

OIX GATEWAY NAPLES IT SUCCESSFUL PROCESSING REPORT: CNRF CPO INITIATION FUNDING GUIDANCE ORDER//
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FM COMNAVRESFOR NORFOLK VA

TO NAVRESFOR

INFO BUMED FALLS CHURCH VA

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MSGID/GENADMIN/COMNAVRESFOR NORFOLK VA//

SUBJ/CNRF CPO INITIATION FUNDING GUIDANCE ORDER//

REF/A/NAVADMIN/CNO WASHINGTON DC/121701ZJAN22

REF/B/DOC/MCPON/2022

REF/C/DOC/MCPON/MAY2019

REF/D/DOC/COMNAVRESFOR NORFOLK VA/21JUN22//

NARR/REF A is NAVADMIN 06/22 Charge of Command. REF B is CPO Mission Vision Guiding Principles. REF C is Laying the Keel May 2019. REF D is CPOI Execution Notice.//

RMKS/1. PURPOSE. This message provides guidance to Commander, Navy Reserve Force (CNRF) Commanding Officers (COs)/Command Senior Enlisted Leaders (CSELs) for execution of Chief Petty Officer Initiation (CPOI) per references (a) through (c); funding allocation for Active Duty Training (ADT) orders and Additional Training Period (ATP) distribution as applicable for Selected Reserve (SELRES) selectees and Chief Petty Officer (CPO) Selectee Sponsors. Adherent to the funding execution timeline outlined in this message is imperative to ensure smooth orders execution for selectees and ATP distribution for sponsors.

2. KEY DATES.

a. Reserve Training and Administration of the Reserve

(TAR/SELRES) Chief Petty Officer Selection results anticipated 29 Jul 2024.

- b. Admin weeks 29 Jul through release of Active Duty (AD) results.
 - c. AD results anticipated 19 Aug 2024.
 - d. CPOI Training commences upon release of AD results per CO approved training plan.
 - e. Capstone Events 23 - 28 Sep 2024.
 - f. Pinning Ceremony no earlier than 27 Sep 2024.
 - g. CSEs shall communicate operational requirements that preclude adhering to CPOI timeline to NR FORCM through Immediate Superior In Command (ISIC) and Echelon III Command Master Chief (CMC) to coordinate alternate Capstone or Pinning dates.
3. SELECTEE AND SPONSOR TRACKING AND ENROLLMENT.
- a. Unit SELs shall collect and consolidate selectees and sponsors information for submission to Commander Navy Reserve Forces Command via the Navy Reserve Activity (NRA) and Navy Leadership Development Framework (NLDF) Reserve Region Coordinators.
 - (1) REDCOM Norfolk: YNCS Shawn Bentley
 - (2) REDCOM Great Lakes: ITC Jonathan Stechner
 - (3) REDCOM Jacksonville: YNCS Dioni RosalesMartinez
 - (4) REDCOM Fort Worth: ITCS Michael Robinette
 - (5) REDCOM San Diego: LSC Marshall Mallory
 - (6) REDCOM Everett: MACM Carol Ortiz
 - b. The 'RESFOR CPO Initiation CAPSTONE Course' has been codified as a CIN (R-570-8888) and CDP (29MX), and will be used to create 'CAPSTONE Events' in eNTRS. RESFOR Commands will submit their event into the "CAPSTONE Course Creation Tool" NLT Monday 29JUL and will enroll CPO Selectees in the course where they will complete CAPSTONE, NLT Tuesday 06AUG.
 - c. In the submission request for each CPO Selectee, the Sponsors should be listed to support ATP allocation.
 - d. All selectees need to be enrolled in eNTRS, even if selectee is on AD orders (example: long-term ADT orders, Active Duty for Operational Support (ADOS), mobilization, etc.). Status of selectee must be clearly indicated in the comments.
 - e. Commander Navy Reserve Force POCs (CC ECH III CMC).
 - (1) CNRF N7 - NROWS for Selectees: ATC Richard Bray, richard.t.bray3.mil(at)us.navy.mil;
 - (2) CNRF N3 - ATP's for Sponsors: PSC Vanessa Wells, vanessa.m.wells2.mil(at)us.navy.mil;
4. FUNDING GUIDANCE FOR SELECTEES.
- a. Selectee Order Information. Requirement generation will be done by NLDF Reserve Regional Coordinators based off CAPSTONE Course enrollment. Deadline for requirement generation

Friday 09 August 2024.

- b. Selectees will be funded for a maximum of 5 days, inclusive of travel. Orders must be submitted in Navy Reserve Order Writing System (NROWS) by Tuesday 20 August 2024.
 - c. Any questions about the selectee orders process should be referred to CNRF N7: ATC Richard Bray; email: richard.t.bray3.mil(at)us.navy.mil; desk: 757-322-6583.
5. FUNDING GUIDANCE FOR SPONSORS.
- a. Commander Navy Reserve Forces Command (COMNAVRESFORCOM) will authorize 6 ATPs for SELRES sponsors, for a total of 3 days of training.
 - b. Due to funding limitations, fleet concentration areas such as Norfolk, San Diego, Jacksonville, Washington DC, New Orleans and Fort Worth, should leverage AD or TAR Chiefs to conduct major Initiation events.
 - c. Laying the Keel, "Get Real, Get Better", Warrior Toughness, Teaching to the Creed, Capstone event, and Pinning ceremony require experienced leaders to safely and effectively execute. Commands are encouraged to recruit local talent, as NRAs in remote areas with small amount of AD or TAR Chiefs require SELRES CPOs support to execute training.
 - d. Each Echelon V/VI SEL shall populate and submit the Selectee/Sponsor Tracking Spreadsheet identifying SELRES sponsors, UMUIC, and NRA to the ISIC POC.
 - e. ISIC POC shall consolidate and submit Selectee/Sponsor Tracking Spreadsheet to CNRF POC for ATP distribution by Friday, 16 August 2024.
 - f. CNRF POC will e-mail each ISIC POC and CMC when
 - (1) OSPADES access is granted
 - (2) Funds transfer
 - (3) Training is set via Teams.
 - g. ISIC POC with OSPADES access:
 - (1) REDCOM Everett: Mr. Chad Crismon email: chad.j.crismon.civ(at)us.navy.mil.
 - (2) REDCOM Jacksonville: NCC Melissa Gray email: melissa.r.gray16.mil(at)us.navy.mil.
 - (3) REDCOM Norfolk: YNC Robert Geverd email: robert.s.geverd.mil(at)us.navy.mil.
 - (4) REDCOM Great Lakes: YNC Rosalyn Cotton email: rosalynd.cotton.mil(at)us.navy.mil
 - (5) REDCOM Fort Worth: LSCS Shawand Harp email: shawand.t.harp.mil(at)us.navy.mil.
 - (6) REDCOM San Diego: Primary: PSCS Candace Ford email: candace.s.ford.mil(at)us.navy.mil
Alternate: YNC Ashley Belyeu email: ashley.m.belyeu.mil(at)us.navy.mil.
 - (7) NSW Group 11: LCDR Heidi Antonucci email:

Heidi.c.antocucci.mil(at)socom.mil

- h. Sponsors traveling to a region hub for combined Capstone, or in remote locations must be clearly identified on the Selectee/Sponsor Tracking Spreadsheet. Inactive Duty Training Travel (IDTT) may be used while funding is available with ATPs to cover travel when performed outside the geographical area of the member's regular drilling location.
 - i. CNRF will transfer ATP funds in OSPADES for all approved sponsors to ISIC commands for distribution to SELRES sponsors in their Area of Responsibility (AOR).
 - k. ISIC POCs will have until Friday, 20 September 2024 to transfer funds in OSPADES directly to the sponsors identified in the approved tracking sheet pertaining to their AOR with CNRF N31 oversight.
 - l. CNRF POCs will rescind all N31 Admin access from ISIC POCs on Wednesday, 25 September 2024.
 - m. Any questions about the SELRES Sponsor ATP allocation process should be referred to CNRF N31 POC:
 - (1) PSC Vanessa Wells; vanessa.m.wells2.mil(at)us.navy.mil; 757-445-3105.
 - (2) PS1 Shawn Jones; shawn.w.jones17.mil(at)us.navy.mil.
6. FUNDING GUIDANCE FOR HERITAGE EVENTS.
- a. Annually, the Navy sends a limited number of CPO selectees to participate in heritage events aboard the USS CONSTITUTION, Battleship New Jersey, and Back to Bootcamp. The Reserve Force Master Chief account has limited funding set aside to support SELRES Sailors selected to participate in the CPOI heritage events.
 - b. TAR Sailors selected will use command funds if available.
7. NAVY RESERVE FORCE POINTS OF CONTACT:
- a. NR FORCM: FORCM Hunt, tracy.l.hunt.mil(at)us.navy.mil;
 - b. CNRFC CMDCM: CMDCM Rios, nicole.c.rios.mil(at)us.navy.mil;
 - c. CNAFR CMDCM: CMDCM Louvier, van.c.louvier.mil(at)us.navy.mil;
 - d. CNIFR CSEL: CTRCM Doble, michael.j.doble2.mil(at)us.navy.mil
8. Released by RADM Michael Steffen, Deputy Commander, Navy Reserve Force.//

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