



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

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N00D/008
30 Sep 25

From: Master Chief Petty Officer of the Navy

Subj: GUIDANCE REGARDING RECOGNITION AS AN HONORARY CHIEF PETTY OFFICER

1. **Purpose**. To provide guidance for the selection of, and recognition for, Honorary Chief Petty Officers (HCPO) within the Office of the Master Chief Petty Officer of the Navy (MCPON).
2. **Background**. The Office of the MCPON is the primary authority for the HCPO program. This memorandum standardizes and amplifies the criteria for HCPO recognition.
3. **Cancellation**. MCPON Guidance Memorandum #2023-01, dated 3 Jan 2023, is hereby cancelled.
4. **Action**:
 - a. Authority. MCPON is the final approval authority for HCPO recognition. Approval authority for typical submissions, described in paragraph 4.b., is delegated to the Fleet Master Chiefs/Tier I Command Master Chiefs.
 - b. Applicability. Typical HCPO recognition includes retired Enlisted personnel (E6 and below), active or retired Officers and Warrant Officers, and Department of Defense civilians. Other personnel may be considered, provided their performance is in keeping with the requirements below, and these specific requests require the final approval of MCPON.
 - c. Routing and Approval Procedures. Requests may be initiated by any Command Master Chief, Command Senior Chief, Chief of the Boat, or Command Senior Enlisted Leader. Recommendations will be no more than two typewritten pages in length in standard memo format. HCPO recognition is intended to recognize sustained superior engagement with, and selfless contributions to, the community and the Navy as a whole. Recommendations will be routed to the applicable Fleet Master Chief/Tier I CMDCM for final approval or forwarding to the Office of the MCPON as appropriate. Any level of the respective chain of command may disapprove a request if insufficient justification exists to support recognition.
 - d. Certificates. The Office of the MCPON will provide a digital copy of certificates, signed by MCPON, recognizing the individual as an HCPO.
 - e. HCPO Log. The Office of the MCPON will maintain a log of all approved HCPO requests.

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f. Benefits Disclaimer. This recognition is symbolic in nature, and therefore, carries no honorarium, monetary benefits, or allowances. This recognition does not authorize the wearing of any CPO uniform. The goal of this honor is to recognize a member into the comradery of the CPO Mess without respect to the designee's rank or status, but with an understanding and gratitude for their contributions to, and sustained superior engagement with, the collective CPO community and enlisted force.

g. Removal of HCPO Recognition. In the event an HCPO recipient is found to have engaged in conduct that conflicts with the Navy's Core Values, the MCPON will evaluate the facts or circumstances surrounding the conduct and reserves the right to rescind, or "strike", the name of the recipient in question from the official log.

h. Individual CPO Mess Recognition. Commands may designate individuals as honorary members of their CPO Mess, utilizing certificates, plaques, etc. In most instances, this avenue should be pursued to recognize single outstanding contributions to a particular or specific CPO Mess, but should not reference or state "Honorary Chief Petty Officer" status in said certificate, plaque, etc.



J. J. PERRYMAN