



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

OPNAVINST 1306.4
N00
28 SEP 2012

OPNAV INSTRUCTION 1306.4

Subj: MASTER CHIEF PETTY OFFICER OF THE NAVY

Ref: (a) OPNAVINST 1306.2G
(b) OPNAVINST 1700.10L

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.
2. Background. Since 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 member of the Navy.
3. Responsibilities
 - a. The MCPON serves as the Senior Enlisted Leader of the Navy and as an advisor to the CNO, and the 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 shall:
 - (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 advice and counsel to, and organize support for, enlisted spouse organizations.

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

(6) Testify before Congress on enlisted personnel issues.

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

(8) Act as an advisor to the Command Master Chief (CMC) detailee and the CMC program selection board.

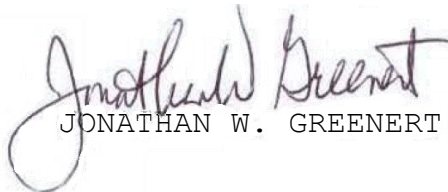
4. Selection and Term of Office

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

b. The MCPON term of office is 2 years, with an option held by the CNO to extend the tour of duty 2 more years. The CNO may adjust this term as necessary.

5. 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.

6. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of January 2012.


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