



DEPARTMENT OF THE NAVY  
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OPNAVINST 5351.2C  
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OPNAV INSTRUCTION 5351.2C

From: Chief of Naval Operations

Subj: NAVY ENLISTED LEADER DEVELOPMENT CONTINUUM

Ref: (a) DoD Directive 1322.18 (series)  
(b) BUPERSINST 1430.16 (series)  
(c) CJCSI 1805.01 (series)

Encl: (1) Enlisted Leader Development Continuum Course Descriptions  
(2) ELDC Completion Timeline  
(3) Chief Petty Officer Initiation

1. Purpose. To establish policy and assign responsibilities for Navy-wide Enlisted Leader Development Continuum (ELDC) training and education in support of references (a) through (c). This revision updates responsibilities to reflect leadership development changes, updates the courses listed in enclosure (1), and adds new enclosures (2) and (3). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 5351.2B and Laying the Keel, revision May 2019.

3. Scope and Applicability. This instruction applies to all Navy personnel, both active duty and reserve, and addresses enlisted leadership development across the continuum.

4. Background.

a. The Navy's Enlisted Leader Development (ELD) program was established in 1990. Reference (a) directs each military Service to establish and conduct training programs for their personnel. Reference (b) is the Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve. Reference (c) is the Chairman of the Joint Chiefs of Staff Instruction on Enlisted Professional Military Education.

b. Leadership is the cornerstone of the Navy and the key to continued success. Strong leadership at all levels is required for mission readiness and accomplishment. The Navy needs well-led, highly motivated Sailors who demonstrate operational excellence, strong character, and resilience. Leaders and the Sailors in their charge must embrace their responsibilities and ensure personal and professional development is a top priority.

## 5. Policy.

- a. The Navy is committed to providing comprehensive and progressive leadership development opportunities for all enlisted Sailors.
- b. The ELDC is designed to build upon existing skills and knowledge, preparing Sailors for increasing levels of responsibility throughout their careers.
- c. Completion of the identified courses in enclosure (2) is mandatory and, where applicable, is a prerequisite for advancement to the next pay grade. Optional leadership development courses build on these leadership foundations and are strongly encouraged to be completed.
- d. Leadership development will be integrated throughout Navy training and education.
- e. Commands shall provide the resources and opportunities for Sailors to comply with ELDC requirements.
- f. Sailors are responsible for completing the courses within the prescribed timelines.
- g. Chief Petty Officer Initiation (CPOI) is a formalized and mandatory component of the ELDC for First Class Petty Officers selected for advancement to Chief Petty Officer (CPO). It prepares CPO selectees for the responsibilities and expectations of a CPO while adhering to the highest standards of conduct and respect, as detailed in enclosure (3). Any deviation from enclosure (3) must be reported via the chain of command to the applicable Fleet Master Chief.

## 6. Enlisted Leader Development Continuum Courses.

- a. The ELDC consists of the following mandatory in-person courses (refer to enclosure (1) for detailed descriptions).

(1) LifeSkills Training: Initial introduction to Sailor principles and behaviors delivered during recruit training.

(2) Intermediate Leadership Development Course (ILDC) (H-570-4504): Supports E-5 Sailors.

(3) Advanced Leader Development Course (ALDC) (H-570-4505): Supports E-6 Sailors.

(4) CPOI: Supports E-6 Sailors selected for advancement to E-7.

(5) Chief Petty Officer Leader Development Course (CPOLDC) (H-570-4506): Supports E-7 Sailors.

(6) Senior Enlisted Academy (SEA) (P-920-1300): Supports E-8 Sailors.

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(7) Command Master Chief/Chief of the Boat (A-570-4500): Supports Sailors selected as a Command Senior Enlisted Leader (CSEL), Chief of the Boat (COB), Command Senior Chief (CMDCS), or Command Master Chief (CMDCM).

(8) Command Master Chief – Major Command (A-570-4509): Supports CMDCMs selected for or currently serving at community defined Major Command billets.

(9) New Flag and Senior Executive Training Symposium (NFLEX): Supports CMDCMs selected to serve, or serving in their first nominative CSEL position.

(10) Flag and Executive Leader Implementation Course (FELIX): Supports CMDCMs assigned to a nominative billet and CMDCMs serving at community defined Major Command billets.

(11) Leadership Mess Executive Seminar (LMEX): Supports CMDCMs selected for, or currently serving at 3/4-star Flag Officer CMDCM billets.

b. The ELDC consists of the following mandatory distance learning courses (refer to enclosure (1) for detailed descriptions):

(1) Enlisted Joint Professional Military Education I (EJPME-US001): Supports E-5 and E-6 Sailors per reference (c).

(2) Enlisted Joint Professional Military Education II (EJPME-US002): Supports E-7 and E-8 Sailors per reference (c).

c. The ELDC consists of the following optional, but highly desired courses (refer to enclosure (1) for detailed descriptions):

(1) Foundational Leadership Development Course (FLDC) (H-570-4503): Supports E-3 and E-4 Sailors.

(2) Problem Solving Practitioners Course (PSP) Course: Supports E-6 and E-7 Sailors.

(3) Navy Senior Leadership Symposium (NSLS): Supports E-9 Sailors.

(4) Strategic Thinking Course: Supports Echelon I, II, and select Echelon III nominative level CMDCMs.

(5) Joint Gateway Course: Supports E-6 and E-7 Sailors serving in, ordered to serve in, or with potential to serve in joint and combined organizations.

(6) Joint Command Senior Enlisted Leader Course (Keystone): Supports CMDCMs assigned to a nominative billet and CMDCMs serving at community defined Major Command billets with the potential to serve or selected to serve in a general or flag officer level joint headquarters or Service headquarters that could be assigned as a Joint Task Force.

## 7. Responsibilities.

### a. MCPON will:

(1) Advise Commander, Naval Education and Training Command (NETC) on ELDC and CPOI policy and curricula and concur with all changes prior to implementation.

(2) Advise NETC on emerging leader development issues and concerns.

(3) Advise President, U.S. Naval War College (NWC) on LMEX policy and curricula and concur with all changes prior to implementation.

(4) Advise Commanding Officer (CO), Naval Leadership and Ethics Center (NLEC) on the Command Master Chief/Chief of the Boat and Command Master Chief – Major Command policy and curricula and concur with all changes prior to implementation.

(5) Advise the Director, Enlisted Leadership Development Office on ELDC policy and curricula and concur with all changes prior to implementation.

(6) Advise the Director, Navy Senior Enlisted Academy (DIRSEA), on SEA policy and curricula and concur with all changes prior to implementation.

(7) Advise the CNO and Fleet Commanders on changes to the standard of the CPOI instruction outlined in enclosure (3).

(8) Advise the CNO on any necessary changes to this instruction and be responsible for the updating of this instruction as necessary.

### b. NETC will:

(1) Liaison with other echelon commands on leader development issues and initiatives.

(2) Ensure standardization and integration of curriculum development and delivery.

(3) Act as Curriculum Control Authority (CCA) for NETC specific ELDC courses.

(4) Develop and maintain CPOI training materials that align with enclosure (3).

(5) Coordinate with MCPON on any proposed changes to ELDC or CPOI curriculum.

### c. NWC will:

(1) Act as CCA for LMEX.

(2) Coordinate with MCPON on any proposed changes to LMEX curriculum.

d. CO, NLEC will:

(1) Act as the Curriculum Control Model Manager (C2M2) for Command Master Chief/Chief of the Boat and Command Master Chief – Major Command leadership courses.

(2) Develop, distribute and maintain all NLEC enlisted leadership course materials and curriculum. Ensure standardization and integration of curriculum development and delivery.

(3) Compile and maintain leader development student throughput data, critiques, evaluations and other trend analysis as applicable.

(4) Coordinate with MCPON on any proposed changes to the Command Master Chief/Chief of the Boat and Command Master Chief – Major Command leadership courses.

e. Director, Enlisted Leadership Development Office will:

(1) Act as the C2M2 for FLDC, ILDC, ALDC, CPOI, CPOLDC, Master Navy Leader Development Facilitator Certification Course (M-NLDF), Command Navy Leader Development Facilitator Certification Course (C-NLDF).

(2) Compile and maintain leader development student throughput data, critiques, evaluations and other trend analysis as applicable.

(3) Ensure Corporate Enterprise Training Activity Resource Systems (CeTARS) is utilized as the program of record for ELDC for each Sailor attending leader development courses.

(4) Coordinate with MCPON on any proposed changes to the curriculum outlined in paragraph 7.e.(1).

(5) Serve as liaison with NETC and NLEC on the content, administration, and effectiveness of ELDC.

(6) Coordinate with DIRSEA to ensure continuity of training between CPOLDC and the SEA.

(7) Liaison with the Office of Warfighting Advantage (OWA) on the integration of leadership and management principles into the ELDC.

f. DIRSEA will:

(1) Act as C2M2 for the SEA.

(2) Develop, distribute and maintain all SEA course materials and curriculum and ensure standardization and integration of curriculum development and delivery.

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(3) Compile and maintain leader development student throughput data, critiques, evaluations and other trend analysis as applicable.

(4) Coordinate with MCPON on any proposed changes to the SEA curriculum.

g. Fleet Master Chiefs for the Vice Chief of Naval Operations, U.S. Fleet Forces Command, U.S. Pacific Fleet, Naval Forces Europe/Africa, and the Chief of Naval Personnel will:

(1) Serve as essential focal points for staff and subordinate commands.

(2) Solicit and forward feedback and recommendations from subordinate commands to MCPON, NETC, NWC, NLEC, DIRSEA, and Director, Enlisted Leadership Development Office.

(3) Provide oversight to Echelon III and below commanders or commands to ensure compliance with required and optional ELDC training and education documentation.

h. ISICs will:

(1) Provide oversight of ELDC issues and accomplishments during visits and unit-level certifications.

(2) Solicit and forward feedback and recommendations from subordinate commands via the chain of command to Echelon II CMDCMs.

i. Unit Commanders, COs, and Officers in Charge (OIC) will:

(1) Ensure enlisted personnel attend the appropriate leader development training.

(2) Review and approve CPOI training plan and ensure execution of CPOI in accordance with enclosure (3).

(3) Encourage Sailors to perform individual study as well as practice and exercise leadership daily.

j. CSELs will:

(1) Assist Commanders, COs, and OICs with the administration and execution of ELDC training and education requirements.

(2) Ensure personnel selected to deliver ELDC are:

(a) In the pay grades E-7 to E-9.

(b) Superior performers and effective role models exhibiting outstanding leadership skills, Navy Core Values, military bearing, and appearance.

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(c) Certified in CeTARS or Fleet Training Management & Planning System (FLTMPs) as a Navy Leader Development course facilitator by completing the M-NLDF or C-NLDF course.

(3) Develop the CPOI training plan for approval by the Commander, CO, or OIC in accordance with enclosure (3).

(4) Brief Echelon II CMDCMs via the chain of command, on any proposed changes to approved CPOI capstone or pinning dates.

#### 8. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at [https://flankspeed.sharepoint-mil.us/sites/SECNAV\\_DRMD](https://flankspeed.sharepoint-mil.us/sites/SECNAV_DRMD).

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

9. Information Collections. Reports contained within this instruction are exempt from reports control per SECNAV Manual 5214.1 of December 2005, part IV, subparagraph 7k.

10. Review and Effective Date. Per OPNAVINST 5215.17A, Office of the MCPON, will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency and consistency with Federal, Department of War (DoW), Secretary of the Navy and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or canceled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



D. L. CAUDLE

#### Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <https://www.secnav.navy.mil/doni/default.aspx>.

ENLISTED LEADER DEVELOPMENT CONTINUUM COURSE DESCRIPTIONS

1. LifeSkills Training

a. Description: Required training conducted at Recruit Training Command (RTC).

b. Target Audience: Enlisted Sailors at RTC.

c. Learning Objectives: This curriculum covers a wide range of topics, including financial and time management, sexual assault prevention, and suicide awareness, to better prepare Sailors for the challenges of their naval careers and personal lives. The goal is to develop more resilient and capable Sailors, fostering personal and professional success from the beginning of their service.

2. Foundational Leadership Development Course (FLDC) (H-570-4503)

a. Description: Optional, but highly desired course for E-3 to E-4 Sailors.

b. Target Audience: E-3 to E-4 Sailors.

c. Learning Objectives: Prepares junior enlisted leaders for increasing leadership responsibilities in support of the CNO's Navy Leader Development Framework. The course is designed to give the learner an introduction of self-awareness, the naval profession, naval leadership, and ethical decision making. The curriculum is very closely linked to the Navy Core Values and challenges learners to align their personal values to Navy Core Values.

3. Intermediate Leadership Development Course (ILDC) (H-570-4504)

a. Description: Required course for E-5 Sailors.

b. Audience: E-5 Sailors. **Mandatory completion required for E-6 advancement eligibility. Six months time-in-grade as an E-5 is required prior to eligibility.**

c. Learning Objectives: Prepares midlevel enlisted leaders for increasing leadership responsibilities in support of the CNO's Navy Leader Development Framework. The course is designed to give the learner a more in-depth knowledge of self-awareness, the naval profession, and naval leadership and ethical decision making. The curriculum is very closely linked to the Navy Core Values and challenges the learners to align their personal values to the Navy Core Values.

4. Advanced Leader Development Course (ALDC) (H-570-4505)

a. Description: Required course for E-6 Sailors.

b. Audience: E-6 Sailors. **Mandatory completion required for E-7 advancement eligibility. Six months time-in-grade as an E-6 is required prior to eligibility.**

c. Learning Objectives: Prepares senior enlisted leaders for increasing leadership responsibilities in support of the CNO's Navy Leader Development Framework. The course is designed to give the learner a more in-depth knowledge of self-awareness, the naval profession, and naval leadership and ethical decision making. The curriculum is very closely linked to the Navy Core Values and challenges the learners to align their personal values to the Navy Core Values.

5. CPO Initiation

a. Description: Required course for Sailors selected for advancement to E-7. Additional information is outlined in enclosure (3).

b. Target Audience: CPO selectees. **Mandatory completion required for frocking/promotion to E-7. CPO selectees that do not complete the mandatory CPOI requirements listed in enclosure (3), including the topics listed in the annual Naval Administrative Message (NAVADMIN) coordinated by MCPON and released by CNO, or desire to have their advancement results rescinded, will not be frocked and have their advancement recommendation withheld/withdrawn as outlined in reference (b).**

c. Learning Objectives: CPOI is a deliberate, command-led leader development continuum designed to transition CPO selectees into trusted, operationally effective CPOs who are prepared to lead Sailors, uphold standards, strengthen command climate, and contribute immediately to warfighting readiness as members of the CPO Mess.

6. Chief Petty Officer Leader Development Course (CPOLDC) (H-570-4506)

a. Description: Required course for E-7 Sailors.

b. Target Audience: E-7 Sailors. **Mandatory completion required for E-8 advancement eligibility. Minimum of one year after the completion of CPOI is required prior to attendance.**

c. Learning Objectives: Prepares senior enlisted leaders for increasing leadership responsibilities in support of the CNO's Navy Leader Development Framework. The course is designed to give the learner deeper in-depth knowledge of self-awareness, the naval profession, naval leadership, and ethical decision making. The curriculum is very closely linked to the Navy Core Values and challenges learners to align their personal values to Navy Core Values.

7. Senior Enlisted Academy (SEA) (P-920-1300)

a. Description: Required course for E-8 Sailors.

b. Audience: E-8 Sailors. **Mandatory completion required for E-9 advancement eligibility, and prior to attendance of the Command Master Chief/Chief of the Boat Course.**

c. Learning Objectives: The SEA's curriculum is designed to broaden students' educational experiences and prepare them for their expanding leadership and management responsibilities. The course covers topics such as communication skills, national security affairs, and physical fitness.

8. Command Master Chief/Chief of the Boat (A-570-4500)

a. Description: Required course supports Sailors selected as a CSEL.

b. Target Audience: Those Sailors screened and selected to serve as a CMDCM, Chief of the Boat (COB), Command Senior Chief (CMDCS), or a rated Master Chief/Senior Chief selected to serve in a CSEL billet. **Mandatory completion required prior to reporting to first CSEL billet.**

c. Learning Objectives: This course is a leadership development program for senior enlisted leaders heading to their first assignment as a CSEL. The course aims to provide a strong foundation in policies, standards, discipline, ethics, and Core Values. It also focuses on Sailor and staff training, preparing these leaders to advise Commanders, COs, and OICs on matters affecting the mission and the welfare of enlisted Sailors.

9. Command Master Chief – Major Command (A-570-4509)

a. Description: Required course supports CMDCMs selected for, or currently serving at community defined Major Command billets.

b. Target Audience: CMDCMs selected for, or currently serving at community defined Major Command billets. **Mandatory completion required for eligibility to screen for nominative billets, and prior to attendance at KEYSTONE.**

c. Learning Objectives: The Command Master Chief – Major Command Course is a professional development course for Command Master Chiefs who are assigned to major commands. The course provides senior enlisted leaders with education and training in areas such as strategic thinking, risk management, and ethical leadership to prepare them for their expanded roles at the highest levels of the Navy. Graduates of this course are equipped to advise senior Officers on all matters pertaining to the warfighting readiness, welfare, and morale of Sailors and their families.

10. New Flag and Senior Executive Training Symposium (NFLEX)

a. Description: Required course supporting CMDCMs newly selected to serve at the nominative level.

b. Target Audience: CMDCMs selected to serve, or serving in their first nominative position. **Mandatory completion required prior to attending the Leadership Mess Executive Seminar.**

c. Learning Objectives: The symposium aims to develop the executive leadership skills of senior leaders, transforming them from successful operators and managers into effective executives for the future of the Navy. It brings together academic experts, senior Navy leaders, and private sector professionals to provide insights on critical issues.

d. Quotas are controlled by the Director, CSEL Management Office (D-CSELMO).

11. Flag and Executive Leader Implementation Course (FELIX)

a. Description: Required course for CMDCMs assigned to a nominative billet. Highly desired for CMDCMs serving at community defined Major Command billets.

b. Target Audience: CMDCMs selected to serve, or serving in their first nominative position or those CMDCMs currently serving at community defined Major Command billets. **Mandatory completion required prior to attending the Leadership Mess Executive Seminar.**

c. Learning Objectives: The course provides in-person training on the principles of warfighting advantage, a Navy-wide initiative focused on honest self-assessment and continuous improvement to enhance warfighting advantage. Through a hands-on approach, FELIX aims to instill a culture of leadership and problem-solving best practices to empower leaders to identify and fix problems, thereby improving performance across the Navy.

d. Quotas are controlled by the Office of Warfighting Advantage (OWA) CMDCM in coordination with the D-CSELMO.

12. Leadership Mess Executive Seminar (LMEX)

a. Description: Required Five-day seminar for CMDCMs assigned to 3/4-star Flag Officer CMDCM billets.

b. Target Audience: CMDCMs selected for, or currently serving at 3/4-star Flag Officer CMDCM billets. **Mandatory completion required prior to attending the Strategic Thinking Course.**

c. Learning Objectives: LMEX is a program for senior nominative level CMDCMs designed to enhance their warfighting capabilities and leadership skills. Hosted by the U.S. Naval War College, the seminar challenges participants' understanding of national security affairs and their cognitive and psychological readiness. The curriculum covers topics such as operational-level planning, executive wellness, and ethical leadership, all aimed at better preparing CMDCMs for the complex global environments they will operate in.

d. Quotas are controlled by the D-CSELMO.

13. Enlisted Joint PME I (EJPME-US001)

a. Description: Required Joint Knowledge Online (JKO) web-based EJPME course.

b. Target Audience: E-5 and E-6 Sailors. **Mandatory for E5-E6 Sailors and is a prerequisite for completion of EJPME II and enrollment in ALDC.**

c. Learning Objectives: This certificate course is designed to help educate and prepare enlisted leaders assigned to Joint organizations or those going to Joint assignments. Upon completion of the course, students will be better prepared to: operate or work in a joint environment or organization; lead members of multiple Services; and contribute to joint mission success.

14. Enlisted Joint PME II (EJPME-US002)

a. Description: Required JKO web-based EJPME course.

b. Target Audience: E-7 Sailors. **Mandatory for E-7 Sailors and is a prerequisite for enrollment in the Senior Enlisted Academy and the KEYSTONE course.**

c. Learning Objectives: This certificate course is designed to build upon the material presented in the EJPME I course. This certificate course is designed to educate and prepare enlisted leaders assigned to Joint organizations to successfully support activities; lead members of multiple Services; and better understand operating in a joint environment.

15. Problem Solving Practitioners (PSP) Course

a. Description: Optional, but highly desired course for E-6 and E-7 Sailors.

b. Audience: E-6 and E-7 Sailors.

c. Learning Objectives: The PSP course is designed to empower teams to tackle organizational challenges. The curriculum guides participants through a structured, five-phase problem-solving methodology known as Define, Measure, Analyze, Improve, and Control (DMAIC) to identify root causes, develop viable solutions, and create actionable plans. Through this collaborative approach, leaders are equipped with the mindset and tools to foster a culture of continuous improvement and data-driven decision-making.

16. Navy Senior Leader Symposium (NSLS)

- a. Description: Optional course providing senior enlisted with intense training.
- b. Target Audience: E-9 Sailors.
- c. Learning Objectives: NSLS is an intensive five-day executive education program focused on strategic thinking, goal setting, effects-based thinking, risk management, financial management, innovative thinking, strategic communication, and organizational change. The program provides participants with the knowledge and skills necessary to effectively manage and lead increasingly complex Navy and Department of War (DoW) organizations.

17. Strategic Thinking Course

- a. Description: This optional, but highly desired five-and-a-half-day course supporting Echelon I, II, and select Echelon III nominative level CMDCMs.
- b. Target Audience: CMDCMs selected to or assigned to Echelon I, II, and select Echelon III nominative level CMDCM billets.
- c. Learning Objectives: The course aims to equip leaders with the skills to navigate complex strategic issues at enterprise and global levels by focusing on finding and developing unique opportunities to create value. It covers a range of topics, including risk management, innovation, decision-making, leading change, and is held at the Kenan-Flagler School of Business at the University of North Carolina, Chapel Hill.
- d. Quotas are controlled by the D-CSELMO.

18. Joint Gateway Course

- a. Description: Optional EJPME program held at the National Defense University (NDU) or Combatant Commands.
- b. Audience: E-7 (and some E-6) personnel serving at or have the potential to serve at joint and combined organizations.
- c. Learning Objectives: Gateway aims to develop critically-thinking, agile, and innovative enlisted leaders by reinforcing joint perspectives and preparing them for enhanced joint leadership opportunities at the operational level. The curriculum covers areas such as national strategic overview, joint forces overview, joint force leadership, and foundations of joint operations, bridging a gap in enlisted professional military education between distance learning courses and more advanced programs.

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19. Joint CSEL Course (KEYSTONE)

a. Description: KEYSTONE is designed to educate CMDCMs who are currently serving in or are slated to serve in a General or Flag Officer-level joint headquarters or a service headquarters that could be assigned as a Joint Task Force.

b. Audience: CMDCMs currently serving at community defined major command billets and nominative level CMDCMs.

c. Learning Objectives: The course provides an opportunity for these senior enlisted leaders to visit and receive briefings at NDU, various Combatant Commands, and Joint Task Forces. The curriculum includes classroom seminars on topics such as U.S. strategic interests, national security threats, and joint/combined operations. It also involves field studies to key national security agencies in the Washington, D.C. area and visits to Unified Commands within the United States. A key component of the course is the three-day Joint Operations Module (JOM) which focuses on the lifecycle of a Joint Task Force.

d. Quotas are controlled by the D-CSELMO with recommendations from Echelon II CMDCMs.

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ELDC COMPLETION TIMELINE

This table outlines the timelines for completion of each ELDC course based on paygrade.

<b>Paygrade</b>	<b>When</b>	<b>Mandatory Training</b>	<b><u>Optional, but Highly Desired</u> (In person)</b>
E1 to E3	During RTC/ accession training	Life Skills Training	FLDC (H-570-4503)
Third Class Petty Officer (PO3/E-4)	Accession training/ a PO3		FLDC (H-570-4503)
Second Class Petty Officer (PO2/E-5)	Six months after promotion  Prior to eligibility for E-6	ILDC (H-570-4504)  EJPME I (EJPME-US001)	
First Class Petty Officer (PO1/E-6)	Six months after promotion  Prior to eligibility for E-7	EJPME I (EJPME-US001)  ALDC (H-570-4505)	PSP Course  Joint Gateway Course
Chief Petty Officer Selectee	Prior to frocking/ promotion to CPO	CPOI Enclosure (3)	
Chief Petty Officer (CPO/E-7)	One year after completion of CPOI  Prior to eligibility for E-8	CPOLDC (H-570-4506)  EJPME II (EJPME-US002)	PSP Course  Joint Gateway Course
Senior Chief Petty Officer (SCPO/E-8)	Prior to eligibility for E-9	SEA (P-920-1300)	
Master Chief Petty Officer (MCPO/E-9)	As a MCPO		NSLS

ELDC COMPLETION TIMELINE (Cont.)

This table outlines the timelines for completion of each ELDC course based on paygrade.

<b>Paygrade</b>	<b>When</b>	<b>Mandatory Training</b>	<b><u>Optional, but Highly Desired</u> (In person)</b>
CSEL	Prior to reporting to first CSEL tour (CMDPCM, CMDPCS, COB, CSEL)	Command Master Chief/Chief of the Boat (A-570-4500)	
CMDPCM (MajCom)	CMDPCMs selected for, or currently serving at community defined Major Command billets	Command Master Chief – Major Command (A-570-4509)	KEYSTONE  FELIX
CMDPCM (1 <sup>st</sup> Nom.)	CMDPCMs selected to serve, or serving in their first nominative CSEL position	FELIX  NFLEX	KEYSTONE
CMDPCM (3/4-Star Nom.)	CMDPCMs selected for, or currently serving at 3/4-star Flag Officer CMDPCM billets	LMEX	Strategic Thinking Course
CMDPCM (Senior Nom.)	CSELS selected to or assigned to Echelon I, II, and select Echelon III nominative level CMDPCM billets		Strategic Thinking Course

## **Chief Petty Officer Initiation Purpose, Outcomes, and Acceptance**

### 1. **Purpose**

a. Chief Petty Officer Initiation (CPOI) is a deliberate, command-led leader development continuum designed to transition CPO selectees into trusted, operationally effective Chief Petty Officers who are prepared to lead Sailors, uphold standards, strengthen command climate, and contribute immediately to warfighting readiness as members of the CPO Mess. Chief Petty Officers are central to building unit cohesion and setting the professional standard for the command.

b. The purpose of CPOI is not tradition for its own sake, nor endurance as proof of worth. The purpose is preparation for responsibility.

2. **Desired Outcome.** CPOI is the annual recentering of our values as a CPO Mess. It produces Chiefs who are prepared ethically, professionally, and operationally to assume increased responsibility, and who demonstrably strengthen warfighting readiness, command climate, and Sailor development. This outcome is achieved when newly accepted Chiefs consistently demonstrate competence, character, and confidence in the execution of their duties.

3. **Required Outcomes of CPO Initiation.** CPOI shall produce Chief Petty Officers who demonstrate the following five outcomes:

a. **Warfighting Readiness and Operational Leadership**

(1) Lead deckplate execution under pressure.

(2) Enforce standards, assess, define, and mitigate risk, and make sound decisions in support of the mission.

(3) Integrate effectively with the Wardroom and Triad to drive warfighting readiness.

b. **Trusted Authority and Ethical Leadership**

(1) Exercise authority with fairness, dignity, and consistency.

(2) Demonstrate moral courage by confronting unsafe, unethical, or toxic behavior.

(3) Build trust so Sailors bring problems forward early.

c. **Effective Integration into the CPO Mess**

(1) Understand the Mess as a leadership body, not a social organization.

(2) Participate constructively in Mess decision-making.

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(3) Accept accountability to the Commanding Officer, the CPO Mess, and Sailors.

d. Sailor Development and Care

(1) Conduct effective counseling, mentorship, sponsorship, and Career Development Boards.

(2) Identify and mitigate risk to Sailors early.

(3) Build inclusive teams grounded in dignity and respect.

e. Lawful, Safe, and Values-Based Conduct

(1) Understand that the relevance of the Mess depends on conduct the Navy can defend.

(2) Reject hazing, humiliation, coercion, and secrecy used to shield misconduct.

(3) Actively protect dignity, safety, and trust.

4. Execution Framework

a. Initiation is command-led and Commanding Officer approved.

b. The Commanding Officer retains stop authority at all times.

c. Physical or demanding events may be used only when directly tied to leadership, teamwork, and warfighting readiness, and must be risk-managed, supervised, and dignified.

d. CPO selectees must have clear mechanisms to raise concerns.

5. **Capstone Event.** The Capstone Event of CPOI is Acceptance. Acceptance is the formal acknowledgment by the Navy, through the Commanding Officer and the CPO Mess, that a CPO selectee is prepared to assume the full responsibilities, authorities, and obligations of a United States Navy Chief Petty Officer. Acceptance marks the moment when the individual and the CPO Mess mutually affirm the readiness, trust, and responsibility associated with the rank.

a. Meaning and Outcomes of Acceptance. Acceptance is a mutual and binding commitment with two required outcomes:

(1) The newly selected Chief Petty Officer formally accepts the CPO Creed, acknowledging their responsibility to:

(a) Lead Sailors with competence, character, and confidence.

(b) Enforce standards with dignity and fairness.

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(c) Uphold Navy Core Values in all actions.

(d) Place mission success and Sailor welfare above self.

(2) The CPO Mess formally accepts responsibility for the continued training, development, mentorship, and accountability of the new Chief Petty Officer, recognizing that selection and CPOI do not complete development, but begin a lifelong obligation to grow, support, and hold Chiefs to the standards of the Navy.

(3) Through Acceptance, the Chief Petty Officer assumes full responsibility for leading Sailors, and the CPO Mess assumes collective responsibility for developing, supporting, and holding that Chief Petty Officer to the standards expected of United States Navy Chief Petty Officers.

b. Clarifying Statements

(1) Acceptance is not entry into a club.

(2) Acceptance is not a reward for endurance.

(3) Acceptance is the formal acceptance of the CPO Creed by the individual Chief Petty Officer and by the CPO Mess.

c. Conditions for Acceptance

(1) Acceptance shall be contingent upon:

(a) Demonstrated leadership competence and judgment.

(b) Consistent conduct aligned with Navy Core Values.

(c) Readiness to enforce standards with dignity.

(d) Commanding Officer concurrence.

(2) Acceptance shall ***not*** be contingent upon:

(a) Physical hardship unrelated to warfighting readiness.

(b) Degrading or humiliating acts.

(c) Silence in the face of misconduct.

(d) Participation in prohibited activities.

**Chief Petty Officer Acceptance formally entrusts the individual with the responsibilities of a Chief Petty Officer. It is the Navy's act of granting authority, accountability, and stewardship to the Chief – and the Chief's commitment to carry that responsibility with competence, character, and confidence.**

d. Authority and Oversight

(1) The Commanding Officer retains final authority through Acceptance. **CPO selectees that do not complete the mandatory CPOI requirements listed in this enclosure, including the topics listed in the annual NAVADMIN, or desire to have their advancement results rescinded, will not be frocked and have their advancement recommendation withheld/withdrawn as outlined in reference (b).**

(2) The CPO Mess recommends Acceptance and accepts collective responsibility for the Chief.

e. Conduct of the Capstone Event

(1) The Capstone event shall be:

- (a) Professional, dignified, and transparent.
- (b) Focused on responsibility, accountability, and service.
- (c) Free from hazing, coercion, secrecy, or humiliation.

(2) Family inclusion is encouraged to reinforce that Acceptance is a public assumption of responsibility, not a private rite.

6. Actions and Responsibilities

a. Immediate Superior in Command (ISIC) will: Provide advice and counsel, ensuring subordinate commands adhere to CPOI guidelines and policy. Review and make recommendations to command developed CPOI plans to ensure they meet all mandatory requirements and safety standards.

b. Commanders, Commanding Officers (CO), and Officers in Charge (OIC) will:

(1) Hold ultimate responsibility for the safe and professional execution of the CPOI process within their command.

(2) Formally approve the command's CPOI plan, schedule, and risk assessments.

(3) Ensure the process is entirely free from hazing, harassment, and any activity that violates Navy regulations.

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(4) Actively engage with the CPO Mess and CPO selectees to reinforce leadership support and set clear expectations.

(5) Serve as the final authority for the frocking/promotion of CPO selectees upon certification of their successful completion of all mandatory CPOI requirements. **CPO selectees that do not complete the mandatory CPOI requirements listed in this enclosure, including the topics listed in the annual NAVADMIN, or desire to have their advancement results rescinded, will not be frocked and have their advancement recommendation withheld/withdrawn as outlined in reference (b).**

c. Command Senior Enlisted Leaders (CSEL) will:

(1) Serve as the primary manager and senior enlisted advisor for CPOI.

(2) Develop and submit the command's detailed CPOI plan to the CO for approval, ensuring all training and events support the mandatory requirements listed in this enclosure and in the annual NAVADMIN.

(3) Prior to the start of CPOI, brief the Wardroom on the CPOI process and encourage participation from the CO, Executive Officer (XO), and officers in training events.

(4) Formally brief the CO for approval, with notification provided via the chain of command up to the applicable Fleet Master Chief for the Vice Chief of Naval Operations, U.S. Fleet Forces Command, U.S. Pacific Fleet, Naval Forces Europe/Africa, or the Chief of Naval Personnel, to secure authorization for any sister-service or foreign national member participation in CPOI and subsequently provide the ISIC CSEL with ongoing situational awareness regarding their integration.

(5) Provide direct mentorship to the CPO Mess and CPO selectees to ensure a professional, constructive environment.

(6) Mandate thorough safety briefs for all evolutions, and conduct weekly reviews (e.g. "hot washes") to monitor progress, address concerns, and report findings back to the CO.

d. Chief Petty Officers will:

(1) Serve as the primary mentors and guides for CPO selectees during CPOI, bearing the responsibility of ensuring each candidate is physically, mentally, and professionally ready to wear the anchors.

(2) Beyond managing schedules, Chiefs are tasked with actively modeling the standard, providing candid feedback on leadership gaps, and instilling a deep understanding of naval heritage and the CPO Creed.

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(3) Assigned CPO selectee sponsors will act as the critical link between the CPO selectee and the wider CPO Mess. They must advocate for the CPO selectee's growth while strictly enforcing accountability, ensuring that when CPOI concludes, the new Chief Petty Officer is not merely promoted, but ready for the responsibilities of a Chief Petty Officer.

e. CPO selectees will:

(1) Fully commit to and actively participate in all scheduled training, events, and developmental activities.

(2) Uphold the highest standards of personal conduct, professionalism, and integrity throughout the process.

(3) Embrace the transition to a new leadership role by actively seeking knowledge, mentorship, and feedback.

(4) Successfully complete all mandatory requirements, including the formal curriculum, and the final capstone event.

(5) Demonstrate a readiness to accept the responsibility and authority of a Chief Petty Officer.

## 7. **Standards and Conduct**

a. Physical readiness is a cornerstone of naval leadership and a significant part of CPOI. This training period prepares CPO selectees for their new leadership roles, and a high level of physical fitness is a fundamental expectation. The CPO Mess is responsible for ensuring each CPO selectee meets established Navy physical readiness standards and demonstrates the level of fitness expected of those entrusted with leadership. While physical readiness is a continuous, Navy-wide requirement, CPOI serves as a checkpoint to verify compliance.

b. Integration of Joint and/or International Partners into the CPOI:

(1) The inclusion of leaders from sister services and foreign partners in CPOI is a valuable investment in joint interoperability and international cooperation, enriching the CPO Mess with diverse perspectives that mirror the complex, coalition-based environment of modern naval warfare.

(2) To maintain the integrity and intent of this important process, the inclusion of non-U.S. Navy personnel requires explicit authorization from the Commanding Officer, with notification provided via the chain of command up to the applicable Fleet Master Chief for the Vice Chief of Naval Operations, U.S. Fleet Forces Command, U.S. Pacific Fleet, Naval Forces Europe/Africa, or the Chief of Naval Personnel, followed by ongoing situational awareness updates regarding their integration from the CSEL to the ISIC CSEL.

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c. Alcohol is strictly prohibited during all CPOI training events, including interactions with CPO selectees in the classroom, during physical training, or team-building events. CPOI is a professional training evolution designed to test mental and physical resilience. The introduction of alcohol undermines the safety, dignity, and professional focus of CPOI.

d. Fundraising by CPO selectees is strictly prohibited. The focus of CPOI is the professional development, heritage, and leadership growth of CPO selectees. Additionally, CPO selectees will not be charged money to participate in any CPOI events.

8. **Required Elements of CPOI.** The following items listed below are the mandatory elements to be completed during CPOI. Prior to adding additional training, commands should carefully consider the benefit of the addition, the time away from the command it would require, and the impact on the ability of CPO selectees and the CPO Mess to perform their normally assigned duties.

- a. Meet and greet with the CPO Mess.
- b. Charge Book issuance/completion.
- c. Teaching to the Creed training.
- d. Physical readiness.
- e. Any required training topics announced in the annual NAVADMIN.
- f. Capstone event.
- g. Pinning ceremony.

9. **Chief Petty Officer Pinning Ceremony**

a. The United States Navy Chief Petty Officer Pinning Ceremony marks a Sailor's designation as the technical expert. Far more than a simple promotion in rank, this ceremony signifies the CPO selectee's entry into the CPO Mess and their public assumption of the heavy responsibility to advise Officers and to advocate and lead enlisted Sailors. The pinning of their anchors represents a lifelong covenant. They stand as proof that the Sailor is now entrusted to uphold the timeless tradition where "Ask the Chief" is the standard for solving the Fleet's most complex challenges.

b. The presence of friends, family, and command members transforms the event from a procedural promotion into a shared community milestone. It bridges the gap between their service life and their personal support system, allowing those who have served alongside them in spirit to participate directly in their achievement.

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c. Conducting this formal ceremony reinforces the gravity of the new role to the command itself. It demonstrates to junior Sailors the confidence the Navy holds for its Chief Petty Officers, inspiring the next generation of leadership. For the Chiefs in attendance, it is a renewal of their own vows to lead and mentor, strengthening the continuity of the CPO Mess. The collective celebration solidifies the bond between the new Chief, their family, and the Navy, creating a lasting memory that underscores the weight and honor of wearing the anchors.