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

1400
N00D
9 Jan 2015

MCPON GUIDANCE MEMORANDUM (MGM) #2015 - 01

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

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 (MCPON).

2. Background. MCPON has deemed this office as the primary command center for all requests, approvals and acknowledgments. This memorandum standardizes and amplifies the criteria for selection of HCPO recognition.

3. Action.

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

b. Qualifying Recommender. Requests utilizing enclosure (1) 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's Executive Assistant.

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

e. Approval. Notification of final approval 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 HCPO information is requested.

i. Certificates. For approved requests, the Office of the MCPON will provide a certificate, signed by the MCPON, recognizing the individual as an HCPO.

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

k. Honorary CPO Log. An official log is located, maintained and displayed in the Office of the MCPON containing the following published information: Name, rank/position/title, command/organization/prior military status, and date of recognition. An electronic log is also maintained which tracks the above information, a brief description of the designee's nomination and a copy of the certificate provided by the office of the MCPON.

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.

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. Rescission. In the event an HCPO recipient is found to have engaged in conduct that is in conflict with the Navy's core values of honor, courage, and commitment, the current MCPON will, with the assistance of his or her advisors, evaluate the facts or circumstances surrounding the conduct. After sufficient review, the current MCPON will reserve the right to take no action or, if they feel such action is warranted, rescind or "strike" the name of the recipient in question from the official log.

o. 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.

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

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

r. 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.

s. 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.

t. Honorary Advancement. Once a recipient is recognized as an HCPO, they may not be recommended or requested to "advance". The goal of this honor is to recognize a member into the comradery of the CPO Mess without respect to a designee's rank or status, but with an understanding and gratitude for contributions to and sustained superior engagement with the collective U.S. Navy CPO community and enlisted Force.

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