



## The Master Chief Petty Officer of the Coast Guard

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AUG 24 2012

### MASTER CHIEF PETTY OFFICER OF THE COAST GUARD STANDING ORDER THREE

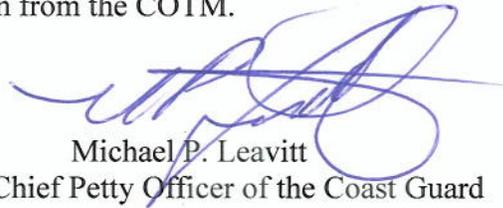
Subj: COAST GUARD HONORARY CHIEF DESIGNATION

1. PURPOSE. This MCPOCG standing order formalizes the process and establishes guidelines for designating individuals as an Honorary Chief.
2. ACTION. Gold Badge Command Master Chiefs (CMC), Chiefs of the Mess (COTM), Sector and Unit Command Chiefs and all Chief Petty Officers shall ensure compliance with the provisions of this MCPOCG standing order.
3. DISCUSSION. For years Coast Guard Chief Petty Officers have recognized individuals who have demonstrated a significant commitment to the Chiefs and Chiefs Mess by bestowing upon them an "Honorary Chief" status. To ensure fairness and consistency throughout the Coast Guard, all official honorary designations will be processed through the MCPOCG. MCPOCG's office will maintain a list of all designees. In rare cases, the MCPOCG may designate any individual an "Honorary Chief" in unique situations not covered in this standing order.
4. NOMINATION PROCESS. Any Chief, Senior Chief or Master Chief may nominate an individual who demonstrates, by their actions, significant support for the Chiefs Mess and/or the men and women of the United States Coast Guard. To ensure consistency, the following process will be followed:
  - a) Nominations will be submitted to the Unit COTM via e-mail, and must include the following information;
    - i) **Contain specific examples of accomplishments of the nominee in bullet format, maximum 2 pages. These specific examples shall highlight those contributions that were in addition to their normal expected duties. These specific contributions should show how the nominee significantly enhanced the CPO Mess and/or the lives of the men and women of the Coast Guard and their families. Enclosure 1 contains examples of the types of contributions that may be considered but is not all inclusive.**
    - ii) A completed request for Honorary Chief Certificate, enclosure 2.
  - b) Upon receipt of a nomination, the Unit COTM will convene a panel of chiefs, or hold a Chiefs Call to consider the nomination of the prospective honorary chief. Feedback shall be gathered from those throughout the AOR. If the panel or the mess does not approve the nomination, no further action is required. If the panel or mess approves the nomination, the Unit COTM will forward the list of panel members and their recommendation to their respective Gold Badge who will review, recommended approval or disapproval and submit to their Area Gold Badge.

- c) Area Gold Badge will provide all documentation to the MCPOCO's Office via email. MCPOCG's Office will coordinate a vote among the Area Gold Badge Command Master Chiefs and their recommendation will be provided to the MCPOCG. In the absence of Area Gold Badge Command Master Chiefs, Senior Enlisted Advisory Council Members may be asked to review and vote. **As an alternative to coordinating a vote among all the Area Gold Badge CMC's, the MCPOCG may delegate approval authority to Area Gold Badge Command Master Chief for their respective area of responsibility.**
  
- d) If approved, **an Honorary Chief designation certificate will be forwarded to the unit for presentation. The MCPOCG office will make notifications to the responsible Gold Badge CMC and the Commandant's Staff. After notification of disapproval by the MCPOCG's office, the responsible Gold Badge CMC will notify the submitting COTM.**

5. CEREMONY. Designating an individual as an honorary chief is a significant distinction and an appropriate ceremony should be held in the presence of all Chiefs and the crew, in order to present the Honorary Chief Certificate, the Chiefs Anchors and to recognize the outstanding accomplishments and support the designee has provided. Anchors shall be provided by the requesting Chiefs Mess.

6. HONORARY CHIEF DUTIES, RESPONSIBILITIES & PRIVILEGES. It is the duty of an honorary chief to continue to support the Chiefs Mess. Honorary Chiefs are encouraged to participate in community service/civic functions performed by the mess. Honorary Chiefs may be granted social privileges of the mess; however, business of the mess, (e.g. attendance at chief's calls) requires an invitation from the COTM.



Michael P. Leavitt  
Master Chief Petty Officer of the Coast Guard

## **Examples of Significant Support**

### **a. "Enhanced the quality of life, morale and well being of chiefs and/or other enlisted members of the Coast Guard".**

- Auxilarist Smith actively seeks projects to improve the well-being, morale and living conditions of personnel assigned to Station Long Island and tenant commands. Utilizing his skills as a general Long Auxilarist Smith contributed over 250 hours of his own free time to make significant improvements to Station Long Island Harbor. He personally renovated the recreation decks at the Station and constructed a roof over the boat crew staging area.
- Auxilarist Smith assisted in renovating the Station EPO's office and was instrumental in converting an underutilized space into an impressive Chief's Mess. Additionally, Auxilarist Smith helped improve the unit by renovating the station's conference room, galley, and gazebo. Furthermore, he refurbished a monument to the sacrifices of Coast Guard family members for permanent display outside the Station.
- Auxilarist Smith doesn't limit his good deeds to Station Long Island Harbor; he also assisted in the renovation of the local ESD Supervisor's office. In addition to a tremendous amount of personal time, he also contributed materials and the use of his own specialized tools to ensure the aforementioned projects were completed successfully.
- Captain Smith sponsored Coast Guard Mutual Assistance fund drive for office promoting Coasties helping Coasties, provided 100% contact, and help raise an additional +\$250 helping assist CG families.

### **b. "Supports, promotes and participates in the Chief's Call to Indoctrination (CCTI) process"**

- Auxilarist Smith shows his support for our newest CPO's he has attended three CCTI dinners, despite having to travel more than 130 miles on each occasion.
- When a PCPO was overwhelmed with balancing work-life, Auxilarist Smith aided in refurbishing the windows at his home. Auxilarist Smith willingness to assist whenever possible has earned him the respect and trust of the Command, Chiefs, and crew.

### **c. "Community service participation"**

- Auxilarist Smith has actively supported community service initiatives spearheaded by the Chiefs at Long Island. For the past four years, Auxilarist Smith has supported an annual St. Baldrick's Foundation fundraiser by donating his time, money and hair to the cause.
- Auxilarist Smith displayed exceptional initiative by spending many hours of his free time earning his small boat engineer qualification on the Station's 25' RBS and 47' MLB. He obtained these qualifications in order to relieve some of the burden on the Station's crew.

**ENCL : (1)**

- Captain Smith consistently demonstrates a significant commitment to the welfare of Coast Guard members and their families. An example of this is Captain Smith' direct involvement in development of products/briefs provided to CCG/DCMS/CG-8/MCPOCG on housing Public Private Ventures/ BAH issues and Coast Guard Work Life programs. These efforts resulted in \$30M of additional funding for child care/military housing in FY12 budget.

d. **“Leadership”**

- CDR Smith displayed Deck plate Leadership when he volunteered and served as a key member mentorship program that impacted 200 junior members in the further development of their careers.
- CDR Smith also demonstrated loyalty to his Shipmates and the Chief Mess by sacrificing personal time with his family to support the Chiefs Mess, allowing the Chiefs the ability to attend numerous events, conferences and meetings in support of the Command.
- Auxilarist Smith stood communications watch once per week to assist crews and provide continuity throughout the year. In addition, Auxilarist Smith worked to train new personnel which allowed our unit to focus more on underway training.
- Auxilarist Smith volunteered to serve as our Unit Ombudsman, providing excellent assistance to incoming members, mailing sponsor packages, and sending newsletters and answering questions in support of our families.



**Request for Honorary Chief Certificate**

<b>Effective Date Requested:</b>
<b>Presentation Date:</b>
<b>Rank and Full Name of Member:</b>
<b>Submitted by:</b>
<b>Cognizant Gold Badge:</b>
<b>DCMS/DCO/LANT/PAC:</b>
<b>Address, Phone Number and POC that certificate should be sent to:</b>
<b>Additional Information, if required:</b>

**Upon approval by DCMS, DCO, LANT or PAC GOLD BADGE, this form along with CG Memo containing pertinent information should be emailed to: [bobbie.j.sisto@uscg.mil](mailto:bobbie.j.sisto@uscg.mil)**