

COMMAND MASTER CHIEF  
-  
CHIEF OF THE BOAT  
-  
COMMAND SENIOR CHIEF  
-  
CHARGES



JAN 2010

## INTRODUCTION

1. **OFFICIAL CHARGES.** The charge process is designed to prepare, educate, and evaluate those senior enlisted leaders that will have the potential to impact the men and women of the United States Navy by assuming the duties and responsibilities of Command Master Chief (CMC), Chief of the Boat (COB), or Command Senior Chief (CSC). The charges were written and collaborated together by the Master Chief Petty Officer of the Navy, Fleet Master Chiefs, Force Master Chiefs, Regional Master Chiefs, and Command Master Chiefs who are currently performing these duties in the fleet.

2. **CANCELLATION.** Senior Enlisted Leader Development Guide.

3. **APPLICABILITY.** Charge book completion is mandatory for submission of the CMC, COB, and CSC program. A waiver to exclude these charges must be approved at the Region, Force, or Fleet Master Chief level.

4. **HOW TO COMPLETE.** It is important that the Charge book be completed in its entirety. Candidates will complete the Charge book as outlined in the “Introduction” portion of each individual section.

a. Before getting started, candidates will read through the entire charge book and then schedule a Career Development Board (CDB) with their respective command senior enlisted leader. This is critical in preparation as the CMC, COB, or CSC will provide clear guidance and mentorship on completing these charges successfully.

b. All candidates must meet any additional requirements as specified in the current NAVADMIN or policy/guidance promulgated for selection to the CMC/COB/CSC program. Senior Chief Petty Officers who complete the charge book and are selected for CSC will not be required to submit a new package if selected to the rank of Master Chief Petty Officer and wish to submit a 1306 for selection to the CMC program.

c. Though actual performance of each task is always preferable to observation or discussion, some items listed may not be able to be performed. For those tasks non-applicable or that are unable to be completed due to mitigating circumstances, make an entry on the waiver form (in the back of the charge book) and get each item approved by a Region, Force, or Fleet Master Chief.

d. Upon completion of section 400 (CMC/COB/CSC) / 500 (COB only), candidates will obtain their Commanding Officers approval signature on the Final Charge card. Once signed, a Review Board will be coordinated and set up by the candidate's senior enlisted leader. The Review Board process is mandatory and will be conducted as follows:

- (1) Panel will consist of three members, the senior member (Major Command or ISIC CMC) and two additional members.
- (2) Members will hold the NECs (9580/9579/9578).
- (3) Each panel member will have at least one year successful experience.
- (4) Panel members will interview the prospective CMC/COB/CSC.
- (5) Questions from the panel will focus on:
  - Areas outlined in the Charge Book.
  - Personal experiences.
  - Ensuring candidates are well prepared and possesses the leadership qualities necessary to perform the demanding duties of a CMC, COB, or CSC.
- (6) Upon completion of the panel review the Chair Person will make one of following recommendations:
  - FULLY READY. Candidate is fully ready and prepared to meet the high demands and challenges of the CMC/COB/CSC leadership role.
  - REQUIRES ADDITIONAL TRAINING. Candidate requires additional training and mentorship, and is recommended for a re-board with a No Later than Date. [Note: The same panel members will host the re-board.]
  - NOT READY. Candidate is not ready at this time for the high demands and challenges of the CMC/COB/CSC leadership role. Recommend reapplying next year.
- (7) The chair person will notify the member and the member's senior enlisted leader, and the Force Master Chief in the candidates' immediate chain of command.
- (8) Each panel member will complete the panel review card in its entirety. Once the card is complete and the panel recommends full support the candidate can then submit their package along with the Final Charge and Review Board Card. A service entry will be made (page 4) in the enlisted service record.
- (9) If a candidate is **not** selected by the CMC/COB/CSC selection boards the following will apply with regards to the Charge book process:
  - The Charge book will remain good for two years.
  - A new panel review must be conducted for each year and a new review card (section 600) must be submitted with the candidates' application.
  - Panel members will conduct the review process as outlined in section 600 of the charge book.
  - If a candidate fails to select two years in a row than a new charge book must be completed in its entirety.

e. Chief of the Boat. The 500 section to the Charge Book is specific to the Chief of the Boat (Submarines). This section covers additional prerequisites, practical factors and task performance items that are necessary to perform the duties as COB.

5. **QUALIFIER.** Qualifiers must currently hold the position and Navy Enlisted Code (NEC) of Command Master Chief (9580), Chief of the Boat (9579), or Command Senior Chief (9578).

a. **QUALIFIER REQUIREMENTS.** Qualifiers must have at least one year of “successful” experience and evaluations with promotion recommendations of PROMOTABLE or higher and with no less than a 3.0 in any performance trait block, over the course of the last three evaluation cycles.

6. **CONTENTS.** This charge book is divided into six sections. The 100 section (Fundamentals) contains the fundamental knowledge or “book learning” necessary for satisfactory understanding of the CMC/COB/CSC position, duties, and responsibilities. The 300 section (Practical Factors) contains theory and concept and how you will apply the fundamentals to the process. The 400 section (Task Performance) lists the task you will be required to satisfactorily perform to achieve final qualification. The 500 section list (COB specific) additional prerequisites, practical factors and task performance required to satisfactorily perform to achieve final qualification. The 600 section (Review Board) consist of an oral board to determine candidates’ readiness for the CMC/COB/CSC program.

FINAL CHARGE CARD  
FOR  
CMC/COB/CSC

NAME \_\_\_\_\_ RATE/RANK \_\_\_\_\_

This page is to be used as a record of satisfactory completion of designated sections of the Charge Book. Only specified Command Master Chiefs, Chief of the Boat and Command Senior Chiefs may signify completion of applicable section either by written or oral examination, or by observation of performance.

The qualification section is to be maintained by the candidate completing the Charge Book. In addition, this portion of the charge book will be maintained in the enlisted service record and a copy mailed along with CMC/COB/CSC submission packages.

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The candidate has completed all Charge Book requirements with exception of the Review Board. Recommend this individual be considered for the Command Master Chief, Chief of the Boat, or Command Senior Chief Program.

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(CMC/COB/CSC)

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_  
(Commanding Officer)

The candidate has completed all Charge Book requirements for Command Master Chief, Chief of the Boat, or Command Senior Chief Program.

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Review Board Chairperson)

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_  
(Force Master Chief)

SERVICE RECORD \_\_\_\_\_ DATE \_\_\_\_\_  
ENTRY

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## **CHARGE BOOK REFERENCES**

1. OPNAVINST 1740.3 (Series) Command Sponsor and Indoctrination Program
2. OPNAVINST 1750.1 (Series) Ombudsman Program
3. Navy Family Ombudsman Program Manual
4. OPNAVINST 1040.11 (Series) Navy Enlisted Retention and Career Development Program
5. NAVPERS 15878(Series) Bureau of Naval Personnel Career Counselor Handbook
6. CNO Guidance
7. SECNAVINST 1650.1 (Series) Awards Manual
8. MILPERSMAN 1440-060 Perform To Serve (PTS)
9. MILPERSMAN 1306-618 Class "A" School and Rating Entry Requirements
10. Career Information Management System (CIMS) Users Guide
11. MILPERSMAN 1160-120 High Year Tenure
12. MILPERSMAN 1920-030 Involuntary Separation Pay (Non-Disability) – Definitions and Policy
13. Enlisted Distribution Verification Report (EDVR) Users Manual
14. OPNAVINST 6110.1 (Series) Physical Readiness Program
15. OPNAVINST 5350.4 (Series) Drug and Alcohol Abuse Prevention and Control
16. OPNAVINST 5354.1 (Series) Navy Equal Opportunity (EO) Policy
17. OPNAVINST 5370.2 (Series) Navy Fraternalization Policy
18. OPNAVINST 1752.1 (Series) Sexual Assault Victim Intervention (SAVI) Program
19. SECNAVINST 1740.4 (Series) Personal Financial Management (PFM)
20. OPNAVINST 1754.2 (Series) Exceptional Family Member (EFM) Program
21. MILPERSMAN 1300-700 EFM Program
22. SECNAVINST 1752.3 (Series) Family Advocacy Program (FAP)
23. OPNAVINST 1720.4 (Series) Suicide Prevention Program
24. MILPERSMAN 1770-120 Reporting Requirements for Suicides, Suicide Attempts, and Suicide Gestures
25. SECNAVINST 1610.2 (Series) Department of the Navy policy on Hazing
26. OPNAVINST 1770.1 (Series) Casualty Assistance Calls and Funeral Honors Support Program Coordination
27. MILPERSMAN 1770-160 Casualty Assistance Calls Program (CACP)
28. MILPERSMAN 1770-280 Death Gratuity
29. OPNAVINST 3900.39 (Series) Operational Risk Management (ORM)
30. OPNAVINST 5100.12 (Series) Traffic Safety Program
31. OPNAVINST 6000.1 (Series) Navy Guidelines Concerning Pregnancy and Parenthood
32. SECNAVINST 1850.4 (Series) Department of the Navy Disabilities Evaluation Manual
33. MILPERSMAN 1306-1200 Limited Duty (LIMDU)
34. OPNAVINST 3120.32 Navy Standard Organization of the Navy
35. OPNAVINST 1306.2 (Series) Command Master Chief Program

36. Chief of Naval Operation Policy and Guidance
37. Chief Petty Officers Mission, Vision, and Guiding Principles
38. Winds of Change - Charlotte D. (Roberts) Crist
39. OPNAVINST 1640.X (Series) Standards and Conduct Board
40. OPNAVINST 5100.19 (Series) Navy Safety and Occupational Health (SOH) Program Manual
41. OPNAVINST 3100.6 (Series) Special Incident Reporting
42. BUPERSINST 1610.10 (Series) Navy Performance Evaluation System

The following links will provide access to the current instruction/manuals:

OPNAVINST and SECNAVINST <http://doni.daps.dla.mil/allinstructions.aspx>  
MILPERSMAN <http://www.npc.navy.mil/ReferenceLibrary/MILPERSMAN/>

Note: These reference are not all encompassing, rather they serve as a starting point. The references collected during the process of conception of this charge book were based on the current policy and regulations as of 2009. Candidates will ensure all references used to educate and enhance their leadership decision-making are current, accurate, and meet the standards and/or changes of today's Navy.

## **INTRODUCTION TO FUNDAMENTALS (100 SECTION)**

1. INTRODUCTION. This Charge Book begins with a Fundamentals section covering the basic knowledge and principles needed to understand the programs that will assist you in leading and developing your Sailors. There are references listed at the beginning of each fundamental topic that will aid you in a self-study program.

2. HOW TO COMPLETE. When you feel you have a complete understanding of one fundamental or more, contact your Qualifier. The Qualifier will expect you to satisfactorily answer all line items in the fundamentals before signing off completion of that fundamental. If any fundamental cannot be completed it must be waived and approved by a Region, Force, or Fleet Master Chief.

100 **FUNDAMENTALS**

100.1 **PREREQUISITES**

CAREER DEVELOPMENT BOARD

<b>Date Completed</b>	<b>CMC/COB/CSC Full Name</b>	<b>Duty station</b>	<b>Email address</b>

101 **BRILLIANT ON THE BASICS**

101.1 Command Sponsor and Indoctrination Program (OPNAVINST 1740.3 (Series))

- a. Purpose and goals of the programs.
- b. Describe the roles of the key members for the programs.
- c. Responsibility of the CMC/COB.
- d. List items a sponsor should do to be successful.
- e. List the requirements for a trainer to conduct indoctrination training.
- f. How do you determine the effectiveness of these programs.
- g. List the required topics for indoctrination.

Completed \_\_\_\_\_  
(CMC/COB/CSC)                      Date

101.2 Ombudsman Program (OPNAVINST 1750.1 (Series) and Navy Family Ombudsman Program Manual)

- a. Describe the role of an Ombudsman.
- b. What are the training requirements of an Ombudsman.
- c. How can an Ombudsman assist in the disaster preparedness plan.
- d. What is the purpose of the Ombudsman registry and what does it track.
- e. What support equipment and funding can the Ombudsman receive.
- f. What situations must the Ombudsman report to the command.
- g. Discuss the forms and reports used by the Ombudsman.
- h. Discuss the process for selecting and accepting an Ombudsman.
- i. Describe the relationship between the TRIAD and Ombudsman.
- j. Discuss the purpose of Family Line.

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(CMC/COB/CSC)                      Date

101.3 Career Development Program (OPNAVINST 1040.11 (Series) and NAVPERS 15878 (Series))

- a. Describe the purpose of the program.
- b. Describe the roles of key members of the program.

- c. Responsibility of the CMC/COB.
- d. Describe the relationship between the CMC/COB and the CCC.
- e. List the required tools/electronic programs for an effective program.
- f. Who are members of the Command Career Development team, when do they meet and how often do they conduct training.
- g. Describe the purpose of a CDB.
- h. Describe the roles of the key members of CDB's.
- i. What are the required timelines for conducting CDB's.
- j. Describe when special CDB's should be convened for a Sailor.
- k. Who are the members of a CDB.
- l. What information should be discussed during a CDB.

Completed \_\_\_\_\_  
 (CMC/COB/CSC)                      Date

101.4 Mentoring Program (P4 110121Z Mar 03 and CNO Guidance 2003)

- a. What is the purpose of the mentoring program.
- b. What are the key elements of an effective program.
- c. What tools are available to help manage an effective program.
- d. What is your role in ensuring an effective program.

Completed \_\_\_\_\_  
 (CMC/COB/CSC)                      Date

101.5 Recognition Programs (SECNAVINST 1650.1 (Series))

- a. What options do you have to recognize Sailors/civilians.
- b. Name ten awards a Sailor may receive points for during an advancement cycle and what are the values.
- c. Who can approve a Navy and Marine Corps Achievement Medal, Navy and Marine Corps Commendation Medal and Meritorious Service Medal.
- d. What other key personnel could be recognized for their support of the command.

Completed \_\_\_\_\_  
 (CMC/COB/CSC)                      Date

102 **SAILOR READINESS**

102.1 Standards and Conduct Board (SCB) (OPNAVINST 1640.X (Series))

- a. Define the purpose of the Standards and Conduct board.
- b. Discuss the High Risk Behaviors.
- c. Discuss the Check-in Interview Questionnaire.
- d. Outline the procedures for conducting a SCB.

- e. Discuss the SCB Report Script Checklist.
- f. Discuss the SCB Member Worksheet.
- g. Discuss the SCB Report.
- h. Discuss the Voluntary Diversion Program.

Completed \_\_\_\_\_  
 (CMC/COB/CSC)      Date

102.2 Warfare Qualifications (various instructions)

- a. Describe the purpose of warfare qualifications.
- b. Discuss the eligibility requirements of two warfare programs.
- c. Discuss the qualification process and board requirements of two warfare programs.
- d. Discuss the time requirements (due dates) for initial and re-qualifications.
- e. Discuss the procedures for failure to qualify.
- f. Discuss the requirements to remove a warfare qualification.

Completed \_\_\_\_\_  
 (CMC/COB/CSC)      Date

102.3 Physical Readiness Program (OPNAVINST 6110.1 (Series) and NAVADMIN's)

- a. Discuss the purpose of the program.
- b. Describe the requirements for conducting command Physical Training (PT).
- c. What are the requirements to be a Command Fitness Leader (CFL)?
- d. What are the duties of the CFL?
- e. What are the requirements for assistant CFL's?
- f. How long after the Physical Fitness Assessment (PFA) does the CFL have to enter data into PRIMIS?
- g. What are the requirements for the Fitness Enhancement Program (FEP)?
- h. Explain the Body Composition Assessment (BCA) waiver for outstanding Physical Readiness Test (PRT) performance.
- i. Describe the administrative actions for various PFA failure(s).

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 (CMC/COB/CSC)      Date

102.4 Perform to Serve (PTS) (MILPERSMAN 1440-060, various NAVADMIN's, MILPERSMAN 1306-618)

- a. Describe the purpose of PTS.
- b. Who is required to participate in the PTS program?
- c. Describe the submission and processing of PTS applications.
- d. Describe the process for submitting conversion packages.
- e. When must commands update a PTS application?

- f. What is available to assist in helping Sailors decide available rate opportunities.
- g. What information is on a PTS application.

Completed \_\_\_\_\_  
 (CMC/COB/CSC)                      Date

102.5 Career Information Management System (CIMS) (CIMS User's Guide)

- a. What is the purpose of CIMS.
- b. What are the different CIMS inquiry roles.
- c. What information is available on the Career Development and CDB Data pages in CIMS.
- d. What is the purpose of the Ratings Conversion page and how can it assist with CDB's.
- e. What reports (lists) can be generated by CIMS.

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 (CMC/COB/CSC)                      Date

102.6 High Year Tenure (HYT) (MILPERSMAN 1160-120 and MILPERSMAN 1920-030-060)

- a. What is the purpose of the HYT program.
- b. List the maximum years for each pay grade.
- c. Explain the process for HYT waivers.
- d. Explain the process for HYT waivers to await examination results.
- e. Explain the pay packages for Sailors separated at HYT.

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 (CMC/COB/CSC)                      Date

102.7 Enlisted Distribution Verification Report (EDVR) (EDVR Users Manual)

- a. Discuss the purpose of the EDVR including the information that can be obtained in the following sections:
  - (1) Section 1, Prospective Gains
  - (2) Section 2, Prospective Losses
  - (3) Section 5, Personnel Status Summary
  - (4) Section 6, Navy Enlisted Classification (NEC) Billets Authorized
  - (5) Section 11, Security and Data Validation Section
- b. How often is the EDVR updated.
- c. Explain the relationship between the EDVR and the Activity Manpower Document (AMD).

Completed \_\_\_\_\_  
 (CMC/COB/CSC)                      Date

102.8 Limited Duty (LIMDU) (MILPERSMAN 1306-1200 and SECNAVINST 1850.4 (Series))

- a. Define light duty and limited duty.
- b. What required counseling must be conducted on all LIMDU personnel.
- c. What is the maximum time (total) an enlisted member can be placed on Temporary Limited Duty (TLD) by a Medical Treatment Facility (MTF) in their career.
- d. Who can approve beyond the limit stated above.
- e. How many days prior to the expiration of LIMDU is a medical evaluation required.

Completed \_\_\_\_\_  
(CMC/COB/CSC)                      Date

103 **HUMAN CAPITAL**

103.1 Drug and Alcohol Abuse Prevention and Control (OPNAVINST 5350.4 (Series))

- a. Describe the purpose of the program.
- b. What are the requirements to be a Drug and Alcohol Program Advisor (DAPA).
- c. What are the requirements for documenting substantiated incidents of alcohol and drug abuse.
- d. When is a Drug and Alcohol Abuse Reports (DAAR) (OPNAV 5350/7) submitted.
- e. What is Alcohol and Drug Management Information Tracking System (ADMITS) and what information is available on this tool.
- f. What is self referral and command referral, who are qualified self referral representatives.
- g. What is an Alcohol Related Incident (ARI), and who determines this.
- h. Describe treatment failure and associated requirements following failure.
- i. What education programs are required/or available for help in an effective program.
- j. What is the “Coalition of Sailors Against Destructive Decisions” (CSADD).
- k. What are the requirements to be a Urinalysis Program Coordinator (UPC).
- l. What are the sampling requirements for the urinalysis program.
- m. What is the Substance Abuse Rehabilitation Program (SARP) process and how often does the CO get an aftercare report on Sailors.

Completed \_\_\_\_\_  
(CMC/COB/CSC)                      Date

103.2 Navy Equal Opportunity (EO) Policy (OPNAVINST 5354.1 (Series))

- a. What is the objective of Command Managed Equal Opportunity (CMEO) program.

- b. Describe the roles of key members of the program.
- c. Describe an informal and formal complaint.
- d. Define Sexual Harassment (SH).
- e. Describe the procedures for an EO/SH formal complaint, from start to finish.
- f. Describe the role of a personal advocate.
- g. What are the requirements for a Command Training Team (CTT).
- h. What are the requirements for a Command Assessment Team (CAT).
- i. What are the requirements for Pride and Professionalism Training.
- j. When is a command climate survey required and describe its purpose.

Completed \_\_\_\_\_  
 (CMC/COB/CSC)                      Date

103.3 Navy Fraternization Policy (OPNAVINST 5370.2 (Series))

- a. Describe the background of the program.
- b. Describe the prohibited relationships.
- c. How often is training required on fraternization.
- d. Describe your role in managing the program.

Completed \_\_\_\_\_  
 (CMC/COB/CSC)                      Date

103.4 Sexual Assault Victim Intervention (SAVI) Program (OPNAVINST 1752.1 (Series))

- a. What are the training requirements for this program.
- b. What is the purpose of victim advocacy and how does it work.
- c. What are the requirements for each command in the instruction.
- d. What are the training requirements for key personnel in the SAVI program. (SAVI POC, DCC, victim advocates)
- e. What are key points to look at in selecting victim advocates.
- f. Describe a restricted and unrestricted reporting.
- g. Explain the process for restricted and unrestricted reports of sexual assault.
- h. What considerations are made to the victim and alleged offender.

Completed \_\_\_\_\_  
 (CMC/COB/CSC)                      Date

103.5 Personal Financial Management (PFM) (SECNAVINST 1740.4 (Series))

- a. What is the purpose and background of the program.
- b. What are the three major elements of the program.
- c. What are the qualifications to be designated a Command Financial Specialist (CFS).
- d. What are the duties and responsibilities of the CFS.

e. What are the core PFM training subjects.

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

103.6 Exceptional Family Member (EFM) Program (OPNAVINST 1754.2 (Series) and MILPERSMAN 1300-700)

- a. What is the purpose and background of the program.
- b. What are commands responsible for in executing the program.
- c. What are the requirements for EFM update regarding members in the program.
- d. What is the purpose of the EFM Coordinator located at each major Medical Treatment Facility.
- e. What is the procedure to enroll in EFM.
- f. What are the EFM categories.
- g. What resources are available at your command to determine who has EFM dependents.

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

103.7 Suicide Prevention Program (OPNAVINST 1720.4 (Series) and MILPERSMAN 1770-120)

- a. How often is suicide training required.
- b. What topics must be covered during training.
- c. Define suicide, suicide attempt and suicide gesture.
- d. What reports are required after a suicide or suicide attempt.

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

103.8 Family Advocacy Program (FAP) (SECNAVINST 1752.3 (Series))

- a. List the five primary goals of FAP.
- b. Define domestic abuse and domestic violence.
- c. What are the required actions for a domestic abuse report.
- d. What is a Case Review Committee (CRC).
- e. When a CRC meets what are the possible case status determinations.
- f. Explain what a Rehabilitation Failure is and the required actions.

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

103.9 Navy Guidelines Concerning Pregnancy and Parenthood (OPNAVINST 6000.1 (Series))

- a. After a Sailor is confirmed to be pregnant, what should be discussed during the required counseling.
- b. What are the requirements for a pregnant Sailor to request off-base housing.
- c. What are the servicewomen's responsibilities in this instruction.
- d. What are the limitations for pregnant Sailors regarding the physical readiness program.
- e. What are the ergonomic limitations for pregnant Sailors.
- f. What are the requirements for transferring a Sailor under this instruction.
- g. What are the restrictions regarding pregnant Sailors shipboard, in an aviation squadrons or any other deployable status.
- h. Who is required to submit a family care plan.
- i. What special considerations can be made for Sailors attempting to adopt a child.

Completed \_\_\_\_\_  
(CMC/COB/CSC)      Date

103.10 Department of the Navy policy on Hazing (SECNAVINST 1610.2 (Series))

- a. Why is hazing prohibited.
- b. Define hazing.
- c. Give examples of hazing and what is not hazing.
- d. Explain victim and witness assistance.

Completed \_\_\_\_\_  
(CMC/COB/CSC)      Date

103.11 Casualty Assistance Calls and Funeral Honors Support Program Coordination (OPNAVINST 1770.1 (Series), MILPERSMAN 1770-160 and 1770-280)

- a. Explain the program organizational charts for CONUS and Overseas.
- b. What are the requirements to be a Casualty Assistance Calls Officer (CACO).
- c. Describe the duties of a CACO for a deceased service member and a very seriously injured service member.
- d. What is the amount for death gratuity.
- e. What is the order of precedence if a Sailor makes no designation for the gratuity.
- f. What must be done if a married Sailor does not designate their spouse for the death gratuity.
- g. What is the Survivor Benefit Plan (SBP).
- h. Explain how SBP pay is determined for a service member's beneficiary.

Completed \_\_\_\_\_  
(CMC/COB/CSC)      Date

104 **SAFETY**

104.1 Operational Risk Management (ORM) and Traffic Safety Program (OPNAVINST 3900.39 (Series) and OPNAVINST 5100.12 (Series))

- a. What is the purpose of ORM.
- b. Who should be designated as the ORM Program Manager.
- c. Who should be ORM instructors.
- d. Describe the five step process of ORM.
- e. What are the principles of ORM.
- f. What are the requirements for Traffic Safety Training for our Sailors and is there any required refresher training.
- g. What are the requirements for initial and follow-on Motorcycle Safety Training.
- h. What are the three courses available for motorcycle riders.

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

104.2 Navy Safety and Occupational Health (SOH) Program Manual (OPNAVINST 5100.19 (Series))

- a. Discuss afloat safety programs and their importance.
- b. Discuss ashore safety programs and their importance.
- c. Discuss the Travel Risks Planning System (TRiPS).
- d. Discuss the summer safety training topics.
- e. Discuss Safety Mishap reports.

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

105 **CHIEF PETTY OFFICER (CPO) TRAINING**

105.1 CPO Mess Training (CPO Mess Training CD)

- a. Discuss the 10 training topics covered in Chiefs Mess Training (CD-Rom).
- b. Discuss the importance of a continuing training program for the CPO Mess.
- c. Discuss additional training topics that can help the CPO Mess meet their responsibility as CPO's.
- d. Discuss training topics that would benefit CPO's in their training and development of Junior Officers.

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

105.2 CPO Induction Training (MCPON's CPO Induction Guidance (current) and CPO Selectee Training CD)

- a. Who is responsible for following the MCPON's guidance and what are the possible ramifications for failure to comply.
- b. Discuss the pre-planning considerations.
- c. Discuss sponsor assignments and why it is important.
- d. Discuss the PT requirements and any safety precautions.
- e. Discuss some training possibilities to make the induction season a success.
- f. Clearly describe what training is NOT allowed under any circumstances.
- g. What date can the pinning ceremony take place and are there any circumstances or permissions required to change that date.
- h. List the CMC/COB/CSC's responsibilities.
- i. Discuss the topics covered in Phase 1 and Phase 2 of Chief Selectee Training.

Completed \_\_\_\_\_  
(CMC/COB/CSC)                      Date

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## **INTRODUCTION TO PRACTICAL FACTORS (300 SECTION)**

1. INTRODUCTION. The practical factors section must be signed by a serving CMC, COB, or CSC. This section is designed to allow candidates the opportunity to “discuss” many different aspects of the CMC, COB, or CSC program. This section outlines items that may not be possible to “perform” or “conduct” due to duty assignment or warfare community. The items in this section will be discussed because they are important to the success of future Senior Enlisted Leader’s.

2. HOW TO COMPLETE. **Before beginning this section, all of the FUNDAMENTALS (100 Section) must be complete.** When you feel you can discuss one or more of the following items, contact your Qualifier. The Qualifier will expect you to satisfactorily discuss the item in detail. If any practical factor cannot be completed it must be waived and approved by a Region, Force, or Fleet Master Chief.

**301 PRACTICAL FACTORS (DISCUSSION ITEMS)**

301.1 Discuss the many roles and responsibilities of the CMC/COB/CSC.

Completed \_\_\_\_\_  
(CMC/COB/CSC)      Date

301.2 Discuss the importance and dynamics of the Command TRIAD (CO/XO/CMC).

Completed \_\_\_\_\_  
(CMC/COB/CSC)      Date

301.3 Discuss Standards of Conduct in relationship to good order and discipline.

Completed \_\_\_\_\_  
(CMC/COB/CSC)      Date

301.4 Discuss Ethical decision making in relationship to your role as CMC/COB/CSC.

Completed \_\_\_\_\_  
(CMC/COB/CSC)      Date

301.5 Discuss Leadership as it relates to your role as CMC/COB/CSC.

Completed \_\_\_\_\_  
(CMC/COB/CSC)      Date

301.6 Discuss the Sailor's Creed and Navy Ethos.

Completed \_\_\_\_\_  
(CMC/COB/CSC)      Date

301.7 Discuss the Chiefs' MVGP's.

Completed \_\_\_\_\_  
(CMC/COB/CSC)      Date

301.8 Discuss the most recent CNO's guidance.

Completed \_\_\_\_\_  
(CMC/COB/CSC)      Date

301.9 Discuss diversity as it applies to today's Navy.

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

301.10 Discuss the relationship and roles the CMC/COB should have with the following:

- a. Junior Enlisted
- b. First Class Petty Officers
- c. Chief Petty Officers
- d. Division Officers
- e. Department Heads
- f. Civilian employees
- g. Senior ranking Officers and civilians

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

301.11 Discuss Standards and Conduct Board planning and execution.

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

301.12 Discuss the role of president of the CPO Mess and the role of the nominated president of the CPO Association.

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

301.13 Discuss the duties and responsibilities of the Immediate Superior in Charge (ISIC) CMC.

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

301.14 Discuss the duties and responsibilities of the following CMC's:

- a. Regional
- b. Force
- c. Fleet

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

301.15 Discuss various methods to recognize (award) superior performance of your Sailors and/or civilian employees.

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

301.16 Discuss the purpose of the Family Care Plan.

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

301.17 Discuss the following items regarding Special Reporting requirements:

- a. The three types of reports (initial, update (follow-on), and final)
- b. The different categories and reasons for sending a Situation Report (SITREP).
- c. The time criteria for handling SITREP's.
- d. Report sensitivity.
- e. An Operational Report (OPREP) Navy Blue.

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

301.18 Discuss the process and resources available for a suicide attempt/gesture.

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

301.19 Discuss how to monitor and conduct a Command Urinalysis.

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

301.20 Discuss the purpose and how to conduct a Liberty Risk Board.

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

301.21 Discuss the purpose and elements of the Operational Stress management program.

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

301.22 Discuss how to conduct/supervise a Warfare Qualifications Ceremony.

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

301.23 Discuss the process for chairing a Command Advancement Program Board.

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

301.24 Discuss the Human Capital Strategy.

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

301.25 Discuss the execution of the Navy's maritime strategy.

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

301.26 Meet with a representative from the list provided and discuss the services offered to Sailors, Marines and their families:

a. Chaplain Services

Completed \_\_\_\_\_  
(Chaplain Rep E7 Date  
or above)

b. Navy Marine Corp Relief Society (NMCRS)

Completed \_\_\_\_\_  
(NMCRS Rep) Date

c. Navy College

Completed \_\_\_\_\_  
(Navy College Rep) Date

d. Regional Legal Service Officer or Navy Legal Service Office.

Completed \_\_\_\_\_  
(LNC or above) Date

e. Combined Bachelor Quarters (permanent party)

Completed \_\_\_\_\_  
(BQ Mgr/Base CMC) Date

f. Public Private Venture (PPV) Single Sailor housing.

Completed \_\_\_\_\_  
(PPV Rep) Date

g. PPV Family housing.

Completed \_\_\_\_\_  
(PPV Rep) Date

h. Morale, Welfare, and Recreation Center.

Completed \_\_\_\_\_  
(MWR Rep) Date

i. Transient Personnel Unit (TPU)

Completed \_\_\_\_\_  
(CMC/SEL of TPU) Date

j. Base Galley

Completed \_\_\_\_\_  
(Galley LCPO/LPO) Date

301.27 Meet with a representative from the Fleet and Family Support Center and discuss (at a minimum) the following programs available:

- a. Counseling
- b. Deployment and Mobilization Support
- c. Family Advocacy Program
- d. Military Life Skills Education
- e. Outreach Program
- f. Parenting Skills Education
- g. Personal Financial Management
- h. Relocation Assistance Program
- i. Retired Activities
- j. Spouse Employment Assistance
- k. Spouse Workshops
- l. Transition Assistance Program (TAP)
- m. Career Options and Navy Skills Evaluation Program (CONSEP)
- n. Building Effective Anger Management Skills (BEAMS)
- o. Family Violence Prevention Programs

Completed \_\_\_\_\_  
(FFSC Rep) Date

301.28 Discuss participation in a Planning Board for Training (PB4T) or Plan of the Week/Day.

Completed \_\_\_\_\_  
(CMC/COB/CSC)      Date

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## **INTRODUCTION TO TASK PERFORMANCE (400 SECTION)**

1. INTRODUCTION. The Task Performance section of your Charge Book is where you will have the opportunity to demonstrate to serving CMC, COB, or CSC's that you possess the ability and leadership traits to apply your knowledge skills gained in the fundamentals and practical factors sections. This section allows you to practice and display the ability to complete the tasks required to do your job as a future CMC/COB/CSC.

2. HOW TO COMPLETE. **Before beginning this section, all of the FUNDAMENTALS (100 Section) and PRACTICAL FACTORS (300 Section) must be complete.** Complete the prerequisites and then continue with the task listed. When you feel you can perform the item(s), contact your Qualifier. The Qualifier will expect you to satisfactorily perform the item. If any task performance item cannot be completed it must be waived and approved by a Region, Force, or Fleet Master Chief.

401 **TASK PERFORMANCE**

401.1 **PREREQUISITES**

401.1.1 FUNDAMENTALS (100 Section)

Completed \_\_\_\_\_  
(CMC/COB/CSC)      Date

401.1.2 PRACTICAL FACTORS (300 Section)

Completed \_\_\_\_\_  
(CMC/COB/CSC)      Date

401.1.3 Read the following documents:

- a. OPNAVINST 3120.32 (Series) Navy SORN
- b. OPNAVINST 1306.2 (Series) CMC Program
- c. CNO Policy and Guidance
- d. Chief Petty Officer – Mission, Vision and Guiding Principles
- e. “Winds of Change” by Charlotte D. (Roberts) Crist

Completed \_\_\_\_\_  
(CMC/COB/CSC)      Date

401.1.4 Complete the following courses on NKO:

- a. Fraternalization, Hazing and Homosexual Conduct Policy (CPD-GMT-07-032)
- b. Equal Opportunity, Sexual Harassment, Grievance procedures  
(CPD-GMT-07-031)
- c. Domestic Violence Lesson for CO’s and SNCO’s (NPC-PERS 661-DV-1.0)
- d. Dynamics of Leadership (Lead 0126)
- e. ORM All Navy Essentials for Leaders (CNET 11969)

Completed \_\_\_\_\_  
(CMC/COB/CSC)      Date

401.2 Plan, draft, and execute, a Command Indoctrination program.

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

401.3 Plan, draft, and execute, a Command Sponsorship Program.

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

401.4 Ombudsman program.

- a. Meet command Ombudsman.
- b. Conduct (mock) interview process.
- c. Draft an Ombudsman Appointment letter.
- d. Attend Ombudsman Assembly meeting.
- e. Conduct training on Ombudsman registry process.
- f. Draft an Ombudsman Command Newsletter.
- g. Attend a Family Readiness Group (FRG) meeting.

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

401.5 Plan, execute, and chair a minimum of three Career Development Boards:

Examples:

- a. First 30 days.
- b. STA-21 (Officer Programs).
- c. Perform to Serve (PTS).
- d. 3 or more time Advancement Exam Failure.
- e. 12 mo., 24., 36 mo., 48 mo.
- f. REDUX/CSB.
- g. CPO/SCPO Career goals.
- h. High Year Tenure (HYT).

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

401.6 Draft an instruction for your Command Mentorship Program.

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

401.7 Plan and execute a Command Award ceremony.

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

401.8 Plan, execute, and chair a Warfare qualification board. [applicable to commands with warfare programs only]

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

401.9 Meet the Command UPC and discuss the Command Urinalysis Program.

Completed \_\_\_\_\_  
(UPC) Date

401.10 Command Equal Opportunity program:

- a. Meet with the CMEO.
- b. Participate as part of the Command Assessment Team.
- c. Draft a POA&M to address the results of a command climate survey.
- d. Brief the XO and CO on a Command Climate Survey.

Completed \_\_\_\_\_  
(CMEO) Date

401.11 Command Drug and Alcohol Abuse Program:

- a. Meet with the Command DAPA.
- b. Tour a SARP facility.
- c. Review and discuss a Drug and Alcohol Report (DAAR).
- d. Conduct training on the right spirit/Coalition of Sailors Against Destructive Decisions (CSSAD) program.

Completed \_\_\_\_\_  
(DAPA) Date

401.12 Family Advocacy Program (FAP)

- a. Meet with the command FAP representative.
- b. Attend a Case Review Committee (CRC) meeting.
- c. Provide training to Sailors on FAP.

Completed \_\_\_\_\_  
(FAP Officer) Date

401.13 Plan and execute a process for IA/GSA's which incorporates the following:

- a. Selection.
- b. Screening.
- c. Maintaining contact with Sailor/Family to include Ombudsman's role.

- d. Returning from deployment.
- e. Medical requirements (after action care).

Completed \_\_\_\_\_  
(CMC/COB/CSC)      Date

401.14 Plan, Execute, and Chair the following boards. (When possible with two different Senior Enlisted Leaders).

- a. Standards and Conduct (Disciplinary Review) Board.  
[Note: To include attending XOI and CO Mast as Senior Enlisted Leader.]

Completed \_\_\_\_\_  
(CMC/COB/CSC)      Date

Completed \_\_\_\_\_  
(CMC/COB/CSC)      Date

- b. Awards Board.

Completed \_\_\_\_\_  
(CMC/COB/CSC)      Date

Completed \_\_\_\_\_  
(CMC/COB/CSC)      Date

- c. Sailor of the Quarter and/or Sailor of the Year.

Completed \_\_\_\_\_  
(CMC/COB/CSC)      Date

Completed \_\_\_\_\_  
(CMC/COB/CSC)      Date

- d. Evaluation Ranking Boards.

Completed \_\_\_\_\_  
(CMC/COB/CSC)      Date

Completed \_\_\_\_\_  
(CMC/COB/CSC)      Date

e. Standards of Conduct Board.

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

401.15 Participate in a PB4T/Equivilant.

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

401.16 Plan and conduct the following mentor/counseling sessions:

- a. E7/E8 Mid-Term Counseling.
- b. E7/E8 Evaluation debrief.

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

401.17 Conduct the following interviews:

- a. Check in interview.
- b. Check out interview.

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

401.18 Plan and provide training to a CPO Mess on Naval Heritage to include:

- a. History of the Chief Petty Officer.
- b. History of the Master Chief Petty Officer's of the Navy.
- c. Basic Naval History.

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

401.19 Plan and provide training to Junior Officers/Wardroom to include:

- a. Role of the Chief Petty Officer.
- b. Relationships between LCPO/Division Officers.
- c. Role of the CMC/COB/CSC.

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

401.20 Plan and provide Enlisted Navy Leadership Development to include:

- a. Third Class Petty Officers.
- b. Second Class Petty Officers.
- c. First Class Petty Officers.

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

401.21 Plan, Execute, and have oversight on the following ceremonies:  
[Note: If unable to conduct an actual ceremony a 5050/5060 will be presented and briefed.]

- a. Change of Command Ceremony.

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

- b. Retirement Ceremony.

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

- c. Burial at sea or Funeral with full military honors.

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

- d. Advancement/Frocking ceremony.

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

- e. Reenlistment ceremony.

Completed \_\_\_\_\_  
(CMC/COB/CSC) Date

401.22 Demonstrate the following skill sets:

- a. Writing/knowledge:
  - Counseling Chit
  - Page 13
  - Letter of Instruction (LOI)
  - Leave plan (major holidays)

- Refit/Maintenance period plan
- Unit SITREP/OPREP
- Plan of the Day/Plan of the Week
- Endorsement for special program consideration
- SOQ/SOY nomination package
- Detach for Cause (DFC)
- Evaluations/FITREPs

Completed \_\_\_\_\_  
 (CMC/COB/CSC)      Date

b. Briefing:

- Pre-deployment
- Post-deployment
- Port briefs (liberty conduct/standards)

Completed \_\_\_\_\_  
 (CMC/COB/CSC)      Date

c. Social Etiquette:

- Special Event (VIP Visit)
- Dining in
- Dining out
- Khaki Ball

Completed \_\_\_\_\_  
 (CMC/COB/CSC)      Date

401.23 Stand the duties of CMC/COB/CSC for a one-week period.

Completed \_\_\_\_\_  
 (Executive Officer)      Date

Completed \_\_\_\_\_  
 (Commanding Officer)      Date

401.24 During on the job period, at a minimum conduct the following:

- a. Daily Executive Officer brief.
- b. Daily Commanding Officer brief.
- c. CPO Mess meeting.
- d. Department Level LCPO meeting.
- e. Department Head meeting/Staff call.

f. Quarters with a department.

g. Personnel Inspection with multiple Departments.

Completed \_\_\_\_\_  
(Executive Officer)      Date

Completed \_\_\_\_\_  
(Commanding Officer)      Date

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## **CHIEF OF THE BOAT ADDENDUM (500 Section)**

1. INTRODUCTION. This addendum to the Charge Book is specific to the Chief of the Boat (Submarines). This section covers additional prerequisites, practical factors and task performance items that are necessary to perform the duties as COB.

2. HOW TO COMPLETE. When you feel you have a complete understanding of one fundamental or more, contact your Qualifier. The Qualifier will expect you to satisfactorily complete all line items before signing off completion of that specific practical factor or task performance. There are no waivers for this section.

501 **FUNDAMENTALS**

501.1 Read COMNAVSUBFORINST 1306.1 (Series).

Completed \_\_\_\_\_  
(COB) Date

502 **PREREQUISITES**

502.1 Qualified Diving Officer of the Watch.

Completed \_\_\_\_\_  
(Commanding Officer) Date

503 **PRACTICAL FACTORS (DISCUSSION ITEMS)**

503.1 Demonstrate the following skill sets.

- a. Submarine Handling Characteristics.
- b. Rig for Dive.
- c. Submarine Fire Fighting.
- d. Submarine Damage Control.

Completed \_\_\_\_\_  
(COB) Date

503.2 Briefing:

- a. Deployed off Ship Berthing Instruction/Plan.
- b. Shipboard and Crew Standards (CPS & personal appearance)
- c. Customs and Agriculture Inspections.
- d. Develop preservation plan.
- e. Load out for Deployment/Patrol; including WESTPAC guide and local Submarine Squadron guidance.
- f. Command Inspections responsibilities. (ORSE, TRE, UMI, etc.)
- g. Submarine Tactical Assessment & Training Standards (STATS).

Completed \_\_\_\_\_  
(COB) Date

504 **TASK PERFORMANCE**

504.1 Submarine Seamanship.

- a. Act as Line Handling Supervisor for pier side moor.

Completed \_\_\_\_\_  
(COB) Date

- b. Supervise an underway as Chief of the Boat (acting).

Completed \_\_\_\_\_  
(COB) Date

- c. Supervise a Small Boat Handling party.

Completed \_\_\_\_\_  
(COB) Date

- d. Supervise or discuss use of capstan for mooring.

Completed \_\_\_\_\_  
(COB) Date

- e. Supervise or discuss use of line handling gun.

Completed \_\_\_\_\_  
(COB) Date

504.2 Submarine Special Evolutions.

- a. Walk-through or perform Helo-transfer.

Completed \_\_\_\_\_  
(COB) Date

- b. Walk-through or perform Special Forces operations.

Completed \_\_\_\_\_  
(COB) Date

504.3 Submarine Organization and Regulations.

- a. Prepare Watchbills for: Maneuvering watch, Battle Stations, Battle Stations and Underway.

Completed \_\_\_\_\_  
(COB) Date

- b. Prepare two berthing bills (with hot rackers).

Completed \_\_\_\_\_  
(COB) Date

- c. Maintain the Qualifications and Qualified Watch Standers List.

Completed \_\_\_\_\_  
(COB) Date

504.4 Underway evaluation.

- a. Underway evaluation by a Submarine Squadron CMC or designated representative.

Completed \_\_\_\_\_  
(CSS/CSG CMC) Date

600 CMC/COB/CSC REVIEW BOARD

<b>Command Master Chief Review Board</b>	
Ship/Command Name	Hull Number/UIC
<b>Personal Data</b>	
Name: (Last, First, MI	Rate:
	Effective Date of Rate:
ADSD:	EAOS:
PRD:	HYT:
<b>Attach History of Assignments with positions held and inclusive dates.</b>	
<b>Recommendation/Certification: Member meets all criteria outlined in OPNAVINST 1306.2F</b>	
CMDCM	Date:
Commanding Officer	Date:
<b>Selection Board Members</b>	
Name/Rate/Title - (Major Command or ISIC CMC)	Recommended:
Name/Rate/Title -	Recommended:
Name/Rate/Title	Recommended:
<b>Selection Board Recommendation</b>	
<input type="checkbox"/> Fully Ready.	
<input type="checkbox"/> Requires Additional Training. (Areas of concern specified)	
<input type="checkbox"/> Not Ready. (Reasons specified with recommendations)	
Chair Person signature	Date:
<b>Attach Record of Oral Interview Sheet from Screening Board</b>	

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