



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON DC 20350-2000

OPNAVINST 1306.2H CH-1
N00D
22 Jun 2016

OPNAV INSTRUCTION 1306.2H CHANGE TRANSMITTAL 1

From: Chief of Naval Operations

Subj: COMMAND SENIOR ENLISTED LEADER PROGRAM

Encl: (1) Revised page 8-1

1. Purpose. To clarify the requirements on removing the Navy enlisted classification (NEC) and the administrative reassignment of command senior enlisted leaders (CSEL).

2. Action. Remove page 8-1 of the basic instruction and replace it with enclosure (1) of this change transmittal.

A handwritten signature in black ink, appearing to be "R. P. BURKE", is written over the typed name and title.

R. P. BURKE
Deputy Chief of Naval Operations
(Manpower, Personnel, Training,
and Education)

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COMMAND SENIOR ENLISTED LEADER PROGRAM





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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 1000.16L

1. Purpose

a. To issue procedures for selection, assignment, and utilization of fleet master chiefs (FLTCM), force master chiefs (FORCM), command master chiefs (CMDCM), chiefs of the boat (COB), command senior chiefs (CMDCS), and collateral-duty command senior enlisted advisors (CSEA), per references (a) through (e).

b. This revision provides overarching guidance that encompasses Master Chief Petty Officer of the Navy (MCPON), FLTCMs, combatant commander (CCDR) senior enlisted leaders (SEL), FORCMs, CMDCMs, COBs, CMDCSs, and CSEAs. Additionally, this revision combines leadership mess tier levels 3 and 4 together and incorporates language to reflect the CMDCS rating. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1306.2G.

3. Discussion. The command senior enlisted leader (CSEL) program is intended to ensure all Sailors are effectively led and professionally developed. SEL (as defined in paragraph 1) selected for these ratings and collateral duties are responsible

for leading and developing enlisted personnel, supporting commanders, commanding officers (CO), and the MCPON per Department of Defense directives and within Navy policies. For purposes of simplification, throughout this instruction, CSEL refers to the ratings of MCPON, FLTCM, CCDR SEL, FORCM, CMDCM, COB, CMDCS, and CSEA.

4. Action. Eligible Sailors will be selected and assigned as delineated in chapters 1 through 8. Appendices A through D provide flag officer (FO) and general officer (GO) selection process overview and samples. NAVPERS 1306/95 Command Master Chief Nomination must be submitted with each application package.

5. Billets. MCPON and all FLTCM, CCDR SEL, FORCM, CMDCM, COB, and CMDCS billets existing at the time of this instruction, and billets created through the billet change request 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, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

7. Forms

a. The forms listed in subparagraphs 7a(1) through 7a(5) are available for download from Naval Forms Online at <https://navalforms.documentservices.dla.mil>.

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

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b. NAVPERS 1306/7, NAVPERS 1070/613, and NAVPERS 1306/95 can also be downloaded from the Navy Personnel Command (NAVPERSCOM) Web site at <http://www.public.navy.mil/bupers-npc/reference/forms/Pages/default.aspx>.



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CHAPTER 1

INTRODUCTION

1. FLTCMs, CCDR SELs, FORCMs, CMDCMs, COBs, CMDCSs, and CSEAs provide leadership and mentorship to the Navy and advise commanders and COs in partnership with the deputy, chief of staff, or executive officer. These duties include the dissemination and promotion of command policy and matters that support mission accomplishment. They also 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, CCDR SELs, FORCMs, CMDCMs, COBs, CMDCSs, and CSEAs 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 all Sailors, as well as provide input and advice in matters effecting mission and operations, as required.

3. FLTCMs, CCDR SELs, FORCMs, and all CMDCMs assigned to FOs or GOs also serve as members of the MCPON's leadership mess. Similar to the responsibilities to their respective commanders or COs, they support the MCPON in the formulation, implementation, and execution of policies concerning morale, welfare, job satisfaction, discipline, utilization, family support, and training of all Sailors across the Navy.

a. MCPON's leadership mess is constructed in three tiers according to the rank of the FO or GO (one star to four star) to which the CSEL is assigned.

(1) Tier I: All FLTCMs.

(2) Tier II: All FORCMs and those serving for three star commanders.

(3) Tier III: All those serving for one or two star commanders.

b. With the exception of a CSEL assigned to a CCDR (who will carry the title of FLTCM), the titles FLTCM and FORCM apply to U.S. Navy (USN) commands only. Subparagraphs 3b(1) through 3b(21) 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, United States Naval Forces Africa.
- (4) FLTCM - Manpower, Personnel, Training and Education
- (5) FLTCM - Unified Combatant Command (when USN selected).
- (6) FORCM - Bureau of Medicine and Surgery.
- (7) FORCM - Naval Air Force, U.S. Atlantic Fleet.
- (8) FORCM - Naval Air Forces.
- (9) FORCM - Naval Education and Training Command.
- (10) FORCM - Naval Special Warfare.
- (11) FORCM - Naval Surface Force, U.S. Atlantic Fleet.
- (12) FORCM - Naval Surface Forces.
- (13) FORCM - Navy Cyber Forces.
- (14) FORCM - Navy Expeditionary Combat Command.
- (15) FORCM - Command, Navy Installations Command.
- (16) FORCM - NAVPERSCOM.
- (17) FORCM - Navy Recruiting Command.
- (18) FORCM - Navy Reserve Forces.

(19) FORCM - Submarine Force, U.S. Pacific Fleet.

(20) FORCM - Submarine Forces.

(21) FORCM - Naval Facilities Engineering Command.

c. Attendance at MCPON's leadership mess functions will be by invitation as specified by MCPON.

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

CHAPTER 2

ELIGIBILITY, REQUIREMENTS, AND APPLICATION

1. Eligibility and Requirements Considered for Entry into the CSEL Program

a. All master chief petty officers (MCPO) and senior chief petty officers (SCPO), to include those in a "frocked" status, are eligible for selection as a CMDCM or CMDCS. To qualify for selection as a CMDCM or CMDCS, candidates must be, first and foremost, strong leaders capable of leading a chief's mess. Candidates may not have greater than 26 years of service for CMDCM or 22 years of service for CMDCS. A waiver may be considered by the MCPON based on a FLTCM endorsement or respective immediate superior in command (ISIC) or FORCM in a direct-report relationship to MCPON. They must also possess, maintain, and demonstrate the qualities outlined in subparagraphs 1a(1) through 1a(12).

(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 (CPO).

(3) Loyalty to the USN, their seniors, peers, and subordinates.

(4) Commitment to developing and leading all 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 possession of an understanding of Sailor concerns, challenges, and personal and professional needs.

(8) Strong moral, ethical and professional behavior, and unquestionable integrity and character.

(9) Institutional and technical expertise.

(10) Ability to actively communicate up and down the chain of command.

(11) Leadership in physical fitness.

(12) Potential to promote within the CSEL program and work in joint environments.

b. Prospective CMDCMs, COBs and CMDCSs are required to complete OPNAV 1306/1 CMC/COB/CSC Charge Book.

c. All CMDCM and CMDCS candidates are required to complete a screening board utilizing NAVPERS 1306/95. This form must be used to document the endorsement and recommendations of the screening board. The screening board must be conducted as shown in subparagraphs 1c(1) through 1c(7).

(1) The board must be comprised of the members listed in subparagraphs 1c(1)(a) through 1c(1)(c) at a minimum.

(a) ISIC CMDCM - Chairperson (9580).

(b) Post Tour CMDCM - (9580).

(c) Serving CMDCM - (9580, 9579, 9578).

(2) Panel members must interview the candidate collectively.

(3) Panel members must have at least 1 year of successful experience and be serving in the capacity of a CMDCM.

(4) Questions must focus on:

(a) Areas outlined in OPNAV 1306/1.

(b) Personal experiences.

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

(5) Upon completion of the panel review, the chairperson will make one of the recommendations in subparagraphs 1c(5)(a) through 1c(5)(c) based on a majority vote of the panel.

(a) Fully ready.

(b) Requires additional training (areas of concern specified).

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

(6) The chairperson must notify the member, their CSEL, as well as their respective tier III or tier II CSEL, of the board results.

(7) If a CMDCM, COB, or CMDCS 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.

d. Commanders and COs must conduct a formalized screening process to certify the individual meets all qualifications listed in subparagraph 1a. Reference (b), section 1306-410, contains requirements for assignment as a COB. Commander's or CO's approval signature is required on NAVPERS 1306/95.

2. CMDCM and CMDCS Application Requirements

a. Request assignment to the CSEL program utilizing NAVPERS 1306/7 Enlisted Personnel Action Request, signed by the CO ("By direction" is not authorized). This request must include the enclosures listed in subparagraphs 2a(1) through 2a(7).

(1) Certification by the commander or CO that the candidate meets all of the qualifications contained in subparagraph 1a.

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

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

(a) Active Component and Full-Time Support (FTS).
“(Date): I desire to serve as a command master or 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 or 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.”

(b) Selected Reserve (SELRES). “(Date): I desire to serve as a command master or 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 or 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 (NEC) code 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 of a command master chief or command senior chief.”

(4) Official 5x7 photographs in service khaki uniform no more than 90 days old (full front and side view with date of photo). If currently serving in an overseas contingency operations support assignment and no access to service khaki, uniform of the day is appropriate. Photos should be in color and may be locally generated.

(5) Copy of NAVPERS 1306/95.

(6) Letter of endorsement signed by the candidate's current CO.

(7) Letter of endorsement signed by the candidate's FORCM. Those candidates not working directly for a FORCM must have their package endorsed by the senior CMDCM within their administrative chain of command. Those candidates working at a

joint command, not serving directly under a CMDCM, must have their packages endorsed by the command sergeant major, sergeant major, or chief master sergeant.

b. Original request, with endorsements, must be forwarded to NAVPERSCOM, CMDCM/CMDCS Detailer (PERS-40FF), or NAVPERSCOM CMDCM/CMDCS/MCPO/SCPO FTS Detailer (PERS-4012C), for Reserve Sailors.

c. Prior to submission of application, nuclear trained enlisted Sailors are required to be conditionally released from the nuclear power program to apply to the CSEL program. To obtain conditional release, a Sailor must submit a NAVPERS 1306/7 to the Office of the Chief of Naval Operations (OPNAV), Nuclear Propulsion Program Management (N133), via their detailer. In general, Sailors should have completed an engineering department master chief or reactor department master chief tour before applying for the program. OPNAV (N133) must forward all responses to NAVPERSCOM (PERS-40FF) and the Sailor. If the Sailor is not conditionally released from the nuclear power program their application must not be submitted and they will not be selected to the CSEL program.

d. Requests from nuclear weapons systems trained enlisted Sailors by electronics technician (ET), Trident II strategic navigation operator, D-5 back fit navigation maintenance technician (NEC ET(14XM)), and missile technician source ratings that have not served in a COB capacity must be forwarded to the Bureau of Naval Personnel, Submarine Enlisted Community Manager (BUPERS-323) for evaluating the impact to the source rating and to receive concurrence or non-concurrence from Director, Strategic Systems Programs.

CHAPTER 3

SELECTION BOARD AND ASSIGNMENT

1. Selection Board

a. CMDCM and CMDCS selection boards will convene annually. The board will review and select the best qualified applicants for assignment into the CSEL 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 must be conducted by NAVPERSCOM, Career Management Department (PERS-4) and will be authorized to select a 24-month quota requirement each year to allow more flexibility and predictability in the assignment process.

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

c. For members not selected by the CMDCM and CMDCS 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 must be resubmitted in its entirety.

d. Original completed packages, to include OPNAV 1306/2 Nominative Billet Slate Sheet and all enclosures required by chapter 2, are to be forwarded to the CMDCM or CMDCS detailer electronically for processing and record purposes, by the member.

2. Selection as a CMDCM or CMDCS

a. Active duty MCPOs selected by a board for the CSEL program will have their ratings changed to CMDCM upon successful completion of the CMDCM and COB course when NEC 9580 is awarded. Active duty SCPOs selected by a board for the CSEL program will have their ratings changed to CMDCS upon selection. Individuals selected as CMDCM or CMDCS will be closed-loop detailed by NAVPERSCOM (PERS-40FF) or NAVPERSCOM (PERS-4012C) (for Reserve

Sailors) and utilized, as appropriate, for assignments as a CSEL. During the assignment process, appropriate factors, such as individual community manning, waiver of tour requirements, etc., will 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 board-selected will not normally be detailed to CMDCM or CMDCS billets until they have served a minimum of 24 months on board their current command. In those extreme circumstances where members have not completed 24 months at their current duty station, the Service member must receive approval by their commander or CO utilizing NAVPERS 1070/613.

c. FTS and SELRES MCPOs and SCPOs selected to CMDCM or CMDCS must maintain their source ratings. Assignment of FTS and SELRES CMDCMs and CMDCSs to active duty CMDCM or CMDCS billets or vice versa will be considered on a case-by-case basis. These assignments will be dependent upon the current health of each community. Requests for assignment to these billets must be made through NAVPERSCOM (PERS-40FF) and NAVPERSCOM (PERS-4012C).

3. Assignment as Primary Duty CMDCM, COB, and CMDCS

a. The CMDCM or CMDCS detailer, working with the ISIC CMDCMs and FORCMs, is primarily responsible for the coordination and assignment of CMDCMs and CMDCSs.

b. Attendance at the Navy Senior Enlisted Academy (SEA) and completion of the CMDCM, COB, and CMDCS course are required prior to reporting as a primary duty CMDCM, COB, or CMDCS. The SEA portion may be done through Service-equivalent institutions, including the United States Air Force Senior Non-Commissioned Officer Academy, United States Marine Corps Senior Enlisted Professional Military Education Course, and the Joint Special Operations Forces SEA; however, regardless of SEA location, the CMDCM, COB, and CMDCS course is still required. Operational waivers may be granted on a case-by-case basis via the applicable tier I or tier II CSEL and approved by MCPON.

c. Individuals assigned as primary duty CMDCMs or CMDCSs 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 CSEL program (refer to chapter 8).

d. Initial CMDCM and CMDCS assignments will normally be to sea code 2 or 4, regardless of current duty assignment. Initial CMDCM and CMDCS assignments will be a minimum of 2 years. CMDCMs and CMDCS' on initial assignment may apply for follow-on positions prior to the 2-year mark, however will not be transferred until they have served 2 years in their first billet.

e. Assignment as a CSEL to an O-6 command is considered a major command billet. It is expected that the FORCM and ISIC CSEL and the CMDCM or CMDCS detailer must work closely with the gaining command to identify a suitable relief for the incumbent.

f. Assignment to a nominative CSEL billet, which is any CSEL assigned to an FO or GO or those designated by the Chief of Naval Personnel (CHNAVPERS), will be determined through the process outlined and contained in appendix A.

4. Nominative Selection Process Overview

a. Twelve months prior to the required fill date, the incumbent CSEL, in coordination with his or her ISIC CSEL, will contact the FO or GO to discuss experience desired in identifying potential relief utilizing the format per appendices B and C.

b. Six to twelve months prior to the required fill date, the incumbent CSEL will work with the CMDCM or CMDCS detailer to coordinate the advertisement outlining the billet opening and billet requirements per appendices B and C.

c. Interested and eligible candidates must provide intent to apply via email to their FORCM via their ISIC CSEL (if applicable) prior to submission of package. FORCM or ISIC CSEL (if applicable) will submit comments to the incumbent CMDCM for inclusion into the OPNAV 1306/2.

d. Interested and eligible candidates will submit electronic packages to incumbent CSEL when billet is announced. Packages will contain only the documents outlined in appendix D.

e. At closing date of acceptance of applicants, incumbent CSEL will work with the CMDCM or CMDCS detailer to build a slate sheet utilizing OPNAV 1306/2. The incumbent CSEL will forward OPNAV 1306/2 with remarks and electronic packages to MCPON's executive assistant (EA).

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

g. MCPON will present the OPNAV 1306/2 with the three recommended candidates and justification for selection to the CHNAVPERS.

h. CHNAVPERS will forward, via email, the top three candidates' names to the FO or GO for review, interview, and consideration. The incumbent CSEL will maintain candidates' packages and will submit to the FO or GO once the top three candidates are determined.

i. Deputy Chief of Naval Operations, Manpower, Personnel, Training and Education Fleet (CNO N1) master chief will provide incumbent CSEL with information regarding which candidates are being forwarded for consideration and which candidates have been released from consideration. Incumbent CSEL must notify candidates in both categories so that they may plan their next career decisions accordingly. Incumbent CSEL will not engage or speculate with candidates about specific reasons why they were or were not selected. Incumbent CSEL will also work with the FO or GO to determine appropriate notification plan for final selection. Candidates not selected should seek career development advice from their ISIC or FORCM.

j. Upon completion of interviews, 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 MCPON to provide the next three names on the slate, if available, or reopen the slate to solicit for additional candidates if necessary.

k. Upon official notification of selection, an email will be sent by the CMDCM or CMDCS detailer announcing the results. Selected candidate will work with the CMDCM or CMDCS detailer and the incumbent CSEL to determine reporting date.

l. MCPON's EA will announce and receive all joint nominative slates. If more than one Navy candidate is presented for screening, MCPON will consult with the FLTCMs to determine a final selection to be forwarded for interview.

m. For individual augmentee and overseas contingency operation CSEL support assignments, MCPON will oversee the selection process and submit recommendation to NAVPERSCOM (PERS-4) for active duty personnel. Any SELRES requirements must be coordinated with Commander, Navy Reserve Forces Command.

n. Naval Education and Training Command FORCM is responsible for coordinating the Keystone Course and Navy Senior Leadership Course attendee selection. Courses sponsored by National Defense University allot for 10 to 12 Navy students for each Keystone Course. Naval Post Graduate School Monterey supports the attendance of two nominative level CSELs to attend each Navy Senior Leadership Course in Monterey. Candidates must submit applications through their ISIC CSEL.

o. Naval Education and Training Command FORCM is responsible for identification and tracking of CSELs to attend advanced education and training opportunities (e.g., Naval War College, Corporate Business Course, Principled Centered Leadership Course). Candidates must submit applications through their ISIC CSEL.

NOTE: CSELs with approved retirement dates may not apply for nominative billets. CSELs must factor adequate time for retirement planning and transition, as well as compliance with high year tenure gates, into their decisions on whether to compete for nominative billets. Ensure proper consideration is afforded for transition goals plans success attendance and the turnover process.

5. Assignment as CSEA

a. The CO (entitled to wear the command at sea or ashore pin) of a command without a CMDCM, COB, or CMDCS may designate,

in writing, a CSEA to serve as the CSEL from within command resources. In the absence of an MCPO, an SCPO or CPO may be assigned.

b. FO and GO commands are authorized to appoint a collateral-duty CSEA utilizing the guidelines described in subparagraph 5a.

c. Detachments, departments, and similar organizations are not commands, and must not designate a collateral-duty CSEA.

d. CSEAs designated under this provision must retain their source rating and be permitted to wear the "Command" badge. CSEAs must adhere to the standards and procedures outlined in this instruction.

e. Upon designation, collateral-duty CSEAs are highly encouraged to attend the CMDCM, COB, and CMDCS course as soon as practical upon designation. They may attend by applying via their ISIC CSEL, FORCM, or FLTCM on a standby basis.

CHAPTER 4

DUTIES AND RESPONSIBILITIES

1. The CSEL will report directly to the commander or CO. They must also work closely with the deputy commander, chief of staff, or executive officer, in the execution of their duties as listed in paragraph 2.

2. Duties and responsibilities of CSELs must include, but are not limited to, subparagraphs 2a through 2n.

a. CSELs are first and foremost leaders. As leaders, they are responsible to establish and maintain the conditions that provide all of their people with the opportunity to be successful, and to do so while treating each other with dignity and respect.

b. Provide advice and recommendations to the chain of command as well as to their respective ISIC CSEL.

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. Promote and instill the Navy ethos and Navy core values in all Sailors. Educate and inspire CPO messes to embrace MCPONs mission, vision, and guiding principles.

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

h. Advise commanders and COs on formulation and implementation of changes in policy affecting the command(s).

i. Promote and ensure official ceremonies honoring Sailors are embraced and executed.

j. Ensure heritage and tradition are key components of Sailor development.

k. Lead the CPO mess on the development of character, pride, and professionalism in all Sailors.

l. Provide oversight on the delivery of proper, accurate and timely communications throughout the command(s).

m. Communicate with and support Navy families.

n. Other duties include chairing, coordinating, monitoring, and participating in the programs listed in subparagraphs 2n(1) through 2n(30).

(1) Brilliant on the basics.

(a) Command sponsor program.

(b) Command indoctrination.

(c) Career development boards.

(d) Navy family ombudsman, fleet and family support center liaison.

(e) Mentorship program.

(f) Sailor recognition and awards boards.

(2) CPO 365.

(3) CPO and petty officer leadership courses.

(4) Chief's mess training.

(5) President of CPO mess.

(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 (if required).
- (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) Command delivered leadership development training.
- (21) Single Sailor program.
- (22) Liberty risk program.
- (23) Sailor housing advisory committee.
- (24) Safety and operational risk management committee.
- (25) Sexual assault prevention and response.
- (26) Personal financial management.
- (27) Suicide awareness and prevention.
- (28) Operational stress control.

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- (29) Involved in operational aspects of the command.
- (30) Other programs as directed by the commander or CO.

CHAPTER 5

ENTITLEMENTS AND UNIFORMS

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

2. Uniforms

a. CMDCMs and serving MCPO COBs must wear a silver star in place of their rating specialty mark on their rating badge. Those serving in collateral-duty CSEA positions must wear their rating specialty mark on their rating badge.

b. The appropriate (fleet, force, command) identification badge (breast insignia) must be worn by individuals assigned as primary duty CSELs. Collateral-duty CSEAs, designated in writing, per chapter 2, must wear the appropriate CSEA command master, senior, or chief badge while functioning in that capacity.

c. The appropriate large CSEL badge is authorized for continuous wear for those designated 9580, 9579, and 9578 CSELs. Under no circumstances is the CSEL badge authorized for wear if the CSELs NEC has been removed due to administrative actions.

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

f. If at any time a MCPON leadership mess CSEL is assigned outside of the MCPON's leadership mess, he or she must continue to wear the rating badge as prescribed in subparagraph 2b, and must wear the appropriate identification badge for the position to which he or she is assigned.

g. Upon retirement or transfer to Fleet Reserve, and when subsequent wearing of the uniform is authorized, a Sailor having

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successfully served as a member of the MCPON leadership mess is authorized to wear the applicable rating badge with prescribed gold stars. If MCPON's leadership mess member was a MCPON, FLTCM, or FORCM, they are authorized to wear the appropriate command badge.

CHAPTER 6

COMMANDER AND COMMANDING OFFICER ACTION

1. Commanders and COs of activities which have a CSEL assigned must:

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

b. Ensure the assigned CSEL continues to meet screening criteria throughout his or her tour of duty. Failure to maintain screening criteria will result in disqualification as outlined in reference (b), section 1616-010. Additionally, following selection for assignment as a CSEL, commanders and COs must ensure individuals maintain eligibility for assignment and must 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 CMDCM, COB, and CMDCS course.

c. Ensure primary duty CSELs maintain a current single scope background investigation (SSBI), as required by billet description. Many nominative CSEL billets require active SSBIs. At the discretion of the commander or CO, SSBIs should be requested for CSELs who may be competitive for these nominative positions.

d. Ensure the assigned CSEL is engaged in the duties and responsibilities outlined within this instruction.

CHAPTER 7

FLEET RESERVE, RETIREMENT, AND HIGH YEAR TENURE

1. CSELs must adhere to the guidelines listed in subparagraphs 1a and 1b 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 to transfer to the Fleet Reserve or to retire to NAVPERSCOM, Retirements and Disability Division (PERS-83), coordinate the request with NAVPERSCOM (PERS-40FF) and the ISIC or type commander (TYCOM). CMDCS Fleet Reserve requests must be staffed by the CMDCM or CMDCS detailer with the respective source rating detailer. Navy Reserve primary duty CSELs must coordinate with NAVPERSCOM (PERS-4012C) and submit requests to NAVPERSCOM, Reserve Personnel Management (PERS-9).

3. CSELs are to plan relief timeframes accordingly, taking into consideration attendance at retirement seminars, medical and Department of Veterans Affairs screenings. Additionally, CSELs 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 CSELs, 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.

NOTE: Subparagraphs 1a through 1f do not apply to collateral-duty SEAs.

a. Any CSEL that is the subject of a substantiated adverse action including, but not limited to, a guilty finding at non-judicial punishment, court-martial, or in civilian criminal court, or an approved detachment for cause, must have his or her rating and NEC 9580, 9579, or 9578 removed.

b. CSELs who have their SEL rating and NEC removed must be referred to Commander, Navy Personnel Command (COMNAVPERSCOM) for forced conversion. If a CSEL who has had his or her SEL rating and NEC removed does not meet the forced conversion eligibility requirements of reference (b), section 1440-010, then commands must initiate administrative separation processing.

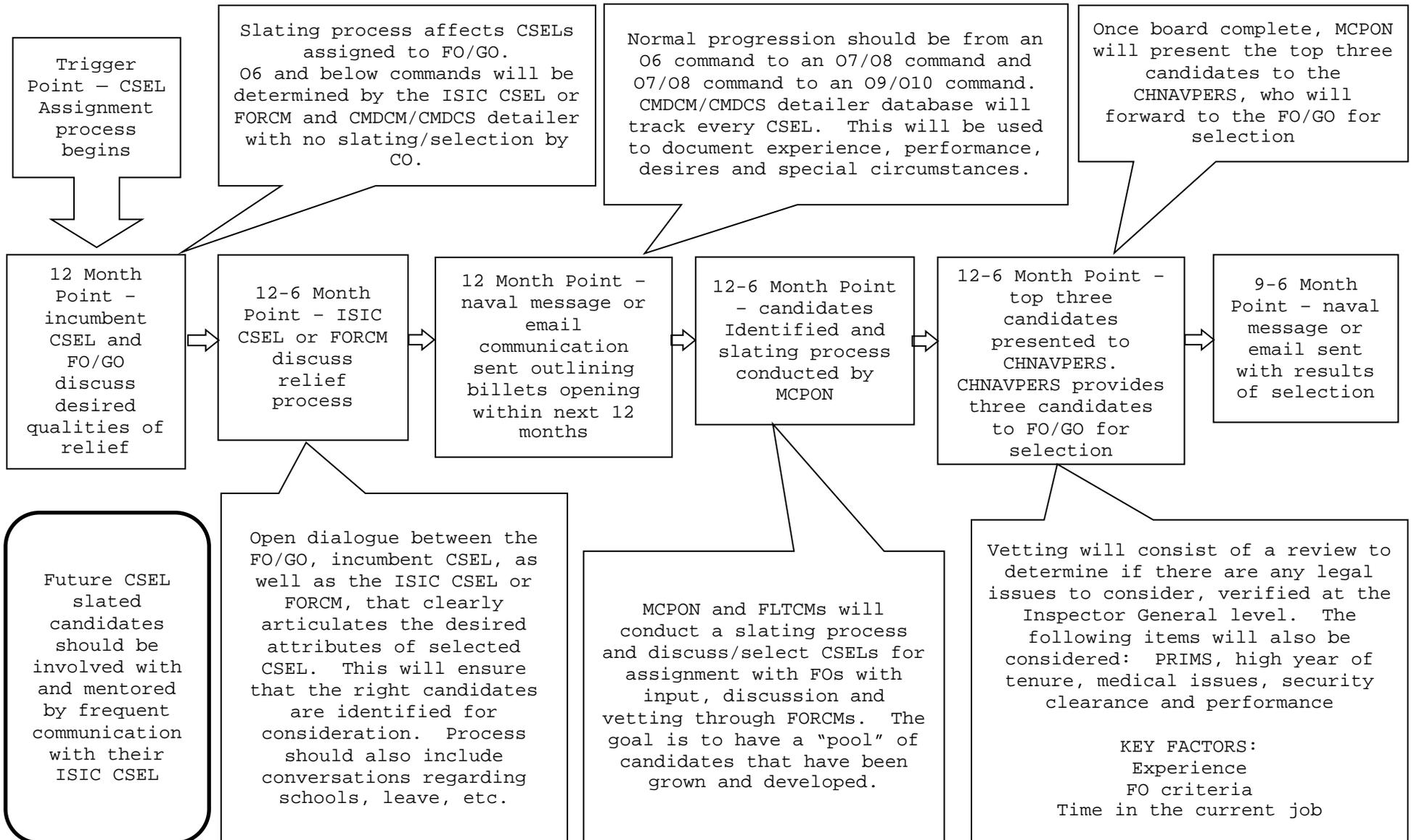
c. COMNAVPERSCOM may direct that a CSEL be processed for separation for unsatisfactory performance per section 1910-156 of reference (b) when there are no billets available through the forced conversion process, or for any other applicable separation basis. COMNAVPERSCOM may direct administrative separation processing regardless of whether it was requested by the command and notwithstanding any request for forced conversion.

d. 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), section 1616-010.

e. Individuals whose ratings are administratively changed due to adverse action such as a detached for cause, and whose NEC 9580, 9579, or 9578 has been removed, are not authorized to retain the CSEL rating badge, receive SDAP, or wear the command CSEL breast insignia.

f. Individuals whose ratings are administratively changed, or whose NEC 9580, 9579, or 9578 have been removed to support management of closed-loop communities (e.g., SEAL, explosive ordnance disposal, diver, Navy construction battalion (Seabee), special warfare combatant-craft crewman, submarine force, Navy Reserve Force), are authorized to retain the CSEL rating badge and wear of the command CSEL breast insignia.

APPENDIX A
FLAG OFFICER/GENERAL OFFICER (FO/GO) CSEL SELECTION PROCESS



APPENDIX B
SAMPLE NOMINATIVE SLATE ANNOUNCEMENT

(COMMAND NAME)

SLATE OPENS: DD MMM YY

SLATE CLOSES: DD MMM YY

Ref: (a) OPNAVINST 1306.2H
(b) MILPERSMAN 1160-120

1. Request 9580 CSEL candidate nominations for selection consideration as the command senior enlisted leader for (COMMAND NAME).

2. Billet information:

This is a one/two/three/four - star flag or general officer nominative CSEL position and a member of the MCPON's leadership mess. Extensive travel required. See general description (attached). Expected report date. (MONTH AND YEAR)

3. Command Information: (Provide Web site if available).

4. Prerequisites for consideration: 24-month accompanied or 12-month unaccompanied assignment with 12-month overseas tour extension incentive program or 36-month Department of Defense area tour.

a. Background: Limited to post tour with major command experience or post tour CSEL. (Warfare experience preferred or required if any)

b. Open to all qualified active duty CSELs.

c. Clearance: Top secret/sensitive compartment information or secret clearance.

d. Must be within 12 months of current projected rotation date - waivers considered on a case-by-case basis.

e. Must meet all performance requirements as outlined per references (a) and (b).

5. Nomination procedures

a. CSELs being considered for this slate must be nominated by their commander or CO.

b. CSELs must forward notification email of "INTENT TO APPLY" to the incumbent CSEL and the CMDCM or CMDCS detailee no later than 1 week prior to slate closing date (DD/MM/YY). Include ISIC CSEL on notification email.

c. All nominated CSELs will be initially screened by the incumbent and CMDCM or CMDCS detailee to ensure all qualification standards are met.

d. Nomination packages must be submitted via email to the incumbent CSEL via member's commander or CO and must include:

(1) Commander's and CO's endorsement based on criteria contained herein with specific comments on (not more than one page):

(a) Leadership within the command, CPO mess, and capacity of working with government civilian employees.

(b) Contribution to command mission success and management of personnel.

(c) Command Navy programs to include upholding and enforcing standards.

(d) Written and oral communication skills.

(e) Personal and professional conduct.

(f) Physical fitness, medical readiness, and family readiness.

(g) Known pending or current inspector general investigations.

(h) Other factors that warrant consideration specific to the assignment to include, candidate's (potential) ability to foster relations with foreign military senior enlisted leaders.

(2) Letter from candidate (maximum one page) communicating desire and unique qualifications for position. The letter must include the paragraph (verbatim) as the last paragraph or second to last paragraph:

"By seeking consideration for this assignment, I consent to a review of investigative files maintained by the Naval Inspector General, Naval Criminal Investigative Service or any other adverse information databases for active investigations and substantiated past allegations, and subsequent disclosure of the results of this review to the Office of the Master Chief Petty Officer of the Navy for consideration in the nominative process. I understand that I will be afforded an opportunity to comment on any unfavorable information obtained from this review if it will be considered in making a decision about my suitability for this assignment."

(3) Biography summary sheet.

(4) Biography.

(5) Copies of last 5 years of performance evaluations.

(6) Copy of applicant's physical fitness assessment (PFA) listing report (all cycles) from PRIMS.

(7) Recent (within 90 days) 5x7 photographs in color (full front and side view with date of photo, uncovered in service khaki with a neutral background in .jpg format).

(8) Cover letter to include contact information of nominee, commander or CO, and ISIC CSEL (phone numbers and email addresses).

APPENDIX C
SAMPLE GENERAL ASSIGNMENT DESCRIPTION
FLEET, FORCE, AND COMMAND MASTER CHIEF

(COMMAND NAME)

1. Billet Description. CMDCM is the senior enlisted leader to Commander, U.S. Naval Forces Central Command (COMUSNAVCENTCOM)/U.S. Fifth Fleet. The individual reports to the commander and is the principal advisor in all matters of interest to Navy with particular regard to programs and policy impacting officer and enlisted personnel stationed in COMUSNAVCENT/U.S. Fifth Fleet area of responsibility (AOR).

2. Billet Requirements. The individual must be a well-rounded, seasoned post-tour CMDCM. The individual must be able to write and brief at the senior executive level and initiate, coordinate, and manage quality of life and professional and personal development projects that have both AOR and Navywide impact. Additionally, the individual must be able to work with senior officers and enlisted personnel from all Services and members of the coalition.

3. Command Titles and Relationships

a. Commander, U.S. Fifth Fleet reports to Chief of Naval Operations.

b. COMUSNAVCENTCOM reports to Commander, U.S. Central Command.

4. Major Duties

a. Represent or accompany the commander at official functions, conferences, or visits. Participate in receiving and hosting official visitors to the staff.

b. Extensive travel (including combat intensive areas) throughout COMUSNAVCENTCOM/U.S. Fifth Fleet AOR.

c. Interact with all task forces, strike groups, and afloat assets throughout AOR.

d. Assist the commander on any and all matters of interest to the Department of the Navy.

e. Interact with SELs from all U.S. military branches and coalition Military Services on all quality of life issues - to strengthen alliance and enhance mission effectiveness throughout the AOR.

f. Assist and advise the commander on all matters concerning the welfare, health, morale, training and equipping of enlisted personnel in order to promote and sustain personal and command readiness.

g. Advise the commander on formulation and implementation of changes in policy impacting enlisted personnel.

h. Assist and advise COMUSNAVCENTCOM SEL on all matters relevant to COMUSNAVCENTCOM.

i. Coordinate directly with subordinate CSELs.

j. Member of the MCPON's leadership mess (tier II).

APPENDIX D
REQUIREMENTS AND SAMPLE OF NOMINATIVE PACKAGE

1. All nominative packages must include:

a. Commander or CO's endorsement (only).

b. A one-page statement from candidate communicating desire and qualifications for position. The letter must include the quoted paragraph (verbatim) as the last paragraph or second to last paragraph:

"By seeking consideration for this assignment, I consent to a review of investigative files maintained by the Naval Inspector General, Naval Criminal Investigative Service or any other adverse information databases for active investigations and substantiated past allegations, and subsequent disclosure of the results of this review to the Office of the Master Chief Petty Officer of the Navy for consideration in the nominative process. I understand that I will be afforded an opportunity to comment on any unfavorable information obtained from this review if it will be considered in making a decision about my suitability for this assignment."

c. Additional enclosures, to include:

(1) Biographical summary sheet.

(2) Biography.

(3) Copies of last 5 years of performance.

(4) Copy of applicant's PFA listing report (all cycles) from PRIMS.

(5) Recent (within 90 days) 5x7 photographs in color (full front and side and view with date of photo, uncovered in service khaki with a neutral background in .jpg format).

(6) Cover letter to include contact information of nominee, commander or CO, and ISIC or CSEL (phone numbers and email addresses).

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d. All documents must be forwarded to the point of contact listed in the nomination slate announcement via email.

SAMPLE NOMINATIVE PACKAGE

DD Mmm YY
Ser NXX/

FIRST ENDORSEMENT ON [INSERT APPLICANT NAME], USN,
ltr of DD Mmm YYYY

From: Commanding Officer (current command)
To: Commanding Officer (command applying to)

Subj: APPLICATION FOR THE POSITION OF [INSERT TITLE OF
NOMINATIVE POSITION], ICO [INSERT APPLICANT NAME], USN

1. Ensure the items in subparagraphs 1a through 1h are
addressed.

a. Leadership within the command, CPO mess, and capacity of
working with government civilian employees as well as local
civilians.

b. Contribution to command mission success.

c. Command Navy and personnel programs to include upholding
standards.

d. Written and oral communication skills.

e. Personal and professional conduct.

f. Physical fitness, medical and family readiness.

g. Known pending or current inspector general
investigations.

h. Other factors which warrant consideration, specific to
the assignment to include: candidate's (potential) ability to
foster relations with foreign military senior enlisted leaders.

2. Letter cannot be more than one typed page

COMMANDING OFFICER

Copy to: [INSERT APPLICANT NAME]

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DD Mmm YY

From: [INSERT APPLICANT NAME], USN
To: Commanding Officer (command applying to)
Via: Commanding Officer (current command)

Subj: APPLICATION FOR THE POSITION OF [INSERT TITLE OF
NOMINATIVE POSITION], ICO [INSERT APPLICANT NAME], USN

Encl: (1) Candidate Letter
(2) Biographical Summary Sheet
(3) Biography
(4) Performance Evaluation Reports
(5) Physical Readiness Information Management System
(PRIMS) History
(6) Current Photographs

1. I respectfully request consideration for selection for
[INSERT TITLE OF NOMINATIVE POSITION].

2. Contact information:

- a. [INSERT COMMANDING OFFICER NAME], USN
COMMANDING OFFICER TITLE/COMMAND
COMM: XXX-XXX-XXXX DSN: XXX-XXXX CELL: XXX-XXX-XXXX
EMAIL: [insert UNCLAS email address]@navy.mil
- b. [INSERT ISIC CSEL NAME], USN
ISIC CSEL/SEL TITLE/COMMAND
COMM: XXX-XXX-XXXX DSN: XXX-XXXX CELL: XXX-XXX-XXXX
EMAIL: [insert UNCLAS email address]@navy.mil
- c. [INSERT APPLICANT NAME], USN
APPLICANT CURRENT POSITION OR TITLE
COMM: XXX-XXX-XXXX DSN: XXX-XXXX CELL: XXX-XXX-XXXX
EMAIL: [insert UNCLAS email address]@navy.mil

[INSERT APPLICANT]

CANDIDATE LETTER

(limit one page)

1. This letter must communicate the desire and any unique qualification for the position in which a candidate is submitting an application. The letter must include paragraph 2 (verbatim) as the last paragraph or second to last paragraph:

"By seeking consideration for this assignment, I consent to a review of investigative files maintained by the Naval Inspector General, Naval Criminal Investigative Service or any other adverse information databases for active investigations and substantiated past allegations, and subsequent disclosure of the results of this review to the Office of the Master Chief Petty Officer of the Navy for consideration in the nominative process. I understand that I will be afforded an opportunity to comment on any unfavorable information obtained from this review if it will be considered in making a decision about my suitability for this assignment."

Enclosure (1)

BIOGRAPHICAL SUMMARY SHEET

(limit one page)

Place of Birth/Date: city, state/DD MMM YYYY

Active Duty Service Date: DD MMM YYYY

Years of Service: ## years active (list any split in service)

Rank/Rate: E-9/XXXX

Date of Rate: DD MMM YYYY

Date Selected as CMDCM: MMM YYYY

Security Clearance: example: top secret/SCI, secret, confidential, NONE

Present Assignment: title, command
(MMM YY - present) (CO Level- O-7, O-6, O-5)

Prior CSEL Assignments: title, command
(MMM YY - present) (CO Level- O-7, O-6, O-5)

title, command
(MMM YY - present) (CO Level- O-7, O-6, O-5)

Military Schools/Training: CMDCM/COB course (MMM YYYY)
Navy Senior Enlisted Academy
(Class ###, MMM YYYY)
Military School (MMM YYYY)
Military School (MMM YYYY)

Qualifications: Enlisted Warfare Specialist
(MMM YYYY)

Enclosure (2)

Enlisted Warfare Specialist
(MMM YYYY)
Enlisted Warfare Specialist
(MMM YYYY)
(list ALL warfare specialist
earned)

Education:

Degree, Area of Specialty
College (MMM YYYY)
Degree, Area of Specialty
College (MMM YYYY)
(list ALL degrees earned)

SAMPLE

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BIOGRAPHY

SAMPLE

Enclosure (3)

PERFORMANCE EVALUATION REPORTS

(Insert last 5 years of performance evaluations to include the three most recent regular, periodic reports)

SAMPLE

Enclosure (4)

PHYSICAL READINESS INFORMATION MANAGEMENT SYSTEM (PRIMS)

PRIMS

Physical Readiness Information Management System

PFA Listing Report - All Cycles

Generated: 09/24/2014

UIC: 00000 - COMMAND

LAST, FIRST - RANK, XXX-XX-(LAST FOUR)

Cycle	PFA UIC	BCA Test Date	BCA Participation Status	BF %	BCA Results	PRT Test Date	PRT Participation Status	PRT Events Failed	PRT Results
2014 1			Participant	NA	Pass		Participant		OUTSTANDING
2013 2			Participant	NA	Pass		Participant		OUTSTANDING
2013 1			Participant	NA	Pass		Participant		OUTSTANDING
2012 2			Participant	NA	Pass		DEP/OP		
2012 1			Participant	NA	Pass		DEP/OP		
2011 2			Participant	NA	Pass		Participant		OUTSTANDING
2011 1			Participant	NA	Pass		Participant		EXCELLENT LOW
2010 2			Participant	NA	Pass		Participant		GOOD HIGH
2010 1			Participant	NA	Pass		Participant		EXCELLENT MEDIUM
2009 2			Participant	NA	Pass		Participant		EXCELLENT MEDIUM
2009 1			Participant	NA	Pass		Participant		EXCELLENT LOW

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

1

SAMPLE

Enclosure (5)

PHOTOGRAPH OF APPLICANT

(5x7) Color

Uniform: Khaki (uncovered)

Position: Front

SAMPLE

NAME
GRADE/RANK
RATE (WARFARE)
DATE

Enclosure (6)

PHOTOGRAPH OF APPLICANT

(5x7) Color

Uniform: Khaki (uncovered)

Position: Side

SAMPLE

NAME
GRADE/RANK
RATE (WARFARE)
DATE