



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCE
1915 FORRESTAL DRIVE
NORFOLK VA 23551-4615

Canc frp: Nov 2025

COMNAVRESFORNOTE 1500
N00C
1 Apr 2025

COMNAVRESFOR NOTICE 1500

From: Commander, Navy Reserve Force

Subj: FISCAL YEAR 2025 CHIEF PETTY OFFICER INITIATION EXECUTION
GUIDANCE

Ref: (a) OPNAVINST 5351.2B
(b) BUPERSINST 1430.16G CH-1
(c) CNO's Charge of Command, Oct 2024
(d) America's Warfighting Navy (Jan 2024)
(e) Navigation Plan for America's Warfighting Navy (Sep 2024)
(f) Get Real, Get Better (Jan 2022)
(g) Culture of Excellence (Mar 2025)
(h) Mental Health Playbook (Jul 2023)
(i) MCPON's Laying the Keel (May 2019)
(j) CPO Mission, Vision, and Guiding Principles (Sep 2022)
(k) Navy Leader Development Framework Version 3.0
(l) A Tradition of Change (Aug 2022)
(m) OPNAVINST 3500.39D
(n) NAVADMIN 242/24

Encl: (1) Administrative Period Approved Activity
(2) Chief Petty Officer Initiation Core Events List
(3) Selectee Participation Administrative Remarks

1. Purpose. To provide supplemental guidance per references (a) through (n) to Navy Reserve Activity (NRA), Operational Units, and Navy Reserve Readiness Unit (NRRU) Leadership Teams. All Commanding Officers (CO), Executive Officers (XO), Officers in Charge (OIC) and Command Senior Enlisted Leaders (CSEL) must read and be familiar with the contents of the governing directives in their entirety.

2. Background. The Chief Petty Officer (CPO) classification was made effective April 1, 1893, and Chief Petty Officer Initiation (CPOI) became prominent and common following World War II to welcome new CPOs into the Mess. It is the Chief's Mess responsibility to prepare CPO Selectees to shoulder executive management of our Navy's Warfighting Force. Command approved and delivered training is intended to provide the tools for CPO Selectees to effectively serve and support these Sailors in their elevated leadership roles. CPOI must constantly evolve so that every CPO is better prepared for their critical role in today's Navy per reference (i).

The current environment is characterized by strategic competition with adversaries that challenge the longstanding rules-based international order in addition to the existence of acute threats from violent extremist organizations, creating the most complex and volatile situation in the post-Cold War era. This directly threatens our national security and the American way of life. Now more than ever, our Navy and our nation need CPOs that are ready to fight and execute our mission on day one.

3. Goal. Laying the Keel, reference (i), provides the Master Chief Petty Officer of the Navy's (MCPON's) vision for CPOI. Training should be professionally delivered to prepare our Navy's newest Chiefs to be outstanding leaders selflessly focused on mission accomplishment and Sailor support. This notice provides NRA, Operational Unit, and NRRU leaders additional guidance for executing MCPON's vision while ensuring we are maintaining a Culture of Excellence. Additionally, this notice provides guidance specifically regarding CPOI for commands with Selected Reserves (SELRES) selectees.

a. Per references (f) and (g), we must continue our Navy-wide culture evolution, where "Get Real, Get Better" is the leadership standard used to get after our priorities of Warfighting, Warfighters, and the Foundation that supports them, to deliver warfighting advantage within a culture of excellence. Sailors selected to Chief that complete CPOI are leaders that align on standards, embrace the red, problem solve by using proven methods, fix or elevate barriers and build continuously learning teams.

b. Commands have the flexibility to develop or tailor existing source material to best fit their training plan needs. CPOI advances Sailor 360's foundational command tailored training, progressing the continuum of leadership development enabling Warfighters to enhance their technical competence and character growth. The core attributes of Initiative, Integrity, Accountability, and Toughness shall be integrated into each training evolution. Prioritization of CPOI in the execution of discretionary Reserve, Personnel Navy (RPN) funds offer more strategic depth through deliberate development of our deck plate leaders to improve Warfighting Readiness, per references (a) and (k).

4. Roles and Responsibilities.

a. Commanding Officer (CO), Executive Officer (XO), or Officer-in-Charge (OIC). NRA, Operational Unit, and NRRU COs, XOs, and OICs are required to read and comply with this notice. NRA COs are overall responsible for safe and effective conduct of CPOI and will approve all CPOI training and events. NRRU Training Reserve Unit Identification Code (TRUIC) and Unit Mobilization Unit Identification Code (UMUIC) triads must coordinate, prioritize CPOI, and deconflict training and support requirements of their selectees during CPOI.

b. NRA Command Senior Enlisted Leader (CSEL). CSELs are the principal advisor to the CO and are responsible for safe and professional delivery of all command developed and approved CPOI training and events. CSELs are the lead CPOI safety observers to include leading and mentoring the CPOI Chair, and other committee and event leads as necessary. The CSEL will ensure all participants are briefed on expectations, prior to the start of CPOI, and prior to events as applicable. Documentation of training and briefing shall be maintained by the CSEL. CSELs will ensure all selectees at their command are counseled on satisfactory participation requirements and all other pertinent CPOI information.

c. Operational Unit or NRRU CSEL. Will communicate with the Operational Unit or NRRU CO or OIC regarding all aspects of CPOI for their Sailors and will coordinate with NRA CSEL to reduce barriers to training and enable effective participation.

d. CPOI Chair. CPOI Chair leads the development of the CPOI training plan, leads and influences the success of all the Committee Leads, and is the master facilitator to maintain positive culture and climate of all CPOI events.

e. Committee Leads. Committee Leads coordinate and execute CPOI events, ensuring each event does not impact mission schedule, and ties value added training to the professional leadership development of our Sailors participating in CPOI.

f. CPOI Selectee Sponsor. CPOI Selectee Sponsor is dedicated to the individualized development of their assigned CPO Selectee. They support command ombudsman as liaisons between the family and the command and are responsible for communicating any CPO Selectee risk factors immediately to the command and CPOI leadership.

5. Transfer of Selectees. Transfers of selectees to a new command during CPOI should be avoided where possible, seeking feasible alternatives when available. When absolutely required, coordination of a warm handoff to the gaining command SEL is required, to include providing required documentation, selectee training progress, and participation status. CSELs will positively communicate and approve participation of selectees at another command (for example: non-locally assigned selectees participating with their NRA etcetera) when required. Operational Units that desire to conduct CPOI independent of NRA training plan for their assigned Selectees shall coordinate transfer of accountability with the NRA CO or CSEL.

6. Planning and Execution. CPOI training is the responsibility of each command. COs of commands that have selectees assigned are required to approve and issue a CPOI training plan. Co-located commands, or geographically dispersed commands often conduct a “base,” “area,” or “region” CPOI. In these circumstances the CO and CSEL providing overall authority and oversight should be clearly identified. The COs and CSELs of participating commands should be explicitly briefed, provided training plan and approve participation of their selectees outside of their commands.

NOTE: Discuss participation expectations in official CPO Mess meetings versus CPO Association meetings.

a. Mission Priority. Initiation events will be planned and executed with minimal impact to primary duties whenever possible. Mission requirements and operational commitments are priority one along with the daily responsibility we have to our leadership and Sailors. Apply judicious use of time which is our most valuable resource by maneuvering around daily routine and schedules.

b. Official PFA. Highly recommended that Selection Board Eligible First Class Petty Officers conduct the official PFA prior to release of selection board results. If the PFA was not completed prior to start of CPOI, CPO Selectees shall complete and pass official PFA prior to CPO Pinning.

c. Administrative Period. The administrative period is the time between the release of the Training and Administration of the Reserves (TAR) and Selected Reserve (SELRES) selection board results and the beginning of CPOI. Items to be accomplished during administrative period are included per enclosure (1). Administrative activities are considered official duties and TAR/SELRES Selectees should complete them during this time.

Note: SELRES Selectees should complete these activities during the August Drill Weekend.

d. CPOI will commence following release of Active Component Duty (AC) results and CO approval of training plan.

e. CPO Selectee Onboarding

(1) Conduct formal counseling on participation expectations on NAVPERS 1070/613 per enclosure (3).

(2) Conduct, and document, a Resilience Tool Kit on each Selectee and conduct a Human Factors Council. This is particularly important for SELRES Selectees who may have civilian work and family scheduling commitments that will impact the times they will be able to participate in CPOI activities.

(3) Provide alternative training opportunities to meet learning objectives when training plan does not accommodate SELRES schedule or commitments.

f. Mandatory Training. Teaching to the Creed (TTTC) is mandatory training which must be completed for a Sailor to be frocked and advanced to CPO. CPO Leader Development Course (CPO-LDC) shall not to be conducted for CPO Selectees prior to frocking. Though frocked CPOs may attend CPO-LDC, the course is meant to be delivered to CPOs between their first year following pinning and their Time-in-Rate (TIR) eligibility for advancement.

g. Core Training Events. Each event will maximize our limited training opportunities and time with value added learning objectives, focused on building confident leaders with high moral character and technical competence. An example of core training events is included per enclosure (2).

h. Professional Standards. CPOI event interaction will be professional and conducted safely where all participants are treated with dignity and respect.

(1) Designated Command Fitness Leader (CFL) or Assistant Command Fitness Leader (ACFL) and a medical representative who has current cardiopulmonary resuscitation (CPR) qual are required at all physical trainings.

(2) Physical Training (PT) is meant to build high performing teams by increasing confidence, strengthening comradery, and positively enhancing mind, body, and spirit growth. PT is not to be used as a method of punishment or to course correct personal behavior at any time. CPOs will participate with Selectees in all CPOI PT evolutions. Selectees will never engage in CPOI PT without CPO participation.

(3) Safety observers, appointed by CSEL, are required at all events.

i. Safety. Commander's vision and intent chart the course for training focus, terminal objectives, and risk tolerance. Operational Risk Management (ORM) safety briefs will be conducted, expectations and risk mitigations clearly communicated. CPOI Committee leads will use the Deliberate Risk Assessment Worksheet (DD 2977) to communicate risk, hazards, and controls to the CO for high-risk training events, per reference (l). High risk training events generally involve some level of physical exertion. All physical training and Capstone events are considered high risk training events. Other events, including Heritage Events, may qualify as high-risk events.

j. Fundraising. CSELs are responsible for ensuring fundraising activity fully complies with applicable legal, ethical, and fiduciary requirements and will ensure that these events are performed privately using the "For Us, By Us" model. CSELs shall ensure all funds are properly maintained, expended, and accounted for with documented audits/records. CPOI costs should be reduced to must-have expenses whenever possible. Contact the Immediate Superior in Command (ISIC) CSEL for questions or additional guidance.

k. Team building, Network Events, and Mentorship. Team building events occurring between CPO selection and CPO pinning, are important in the initiation of the CPO Selectees, and designated as official training requirements if included in the CO approved training plan. COs should be mindful when approving training plans that team building, networking, and mentorship events are important, but may be challenging for SELRES to participate in due to non-Navy commitments. In consultation with their CSELs and CPOI Chairs, COs may delegate some events as highly encouraged but not required.

l. SELRES Participants. All SELRES CPOs and CPO selectees must be on orders for all Official CPOI events. Orders consists of any lawful active or inactive orders such as Active Duty for Training-Special (ADT-S), Annual Training (AT), and Inactive Duty Training (IDT) to include paid or non-paid Additional Training Periods (ATP). Funding for orders and drill periods is not guaranteed and subject to approval by competent authority.

m. Wardroom Involvement. CO, XO, and wardroom involvement is highly encouraged throughout CPOI. An open invite to all events should be viewed as appropriate and CSELs will ensure all Officers and Chiefs understand the training objectives and build a collaborative unified training team.

n. Retiree participation. All retiree participants are required to, at a minimum:

(1) Receive briefing by appropriate CSEL prior to participating in CPOI to include all Selectee tasking and in-person training outside of approved command training plan.

(2) Attend safety briefing prior to Capstone events.

(3) Be informed that they are participating as invitees, and that if directed to leave CPOI, for unprofessional conduct, CSEL approval will be required prior to return.

o. Capstone event and acceptance

(1) The Capstone events will be a consolidation of all the CPOI learning objectives set to challenge the Selectee and test their knowledge and experience tailored around the unit and Navy mission.

(2) Acceptance is the final rite of passage into the Chief's Mess, where the Selectees have proven they are ready and willing to assume the responsibilities that are impressed upon them.

(3) To enable maximum participation in the CPOI Capstone event, ADT-S is available for CPO Selectees, ATPs are available for approved Selectee sponsors, and both paid and non-paid IDT periods are authorized for all Selected Reserve participants. Unit CO concurrence and approval is required to utilize paid IDTs. More detailed funding information will be promulgated in a separate ALNAVRESFOR message.

p. Schedule deviations. Capstone and final acceptance are scheduled to occur on 15 September 2025 followed by frocking ceremonies on 16 September 2025. If mission or previously planned operations preclude executing on these dates, forward request to the appropriate Echelon III CSEL.

7. Training Failures

a. Flexibility. Unit leadership, in consultation with the CPOI Chair, should make every attempt to accommodate SELRES schedule, communicate expectations, and document in writing, modifications to the approved CPOI schedule when such modifications are agreed upon with leadership and the impacted CPO Selectee.

b. Training Failure that results in Ineligibility to Advance. Per reference (b), a CPOI training failure is the inability for a CPO Selectee to complete TTTC and/or pass their most recent official PFA. A training failure will result in the member being ineligible to participate in CPO frocking and will also render the Sailor ineligible to advance to E7. Documentation of a training failure will be done immediately per reference (b) and in consultation with the member's CO, CSEL, CPOI Chair, and ISIC.

c. Training removal that results in inability to participate in CPO frocking. If a Selectee is unwilling to participate in the activities contained in the approved CPOI training plan or participates in a manner that is counter to good order and discipline or CPO Mission, Vision, and Guiding Principles (CPO MV & GP), they may be removed from CPOI. Prior to removing a Selectee from CPOI, the member will be counseled, documenting deficiencies and remedial action, and provided the opportunity to correct their behavior. At any point, if the CPOI Chair believes the Selectee should be removed from CPOI, they will discuss with the NRA Command SEL and inform the Selectee's CSEL and CO. Selectees removed from CPOI will not participate in CPO frocking. Upon removal from CPOI, the following will occur:

(1) Conduct formal counseling (based on removal) recording member's removal from CPOI on NAVPERS 1070/613 (separate from Selectee Participation 1070/613).

(2) Notify member's Unit Mobilization Unit Identification Code (UMUIC) CO and SEL, NRA CO and CSEL, and ISIC Command Master Chief.

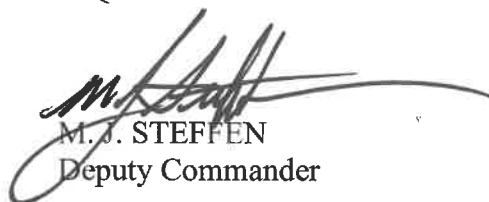
(3) Documentation of training removal via special performance evaluation at UMUIC CO discretion.

(4) Discuss and develop future training/remedial opportunities.

8. Records Management. Records created as a result of this notice, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.

9. Forms. NAVPERS 1070/613 (REV. 08-2012), Administrative Remarks, is available from the link below Web site:

https://www.mynavyhr.navy.mil/Portals/55/Reference/Forms/NAVPERS/NAVPERS_1070-613_Rev08-12.pdf?ver=sJZzuypEPsMb9rUzfv3uuQ%3d%3d



M. J. STEFFEN
Deputy Commander

Releasability and distribution:

This notice is cleared for public release and is available electronically only via COMNAVRESFOR Web site at

<https://www.navyreserve.navy.mil/Resources/Official-RESFOR-Guidance/Notices>

1 Apr 2025

APPROVED ADMINISTRATIVE PERIOD ACTIVITY

Activities approved for completion during Admin Week, should be completed by SELRES selectees during the July Drill Weekend (pending release of results).

1. Submit Selectee ADT orders and request for CPO Sponsor ATPs
2. Selectee Onboarding
3. CPOI Indoctrination - Brilliant on the Basics
 - a. Sponsorship: Selectee Sponsor assignments
 - b. Assign a Mentor: Introduce CPOI Chairs
 - c. Indoctrination: Discuss training expectations and onboarding
 - d. Leadership: Introduce Committee Leads
 - e. Ombudsman: Introduce to Selectees and Families
 - f. Recognition: Charge Book Ceremony
4. Selectee ADT Orders processing and Sponsor ATP adjudication
5. Heritage Committee Nominations
6. Resilience Toolkit and Human Factors Council
7. Warrior Toughness Training
8. Get Real/Get Better Training
9. COE Training
10. High Risk Screening NETC 1500/5 (Rev. 10-24)
11. PARFQ/BCA Weigh-In
12. Parade of Uniforms & Uniform Fitting
13. CPO Mess Meet and Greet / Family Meet and Greet
14. Spouse Indoctrination
15. Initiate NAVRESFOR 200 Intermediate Fundamentals CPO JQR
16. Vessel Construction

Enclosure (1)

CPOI CORE EVENTS

1. Teaching to the Creed
2. Sailor Support Programs
3. Physical Training
4. Wardroom/Chiefs' Mess relationships
5. Close-Order Drill
6. Heritage Events
 - a. The Big J: Battleship New Jersey
 - b. USS CONSTITUTION
 - c. Local heritage events
7. Ceremonies and traditions
8. Community Relations
9. Capstone

SELECTEE PARTICIPATION ADMINISTRATIVE REMARKS (NAVPERS 1070/613)

FROM: Commander, {Insert Command Name}

SUBJ: CHIEF PETTY OFFICER INITIATION (CPOI) PARTICIPATION REQUIREMENTS

Ref: (a) Laying the Keel
(b) OPNAVINST 6110.1K
(c) BUPERSINST 1430.16G
(d) MILPERSMAN 1420-060

1. Chief Petty Officer Initiation (CPOI) is a time honored tradition during which First Class Petty Officers are trained and mentored so that they are ready to perform the duties of, and execute the responsibilities of "the Chief." CPOI culminates in the "Chiefs' Pinning," where the new Chiefs are ceremonially pinned and welcomed into the Chiefs' Mess.

2. In order to advance to E-7, I understand that I must:

___ Complete all training modules of "Teaching to the Creed" in accordance with reference (a)
___ Meet the applicable Navy Body Composition Assessment in accordance with references (b) and (n).

___ Pass the Physical Readiness Test in accordance with references (b).

If I fail any of these requirements, I will not be allowed to participate in the "Chiefs' Pinning" and my advancement to E-7 will be withheld, in accordance with reference (c).

3. Prior to participating in CPOI, I understand that I must complete:

___ High Risk Screening NETC 1500/5 (Rev. 10-24)
___ Get Real Get Better Training
___ Culture of Excellence 2.0 Training
___ Warrior Toughness Training
___ PFA Medical screening/PAFQ/BCA Weigh-In

4. In order to participate in the Chiefs' Pinning Ceremony, I understand that I am required to complete CPOI, in accordance with the NRA Commanding Officer's CPOI Training Plan. This will include training on:

___ Complete CPO JQR
___ Complete a CPO Selectee Charge Book
___ Build a CPO Selectee Vessel

CPO Selectee Name/Signature

Date

CO/Witness Name/Signature

Date

Enclosure (3)