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# Patuxent River CPOA

## Section I

### 1.0 Executive Summary

The Patuxent River Chief Petty Officer Association is a tax-exempt not-for-profit organization that serves to facilitate a strong bond between the individual messes, active, reserve, and retired Chief Petty Officers throughout NAS Patuxent River, Maryland and the surrounding areas.

As a senior enlisted force, we serve first and foremost as Deckplate Leaders committed to developing Sailors and enforcing standards. Our organization provides a single focal point that represents and provides leadership, training, and community service to our Sailors and our community.

### 1.1 Organization Summary

#### Mission.

We, the members of the Patuxent River Chief Petty Officers Association, in order to: promote, foster and develop superior enlisted leadership skills and abilities; increase and encourage opportunities to aid each other in professional growth; provide a forum for the discussion of problems, requirements and goals; use our individual and collective leadership skills in ways that will strengthen the chain of command and build a superior level of confidence in senior enlisted leadership, do hereby establish this association. We, in turn, enjoy the privileges, responsibilities and rights commensurate with the Chief Petty Officers that have served before us, and shall ensure our professional and personal demeanor is such as to guarantee those same rights, privileges and responsibilities for those who follow us. We, both jointly and severally affirm that we are proud to bear the title of "THE CHIEF" and striving to place the reputation and core values embodied in the title above our own personal interests.

### 2.0 Services

#### SECTION I - BACKGROUND

The CPO Club, Located in building 464, on NAS Patuxent River, MD, herein referred to as the "Goatlocker" will be closed to the general public. The Patuxent River Chief Petty Officer Association, herein referred to as the "CPOA", will assume full control of the day to day operations, material condition, cleanliness, security, and integrity of the Goatlocker.

1. Mission. To provide a recreational and social facility for active duty, reservist and retired Chief Petty Officers.

2. Privileges Are Extended To:

a. Personnel in pay grades E7, E8, and E9 in the following categories:

(1) Authorized users of the Goatlocker are defined as; Active, Reserve, and Retired U.S. Navy Chiefs, Senior Chiefs, and Master Chiefs. Patuxent River CPOA members in good standing, in accordance with the Bylaws, will receive a key card for 24 hour access. All other authorized users who are not current members of the Patuxent River CPOA will be granted



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access during normal business hours or when a key carded member is present after normal hours.

(2) Members of the other armed services of the United States and their Reserve components or on the retired list with pay (including members of the Fleet Reserve and the Fleet Marine Corps Reserve on inactive duty) and their dependents.

(3) Personnel of equivalent pay grades in the armed forces of foreign nations on active duty or on the retired list with pay.

(4) Widows or widowers, who have not remarried, of personnel in pay grades E7, E8 and E9 of the armed services and their Reserve components, who die on active duty or while on official retired lists.

(5) Dependents of personnel listed paragraph 2.a.(1), (2), and (3) above.

b. Guests. Members may invite bona fide guests to the club. A bona fide guest is an individual who has been personally and specifically invited to accompany a member or group to the club. The member assumes full responsibility for the guests' conduct and services provided by the Goatlocker.

(1) Guests, including members listed in para. a(1) thru (4) above, will be granted access only when escorted by an authorized user (Sponsor) of the Goatlocker. All guests and those without access cards will be required to "Sign-in" when entering the club. Key carded member access will be electronically logged.

(2) Sponsors shall be responsible for their guest(s) at all times, and be responsible for any misconduct and or damages to the club caused by their guests. At no time will a sponsor depart the club without their guest(s). Guests shall not remain in the club once their sponsor has departed.

c. Unauthorized Persons. The Executive Committee or any member in good standing shall take positive measures to prevent the use of the Goatlocker by unauthorized individuals.

3. Good Order and Conduct. All personnel are responsible for preservation of good order and conduct in the Goatlocker. At no time will any member conduct him/herself in a manner that presents the Navy in a derogatory manner. Cursing, foul language and sexual misconduct that promote or cause participants, in any manner, to become offended will not be tolerated. Any misconduct or poor behavior may be grounds for dismissal from the Goatlocker by the senior member present.

4. Revocation of Privileges. Recommendation for revocation of an individual's club privileges due to misconduct will be submitted to the CPOA Executive Committee for appropriate action. Any revocation of privileges approved by the Executive Committee will be forwarded to the members Command Master Chief/Senior Enlisted Leader.

### 5. Uniform/Dress Code

a. E7 and above. Any authorized uniform presenting a clean and neat appearance (including working uniforms and flight suits).



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b. Civilian attire is authorized in the Goatlocker. Current styles and fashions are acceptable. Relaxed attire may be worn as long as it is in good taste and in keeping with present day social acceptance; attire that is more formal may be prescribed for special occasions. Civilians in attendance at club functions are expected to exercise the same high standards of dress and appearance as required of military personnel.

6. Location. The Goatlocker is located in building 464, Adjacent to room 110, and encompasses the adjoining deck and BBQ facilities located just outside of the west door behind the Goatlocker.

### 7. Hours of Operation

a. The Goatlocker shall be accessible to members with a valid key card 24 hours per day, and open to guests/patrons Monday through Friday, 1500-2000 or when escorted by member.

b. The Goatlocker may be closed if warranted due to lack of patrons.

c. The Goatlocker may be closed to normal patronage for special events only with the concurrence of the CPOA Executive Committee and/or Command Master Chief.

8. Private/Group Functions. The Goatlocker is available for all types of gatherings/special events, including wedding receptions, retirement parties, office parties, unit parties, and other group functions. Arrangements with the Mess Caterer shall be made in advance. All functions held in the Goatlocker will be in accordance with the policies established in this document. To assist the CPOA in fulfilling its responsibility to the club membership, the Mess Caterer shall notify the Executive Committee whenever a function, which might interfere with normal patronage, is scheduled. Notification may be given directly to the Executive Committee in the event the Mess Caterer is not available. Events or functions that may be discretionary in nature will be properly posted for families to review and to act accordingly.

9. Minors. Minors (person under 21 years of age) shall be accompanied by their parents at all times.

## SECTION II - ADMINISTRATION AND MANAGEMENT

1. Organizational Status. The CPOA assumes full control of the day to day operations, general maintenance, rehabilitation, cleanliness, security, and integrity of the Goatlocker as a "closed mess" without MWR support, affiliation and management.

### 2. Mess Caterer

a. The responsibilities of the Mess Caterer include:

(1) Coordination with Public Works for maintenance, repair, and upkeep of the Goatlocker physical structure.

(2) Ensure all building discrepancies are corrected in a timely manner.

(3) Develop and maintain an inventory of all Goatlocker assets.



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3. Complaints. Members or guests shall make either verbal or written reports of improper actions to the Executive Committee.

**Instances requiring interpretation of the above guidelines will be referred to the CPOA Executive Committee and/or Command Master Chief.**

### SECTION IV - RECORDS AND REPORTS

1. Reporting. The NAS Patuxent River Executive Officer (XO) and Command Master Chief (CMC) shall be briefed on a quarterly basis on information pertaining to the Goatlocker operation, condition, status.

2. Accounting. The CPOA Treasurer shall be responsible for all accounting related to cost in managing the Goatlocker.

3. Office Files. Copies of directives from the NAS Patuxent River Commanding Officer and higher authority, notices, and correspondence shall be filed in the Goatlocker and maintained by the Executive Committee. The Mess Caterer shall ensure directives required and issued are on hand.

#### 1.0 Market Analysis Summary

The population of the Patuxent River CPO community is in excess of 400 personnel. Approximately 25% account as active CPOA members with a 50% prospective increase in membership and use of the Goatlocker as a "Closed Mess".

#### 2.0 Management Summary

The Patuxent River CPOA Goatlocker Management consists of the Executive Committee who maintains overall responsibility. The Mess Caterer is responsible for the Goatlocker general operations.

#### 3.0 Financial Plan

The Patuxent River CPOA primary source of income is membership dues. Other income is from voluntary participation in community/sporting events that represent our organization and the Chief Petty Officer. The CPOA donates to, and funds, various events and charities including: CPO induction season, retirements, hails and farewells, Patuxent River Air Museum, Toys for Tots, community charity events, and seasonal holiday events. The Executive Committee will be responsible for reviewing all expenditures in accordance with the Bylaws. The Weighs and Means Committee shall perform a quarterly audit of all funds and expenditures and report results to the Executive Committee and Command Master Chief.



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### Submittal and Approval Record:

1. Document with changes reviewed & ratified in accordance with Article IX by the Patuxent River CPOA Advisory Board:



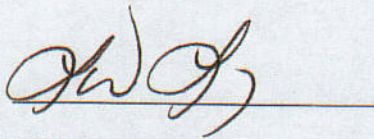
D. J. Baird, ATCS

President, Patuxent River CPOA

4/13/2010

Date

- 2) Reviewed and Approved:



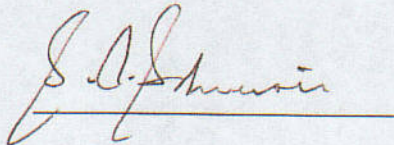
L. W. Long, CMDCM

For NAS Patuxent River Command Master Chief

4/12/2010

Date

- 3) Approved:



S. A. Schmeiser, CAPT USN

NAS Patuxent River Commanding Officer

4/12/2010

Date