



DEPARTMENT OF THE NAVY
THE MASTER CHIEF PETTY OFFICER OF THE NAVY
2000 NAVY PENTAGON
WASHINGTON DC 20350-2000

1400
N00D
31 July 2013

MCPON GUIDANCE MEMORANDUM (MGM) #2013 - 03

Subj: GUIDANCE REGARDING RECOGNITION AS HONORARY U.S. NAVY
CHIEF PETTY OFFICER

Ref: (a) SECNAV M-5210.2 dtd July 2012

Encl: (1) Master Chief Petty Officer of the Navy Honorary Chief
Petty Officer Request Form
(2) Honorary Chief Petty Officer Certificate

1. Purpose. To provide guidance for selection and recognition of Honorary Chief Petty Officers (HCPO) within the Office of the Master Chief Petty Officer of the Navy.

2. Background. A review board of HCPO selection criteria was conducted to determine and verify procedural standards and regulatory compliance. All board processes and criteria were agreed upon. This memorandum standardizes and amplifies the criteria for selection of the HCPO recognition.

3. Action.

a. Authority. Only the Master Chief Petty Officer of the Navy (MCPON) may authorize recognition of the Honorary U.S. Navy Chief Petty Officer recognition.

b. Qualifying Recommender. Requests utilizing enclosure (1) provided by the Office of the MCPON must be initiated by the Command Master Chief (CMDCM), Chief of the Boat (COB), Command Senior Chief (CMDSC), or Senior Enlisted Advisor (SEL), and forwarded through the respective Force Master Chief (FORCM), and Fleet Master Chief (FLTCM).

c. Qualifying Requester. FORCMs and Echelon 2 CMDCMs with Direct-Report relationship to MCPON (i.e. BUMED, CNIC, SPAWAR, etc.) may provide requests to MCPON.

d. Disapproval. Echelon 2 CMDCMs, FORCMs, and FLTCMs may disapprove requests at their level if insufficient justification exists to support recognition. If such action is warranted,

Subj: GUIDANCE REGARDING RECOGNITION AS HONORARY U.S. NAVY
CHIEF PETTY OFFICER

respective Echelon 2 CMDCM, FORCM, or FLTCM will notify requestor and MCPON's Office of disapproval.

e. Approval. Notification of final approval or disapproval by MCPON will be provided to cognizant CMDCM, FORCM, or FLTCM.

f. Recommendations/Requests. Per enclosure (1), requests must include substantial factual data articulating the nominee's continuing involvement with the Navy's CPO Mess, as well as justifying actions that exhibit advancement toward professional objectives of the Naval CPO Mess, and must also demonstrate principles consistent with the Navy CPO Mess.

g. Routing Procedure. Routing procedures must be firmly maintained in order to preserve accountability and correct records within the Office of the MCPON.

h. Retention of Request Forms. Echelon 2 CMDCMs, FORCMs, and FLTCMs should retain copies of routing sheets and packages of candidates per reference (a). This will ensure accountability and awareness in the event historical or specific information is needed in the future.

i. Certificates. For approved requests, the Office of the MCPON will provide a certificate, signed by the MCPON (enclosure (2)), recognizing the individual as an Honorary Chief Petty Officer.

j. Benefits Disclaimer. This recognition is symbolic in nature; the recognition carries with it no honorarium, monetary benefits, or allowances.

k. Honorary CPO Log. A log will be created and displayed in the Office of the MCPON containing the following published information: Name, rank/position/title, command/organization, prior military status, brief description of selection and date of selection.

l. Immediate Recognition. For instances where a routed request is not relevant or appropriate (i.e. a selectee is terminal or I.A.), MCPON may immediately recognize such honoree without process or routing procedure. MCPON may determine these recognitions on a case-by-case basis and may select such honorees as he/she deems appropriate, relative to the merit of the honor. Such immediate recognitions will be admitted to the HCPO Log for recording and accountability.

Subj: GUIDANCE REGARDING RECOGNITION AS HONORARY U.S. NAVY
CHIEF PETTY OFFICER

m. Merit. HCPO recognition is intended to recognize **sustained superior engagement** with, and contributions to, the collective U.S. Navy CPO community and enlisted force. Recognition requests should be used judiciously and only on behalf of those who truly meet the criteria.

Additionally, HCPO recognition is not intended for single acts that recognize an outstanding contribution to a local or specific CPO mess exclusively; rather, it should denote a collaborative and durable relationship and/or superior performance between a recipient and the U.S. Navy CPO community and enlisted force as a whole.

n. Individual Mess Recognition. Commands may designate individuals as honorary **members** of local CPO Messes utilizing certificates, plaques, etc. In most instances, this avenue should be pursued to recognize single outstanding contributions to a particular or specific CPO community, but should **NOT** reference or state "**Honorary Chief Petty Officer**" status in said certificate, plaque, etc.

o. DoD Civilians. DoD Civilians who have served the collective CPO community shall be considered for recognition of "Honorary Chief Petty Officer".

p. Officers. Officers who have served the collective CPO community shall be considered for recognition of "Honorary Chief Petty Officer".

q. Special Considerations. Other personnel who are not active duty or DoD Civilians may be considered; provided their performance is in keeping with the stringent and prestigious merit requirements as detailed above. Other personnel may include: celebrities, politicians, children, other influential persons not listed above.

r. Honorary Senior/Master Chief. The rank of Honorary Senior Chief Petty Officer or Master Chief Petty Officer will not be designated. The recognition is not intended to set apart recipients based on current rank or prior rank; rather, it is a milestone of individual achievement in an effort to show appreciation from the U.S. Navy CPO Mess as a whole.

s. Honorary Advancement. Once a recipient is recognized as an Honorary Chief Petty Officer, they may not be recommended or requested to "advance". The objective is to recognize a member into the comradery of the CPO Mess without respect to a

Subj: GUIDANCE REGARDING RECOGNITION AS HONORARY U.S. NAVY
CHIEF PETTY OFFICER

designee's rank or status, but with an understanding and
gratitude for sustained superior engagement with, and
contributions to, the collective U.S. Navy CPO community and
enlisted force.

A handwritten signature in cursive script, appearing to read "Mike Stevens".

MIKE STEVENS

FORCM or Echelon 2 CMDCM Name and Date Received:		
	Recommended (forward request to FLTCM)	Disapproved (notify requestor & MCPON's office)
	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>		

FLTCM Name and Date Received:		
	Recommended (forward request to MCPON's Office)	Disapproved (notify requestor & MCPON's office)
	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>		

***** BELOW FOR USE BY MCPON'S OFFICE ONLY *****

Received in MCPON's Office		
Date	Via Email	Via Official Mail

DEA Date Received:		
	Recommended	Not Recommended
	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>		

EA Date Received:		
	Recommended	Not Recommended
	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>		

MCPON		
Approved	Disapproved	Signature/Date
<input type="checkbox"/>	<input type="checkbox"/>	



Certificate of Appointment

The Master Chief Petty Officer of the Navy

With Great Pride and Pleasure

Hereby Symbolically Appoints

Rear Admiral T. J. Smith, USN

an

Honorary Chief Petty Officer

The appointee is granted the full honors incumbent to this office, and will carefully and diligently perform the duties of an Honorary Chief Petty Officer.

Therefore, by the authority vested in me, and with enthusiastic approval of the Master Chief Petty Officers of the Navy, I declare this appointment effective.

Given under my hand this 24th day of July in the year of our Lord, two thousand thirteen.

MIKE STEVENS

Master Chief Petty Officer of the Navy