



**DEPARTMENT OF THE NAVY  
MASTER CHIEF PETTY OFFICER OF THE NAVY**



**MCPON's 2011-2012 CPO 365/Induction Guidance (ANCHOR UP!)**

U.S. Navy Chief Petty Officers around the world, our first year of **CPO 365** is officially in the history books. I'm pleased to say that the process was a resounding success by virtually every measure. Messes everywhere stepped up to a new challenge and responded with trademark leadership, cohesion, innovation, and vigor. As a result, CPOs and Selectees were noticeably better prepared for Induction Season and a sizeable percentage of our First Class Petty Officers across the Navy received valuable training that will make them more effective deckplate leaders at any paygrade. Your sustained efforts engineered the leading edge of a tradition I believe will only get better and leave an indelible impact on the future of our CPO community.

Our task now is to capture inertia from what we learned and continue the build. Based on feedback from the Fleet, my guidance for the next iteration of **CPO 365** will remain very similar. Change is good in moderation so we will give the process time to become more established rather than risking gains we have already made by getting overly zealous. However, that does not mean we stand still or rest on laurels. I'm relying on you to expand best practices, create fresh ideas, and take **CPO 365** to the next level. Look for original opportunities within this framework and your individual mission requirements to get quickly out of the gate on essential concepts like Core Values and Navy Ethos. Develop a steady strain that focuses on productive, consistent and enjoyable interaction with the FCPO Mess and Wardroom throughout the year. Relationships have long stood as the lynchpin in CPO impact so common sense and good business practice say we should do everything possible to enhance them.

Collaboration among and across geographic locations, warfare communities and claimancies represents our best tool for enhancing **CPO 365**. Much of our fundamental success so far has been achieved at local commands by CMCs and Messes that recognized potential and got down to business. I'm confident those organizations and individuals that embraced the occasion will tell you their return on investment was substantial. We need to reach across piers, tarmacs and fencelines and share the lessons to make them enduring. Partnering will put **CPO 365** on a path that promotes the benefits and perpetuates progress Fleetwide. I've said it before . . . The more we accomplish together, the stronger we get.

One of the biggest challenges will be to reenergize the motivation and positive attitude of the First Classes who were not selected for advancement. You will be vital in leading them past disappointment with honest first-person insight and contagious enthusiasm. Hopefully Career

Development Boards were conducted and much of the groundwork for bringing those Sailors seamlessly back into the mix has been laid. I encourage you to utilize them in leadership roles whenever possible. They will understand your expectations, proactively participate from a position of experience, and appreciate the faith.

Phase 3 of **CPO 365, *Induction Season***, will always rightfully remain at the heart of our heritage and the ultimate gateway for all those who desire to earn the title **“CHIEF”**. I’m certain, though, we’ve shown through results that there is room and responsibility for Messes to engage up and down the chain of command as a regular practice rather than a six-week scramble. Phases 1 and 2 are not intended to diminish the impact of Induction but to solidify confidence and camaraderie that intensify Induction. They are distinct and separate segments with very diverse objectives and tempo. All CPOs and FCPOs who participate should be familiar with the goals, and have a clear sense of increased pace and complexity as they move from one phase to another.

Regardless of the phase, safety and situational awareness must be paramount in all our training events. Recognize and mitigate risk in advance as you do with all other evolutions, and do not jeopardize this incredible, time-honored tradition with outdated antics that can unnecessarily lead to injury. Intervene on the spot if necessary to stop someone from getting hurt or if you see Shipmates stepping outside acceptable conduct. Clearly communicate and enforce the rules of engagement.

**CPO 365** is serious business designed to build new Chief Petty Officers through controlled, constructive mental and physical stress. It should not be dismissed as “reindeer games”, a “kangaroo court”, or any other silly nickname that undermines the true intent - nor should every training event be a pre-meditated confrontation staged mainly to frustrate or provoke Selectees. Positive reinforcement and two-way dialogue can pay big dividends, especially early in the process at functions like the Meet-and-Greet. This does not mean there isn’t an occasional place for conflict – only that those methods are far more effective when used in concert with other approaches. You will notice that I’ve reintroduced the “Do and Do Not” section of the guidance because I want to eliminate any room for interpretation on a few specific subjects that can run counter to our goals.

CMCs remain ultimately responsible for the safe conduct and successful execution of all three phases of training. They will be actively involved from beginning to end. Aside from thorough process preparation, CMCs will brief Commanders/Commanding Officers on their local CPO 365 process and provide regular updates to keep them informed of progress. Additionally, CMCs will ensure all members of their Messes are participating regularly throughout the year rather than just showing up at a few events during Induction Season. CMC leadership reinforces the idea that **CPO 365** is instrumental to the ongoing professional development of Sailors and relevant to command esprit de corps.

I'm proud of the strides we've made in rolling out **CPO 365** as a sustained, visible commitment to our Shipmates on the deckplates and in the Wardroom. You made it work and you will make it better. I value your input to this evolving process and look forward to seeing your Messes Anchor Up throughout the year. HOOYAH!



R.D. West  
Master Chief Petty Officer of the Navy



## **General Guidance for CPO 365**

This document does not dictate to you how to induct our new Chief Petty Officers. It does not specify every right or every wrong. I'm giving CMCs the flexibility to run Induction the way you see fit, but do not mistake my intent. Every event should be planned in alignment with the Navy Ethos, Core Values and the CPO Mission, Vision and Guiding Principles. With this in mind, it is up to you to train and develop the Sailors under your charge and when they prove themselves to you ... accept them into our Mess. I trust every one of you to ensure that when these leaders are accepted into our Mess, they've earned that honor.

The three phases of CPO 365 are designed to ensure that we are continually and steadily preparing our PCPOs to enter the Mess on September 14. As leaders, if you are only relying on a 5- to 6-week time period to prepare our First Class Petty Officers for Chief, then you have missed the mark and have fallen short in delivering our Mess a Chief that is full-up and ready to wear Anchors.

Ensure Reserve Component PCPOs are incorporated into the command's CPO 365 process. Reserve Component Selected Reserve (SELRES) Selectees who travel very long distances are authorized to complete Phase Three, the Induction process, at their local (closest) Navy Reserve Activity (NRA). Our SELRES Sailors should not be penalized because of the reduced time they have to apply to the process resulting from their civilian employment. Commands need to embrace these differences, bring them on board as part of the team, and continue their CPO 365 training like any other PCPO.

### **The following phases of development and training (CPO 365) are examples of what should occur as we engage our First Class Petty Officers and prepare them to enter the Chiefs Mess.**

**Phase 1:** Begins September 17 and is used to build the foundation in the year-round training cycle. This phase sparks the teamwork and initial training to engage the FCPOs on their road to becoming Chief Petty Officers.

- CMC trains FCPO Mess on Expectations of the PCPO.
- Perform fitness and nutritional assessments of all FCPOs to develop personal training plan that will foster sound physical readiness. Utilize a [Personal Training Plan](#) to provide constructive guidance and expectations to FCPOs. The [Navy Fitness Training Plan](#) web site includes numerous other resources that can be considered.
- Visit the [Navy Operational Fitness and Fueling Series \(NOFFS\)](#) web site to identify workouts tailored to your platform, location and individual Selectees – a great way to get Sailors at different fitness levels involved in a group workout.
- Participate in community service events with CPO/FCPO Messes. This includes, but is not limited to, CPO runs in conjunction with local road races/fun runs and contributions to other community relations efforts such as facilities/landmark restoration projects.
- Conduct periodic CPO/FCPO/Wardroom combined training/teambuilding and PT events.
- Visit/Conduct training at Fleet Family Support Center (FFSC) and Navy and Marine Corps Relief Society office.
- Conduct periodic FCPO Mess Training:



- (possible subjects: *Sponsor and Indoctrination, CDBs, Mentorship, Recognition, Perform to Serve, Navy Equal Opportunity, DAPA/UPC, SAPR, FAP, ORM, and Heritage*)

**Phase 2:** Begins when the board eligible results are released and will build upon what was started in Phase 1. This phase is dedicated to further preparing “board eligible” personnel to cross into and be a productive member of the CPO Mess.

- Conduct a Career Development Boards (CDB) on non-board eligible FCPOs, concentrating on what they need to work on for their continued development.
- Conduct a mock BCA and PFA on all board-eligible FCPOs. Refine personal training plans at [NOFFS](#) for FCPOs to maximize fitness levels prior to Phase 3.
- Conduct periodic CPO/FCPO/Wardroom combined training/teambuilding and PT events.
- Participate in community service events with CPO/FCPO Messes and Wardroom.
- Conduct periodic FCPO Mess Training
  - (possible subjects: *Junior Officer interaction, Division Officer notebook, Manning (EDVR and AMD), EFM, CACO, and Heritage*)

**Phase 3 (Induction):** Begins when the PCPO becomes a Selectee, and is designed as the final training period to better prepare a Selectee for his/her entry into the Chiefs Mess. Induction is important to us as a Mess and also to the Navy. It rejuvenates our Chiefs while we prepare thousands of Sailors to join our ranks. More importantly, it prepares those leaders to uphold the credibility of our community and lead Sailors on the deckplate. **I have every intention of preserving this tradition and ensuring it remains relevant**, and so should each person that has the honor of wearing the Anchors of a Chief Petty Officer. Induction will culminate in the capstone event on September 13, followed by a pinning ceremony on Friday, September 14, 2012.

- Conduct CDBs on non-selected PCPOs.
- Conduct Selectee Spouse Symposium
- Conduct Meet-and-Greet with Selectees and families (a critical step).
- Assign Charge Book.
- Complete CPOSLC.
- Execute required command training for CPO Mess.
- Conduct CPO/Selectee/Wardroom combined training/teambuilding and PT events.
- Perform fund-raising necessary to cover Induction expenses only.
- Complete heritage training.
- Perform Battle Stations or other capstone event.
- Perform Pinning Ceremony.

At the end of Phase 3, when our Selectees have earned their Anchors, I expect they will look back at CPO 365 as one of the most challenging, yet rewarding experiences of their career. It’s up to you to ensure this happens professionally. Use common sense and trust your instincts. All of us know the climate in which we live and work, and the right way to do business. Act accordingly, but keep this in mind: nothing worth having comes easy. This is not a “dinner and a handshake.” We are in the business of building, developing and challenging our Senior Enlisted Leadership. Take it seriously.



## **Induction Season**

### **Notification.**

This is an important aspect of Induction and sets the expectations of the Selectees, Chief's Mess, Wardrooms, crew and spouses.

- CMCs should coordinate with the Commanding Officer or OIC prior to release of Selection Board results to determine the best method to inform those selected or not selected. Due to the many means to communicate this information, the location and the way our Sailors are operating, it's often times impractical or impossible to hold selection results in abeyance until leadership has been informed. My expectation is for commands to manage the best method for notification of their Sailors that suits the environment with which you are operating.
- Ensure each non-select is appropriately notified and given a CDB as soon as operationally feasible. This single event could be the most important part of our CPO 365 process, when developing future Chiefs. Non-Selects are a valued member of the command and the Navy and by conducting this CDB it allows our Mess to place them on a course for selection in the future. I recognize the challenge here, but trust our Mess to continue to engage with our FCPOs throughout this period and rise to the occasion as we always do.
- Each CPO Selectee should be given a CDB to provide a "road ahead" as they prepare for Induction and further assignment as a CPO.
- Selected Reservists on any type of duty (other than Active Duty Operational Support (ADOS), and Mobilization are authorized to begin their induction process upon notification of their selection. Full Time Support (FTS) personnel may begin PT and professional training evolutions upon notification of their selection. FTS may not begin charge books, or PQS until the active component results are released.
- Selected Reservist participating in authorized training events MUST be in a drill status. In order to allow for maximum participation, SELRES personnel (CPOs and PCPOs) may utilize "non-paid additional drills." Incremental IDT periods may be utilized for SELRES that are unable to meet the full IDT Period. At no time will any SELRES personnel participate in any CPO 365/Induction event without being on some type of orders.

### **Selectee Meet-and-Greet**

This is an occasion for Selectees to introduce themselves to the Mess. Last year, I attended a great example of one that involved families and included a barbecue. It set the tone for a positive experience and immediately communicated to family members, the intent and history of Induction. The event was drastically different from other shock-and-awe sessions routinely referred to as meet-and-greets, but more closely resembled what I see as the true purpose. There is plenty of time during Induction to conduct training for Selectees – the Meet-and-Greet should focus on discussing the process and welcoming families as soon as possible.



### **History and Heritage.**

Take every opportunity to emphasize history, heritage and Naval traditions. Our strength is linked to our past. Consider utilizing the Naval History and Heritage Command website at: <http://www.history.navy.mil>

- Learn your command and Navy history. It is important for our new CPOs to be connected with and fully understand our past as we continue to forge the future.
- An example of heritage is that many Messes now maintain their guidon from year-to-year; this is a great illustration of history and heritage in the making. Just imagine, a CMC going back to the command they made CPO at 10 years before and showing those Selectees their name on the streamer. Each Induction, their Selectees add a battle streamer with all their names on it. What a great way to recognize the Chiefs who have gone before them. Ideas like that are what keep our Mess strong and Induction season relevant.
- Many areas our forces are located have rich Naval history and many maritime venues to utilize during the course of the year ... use them. This drives home where we've been and continues to build upon the foundation from those who have gone before us.
- Have Selectees learn a part of our history and present it to the Mess. That education can be derived from books recommended by the CMC, or personal conversations with our veterans and retired CPOs.

### **Navy Retirees.**

Our retiree community is a national presence. Find the retired Chiefs, brief them on this document and the guidelines to be adhered to in the conduct of Induction, encourage them to participate, and to share their experiences with our Mess. Remind these men and women retirement does not mean they have been forgotten; they are a precious resource we must continue to cultivate and involve in Induction and Mess activities all year round. Be creative.

### **Fundraising.**

Monies raised by Selectees will be limited to the direct costs of their professional development. It will also be used for team building and unit cohesion. Fundraising time should certainly not supersede training time, nor will it be used as a means to raise funds for the Mess. Funds raised during Induction period will be strictly used for the Selectees only. Working closely with the treasurer, the CMC must be able to account for all fundraising and expenditures. Consider Navy charities or organizations as a means to dispose of any extra funds raised during this period.

### **Other service/nation participation.**

Other service/nation E-7s through E-9s may fully participate in Induction only with the recommendation of your FORCE/ISIC CMC and final approval from the FLTCM. Full participation throughout Phase 3 from the day of notification through the pinning ceremony is required.



### **Physical Fitness Training.**

Physical Fitness is a continual process, whether group or individually based, and builds camaraderie quicker than almost any other activity. It is one area that benefitted considerably from the introduction of CPO 365 as many CPOs and Selectees started Induction in much better condition. I think we can improve even further by capitalizing on the many Navy programs/resources available to assist in developing and maintaining physical fitness habits.

The Navy Operational Fueling and Fitness Series (NOFFS) may be downloaded from CNIC's Fitness, Sports and Deployed Forces web site at [www.Navyfitness.org](http://www.Navyfitness.org).

- **Prior to participating in any Physical Training, any/all personnel must meet requirements set forth in [OPNAVINST 6110.1J](#) (screened and medically cleared)**
- Conduct one-on-one fitness assessments of individual Selectees and develop personal training plans using form at [http://www.navy-prt.com/files/Personal\\_Training\\_Plan.pdf](http://www.navy-prt.com/files/Personal_Training_Plan.pdf).
- An official PFA should be conducted IAW OPNAV 6110.1J at the completion of the Induction season to provide the Commanding Officer with necessary frocking information while ensuring all CPOs meet current standards. Commands will perform the PFA in the Navy Physical Training Uniform (PTU).
- PT should be group-oriented, build camaraderie and reflect a strong sense of esprit-de-corps among the Selectees and the Chiefs. **PCPOs should be within PFA standards prior to starting Phase 3.**
- PT should follow a building-block process that gradually increases aerobic capacity and muscular strength. Start out with short runs and simple calisthenics. Emphasize proper form early and avoid events that could injure personnel unaccustomed to high-intensity exercise. Remember to hydrate frequently and to have medical personnel present at all physical training evolutions.
- Selected Reservists shall not participate in any structured PT events unless they are under/on some type of orders as specified previously.

### **Training Guidelines.**

Conduct training and activities in a group format. Training **must not** interfere with operations or be at the expense of mission accomplishment. Selectees should not disappear in secrecy for six weeks and mysteriously emerge as CPOs – transparency of the process and its purpose is paramount to continued command support. CMCs are responsible for maintaining a balance between operational requirements and Induction events, and for ensuring the chain of command has situational awareness throughout the process. I expect the CMC to brief their Commander/Commanding Officer on the training plan, gain approval and then brief the wardroom. An informed wardroom can provide substantial support.

- Use this opportunity to discuss the [Brilliant on the Basics \(BoB\) Guide](#). CMCs should provide every FCPO a copy of the BoB guide to train on and become familiar with throughout the year. Knowing and executing the six elements of BoB will make all PCPOs and our current Chiefs a more informed group and further strengthen our Mess.



- Utilize the **CPO 365 Development Guide** that will be distributed to CMCs in early-2012 as a resource in compiling your local Personnel Qualification Standards. This is a new document modeled on successful versions used previously at different locations around the Fleet, and emphasizes many of the priority topics that are relevant in today's Navy. It will be further updated next year based on Fleet feedback. The CPO 365 Development Guide should be augmented with local references and resources, but duplication of requirements must be minimized to prevent undue consumption of Selectee time.
- Select/create activities which support and teach our Navy Ethos and Core Values. History and Heritage should be at the forefront of this training.
- Charge Books are steeped in the celebrated lore of CPO Induction; one of the most prominent and treasured symbols of a Sailor's transition to the Mess. Before constructing Charge Books, Selectees should be well-versed on the origins and true intent of the instrument. CPOs should emphasize those historical references throughout Induction and provide thoughtful entries that are consistent with our commitment to developing enlisted leaders. Charge Books should be constructed with the expectation that your Selectees will want to proudly display them on their mantles for many years. They should have ample space to post CPO entries/memories throughout their career, to include entries by retired Chiefs. Eventually, the final entry in their books should be a retirement letter from the Master Chief Petty Officer of the Navy. The use of electronically generated entries is authorized for those situations in which your travel or deployment schedule would prevent you from being able to pass along your words of wisdom to your Sailors. I view every opportunity to communicate important.
- Conduct a strategic 2-day pause of training events at some point between 24-31 August to evaluate Induction progress, examine strengths and weaknesses, and make course corrections for the final weeks. Inform your ISIC/TYCOM of completion and communicate observations that may be beneficial to other units/areas. We have executed a similar strategy in previous years and it proved to be valuable to both Selectees and CPOs. As we do with all Navy training evolutions, it's always prudent to step back, assess execution and improve when possible.
- Standardize the use of our Service Song, "Anchors Aweigh." Whenever "Anchors Aweigh" is played as part of an **official** ceremony, function or event, all Navy personnel not in formation will immediately come to attention, face the source of the music, and stand-fast until the song has ended. Personnel in formation will be brought to attention and the formation commander will face in the direction of the music. Chief Petty Officers should comply with these guidelines when in uniform or civilian attire. Whenever "Anchors Aweigh" is played during **non-official** ceremonial functions/events (i.e., athletic competitions, PT, CPO training), all current and former Chief Petty Officers should join in the singing of our service song if it is deemed applicable by the Senior CPO present.
- Safety and ORM should be at the forefront for all evolutions being conducted.
- The training material provided by the Center for Professional and Personal Development will be used again this Induction season. The CPO Selectee Training modules (Phase 1 and Phase 2) incorporate the CPO Mission, Vision and Guiding Principles. If you require



another copy of the course material, you may download it from [NKO](#) (Leadership; Leadership Community; Chief Selectee/Chief Mess Training; CPO Training Continuum). As you develop your command training, link key training points back to the Core Values and Navy Ethos.

- Ensure the following topics are addressed and trained to during CPO 365 and further discussed during Induction. (Access the link by clicking on subject).
  - [Family Advocacy Training](#)
  - [Suicide Awareness and Prevention](#)
  - [Sexual Assault Prevention and Response \(SAPR\) - SECNAVINST 1752.4A](#)
  - [Sexual Harassment – SECNAV Instruction 5300.26D](#)
  - [Expected CPO standards and conduct](#)
  - [Ethics](#)
  - [Brilliant on the Basics \(BoB\)](#)
  - [Fraternization Prevention – OPNAVINST 5370.2C](#)
  - DUI prevention – (Conduct face-to-face training with CPO Mess.)
  - [CPO Mess Training Topics \(NKO\)](#)
    - Mentoring
    - Culture of Fitness
    - Navy-wide CPO Mess
    - Military Justice
    - Family Readiness
    - Individual Augmentation
    - Sailor Relations

### **Sponsor Assignment/Responsibilities.**

Division/Department LCPOs and Sponsors (Phase 3 - Induction) play a significant role and are the key to the success of the CPO 365 process. It is critical that leadership take the time to match the right Sponsor with the right Selectee. The role of the sponsor should not be taken lightly.

- If a circumstance arises where a primary or alternate sponsor cannot be present at an event, it is imperative that another CPO is designated and present to assist.
- Additionally, be alert for any Sponsor who appears to lose steam during the Induction process; first counsel, and then remove the sponsor if a course correction is not made.

### **Spouse Involvement during Phase 3 Induction.**

By Phase Three of training our PCPOs are now Selectees and it is key to further establish a connection with the family and give spouses a schedule annotating events they are invited to attend. Based on current operations and OPTEMPO, inclusion of our CPO families has never been more important than today. We have come a long way in increasing the involvement of families in Induction. Because it one of the most critical aspects of the process, I believe it is area where we should look for even more opportunities.

- Conduct a Meet-and-Greet that involves families and communicates the purpose of Induction. It should be both educational and enjoyable for CPOs, Selectees and family



members. Refrain from training at the event.

- Include spouses or significant others of deployed Selectees in any event to which family members are invited.
- A best practice is to request a Chief, Senior or Master Chief's spouse to act as a mentor for the CPO Selectee's spouse. In addition to the CPO Selectee's sponsor, this provides the CPO Selectee's spouse another military spouse to whom they may feel more comfortable speaking with.
- "Guidelines for CPO Spouses" is a publication written for and by CPO spouses; it is an excellent tool to help family members understand their new Chief's role and responsibilities. CMCs should make this publication available to all Selectees' family members. Although an outstanding resource, it should complement a personal brief by the CMC, not replace it.
- Base/Region/Command-wide CPO Selectee Spouse information symposiums/forums should be a part of the Phase Three Induction process. These have proven to be beneficial events for our new Chief Petty Officer spouses. When possible, seminars/forums should be a coordinated effort between Messes to further strengthen the Induction process and the information and training made available.
- Embrace the use of social media to include your families and spouses, including those who are geographically separated. Social media ensures family and friends are able to share this important career milestone, and demonstrates the transparency now associated with most Induction events. (Remember once you go public with information; its public).
- Information continues to further develop our spouses as an integral part of the command team and we should take every opportunity to ensure that our spouses are considered as we plan various events, to include our SELRES spouses. Issues such as distance and timing can impact the desired level of participation; therefore an alternate means of disseminating the vital information should be included in the planning process.

### **Final Day.**

Use a serious tone, but don't forget the creativity and humor that have been the hallmark of our Mess since its inception in 1893. When our Selectees have Anchors pinned on their collars and become fellow Chiefs on September 14, I expect they will look back at Induction as the most difficult, yet rewarding experience of their careers. It's up to you to ensure they do.

- By using imagination, creativity, and initiative within the CPO Mess, design battle station-like events for the Final Day. These battle station events will reflect our Navy Core Values and fully support the spirit and intent of CPO 365.
- Remove members from the events who are not following established guidelines and when necessary, hold them accountable.
- Communicate that participation in the final day's events is limited to active, reserve, retired Initiated, and Inducted Chiefs. The Mess may invite their CO/OIC and Executive Officers.



### **Pinning Ceremony (Friday, September 14, 2012)**

This should be one of the most memorable events in any Chief's career. The pinning ceremony demands careful planning and should be a professional military function conducted IAW Navy customs and traditions. Each Mess should coordinate a ceremony that is unique to their location, command heritage, Navy traditions and circumstances. U.S. Navy Regulations provides guidance with respect to the proper military protocol that should be followed.

- This day is about our new Chiefs and their families, not about how elaborate an event we can put on ... make it poignant and professional. Remember, bigger is not necessarily better, and new is not necessarily improved.
- Selected reservist may conduct their pinning ceremony the first weekend following the 14<sup>th</sup>.
- An alternate pinning date may be requested via the respective Fleet/Force Master Chief if operational commitments dictate, or to ensure total command and family participation.

### **Responsibilities of the CMC.**

Each leader is responsible and accountable for the conduct of the CPO 365/Induction. As I stated earlier you will not abdicate your responsibilities to a CPOA or committee — you will lead this process. Specifically:

- As the CMC you or a designated Chief Petty Officer Coordinator/s must attend all CPO 365 events. If the CMC is unable to attend the Final Day's events, the FORCM or FLTCM must be notified as to the reason.
- Include maximum participation from your CPO Mess in all activities throughout CPO 365.
- Actively mentor and guide your Enlisted Leaders/sponsors, ensure they are engaged from the beginning to the end.
- Conduct periodic "how-goes-it" interviews with every Selectee and their spouse. Chief Petty Officers should conduct the same reviews with Selectee spouses.
- Ensure your Chiefs read [SECNAVINST 1610.2A](#) (DON Policy on Hazing). This will give them the appropriate focus and perspective on what is not appropriate.
- Use your judgment, uphold **the Guiding Principles, and do what you know is right and the Selectees will be appropriately Inducted.**
- **Provide your TYCOM FORCM /ISIC CMC an after action report** on how all three phases of training was conducted, lessons learned and best practices to ensure we continue to evolve our training and tradition. The reports should be forwarded to the respective Fleet Master Chiefs via your ISIC and chain of command. Through this effort we will continue to grow as leaders.



## **Do:**

- \* Brief the Commanding Officer and Wardroom on the purpose of CPO 365 and your Mess' plan for execution;
- \* Make Meet-and-Greet a positive event that introduces family members to the Induction process early and gets things going on a high note;
- \* Select/create activities which support and teach our Navy Core Values, Navy Ethos, and CPO Mission, Vision and Guiding Principles.
- \* Have Selectees embrace a part of our heritage and present it to the Mess. That education can be derived from books recommended by the Command Master Chief or personal conversations with our veterans and retired Chief Petty Officers. If possible, invite a retired CPO to address the Selectees.
- \* Embrace and learn a part of your command history. Our commands are more active and our missions more diverse today than at any time in history.
- \* Conduct training and activities in a group format. Use this opportunity to discuss the CPO 365 Development Guide available electronically through your Force or Region Master Chief.
- \* Use the imagination, creativity, and initiative in your CPO Mess to design the final day's event that challenges and welcomes the new Chiefs.
- \* Remove members from the events who are not following established guidelines.
- \* Communicate that participation in the final day's event is limited to active or retired Initiated/Inducted Chiefs and retired CPOs. The Mess may and should invite their Commanding Officers and Executive Officers.

## **Do not:**

- \* Allow consumption of alcohol during or prior to any training event. The responsible use of alcohol is acceptable at Command Sponsored social events *with CO approval* (social event = no training conducted). There will be no alcohol at golf tournaments or any other event where it is physically or logistically impossible for the CMC to have complete situational control of an environment.
- \* Use props that degrade the process.
- \* Force or allow Selectees to eat or drink food or liquids for any reason other than normal nutritional needs.
- \* Tolerate physical abuse of any kind.
- \* Allow cross-dressing or any sexually explicit behavior at any time during any Induction event.



**A Final Note.**

I expect every Chief Petty Officer to read this guidance in its entirety, and for all CPO Messes to discuss it as groups prior to the commencement of each Phase. While the guidance is not all-inclusive, it does provide a proven foundation for effectively developing a new generation of CPOs. Solid leadership, sound judgment, common sense and situational awareness need to prevail in all situations not expressly covered in this document. I expect you and every member of your Mess to exercise the leadership and professionalism that we are entrusted with each and every day; hence **CPO 365**. We each know the difference between right and wrong and will be held accountable. I have the utmost confidence in our ability as a Mess to continue to build upon the legacy of success forged by all that have worn anchors. **HOOYAH CHIEFS, ANCHOR UP!**

