

OIX GATEWAY HONOLULU HI SUCCESSFUL PROCESSING REPORT: FY25 GUIDANCE FOR
RESERVE FORCE EXECUTION OF THE ENLISTED
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SUBJ FY25 GUIDANCE FOR RESERVE FORCE EXECUTION OF THE ENLISTED

LEADER DEVELOPMENT PROGRAM//

REF/A/DOC/CNO/03OCT23/

REF/B/DOC/CNRF/21JUL23//

NARR/REF A IS NAVADMIN 237/23, UPDATES TO THE NAVY LEADER
DEVELOPMENT PROGRAM.

REF B IS COMNAVRESFORNOTE 1570, SUPPLEMENTAL GUIDANCE FOR
ASSESSMENT OF WARFIGHTING READINESS IN FITNESS REPORTS AND
EVALUATIONS OF LEADERS ASSIGNED TO NAVY RESERVE READINESS UNITS//

RMKS/1. In support of CY25 (Junior Enlisted) and FY26

(Senior Enlisted) advancement eligibility deadlines identified

in Ref A, this ALNAVRESFOR provides guidance on Reserve Force

(RESFOR) execution of the Enlisted Leader Development (ELD)

program, change to Enlisted Advancement Eligibility Requirements

(EAER) reporting, pre-requisites for course registration, and RESFOR

N7 ADT-Schools funding. It also highlights the shift from the Navy

Leadership and Ethics Command (NLEC) SharePoint Online (SPO)

Portal, to the Enterprise Navy Training Reservation System

(eNTRS) for all Reserve Force ELD course advertisement and quota

control functions.

2. The RESFOR EAER Program Manager generates monthly EAER reports

of completion metrics for ELD, Primary Military Knowledge

Eligibility Exam (PMK-EE), and Senior Enlisted Academy (SEA)

advancement eligibility requirements. ELD Regional Coordinators,

ELD Managers, and UMUIC/TRUIC leaders can identify training

deficiencies by name, prioritize enrollment by Time in Rate (TIR)

eligibility, and are encouraged to leverage these powerful tools

during Planning Boards for Training (PB4T).

A. Ref B outlines the requirement for Navy Reserve Readiness

Units (NRRU) to document Warfighting Metrics, to include

Professional Development such as ELD, PMK-EE, and SEA, on

CO/OIC FITREPs and CSEL Evals.

3. ELD Courses of Instruction. ELD was designed to develop the character of ALL Enlisted Sailors - Active and Reserve. The operational and administrative challenges of the Reserve Sailor mirror similar challenges of the Active Sailor, and both are entitled to outstanding leader development.

A. The Command Navy Leader Development Facilitator (C-NLDF) certification course is held at the NLEC Schoolhouses in Dam Neck, VA and San Diego, CA. Both NLEC and RESFOR coordinate Mobile Training Teams (MTT), which are scheduled for areas that do not have enough facilitators. CPO-NLDF courses are conducted exclusively by NLEC MTT's, and coordinated by the RESFOR EAER PM and Region Coordinator. All C-NLDF and CPO-NLDF courses are viewable in CANTRAC and can be applied for in eNTRS.

B. Course Length. ELD courses are formal courses of instruction and shall NOT be shortened, edited, or otherwise altered. Days of instruction shall not be broken up; course days shall run concurrently. It is highly encouraged to coordinate courses with regard to SELRES participation over weekends when practical (e.g. ALDC - Thursday through Sunday), and to locate classrooms away from the Navy Reserve Activity (NRA) during scheduled drill weekends to maintain Sailor focus on ELD course curriculum.

C. Course Facilitators. Two qualified facilitators are required to conduct all ELD courses whether at NLEC or a local command. Like students, both facilitators are assigned TAD to the course, and shall not be otherwise tasked. Only personnel qualified as a Master Navy Leader Development Facilitator (M-NLDF) are authorized to qualify other personnel to facilitate ELD courses.

D. Coalition Approach. Qualified C-NLDF/CPO-NLDF's and ELD leaders throughout the fleet are empowered to coordinate with neighboring commands to work together to pool resources such as facilitators, classrooms, students, and supplies. "ELD Leaders" is an MS Teams Group which hosts thousands of facilitators, local managers, and senior enlisted leaders, and provides private channels based on regional geography and Fleet concentration areas to coordinate coalition-based course logistics.

E. Virtual Courses. NLEC Schoolhouses offer FLDC, ILDC, and ALDC virtual courses, which can be found in CANTRAC, and applied for via eNTRS. CPO-LDC, C-NLDF, and CPO-NLDF are not offered virtually. Virtual courses are intended for Sailors in austere locations who have no reasonable opportunity to attend an ELD course in-person. RESFOR C-NLDFs and CPO-NLDFs are not qualified to host courses virtually, and shall only host courses in person.

4. Migration to CeTARS/CANTRAC/eNTRS. RESFOR successfully migrated to CeTARS/eNTRS/CANTRAC in 2021 and remains the primary means to create and advertise ELD classes and manage quotas.

A. RESFOR ELD managers, hosts, and facilitators should work with their REGION coordinator to migrate their courses, and drive all ELD efforts through the "ELD Leaders" MS Teams channel and eNTRS. ELD Courses built in eNTRS boost enrollment, increase graduation metrics, and alleviate hosts/facilitators of the burden of quota management. SELRES ELD enrollment should be local, if unable then within region and if unable, then within neighboring region.

B. Prerequisites. Sailors shall complete their rank appropriate PMK-EE (e.g. E4 shall complete PMK-EE for E5). Applicants without PMK-EE will be waitlisted to provide time for completion, and the quota request will be cancelled if PMK-EE is not complete 30 days prior to course convening. Chief Petty Officers (E7) must complete CPO-LDC prior to attending C-NLDF. SCPO/MCPOs who wish to qualify

as CPO-NLDF (to facilitate CPO-LDC) must first qualify as C-NLDF.

C. SELRES students that attend ELD courses managed via the SPO Portal must communicate with their ELD Manager, Regional Coordinator, or RESFOR ELD team as soon as they have a seat confirmation in order to have a Navy Reserve Orders Writing System (NROWS) requirement created by the RESFOR ELD team. Enrollment viewing in SPO ELD courses is not accessible to RESFOR and orders will not be generated unless communicated with. Upon graduation via the SPO courses the facilitator and or student must e-mail their graduation certificate or graduation roster to one of the following NLEC ELD distros: eld-nlec-west-rosters@us.navy.mil (ALL E4 TO E6 ELD ROSTERS: WEST COAST, JAPAN, SINGAPORE, KOREA, GUAM, ALASKA, HAWAII) / eld-nlec-east-rosters@us.navy.mil (ALL E4 TO E6 ELD ROSTERS: EAST COAST, EUROPE, DJIBOUTI, SPAIN)

/ eld-nlec-nwpt-rosters@us.navy.mil (ALL CPO-LDC ROSTERS).

As of 1 September 2024, manual FLT MPS ELD entry is sundowned and can only be entered into Sailors Electronic Training Jacket (ETJ) via the above NLEC email distros.

5. Funding Options for Drilling SELRES. RESFOR N7 ADT-Schools funding remains the preferred funding source for ELD, but Sailors may use various funding options to support ELD course attendance (e.g. Command AT, ADT, IDT, or ATPs can be used at the Command's discretion).

A. Active Duty. TAR and SELRES on Active Duty can use no-cost TDY, or Command travel funds as appropriate.

6. Points of Contact

A. RESFOR EAER Program Manager. YNCS Shawn Bentley, CNRF Norfolk, VA at (948) 223-6303, or via e-mail at shawn.l.bentley.mil@us.navy.mil.

B. NavyRESFORELD@us.navy.mil for questions and support.

C. "ELD Leaders" MS Teams, join using code pxuma00.

7. Released by CAPT Layton, Chief of Staff.//

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