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TO NAVRESFOR
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COMNAVRESFOR NORFOLK VA
COMNAVRESFORCOM NORFOLK VA
COMNAVAIRFORES SAN DIEGO CA
COMNAVIFORES FORT WORTH TX
COMMARFORRES
REDCOM EVERETT WA
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REDCOM JACKSONVILLE FL
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REDCOM GREAT LAKES IL
MDSC NORFOLK VA
NAVRESPRODEVCEN NEW ORLEANS LA
COMNAVSPECWARGRU ELEVEN
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ALNAVRESFOR 007/26//
MSGID/GENADMIN/COMNAVRESFOR NORFOLK VA//
SUBJ/CNRF CPO INITITATION EXECUTION AND FUNDING GUIDANCE ORDER//
REF/A/NAVADMIN/CNO WASHINGTON DC/302016ZOCT25//
REF/B/DOC/MCPON/2022//
REF/C/DOC/MCPON/2019//
NARR/REF A is NAVADMIN 225/25 - 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/CSELs
for execution of Chief Petty Officer Initiation (CPOI) Class 133,
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 adheres to the funding
timeline outlined in this message to ensure smooth orders execution
for Selectees and ATP distribution for sponsors.
2. KEY DATES. CSELs shall communicate through ISIC and Echelon III
CMDCM 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 2026.
b. Active Duty results anticipated 07 Aug 2026.
c. Training commences 08 Aug 2026 per CO approved training
plan.
d. Capstone Events 14-24 Sep 2026.
e. Pinning Ceremony no earlier than 15 Sep 2026, no later than
24 Sep 2026. Any modifications must be communicated and approved
prior to execution.
3. CPOI EXECUTION. Purpose is to prepare our Navy's newest Chiefs
to
be Team-Builders selflessly focused on mission accomplishment and

a. TRUIC 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 TRUIC NRA CO/SEL.

c. CPOI will commence following CO approval of training plan andrelease 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 Echelon III/IV CMDCMs.

4. CAPSTONE SELECTEE AND SPONSOR TRACKING.

a. REDCOM CMDCMs shall collect, consolidate, and upload the Capstone Selectee Sponsor spreadsheet to Commander Navy Reserve Forces CSEL Teams Channel at: https://dod.teams.microsoft.us/l/channel/19%3Adod%3A4db79d2c1da147cab4e01618bf335dc8%40thread.skype/CPOI?groupId=5f7f043c-e752-4ada-a508-a40b65dc2332&tenantId=e3333e00-c877-4b87-b6ad-45e942de1750 by Friday, 7 August. Regional Coordinators POCs can also be found at this link.

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" located at: https://forms.osi.apps.mil.mcas-gov.us/pages/responsepage.aspx?id=AD4z43fIh0u2rUXpQt4XUByyRs2_CSZJptL03ODRuDpUQUJOWlYyVTJUMjRNUlZSUlhVU1RUWktIMyQlQCN0PWcu&route= shorturl NLT Monday 20 July 2026 and will enroll CPO Selectees in the course where they will complete CAPSTONE, NLT Friday 31 July 2026.

c. All selectees must 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.

5. CAPSTONE FUNDING GUIDANCE FOR SELECTEES.

a. Selectee Order Information. Requirement generation is based off CAPSTONE Course enrollment. Deadline for requirement generation is Friday, 7 August 2026, and is to be completed by CAPSTONE Reserve Regional Coordinators listed in the teams link that can be found in para 4(a).

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, 18 August 2026.

c. Questions about the selectee orders process should be referred. to CNRF N7: AMC Charles Turner: charles.m.turner58.mil@us.navy.mil. 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.

d. Sponsors in remote locations or traveling to a Region Hub for combined Capstone must be clearly identified on the spreadsheet. Sponsors using IDTT in conjunction with ATPs will only be approved if ATPs are being performed outside the geographical area of the member's regular drilling location.

6. NROWS AND OSPADES FUNDING GUIDANCE FOR SPONSORS.

a. REDCOM CMDCMs will collect and consolidate and upload the Capstone Selectee Sponsor spreadsheet to Commander Navy Reserve Forces Command CSEL Channel at:
https://dod.teams.microsoft.us/l/channel/19%3Adod%3A4db79d2c1da147cab4e01618bf335dc8%40thread.skype/CPOI?groupId=5f7f043c-e752-4ada-a508-a40b65dc2332&tenantId=e3333e00-c877-4b87-b6ad-45e942de1750 by Friday, 7 August 2026.

(1) OSPADES Reserve and NROWS Region Coordinators. If ATPs are requested for CAPSTONE the spreadsheet must indicate this per paragraph 5(a). ADT funding for CAPSTONE is a separate Mission Event per paragraph 5(a).

(2) SELRES Sponsor ATP distribution. CNRFC will transfer ATP funds in OSPADES for all approved sponsors to the individual echelon IV commands for distribution to SELRES Sponsors in their AOR. CNRFC will authorize 6 ATPs per sponsor, for a total of 3 days. Approximately funding up to seven sponsors distributed to each ECH IV NLT 7 August 2026 if funding allows.

(3) FORCM RPD is available to provide training on how to transfer funds to units and directly to individual SELRES sponsors. Collaborate as applicable for assistance. CNRFC will rescind all N31 Admin access on 28 September 2026.

b. ADT orders are to be written for Sponsors using Mission Event#: 78835. Approximately ten sponsors per ECH IV may be authorized using ADT funds. Applications must be at Fund Approval seven days prior to execution date and No later than 20 September 2026. Questions about the SELRES Sponsor ADT and ATP funding should be referred to:
FORCM RPD YNC Beardsley: lorena.b.beardsley.mil@us.navy.mil; 948-223-6622.
FORCM RPD Alternate: YNC Pierson:danielle.n.pierson2.mil@us.navy.mil; 951-655-5598.

7. Released by RDML Rich Lofgren, Commander, Navy Reserve Force.//
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