



COMMANDER  
EXPLOSIVE ORDNANCE DISPOSAL GROUP ONE  
2424 RENDOVA ROAD  
SAN DIEGO, CA 92155-5400

COMEODGRUONEINST/  
COMEODGRUTWOINST 1306.1A  
NOOC  
29 July 2011

COMEODGRUONE/COMEODGRUTWO INSTRUCTION 1306.1A

Subj: EOD COMMAND MASTER CHIEF (CMC) PROGRAM

Ref: (a) OPNAVINST 1306.2F

Encl: (1) CMC Charge Book Waiver Request  
(2) CMC Command Breakdown

1. Purpose. To promulgate policy governing procedures for selection, assignment, and utilization of EOD Command Master Chiefs (CMC) and EOD Senior Enlisted Leaders (SEL) within the Explosive Ordnance Disposal (EOD) community.

2. Cancellation. COMEODGRUONEINST/COMEODGRUTWOINST 1306.1

3. Background. The Command Master Chief program is intended to ensure Sailors are effectively led and developed. Senior enlisted Sailors selected for these programs are responsible for leading the alignment efforts of the chief's mess with the Navy ethos, Navy core values, and mission, vision, and guiding principles. They are charged with ensuring active communication up and down the chain of command and are the key advisors to the Commander on all enlisted issues.

4. Selection. EOD Master Chief Petty Officers and EOD Senior Chief Petty Officers (including those in a "frocked" status) are eligible for selection as a CMC or SEL.

a. To qualify for selection as a CMC or SEL, candidates must be a strong leader capable of leading a chief's mess. Reference (a), details qualities CMCs/SELs must demonstrate with additional emphasis placed on the following qualities:

- (1) Exemplification of the Navy ethos;
- (2) Leadership;
- (3) Loyalty;
- (4) Honor, Courage, Commitment;

(5) Integrity;

(6) Approachability and an understanding of Sailor concerns, challenges, personal and professional needs;

(7) Institutional and technical expertise;

(8) Physical fitness.

b. Commanders and Commanding Officers will conduct a formalized screening process to certify an individual meets qualifications listed above.

c. CMCs will ensure a candidate completes the following:

(1) OPNAV 1306/1 CMC/COB/CSC (Sections 100, 300 and 400) Charge Book;

(2) Waivers if required using enclosure (1).

d. Volunteers for CMC shall:

(1) Request assignment to the CMC program utilizing NAVPERS 1306/7 Enlisted Personal Action Request signed by the CO ("By direction" is not authorized). This request shall include the following enclosures:

(a) Certification/Recommendation letter by the Commander/Commanding Officer that the CMC candidate meets the requirements of this instruction;

(b) Copy of last three years of CHIEFEVALS.

(c) Copy of Physical Readiness Information Management System's (PRIMS) report containing the candidate's last six physical fitness assessments;

(d) Candidate statement, using NAVPERS 1070/613 Administrative Remarks:

(Date): I desire to serve as an EOD Command Master Chief/Senior Enlisted Advisor. I am world-wide assignable and, if selected, I will incur sufficient obligated service upon receipt of orders to complete my initial tour of 36 months(unless otherwise specified to satisfy Department of Defense area requirements) as an EOD Command Master **Chief/Senior Enlisted Advisor**. I fully understand that my application for this program is

my duty preference, and I will accept orders per the needs of the Navy and EOD community.

(2) Forward requests with endorsements to the Commander, Navy Personnel Command (CNPC) (PERS-401DF).

5. Selection Process. The normal EOD CMC Selection Board will convene annually, as announced by the notification message. Additional boards may be convened, if required, to fill unplanned losses or to build up the CMC bank.

a. The board will be comprised of a minimum of 5 of the following EOD Senior Enlisted Advisory Group (SEAG) members:

(1) COMEODGRU ONE CMDCM;

(2) COMEODGRU TWO CMDCM;

(3) NAVSCOLEOD CMDCM;

(4) NAVEODTECHDIV SEL;

(5) CTF 56 CMDCM;

(6) Enlisted EOD Detailer;

(7) EOD Enlisted Community Manager (will also act as recorder);

b. The board will review and select from among the applicants the best qualified personnel for assignment into the EOD CMC program.

c. The board will also review records of current CMCs and make slating recommendations concerning major command CMC positions.

d. Upon conclusion of the EOD CMC Selection Board, the sitting SEAG Chairman will forward the prospective CMC slate to the EOD Executive Steering Committee for review and approval.

## 6. Authority and Responsibilities.

a. As the SEL to the Commander/CO, CMCs will report directly to the Commander/CO. They will also work closely with the Chief Staff Officer and Executive Officer, in the dissemination and enforcement of command policy.

These leaders will foster and build upon the notion that a strong and effective triad will be the key to a successful leadership team. They will function as an integral element of the chain of command and are responsible for providing leadership to the enlisted force and advice to Navy leadership to create combat ready EOD/MDSU Navy forces. SELs are leaders committed to developing Sailors and enforcing standards. They must remain responsive, aligned, and well-connected to both leadership and Sailors.

b. Authority and responsibilities of a CMC shall include, but are not limited to those listed within enclosure (1) of reference (a), Chapter 4.

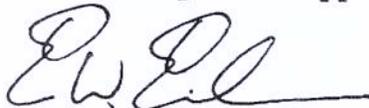
7. Assignment.

a. Attendance at the Navy Senior Enlisted Academy (SEA) is required prior to reporting as an EOD CMC. Completion of the SEA, to include service equivalent, such as the USAF Senior Non-Commissioned Officer Academy, USA Sergeants Major Academy, and the Joint Special Operations Forces SEA, fulfills this requirement. Master Chief's granted operational waivers will attend the SEA as soon as practical.

b. Initial assignment will normally be to Sea/Shore Codes 2 or 4 as listed in enclosure (2), regardless of current duty assignment.

c. Personnel selected to fill a Major Command EOD CMC position will submit an application to the Navy's CMC Program per reference (a), and will attend the CMC (9580) course prior to reporting to new command.

d. All CMCs/MCPOs regardless of duty status are highly encouraged to apply for the Navy's CMC Program.



E. W. EIDSON  
COMEODGRU ONE



D. G. FLECK  
COMEODGRU TWO

Distribution: (COMEODGRUONEINST 5216.1X)  
List I and II  
Distribution: (COMEODGRUTWOINST 5216.1Y)  
Lists I and II



COMEODGRUONEINST/  
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1. The following commands will be detailed for first tour CMCs:
  - a. EODMU ONE;
  - b. EODMU TWO;
  - c. EODMU THREE;
  - d. EODMU FIVE;
  - e. EODMU SIX;
  - f. EODMU EIGHT;
  - g. EODMU ELEVEN;
  - h. EODMU TWELEVE;
  - i. EODTEU ONE;
  - j. EODTEU TWO..
  
2. The following Major Commands will be detailed for second tour CMCs:
  - a. EODGRU ONE;
  - b. EODGRU TWO;
  - c. NAVSCOLEOD;
  - d. EODTECHDIV;
  - e. CTF 56.

Enclosure (2)