



## The Master Chief Petty Officer of the Coast Guard

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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 (CMCs), Chiefs of the Mess (COTMs), 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. The 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 his/her actions, significant support for the Chiefs Mess and/or the men and women of the Coast Guard. To ensure consistency, the following process will be followed:
  - a. Nominations will be submitted to the unit Silver Badge CSC/CMC via email, and must include the following:
    - (1) Supporting documenting containing specific examples of the nominee’s accomplishments in bullet format, maximum two 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 Chiefs 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.
    - (2) A completed “Request for Honorary Chief Certificate”, enclosure 2.
  - b. Upon receipt of a nomination, the unit Silver Badge CSC/CMC 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 area of responsibility. If the panel or the mess does not approve the nomination, no further routing is required. If the panel or mess approves the nomination, the unit Silver Badge CSC/CMC forward the

list of panel members and their recommendation, in memo format, to his/her respective Gold Badge who will review, recommend approval or disapproval and submit to the cognizant 3-star Flag Gold Badge for the nominees chain of command. The nomination shall be submitted no later than four weeks in advance of a desired presentation date. Presentation date and “advancement” date should be the same.

- c. The 3-star Flag Gold Badge will provide all documentation to the MCPOCG’s office if they approve of the awarding of Honorary Chief.
- d. If approved, an Honorary Chief designation certificate will be forwarded to the unit for presentation. The MCPOCG’s office will make notifications to the cognizant Gold Badge CMC and the Commandant’s staff.

5. CEREMONY. Designating an individual as an Honorary Chief is a significant distinction. An appropriate ceremony should held in the presence of all Chiefs and the crew in order to present the Honorary Chief Certificate, pin the Honorary Chief’s anchors, and 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 Chiefs calls), requires an invitation from the Silver Badge CSC/CMC.



Jason M. Vanderhaden  
Master Chief Petty Officer of the Coast Guard

## **Examples of Significant Support**

**a. “...enhanced the Chiefs Mess and/or the lives of the men and women of the Coast Guard and their families.”**

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

**b. “Supports, promotes and participates in the Chief’s Call to Initiation (CCTI) process.”**

- Auxiliarist Smith shows support for our newest Chief Petty Officers by attending three CCTI dinners, despite having to travel more than 130 miles on each occasion.
- When a Prospective Chief Petty Officer (PCPO) was overwhelmed with balancing work-life, Auxiliarist Smith aided in refurbishing the windows at the PCPO’s home. Auxiliarist Smith has earned the respect and trust of the Command, Chiefs Mess, and crew by demonstrating a willingness to assist whenever possible.

**c. “Community service participation”**

- Auxiliarist Smith has actively supported community service initiatives spearheaded by the Chiefs in Portsmouth. For the past four years, Auxiliarist Smith has supported an annual St. Mary’s Foundation fundraiser by donating his time and money to the cause.
- Auxiliarist Smith displayed exceptional initiative by spending many hours of free time in earning the small boat engineer qualification on the Station’s 47’ MLB. Auxiliarist Smith obtained this qualification in order to relieve some of the burden on the Station’s crew.

- Captain Smith consistently demonstrates a significant commitment to the welfare of Coast Guard members and their families. An example of this is Captain Smith's direct involvement in the development of products/briefs provided to CCG/MCPOCG/DCMS on housing Public Private Ventures, BAH issues and Coast Guard Work-Life programs. These efforts resulted in \$30M of additional funding for childcare and military housing in the FY21 Coast Guard Budget.

**d. "Leadership"**

- Commander Smith displayed deckplate leadership by volunteering and serving as a key member in the mentorship program that impacted 200 junior members in the further development of their careers.
- Commander Smith also demonstrated loyalty to the Chiefs Mess by sacrificing personal time with family to support the Mess, allowing the Chiefs the ability to attend numerous events, conferences and meetings in support of the Command.
- Auxiliarist Smith stood communications watch once per week to assist crews and provide continuity throughout the year. In addition, Auxiliarist Smith worked to train new personnel which allowed our unit to focus more on underway training.
- Auxiliarist 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.