



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



MCPON's 2010 CPO Induction Guidance (ANCHOR UP!)

My fellow Chiefs, this year I'm going to focus on a few elements I view as critical to the training and development of our Chief Selectees, and then I'm going to trust our Senior Enlisted Leaders to take this guidance and apply it throughout our great Navy.

Take note. The CMC, COB, Command Senior Chief or Senior Enlisted Leader (referenced as CMC's for the remainder of the document) at every command is the one leader that I view as ultimately responsible for the safe conduct and execution of Induction from start to finish. I expect that every CMC will not only be involved in the planning of Induction, but also the day-to-day activities as we execute this critical process. To that end, I ask that each ISIC, Force and Fleet Master Chief review and post a coordinated schedule of significant regional events that members of our Mess can participate in during their travels.

I also expect that you've all been working together as a Mess all year. A strong Mess doesn't come together in August and go their separate ways on September 17th. Induction may be the highlight, but it should also be a reflection of the unity of effort that takes place all year round. This is key to the continued strengthening of our CPO Messes throughout the Navy.

Safety should be at the forefront of the planning and execution of every Induction evolution. I expect the CMCs to stay vigilant and ensure their entire Mess understands what's allowed and what isn't, and that each event provides a training opportunity.

Induction is important to us as a Mess and also a Navy. It rejuvenates us while we prepare our thousands of Sailors to join the Mess in September. 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 an Anchor on their collar.

I need your help to do that and here's my final expectation of this Mess: do not allow this process to be taken lightly by our Selectees, our Chiefs or our Navy. It has always been one that has tested our Selectees mentally, physically, personally and professionally; they should learn what their limits are and we should help them surpass those limits.

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 16th, I expect they will look back at Induction as the most difficult, yet rewarding experience of their careers. It's up to you to make sure they do.



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: an easy Induction does no one any good. This is not a “dinner and a handshake.” We are in the business of building, developing and challenging our fellow Chief Petty Officers. Take it seriously.

HOOYAH Chiefs!

A handwritten signature in black ink that reads "R.D. West". The letters are cursive and somewhat stylized, with a long horizontal stroke extending from the end of the word "West".

R.D. WEST

Master Chief Petty Officer of the Navy



Guidance for Chiefs' Induction

1. Conduct of Induction

a. Preparation. Command Master Chiefs will ensure every member of the Mess is involved and engaged.

b. Command Involvement. Induction is designed to assist a Selectee in preparing to walk the deckplates as a Chief Petty Officer. Induction must not be conducted at the expense of mission accomplishment or our Sailors. I expect Command Master Chiefs to brief their Commanding Officers and ensure mission readiness does not suffer due to Selectee training. Conducting and executing the variety of missions we are tasked to accomplish is what we do!

c. Training Topics/Materials. The training material provided last year by the Center for Naval Leadership will be used again this Induction. 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. As you develop your command training, link key training points back to the MV&GP. The CPO Selectee Modules will be updated in FY10. Please send your recommended changes and suggestions to: stephan.fontenot@navy.mil.

d. Heritage. Take every opportunity to emphasize CPO heritage and Naval traditions. 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, that 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. An example of starting heritage is that many messes now maintain their guide-on from year-to-year; this is a great example 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 selects 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 relevant.

2. Pre-planning Considerations

a. Fund-raising should be limited to the direct costs for the professional development of the Selectees, and not as a means to raise funds for the Mess. Fund-raising time will not exceed training time.

b. Conduct a community relations event or activities, as they are often beneficial elements of team-building skills and outreach. I consider this one of the most important things we can engage in to educate the public about not only our CPO Mess, but also the Navy.

c. Consider spouses and family members in your planning and make a concerted effort to educate them on the process and goals of Induction. Mutual understanding of the process will enable the Selectee to devote the requisite time and energy toward becoming a strong Chief Petty Officer.



d. Plan and publish a date soonest of a Khaki Ball or Dining Out to celebrate the successful conclusion of Induction. When possible coordinate events with other messes.

e. Brief your Commanding Officer on the training plan and gain approval, then brief the wardroom. An informed wardroom can provide substantial support.

f. Ensure Reserve Component CPO Selectees are incorporated into the supported command's induction season. Reserve Component SELRES Sailors who travel very long distances are authorized to complete the induction process at their local NOSC's. Our RC SELRES Sailors should not be penalized because of the reduced time they have to apply to the process resulting from their civilian employment. Supported commands need to embrace these differences, bring them onboard as part of the team, and continue their training throughout the year like any other Navy Chief Petty Officer.

g. Other service/nation E7's through E9's may fully participate in Induction with the approval of the cognizant Fleet Master Chief. Full participation throughout the entire process, from the day of notification through the pinning ceremony, is required. Communication among Senior Enlisted Leadership is essential.

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

a. Do not notify Selectees or publish the selection list until the Commanding Officer or OIC is informed.

b. Ensure each non-select is appropriately notified, counseled and given a Career Development Board (CDB) as soon as possible. Follow-on CDBs can go into greater depth.

c. Drilling Reservists on any type of duty (other than Active Duty Operational Support (ADOS), formerly know as Active Duty for Special Work (ADSW)) and Mobilization are authorized to begin their induction process upon notification of their selection. FTS Reserve personnel may begin PT and professional training evolutions upon notification of their selection. Evolutions such as charge books, PQSs etc., that require the entire CPO select TEAM AC/FTS/SELRES shall not be started until the active duty results are released.

d. RC Selectees participating in authorized training events MUST be in a drill status. In order to allow for maximum participation, SELRES personnel may utilize "non-paid drills". At no time will any selectee, RC CPO, or sponsor participate in any Induction event when not on some type of orders.

4. Sponsor Assignment/Responsibilities. Sponsors play a critical role and are the key to the success of the Induction process. It is critical that CMCs take the time to match the right Sponsor with the right Selectee. Each Selectee should have a primary and alternate Sponsor. 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 immediately.



5. Involvement of Spouses during Induction. Establish a connection with the Selectee's family and give spouses a schedule annotating events they are invited to attend. Also, include spouses or significant others of deployed Selectees in any event to which family members are invited. A best practice from last year is to request a Chief, Senior or Master Chief's spouse as a mentor for the CPO Select spouse. In addition to the CPO Select's sponsor, this provides the CPO Select spouse another military spouse whom they may feel more comfortable speaking to. Based on current operations and operation tempo, inclusion of our CPO families has never been more important than today.

"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 available to all Selectees' family members. Although an outstanding resource, "Guidelines..." should complement a personal brief by the CMC, not replace it.

Base/Region/Command-wide CPO Selectee Spouse information seminars should be a part of the Induction process. The seminars/forums have proven to be beneficial events for our new Chief Petty Officer Spouses. The information provided continues to develop our spouses as an integral part of the command team and should be a venue shared by both our CPOs and our CPO spouses. Planning these events must include consideration for the RC spouses. Distance from the venues can prohibit the desired level of participation; therefore, an alternate means of disseminating the vital information provided by the seminars should be included in the planning process. Seminars should be a coordinated effort between Messes when possible to further strengthen the Induction process and the information and training made available at the seminar.

6. Physical Fitness Training. Prior to commencing structured PT for board eligible personnel or CPO Selectees, personnel **will be screened and medically cleared** to participate.

a. Unit/CPO pride is always encouraged, and the use of region/unit-specific t-shirts is authorized at the discretion of the CMC. Exceptions to this authorization is that all personnel are required to wear the Navy PTU during the conduct of command directed PT and the official PRT for the Selectees prior to frocking.

b. Physical fitness CDs can be ordered at the Navy and Marine Corps' [Health Promotion Products](#) website. Other resources, such as the newly developed Operational Fueling and Fitness Series, are available from your Command Fitness Leaders or at your installation fitness centers.

c. Selection Board Eligible First Class Petty Officers should be counseled on the physical rigors of Induction and advised that they should start working out well before selection board results are released. Emphasize to them that if they are close to being out of body fat standards, they should fix that problem now, as several personnel were not pinned last year on the 16th due to not meeting Navy standards. Additionally, through coordination with the Commanding Officer, Induction season PT should culminate with an official PRT when feasible prior to Selectees being pinned on the 16th of September. In order to adhere to program guidance, commands must issue the 10 week notice to all board eligible First Classes, including prospective gains.

d. Due the potential liability risks, no SELRES Selectee, CPO, or sponsor will participate in any PT events unless they are on some type of orders (Inactive Duty Training (IDT), Annual Training (AT), Active Duty for Training (ADT), etc).



7. Training Recommendations

a. Do:

(1) Select/create activities which support and teach our Navy Ethos's and Core Values.

(2) Utilize Charge Books. Charge Books should be constructed with the expectation that your Selectees will want to proudly display them on their mantle for many years. Charge books should have ample space to post CPO entries/memories throughout their career. Eventually, the final entry in their books should be a retirement letter from the Master Chief Petty Officer of the Navy. In order to clear up any misunderstanding from previously issued guidance, 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. Finally, all efforts should be made to have as many Retired CPO signatures in the Charge Books as there are Active Duty.

(3) Have Selectees learn a part of our history 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.

(4) Standardize the use of our Service Song, "Anchors Aweigh". I do not believe that any of us has attended a CPO Induction event in which "Anchors Aweigh" (our Service Song) was not played or sung, which is a great thing. However, one thing I have noticed throughout my travels is that there is no standardized protocol. Therefore, whenever "Anchors Aweigh" is played as part of an **official** ceremony or function/event, all Chief Petty Officers 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.

(5) Embrace and learn a part of your command history. Our commands have never been more active and our missions more diverse today than at any time in history.

(6) Conduct training and activities in a group format. Use this opportunity to discuss the Chief Petty Officer Development Guide, which will be available by July electronically at <http://www.slideshare.net/mcponpao> . CMC's should provide every CPO select a copy of this guide to be completed throughout the year. Completion of this card will make the select a more informed Chief and further strengthen our Mess. Strive to completion!



(7) Ensure that the following topics are addressed and trained on during the induction: (Click on subject to access link to training materials)

[DUI prevention](#)

[Domestic Violence Prevention](#)

[Suicide Awareness and Prevention](#)

[Sexual Assault Prevention and Response \(SAPR\) – SECNAV Instruction 1752.4A](#)

[Sexual Harassment – SECNAV Instruction 5300.26D](#)

[Expected CPO standards and conduct](#)

[Ethics](#)

[Brilliant on the Basics \(BOB\)](#)

[Fraternization Prevention – OPNAV Instruction 5370.2C](#)

(8) Use imagination, creativity, and initiative in your CPO Mess to design the final day's event that challenges and welcomes the new Chiefs.

(9) Remove members from the events who are not following established guidelines.

(10) Communicate that participation in the final day's event is limited to active or retired Initiated/Inducted Chiefs and retired CPOs. The Mess may invite their Commanding Officers and Executive Officers.

b. **Do not:**

(1) Use props that degrade the process.

(2) Force or allow Selectees to eat or drink any food or liquid for any reason other than energy or a scheduled meal.

(3) Tolerate physical abuse of any kind.

(4) Allow cross-dressing or any sexually explicit behavior at any time during any Induction event.

(5) Allow the 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.

8. **Battle Stations/Final Night Events.** The Final Night of Induction will be remembered by our Selectees for the rest of their lives. Plan it carefully and conduct yourselves appropriately. Acceptance into our Mess should be meaningful, emotional and earned.

A "Battle Stations" type event is clearly dependent on the location, platform, and operational tempo of the command. It is up to the incredible imagination, creativity and initiative that are found in each and every CPO mess to design a demanding process that challenges and welcomes new Chiefs, and emphasizes the Guiding Principles which direct our actions.



9. Pinning Ceremony (Thursday, 16 September 2010). This is the most memorable event in any Chief's career, and demands careful planning. Each Chief Petty Officer's Mess should construct a ceremony that is unique to their location, command heritage, Navy traditions and circumstances. 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.

10. Responsibilities. Command Master Chief/Chief of the Boat/Command Senior Chief/Command Senior Enlisted Leader. Each CMC, or in their absence the most senior MCPO, SCPO or CPO, is responsible and accountable for the conduct of the CPO Induction. As I stated earlier, you will not abdicate your responsibilities to a CPOA—you will lead this process. **Specific CMC responsibilities include:**

- a. Be present during all activities associated with CPO training.
- b. Demand maximum participation from your CPO Mess in all activities throughout Induction, not just the last day.
- c. Actively mentor and guide your sponsors, ensure they are engaged from the beginning to the end.
- d. Conduct periodic "how-goes-it" interviews with every Selectee and their spouse.
- e. Plan annual leave outside of Induction. As Mess leaders you must attend all events, unless operational commitments preclude your presence. If not present, your designated representative must be placed in charge of the event. **Note: In the event that a CMC must take leave during this period, they are required to provide their ISIC, Force or Fleet Master Chief the contact information for their designated representative and the planned dates of absence.**
- f. Brief your Chiefs on [SECNAVINST 1610.2A](#) (DON Policy on Hazing). This will give you the appropriate focus and perspective on what is or is not appropriate.
- g. Use your judgment, uphold the Guiding Principles and do what you know is right and the Selectees will be appropriately Inducted.
- h. Each command should provide their ISIC CMC an after action report on how their Induction was conducted, lessons learned, and best practices to ensure we continue to evolve our training and tradition.
- i. On the day following the Pinning Ceremony, each new Chief Petty Officer should be provided a copy of the Chief Petty Officer Development Guide (if not already received) as the next logical step of our enlisted continuum and professional growth and development. Through the course of the year, these Guides should be trained to and completed.



To all Chief Petty Officers:

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 the CMCs the flexibility to run their Induction the way they see fit. But do not mistake my intent. Stay safe. Every event should be planned in alignment with the Navy Ethos, Navy Core Values and the CPO Mission, Vision and Guiding Principles. With this in mind, it is up to you to train them and develop them, and when they prove themselves to you...accept them.

That's the ultimate goal, and I trust every one of you to ensure that when these leaders are accepted into our Mess, they've earned that honor.

Our Navy is stronger because of you, and I thank you for that. Induction is yours, but it affects every one of our Sailors. Keep that in mind as we develop our new Chief Petty Officers.

CMC's take charge, move out and **Anchor Up!**

