



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

COMSCINST 5400.6E
N00A
14 February 2002

COMSC INSTRUCTION 5400.6E

Subj: MILITARY SEALIFT COMMAND SENIOR ENLISTED LEADERSHIP PROGRAM

Ref: (a) OPNAVINST 1306.2D
(b) COMSCINST 3120.2D

Encl: (1) Duties and Responsibilities of the MSC CNO-Directed Master Chief
(2) Duties and Responsibilities of the MSC Command Master Chief, Command Senior Chief and/or Command Chief

1. Purpose. To provide guidance on the functions, duties and responsibilities of the Military Sealift Command (MSC) CNO-Directed Command Master Chief (CNOCM), Command Master Chief (CMDCM), Command Senior Chief, Command Chief and Chief Petty Officer in Charge (CPOIC). This instruction is a complete revision and should be read in its entirety.

2. Cancellation. COMSCINST 5400.6D.

3. Background. The Command Senior Enlisted Program within MSC is an invaluable asset in stimulating communications and ensuring the highest standards of professionalism are upheld at all levels within the chain of command. At the same time, it has prompted a keener sensitivity by the Commander and Commanding Officers to the needs and viewpoints of the enlisted members, their family members and has contributed to a higher state of morale, esprit de corps and professionalism.

4. Action

a. The MSC CNOCM shall be appointed in accordance with and carry out duties as assigned in reference (a) and enclosure (1).

b. MSC Atlantic/Pacific Command Master Chief shall be assigned in accordance with and carry out duties as assigned in reference (a) and enclosure (2).

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c. MSC Collateral Duty Command Master Chief, Command Senior Chief and Command Chief:

(1) Commodores of MSC Prepositioning Squadrons shall appoint a Collateral Duty Command Master Chief, Command Senior Chief or Command Chief, as appropriate, from onboard assets in accordance with the procedures outlined in reference (a) and enclosure (2). Their duties, as outlined in reference (a) and enclosure (2), shall be performed on a collateral duty basis.

(2) MSCO Commanding Officers may, at their discretion, appoint a Collateral Duty Command Master Chief, Command Senior Chief or Command Chief. Their duties, as outlined in reference (a) and enclosure (2), shall be performed on a collateral duty basis.

d. Military Departments onboard USNS vessels are led by an Officer in Charge (OIC) or Chief Petty Officer in Charge (CPOIC) for which the title of Collateral Duty Command Master Chief, Command Senior Chief or Command Chief is not appropriate. The senior E-7, 8, 9 will be considered CPOIC or Assistant OIC as appropriate for the type of ship to which assigned. They will perform duties as outlined in reference (b).

e. Area Commanders and Commanding Officers shall ensure that the Command Master Chief, Command Senior Chief or Command Chief is provided adequate support and visibility so to enhance the prestige of the billet and promote its effectiveness. Commands shall expand upon the basic duties as provided herein with local instructions, which more clearly define the specific responsibilities and authority of the billet.

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D. L. BREWER III

Distribution:

COMSCINST 5215.5

List I (Case A, B, C)

SNDL 41B (MSC Area Commanders)
41D (MSC Offices)
41J (OICMILDEPTs)
41L (COMPSRONS)
41M (TAGOS Project Office)
T-100 (Masters, civil service manned ships)
T-107 (Masters, civil service manned Fast Combat Support Ships)

**DUTIES AND RESPONSIBILITIES OF THE
MSC CNO-DIRECTED MASTER CHIEF**

1. Assist the Command in an active advisory role in all matters pertinent to the welfare, job satisfaction, morale, utilization and training of enlisted members.
2. Act at all times to maintain and promote the effectiveness and efficiency of the chain of command.
3. Ensure the concept of pride and professionalism is maintained.
4. Advise the Commander with regard to the formulation of changes in policy pertaining to enlisted members.
5. Ensure established policies are adequately explained and understood by subordinates.
6. Routinely attend staff meetings and, when invited, participate in other discussions to promote effective communication between the officer and enlisted communities.
7. Assist in the preparation for, and participate in, ceremonies concerning enlisted members, as appropriate.
8. Participate in the reception and hosting of official enlisted visitors to headquarters command.
9. When appropriate, represent or accompany the Commander to official functions, inspections and conferences.
10. Be a member of or function in close coordination with the following as appropriate:
 - a. Command Retention Team
 - b. Career Counselor
 - c. Awards Board
 - d. Human Relations Council
11. Maintain a continuing liaison with the appropriate Fleet and CNO-Directed Master Chiefs to ensure appropriate communication of ideas and recommendations are transmitted between the enlisted community and command. This liaison does not alter the requirement for all official communications to be transmitted via the chain of command.

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12. Act as a member of the CNO Master Chief Petty Officer Advisory Panel when directed.

13. Perform adequate official travel to subordinate commands to ensure the two-way communication between the Commander and the enlisted community is effective.

14. Maintain a close liaison with subordinate Command Master Chiefs, Command Senior Chiefs and Command Chiefs to effectively communicate ideas, policies and programs.

15. Report, either orally or in writing, to the appropriate Area Commander or Commanding Officer, the results of official visits.

16. Report, either orally or in writing, to the Commander and/or Vice Commander, the results of official visits, outlining any problem areas or recommendations.

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DUTIES AND RESPONSIBILITIES OF THE MSC COMMAND MASTER CHIEF, COMMAND SENIOR CHIEF AND/OR COMMAND CHIEF

1. The Command Master Chief, Command Senior Chief and Command Chief are responsible for advising the Commander/Commanding Officer as the representative of the enlisted community for all matters dealing with enlisted policy and morale. When acting in this capacity, he reports directly to the Commander/Commanding Officer.
2. The Command Master Chief, Command Senior Chief and Command Chief will be responsible to the Commander/Commanding Officer for the following programs:
 - a. Indoctrination/Orientation
 - b. Training and Advancement (Professional Development of the Sailor)
 - c. Human Resource Management
 - d. Sponsor Program
 - e. Retention
3. Maintain a direct and close relationship with the MSC CNO-Directed Master Chief to ensure the continued flow of information, ideas and problem solutions.
4. Where possible and appropriate, maintain liaison with enlisted personnel of the Military Departments and render assistance in the resolution of problems and dissemination of information.
5. Perform all other specific duties as directed, such as:
 - a. Promoting good order and discipline.
 - b. Morale, welfare and recreation.
 - c. Command ceremonies involving enlisted personnel.