



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

OPNAVINST 1306.4A  
N00D  
12 Jul 2016

OPNAV INSTRUCTION 1306.4A

Subj: MASTER CHIEF PETTY OFFICER OF THE NAVY

Ref: (a) OPNAVINST 1306.2H  
(b) OPNAVINST 1700.10N

1. Purpose. To establish the responsibilities of the Master Chief Petty Officer of the Navy (MCPON), prescribe selection procedures and term of office, and provide for supporting resources. Major changes to this instruction include adding MCPON responsibilities. This is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1306.4.

3. Background. Since the establishment of the office in 1967, the MCPON has served as the advisor to the Chief of Naval Operations (CNO) and advocate for the needs and concerns of the enlisted force. The MCPON is the senior enlisted leader of the Navy.

4. Responsibilities

a. The MCPON serves as the senior enlisted leader of the Navy and as an advisor to the CNO, and Chief of Naval Personnel (CHNAVPERS), on matters related to enlisted personnel and their families.

b. Per references (a) and (b), and as directed by CHNAVPERS and the CNO, the MCPON must:

(1) Promote the CNO's strategic guidance and Navy Core Values within the enlisted ranks.

(2) Visit Navy installations and units, providing information on the current status of the Navy and enlisted force, observing training, and talking to Sailors and their families.

(3) Serve as an advisor to boards dealing with enlisted personnel issues and serve as the enlisted representative for the Navy at special events.

(4) Provide guidance and oversee the implementation of the chief petty officer (CPO) leadership program, CPO 365.

(5) Provide advice and counsel to, and organize support for, enlisted spouse organizations.

(6) Serve as an invited guest and speaker at the civic and Navy-affiliated functions.

(7) Testify before Congress on enlisted personnel issues.

(8) Organize and host associated events for the annual Navy "Sailor of the Year."

(9) Act as an advisor to the command master chief (CMDPCM) detailee and the CMDPCM program selection board.

(10) Act as an advisor to the Navy's Senior Enlisted Academy, Command Master Chief/Chief of the Boat Course at the Navy Leadership and Ethics Center.

## 5. Selection and Term of Office

a. When required, the CNO must direct CHNAVPERS to coordinate selection of nominees for the MCPON. The qualifications for nominees, the nominating process, and screening procedure must be prescribed by the CNO.

b. The MCPON term of office is two years, with an option held by the CNO to extend the tour of duty two more years. The CNO may adjust this term as necessary.

6. Supporting Resources. MCPON will be authorized operating funds and adequate support staff billets on the Office of the CNO activity manning document, as determined by the CNO.

7. Review and Effective Date. Per this instruction, N00D will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency

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with Federal, Department of Defense, Secretary of the Navy (SECNAV), and Navy policy and statutory authority using OPNAV 5215/40. This instruction will automatically expire five years after its issuance date unless reissued or canceled prior to the five-year anniversary date, or an extension has been granted.

8. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV Manual 5210.1 of January 2012.



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