

OIX GATEWAY NORFOLK VA SUCCESSFUL PROCESSING REPORT: CNRF CPO INITIATION
EXECUTION AND 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 EXECUTION AND FUNDING GUIDANCE ORDER//

REF/A/DOC/CNO/2024//

REF/B/DOC/MCPON/2022//

REF/C/DOC/MCPON/MAY2019//

NARR/REF A is CNO Charge of Command. REF B is CPO Mission

Vision Guiding Principles. REF C is Laying the Keel May 2019//

RMKS/1. PURPOSE. This message provides guidance to CNRF COs/CSEs 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 SELRES Selectees and CPO Selectee Sponsors. It is imperative the
execution funding timeline outlined in this message is adhered to
ensure smooth orders execution for Selectees and ATP distribution
for sponsors.

2. KEY DATES. CSEs shall communicate through ISIC and Echelon III
CMDM to NR FORCM to coordinate alternate Capstone or Pinning dates
due to operational requirements.

A. Reserve (TAR/SELRES) Chief Petty Officer Selection results
anticipated 24 Jul 2025.

B. Active Duty results anticipated 07 Aug 2025.

C. Training commences 08 Aug 2025 per CO approved training plan.

D. Capstone Events 15-16 Sep 2025.

E. Pinning Ceremony no earlier than 16 Sep 2025, any modifications must be communicated and approved by NR FORCM prior to commencement.

3. CPOI EXECUTION. Purpose is to prepare our Navy's newest Chiefs to be Team-Builders selflessly focused on mission accomplishment and Sailor support. Training should be professionally delivered, tailored around the units mission, and not significantly impede daily operations.

A. NRA CO/SELs are responsible for accountability and risk management of their assigned SELRES Selectee throughout CPOI.

B. Reserve Operational Units that desire to conduct CPOI for their assigned Selectees shall coordinate transfer of accountability through NRA CO/SEL.

C. CPOI will commence following CO approval of training plan and release of Active Duty results.

D. Participation in CPOI is mandatory leadership development per CO approved training plan.

E. Guidance for authorized activity during the admin weeks following release of TAR/SELRES results has been promulgated via COMNAVRESFORNOTE 1500.

4. SELECTEE AND SPONSOR TRACKING.

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: ENC Connock
- (2) REDCOM Great Lakes: YNC Melo
- (3) REDCOM Jacksonville: HMCM Bellini
- (4) REDCOM Fort Worth: YNC Mitchell
- (5) REDCOM San Diego: ABFCS ColonRivera
- (6) REDCOM Everett: MACM 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 29 JUL and will enroll CPO Selectees in the course where they will complete CAPSTONE, NLT Friday 09 AUG.

C. 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.

D. Commander Navy Reserve Force POC (CC ECH III CMC).

(1) CNRF N7 - NROWS for Selectees: ATC Richard Bray,
richard.t.bray3.mil@us.navy.mil;

5. 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 Monday 11 August 2025.

B. Selectees will be funded for a maximum of 5 days, including travel. Orders must be submitted in Navy Reserve Order Writing System (NROWS) by Friday 22 August 2025.

C. Any questions about the selectee orders process should be referred to CNRFC N7: ATC Richard Bray; email: richard.t.bray3.mil@us.navy.mil; desk: 948-223-6304.

6. FUNDING GUIDANCE FOR SPONSORS.

A. Each Echelon Four (REDCOM/WING) should upload their OSPADES POC sheets to CNRFC NRC FORCE CSEL CPOI Channel by Friday, 8 August for their respective echelon to receive N31 Admin access in OSPADES.

Funding for SELRES Sponsors will be provided via 6 ATPs. Due to funding limitations, fleet concentration areas such as Norfolk, San Diego, Jacksonville, Washington DC, New Orleans and Fort Worth should leverage Active Duty (AD) or TAR Chiefs to conduct major Initiation events. Commands are encouraged to recruit local talent as NRCs/NRAs in remote areas with small amount of AD or TAR Chiefs will require SELRES CPOs support to execute training aligned with Laying the Keel, Get Real / Get Better, Warrior Toughness, Teaching to the Creed, Capstone event, and Pinning ceremony safely and effectively. For those traveling to a Region Hub for combined Capstone, or those in remote locations, IDTT may be used with ATPs to cover travel only when performed outside the geographical area of the member's regular drilling location.

B. SELRES Sponsor ATP distribution. Each Echelon Four (REDCOM/WING) CMDCM has identified a POC for their respective echelon to receive N31 Admin access in OSPADES. ECH IV CMDCM and identified POC will facilitate populating the selectee/sponsor tracking spreadsheet. The spreadsheet will be emailed to the ECH IV CMDCM and identified POC for disbursement to Echelon V/VI commands. Each Echelon Four (REDCOM/WING) should upload their populated spreadsheet to NRC FORCE CSEL CPOI Channel by Wednesday, 13 August 2025.

(1) CNRFC will send an e-mail to each POC and CMDCM with information on when access will be granted for OSPADES.

(2) Designated ECH IV POC Listing:

REDCOM Everett: Mr. Crismon email: chad.j.crismon.civ@us.navy.mil

REDCOM Jacksonville: NCC Gray email: melissa.r.gray16.mil@us.navy.mil.

REDCOM Norfolk: YNC Geverd email: robert.s.geverd.mil@us.navy.mil.

REDCOM Great Lakes: YNC Cotton email: roselyn.cotton.mil@us.navy.mil.

REDCOM Fort Worth: LSCS Harp email: Shawand.t.harp.mil@us.navy.mil

REDCOM San Diego: PSCS Ford email: candace.s.ford.mil@us.navy.mil.

NSW Group 11: YNC Roysdon email: helen.l.roysdon.mil@socom.mil

(3) Each Echelon V/VI (NRC or NRA/Unit) will facilitate populating the Class 132 Selectee/Sponsor tracker by identifying SELRES sponsors and their NRA and providing those inputs to the ECH IV. Sponsors in remote locations or traveling to a Region Hub for combined Capstone must be clearly identified on the spreadsheet. IDTT will only be approved if ATPs are being performed outside the geographical area of the member's regular drilling location.

(4) CNRFC will transfer ATP funds in OSPADES for all approved sponsors to the individual echelon IV commands for distribution to SELRES sponsors Monday, 18 August 2025 in their AOR. CNRFC will authorize 6 ATPs per sponsor, for a total of 3 days.

(5) Echelon Four POCs will have until Wednesday, 20 August 2025 to transfer funds in OSPADES directly to the sponsors identified in the approved tracking sheet pertaining to their AOR with CNRFC N31 oversight.

(6) CNRFC will rescind all N31 Admin access on Tuesday, 16 September 2025.

C. Any questions about the SELRES Sponsor process should be referred to FORCM RPD YNC Pierson;
email: Danielle.n.pierson2.mil@us.navy.mil; desk: 948-223-6622.

7. POINTS OF CONTACT:

A. NR FORCM CMDCM: FORCM Hunt, tracy.l.hunt.mil@us.navy.mil;

P-FORCM Rios, nicole.c.rios.mil@us.navy.mil;

B. CNRFC CMDCM: CMDCM Rios, nicole.c.rios.mil@us.navy.mil;

CMDCM Lyons, robert.w.lyons1.mil@us.navy.mil;

C. CNAFR CMDCM: CMDCM Louvier, van.c.louvier.mil@us.navy.mil;

D. CNIFR CSEL: CTRCM Doble, michael.j.doble2.mil@us.navy.mil;

8. Released by RADM Michael J. Steffen Deputy Commander, Navy Reserve Force.//

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