have oversight by a FLTCM or FORCM and be comprised of the following members at a minimum:
      - (a) ISIC CMC - Chairperson (9580);
      - (b) Post Tour CMC - (9580); and
      - (c) Serving CMC - (9580, 9579, 9578).
    - (2) Panel members will interview the candidate collectively.
    - (3) Panel members will have at least 1 year of successful experience and be serving in the capacity of a CMC.
    - (4) Questions will focus on:
      - (a) Areas outlined in OPNAV 1306/1;

(b) Personal experiences; and

(c) Ensuring the candidates are prepared and possess the leadership qualities necessary to perform the demanding duties of a CMC, COB, or CSC.

(5) Upon completion of the panel review, the chairperson will make one of the following recommendations based on a majority vote of the panel:

(a) Fully ready;

(b) Requires additional training (areas of concern specified); or

(c) Not ready (reason specified with recommendations).

(6) The chairperson will notify the member, their senior enlisted leader (SEL), as well as the respective FORCM.

(7) If a CMC, COB, or CSC candidate does not pass the screening board, the member may be reconsidered for another board at a date determined by the senior board member once the candidate has met all upgrade requirements.

c. The board will interview and select from among the applicants the best qualified personnel for assignment into the CMC and CSC program. Manning constraints in some ratings may delay assignment of some individuals selected.

d. For members not selected by the CMC, COB, and CSC selection process, a new screening board must be conducted and a new review card must be submitted with the application. However, the completed OPNAV 1306/1 will remain effective for 2 years and, if not selected within that timeframe, the OPNAV 1306/1 shall be resubmitted in its entirety.

e. Original completed packages, to include OPNAV 1306/2 and all enclosures required by chapter 2, are to be forwarded to the CMC detailee electronically for processing and record purposes.

## CHAPTER 4

### AUTHORITY AND RESPONSIBILITIES

1. As the SEL to the commander or CO, the FLTCMs, FORCMs, CMCs, COBs, and CSCs shall report directly to the commander or CO. They will also work closely with the deputy, chief of staff, or XO, in the dissemination and promotion of command policy. These leaders will foster and build upon the notion that a strong and effective triad will be the key to a successful leadership team. They will function as an integral element of the chain of command and are responsible for providing leadership to the enlisted force and advice to Navy leadership to create combat-ready naval forces. SELs are, first and foremost, leaders committed to developing Sailors and enforcing standards. They must remain responsive, aligned, and well-connected to both leadership and Sailors, and conduct themselves in a consistently professional, ethical, and traditional manner.

2. Authority and responsibilities of FLTCMs, FORCMs, CMCs, COBs, and CSCs shall include, but are not limited to, the following:

a. Must set the tone for the command through active involvement in the professional and personal development of Sailors;

b. Provide solicited and unsolicited advice and enlisted perspectives to the chain of command as well as to their respective ISIC CMCs, FORCMs, and or FLTCMs;

c. Demonstrate institutional and technical expertise and hold the CPO mess to the highest possible standards of professional excellence;

d. Actively teach, uphold, and enforce standards;

e. Provide leadership to enlisted Sailors and assist in the growth and development of junior officers;

f. Provide sound guidance to junior officers and advice to command leadership;

g. Promote the internalization of the Navy ethos and Navy core values in all Sailors. Inspire and motivate CPO messes to embrace and teach mission, vision, and guiding principles;

h. Assist commanders and COs in all matters pertaining to welfare, health, job satisfaction, morale, utilization, and training of Sailors in order to promote traditional standards of good order and discipline;

i. Advise commanders and COs on formulation and implementation of changes in policy affecting the enlisted force;

j. Actively promote and ensure ceremonies honoring command Sailors and or related to heritage and tradition are embraced and executed;

k. Ensure heritage and tradition are key components of training plans and Sailor development efforts.

l. Actively lead, develop, and focus the CPO mess on the development of character, pride, and professionalism in Sailors;

m. Ensure basic and traditional communication practices (Sailor-led general military training, quarters for muster, instruction, and inspection, etc.) are executed within the command;

n. Actively communicate with and support Navy family members; and

o. Other duties include chairing, coordinating, monitoring, and participating in the following:

(1) Brilliant on the Basics

(a) Command sponsor program;

(b) Command indoctrination;

(c) CDBs - Note: CDBs are also required for CMCs, CSCs, and COBs. These should be conducted by the respective ISIC or nominative CMC, FORCM, or FLTCM;

(d) Navy family ombudsman, Fleet and Family Support Center liaison;

(e) Mentor program; and

(f) Sailor recognition and awards boards.

(2) CPO induction;

(3) CPO and petty officer leadership courses;

(4) Chiefs' mess training;

(5) President of CPO mess and command sponsored CPO association;

(6) Command development team;

(7) Sailor of the month, quarter, and year programs;

(8) Enlisted warfare qualification programs;

(9) Family advocacy program;

(10) Bachelor enlisted quarters program;

(11) Commissary and Navy Exchange advisory board;

(12) General mess and ship's store advisory board;

(13) Humanitarian reassignment and hardship discharge screening boards;

(14) Command physical readiness program;

(15) Morale, Welfare and Recreation committee and advisory board;

(16) Command managed equal opportunity program;

(17) Command assessment team;

(18) Command training team;

- (19) Command advancement program;
- (20) Single Sailor program;
- (21) Liberty risk program;
- (22) Sailor housing advisory committee;
- (23) Safety and operational risk management committee;
- (24) Sexual assault prevention and response;
- (25) Personal financial management;
- (26) Operational stress control, suicide awareness and prevention;
- (27) Actively involved in all operational aspects of the command; and
- (28) Other programs as directed by the commander or CO.

3. The CMC detailee, working with the ISIC CMCs and FORCMs, is primarily responsible for the coordination and assignment of CMCs and CSCs, except as specified under the following guidance:

a. Flag nominative announcement, screening, and selection. FORCMs and FLTCMs are responsible for coordinating a review of eligible candidates (and ultimate selection) based on notification by the prospective gaining command of pending transfer of incumbent. The CMC detailee shall assist in this coordination, while MCPON's office shall provide oversight as appropriate. See enclosure (2) for selection process.

b. Management of additional billets requiring special consideration as determined by MCPON. MCPON EA is responsible for coordinating a candidate review and overall eligibility with gaining commands, CMC detailee, and respective FLTCM, FORCM, or nominative level CMC, as appropriate.

c. Joint or unified combatant command nominative candidate screening and slating. The frequency of these requirements varies and each Navy nomination shall be endorsed by MCPON.

MCPON EA is responsible for providing a suitable candidate through coordination with CMC detailee, FLTCMs, and FORCMs.

d. Individual augmentee and overseas contingency operations support assignment CMC screening, slating, and selection. CMC detailee (AC and FTS, as applicable) is responsible for coordinating inputs from nominative CMCs, FORCMs, and FLTCMs. MCPON will oversee selection process and submit recommendation to NAVPERSCOM, Career Management (PERS-4) for active personnel. Any SELRES requirements must be coordinated with Commander, Navy Reserve Forces Command.

e. Keystone course and Navy senior leadership course (NSLC) attendee selection and coordination. Courses sponsored by National Defense University allot for 10 to 12 Navy students for each Keystone class. Naval Post Graduate School Monterey supports the attendance of two flag level CMCs to attend each NSLC in Monterey. Naval Education and Training Command (NETC) FORCM is responsible for coordinating inputs from nominative CMCs, FORCMs, and FLTCMs.

f. Identification and tracking of CMCs to attend advanced education and training opportunities (i.e., Naval War College, corporate business course, principled centered leadership, etc.). NETC FORCM is responsible for reviewing and screening candidates provided by FLTCMs, FORCMs, and nominative level CMCs.

g. Career guidance and planning - core element in the growth and development of CMCs, COBs, and CSCs. Leadership mess and ISIC CMCs are responsible for the execution of CDBs and mentoring of subordinate CSEs.

h. On all Total Force Manpower Management System, BCR, and HYT requests for all 9580, 9579, and 9578, the MCPON EA and Navy Total Force FLTCM are responsible for review of packages after processing by the enlisted community managers.

## CHAPTER 5

### ENTITLEMENTS AND UNIFORMS

1. Entitlements. An annual uniform allowance will be authorized upon reporting for duty as MCPON, FLTCM, or FORCM per reference (c), table 29-5.

2. Uniforms

a. With the exception of SCPO COBs and CSCs, a rating badge with a silver star in place of rating specialty mark will be worn by CMCs and COBs (other than those serving in collateral duty status). This includes incumbent and post-tour MCPOs who were detailed to CMC and COB billets as prescribed in reference (d), chapter 4, section 2.

b. The appropriate (fleet, force, command) identification badge (breast insignia) will be worn by individuals assigned as primary duty CMCs. Collateral-duty CMCs, CSCs, and command chiefs designated in writing will wear the appropriate command master, senior, or chief badge while functioning in that capacity.

c. The post-tour miniature CMC, COB, and CSC identification badge is only authorized for wear by board-selected CMCs (9580), COBs (9579) and CSCs (9578) who successfully complete at least a 24-month CMC, COB, or CSC assignment and subsequently return to assignments in their respective ratings.

d. Upon selection as MCPON, the incumbent's rating shall be changed to MCPON. MCPON shall wear a rating badge with three gold stars and a gold star in the center of the rating badge.

e. Upon selection to a FLTCM or FORCM billet, the incumbent's rating shall be changed to FLTCM or FORCM. FLTCM or FORCMs will wear a rating badge with gold stars vice silver stars as prescribed in reference (d).

f. If, at any time, a FORCM or FLTCM reverts to another level, they will continue to wear the rating badge as prescribed above, and will wear the appropriate identification badge for the position to which they are presently assigned.



g. Upon retirement or transfer to Fleet Reserve, and when subsequent wearing of the uniform is authorized, a Sailor having successfully completed a MCPON, FLTCM, or FORCM tour is authorized to wear the applicable rating badge with prescribed gold stars, and the applicable MCPON, FLTCM, or FORCM post-tour badge.

## CHAPTER 6

### COMMANDER AND COMMANDING OFFICER ACTION

1. Commanders and COs of activities which have a FLTCM, FORCM, CMC, CSC, or COB assigned:

a. Will ensure their activity manpower document reflects the billet title of FLTCM, FORCM, or CMDCM with NEC 9580 or COB with NEC 9579, or CSC with NEC 9578, as applicable;

b. Will ensure the assigned FLTCM, FORCM, CMC, COB, or CSC continues to meet screening criteria throughout their tour of duty. Failure to maintain screening criteria will result in disqualification as outlined in reference (b), article 1616-010. Additionally, following selection for assignment as a CMC, COB, or CSC, commanders and COs will ensure individuals maintain eligibility for assignment and will formally notify NAVPERSCOM, Enlisted Distribution Division (PERS-40) if the selectee becomes ineligible prior to execution of permanent change of station orders, attendance at the SEA, or COB and CMC course;

c. Will ensure primary duty CMCs, COBs, or CSCs, who were previously required by source rating to maintain a current special security background investigation (SSBI), continue to maintain eligibility for access to classified information. Many FLTCM, FORCM, and nominative CMC billets require current SSBIs. At the discretion of the commander or CO, SSBIs should be requested for CMCs who may be competitive for these nominative positions; and

d. Will ensure the assigned CMC, COB, or CSC is engaged in the duties and responsibilities outlined within this instruction.

2. Requests to establish a primary duty CMC, COB, or CSC billet must be submitted per reference (e).

## CHAPTER 7

### FLEET RESERVE, RETIREMENT, AND HIGH YEAR TENURE

1. CMCs, COBs, and CSCs detailed to (CMC/9580, COB/9579, or CSC/9578) billets shall adhere to the following guidelines for submission of a fleet reserve or retirement date, as applicable:

a. Complete minimum retainability requirement for assignment in the continental United States and Department of Defense tour length for outside the continental United States.

b. If assigned to a pre-commissioning unit, must complete a tour as specified by the guidelines pertaining to new construction.

2. Prior to submission of requests for transfer to the Fleet Reserve or to retire to NAVPERSCOM, Retirements and Disability Division (PERS-83), coordinate the request with NAVPERSCOM (PERS-40FF) and ISIC or TYCOM. CSC Fleet Reserve requests will be staffed by the CMC detailer with the respective source rating detailer. Navy Reserve primary duty CMCs and CSCs must coordinate with NAVPERSCOM (PERS-4012C) and submit requests to NAVPERSCOM, Reserve Personnel Management (PERS-9).

3. CMCs are to plan relief timeframes accordingly, taking into consideration attendance at retirement seminars, medical and Veterans Administration screenings. Additionally CMCs should plan their retirement date to take into consideration leave and transition time as they near their retirement from active duty.

## CHAPTER 8

### NEC REMOVAL AND ADMINISTRATIVE REASSIGNMENT

1. Primary-duty CMCs, COBs, and CSCs, including those en route to their initial assignment or requisite training, are expected to be an example to all enlisted personnel upholding the highest traditions of military service; to be the pinnacle of integrity and trust for seniors and subordinates alike; and must maintain suitability and qualifications, including worldwide assignment eligibility as outlined in this instruction.

a. Change of rating and removal of NEC 9580/9579/9578 is mandatory for a detachment for cause (DFC) of a CMC, COB, or CSC due to adverse action such as non-judicial punishment, court martial or adverse civil or criminal court action. The DFC of enlisted personnel procedures will be processed per reference (b) 1616-010. Commander, Navy Personnel Command (COMNAVPERSCOM) may determine that the member be separated or transferred to the Fleet Reserve within 90 days due to a lack of availability of billets within the member's source rating when it is determined that returning the member to the rating will have a negative impact on community management.

b. Individuals who do not maintain suitability, qualification, or worldwide assignment per existing guidelines will be issued temporary additional duty orders to their ISIC or TYCOM to await pending outcome of the actions taken per reference (b) 1616-010.

c. Individuals whose ratings are administratively changed due to adverse action such as a DFC, and whose NEC 9578, 9579, or 9580 has been removed, are not authorized to retain the CMC rating badge, receive SDAP, or wear the post-tour CMC badge.

d. Individuals whose ratings are administratively changed, or whose NEC 9578, 9579, or 9580 have been removed to support management of closed-loop communities (i.e., SEAL, EOD, diver, Seabee, SWCC, SUBFOR, or NAVRESFOR), are authorized to retain the CMDCM rating badge and wear of the post-tour CMC or CSC badge upon successful completion of no less than 2 years as a CMC.

# Flag/General Officer CMC Selection Process

