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COMMANDER, NAVY RESERVE FORCE  
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COMNAVRESFOR NOTICE 1001

From: Commander, Navy Reserve Force

Subj: FISCAL YEAR 2026 FORCE EXECUTION GUIDANCE

Ref: (a) COMNAVRESFOR NORFOLK VA 14219Z NOV 22 (ALNAVRESFOR 036/22)  
(b) COMNAVRESFOR NORFOLK VA 172022Z MAY 22 (ALNAVRESFOR 020/22)  
(c) RESPERS M-1001.5  
(d) BUPERSINST 1001.39F  
(e) Joint Travel Regulations (g)  
(f) DoD Instruction 1215.06 of 11 March 2014  
(g) OPNAVINST 5401.11 (q)  
(h) DoD Instruction 1215.13 of 5 May 2015 (g)  
(i) OPNAVINST 1001.27A (i)  
(j) COMNAVRESFORINST 4650.1C  
(k) COMNAVRESFOR NORFOLK VA 232056Z FEB 22 (ALNAVRESFOR 010/22)  
(l) COMNAVRESFORINST 1120.3C  
(m) OPNAVINST 5351.2B  
(n) MILPERSMAN 1306-925  
(o) MCPON's "Laying the Keel" Leadership Guidance  
(p) Assistant Secretary of the Navy (Financial Management and Comptroller) Memo of 19 November 2020  
(q) OPNAVINST 1000.16L  
(r) COMNAVRESFORNOTE 4650

1. Introduction. This is an update to the previously released Fiscal Year (FY) 2026 Force Execution Guidance dated 6 August 2025. This update includes changes to paragraph 5c, which aligns participation requirements with reference (c), and paragraph 11, which provides guidance to members desiring to reschedule drills canceled or mustered as authorized absence during the lapse of appropriations from 1 October 2025 to 12 November 2025.

2. Purpose. To ensure resources are aligned to prioritize warfighting readiness, this policy supplements guidance in references (a) through (r) and is applicable to subordinate commands and reserve program directors. All Reserve Force Sailors will be familiar with and comply with the contents of the governing directives in their entirety.

3. Goal. To complete Navy Reserve training requirements, maintain mobilization readiness, and provide operational support, while maximizing warfighting readiness throughout the FY. Additionally, in keeping with Secretary of the Navy, Chief of Naval Operations, and Chief of

Navy Reserve guidance to improve the warfighting readiness of our Navy and Navy Reserve, prioritize the execution of discretionary Reserve Personnel Navy funds toward more strategic depth per references (a) and (b).

4. FY 2026 Planning Considerations. Significant changes to Force priorities have been implemented because of the guidance associated with references (a) and (b). Therefore, increased emphasis must be placed on using discretionary Reserve Personnel Navy funds to achieve warfighting readiness objectives over ad hoc operational support. Specifically, individualized training plans should be a factor considered prior to allocating limited active duty for training (ADT) funds (see paragraph 8).

5. Satisfactory Participation Requirements

a. Commanding officers (CO) and officers in charge (OIC) must counsel their assigned Sailors on satisfactory participation requirements as specified in reference (c). Failure to meet minimum participation requirements may result in adverse administrative action, per references (c) through (f).

b. Per reference (c), Selected Reserve (SELRES) Sailors are required to accomplish favorable adjudication of at least 40 (of 48) regular inactive duty training (IDT) periods per FY. The definition of a favorable adjudication is a "Present" or "Authorized Absence". Unit COs must be cognizant of the status of an individual's regularly scheduled IDT completion rate prior to approving additional IDT periods. Additional IDT periods are additional training periods, Additional Flying and Flight Training Periods, and Readiness Management Periods.

c. Per references (c), (e), and (f), SELRES Sailors must perform 12 to 14 days of active duty each FY, exclusive of travel time. SELRES who affiliate on 1 June or later, are exempt from this requirement. Regardless of a Sailor's reserve affiliation date, SELRES Sailors may meet this requirement in an FY with any combination of 12 or more days of:

(1) Annual Training (AT),

(2) ADT, or

(3) any of the other duty types listed in reference (c) paragraph 4 ("Substitution"). This substitution does not require higher review.

(4) Navy Reserve Activities are reminded that only AT or ADT (those duty types electronically mustered in the Navy Standard Integrated Personnel System (NSIPS)) will automatically reflect completion of the participation requirement after 12 or more days are completed. For other duty types (active duty for operational support, mobilization, recall, etc) the Navy Reserve Activity must make an NSIPS entry of "C" for the member to reflect their completion. See reference (c) paragraph 5.

(5) Following completion of mobilization orders, members may request (via their unit mobilization unit identification code (UIC)) for determination by Commander, Navy Reserve Force (COMNAVRESFOR) (N31) to classify the mobilization orders as equivalent training (and therefore count towards their active-duty participation requirement).

d. AT Waiver Requests. Sailors who do not meet their active-duty requirement may submit a NAVRES 1571/15 Annual Training Waiver Request to explain the circumstance(s) that prevented completion. An approved AT waiver satisfies the annual active-duty participation requirement. AT waiver approval authority typically rests with the Navy Reserve Activity CO with exceptions outlined in reference (c). When evaluating AT waiver requests, approvers will factor the guidance in paragraphs 5d(1) through 5d(3) from reference (c).

(1) Undue personal hardship exists that precludes active duty.

(2) Not medically qualified or prohibited from performing active duty.

(3) Training canceled or modified by the supported command that precluded attainment of 12 or more days of active duty.

6. Mobilization Readiness. Mobilization readiness requires completion of all medical, administrative, and training requirements, including requirements specific to a mobilization billet. Unit mobilization UIC COs and Reserve Personnel Directors must notify Navy Reserve Activities of any known readiness deficiencies for members assigned to their units and assist Navy Reserve activities to address mobilization readiness requirements.

## 7. AT Policy

a. AT is the primary means to satisfy the minimum annual active-duty participation requirement. AT orders are involuntary orders scheduled in coordination between the unit CO and supported command Reserve Personnel Director, as required in reference (d). Completion of AT prior to execution of other types of active duty (i.e. ADT and ADOS) is preferred. However, to allow commands the flexibility to match mission priorities with funding requirements, an “AT first” policy is not mandatory. COs should consider the possibility of budget shortfalls and inform SELRES Sailors that AT may not be available after completion of other equivalent active-duty training.

### b. AT Deadlines

(1) 1 May. SELRES Sailors with known personal hardships must submit AT waiver requests to their chain of command (COC) per reference (c). Emergent AT waivers may be submitted for consideration through the end of the FY as stipulated in paragraph 5(d).

(2) 30 June. Navy Reserve Activities must have all properly submitted or routed AT orders “saved and routed” in The Navy Reserve Orders Writing System (NROWS) for the remainder of the FY. Only those AT orders the Navy Reserve Activity orders specialist forwards by 30 June are guaranteed fund approval. Navy Reserve Activities must anticipate SELRES will continue to submit orders for approval after this date, but orders saved and routed after 30 June will be fund approved based on available funding.

(3) 30 September. Navy Reserve Activities must ensure all AT waiver requests are adjudicated and appropriate code entries made in NSIPS per reference (c).

c. Directed AT to Achieve Satisfactory Participation. Each year there are several Sailors who fail to complete the annual active-duty participation requirements. To assist them in meeting their obligation, the policy listed in paragraph 7c(1) through 7c(4) is in effect.

(1) 29 May. COMNAVRESFOR (N31) will promulgate the list of members that have not yet achieved satisfactory active-duty participation and do not have NROWS-committed orders to complete their commitment for the FY.

(2) No Later Than 15 June. Echelon IV commands and Navy Reserve Activities will contact each Sailor under their cognizance who have not reached their active-duty commitment and remind them of their annual participation requirements. Unit mobilization UIC and Training Reserve UIC chains of command will be included in these communications for awareness and assistance. Unit mobilization UIC leadership is ultimately responsible for active-duty execution for warfighting readiness, but Navy Reserve Activity involvement is required due to their access to AT fund approval.

(3) No Later Than 30 June. Directed AT orders may be issued to all Sailors who have not satisfied their active-duty participation requirements. The order length must be of a duration required for the member to achieve a satisfactory year per paragraph 5c. These orders must be completed by 30 September. For those SELRES Sailors assigned to mobilization billets, these Directed AT orders will be written by the unit mobilization UIC via their leadership with NROWS unit approver and unit reviewer profiles. The NROWS requirement will be written by the supported command Reserve Personnel Director based on their coordination with the unit mobilization UIC leadership. For SELRES Sailors who are In Assignment Processing, the Navy Reserve Activity CO has the authority to issue Directed AT orders; the goal will be to assign them to in-rate training available with other unit mobilization UICs hosted by the Navy Reserve Activities, but when those opportunities do not exist, the member will be directed to complete their AT at the Navy Reserve Activity. The NROWS requirement for local AT will be written by the Navy Reserve Activity or echelon IV. Any Directed AT orders written must comply with the Split-AT travel restrictions of paragraph 7g(2).

(4) If, due to unique individual challenges, the Sailor is unable to execute Directed AT orders, an AT waiver may be submitted per paragraph 4d. Navy Reserve Activities must ensure approved waivers are recorded in NSIPS by the deadline in paragraph 7b(3).

d. AT for SELRES Identified for Mobilization. When a SELRES member has been identified for mobilization with an Individual Mobilization Status Code of R## or RC1, mobilization screening requirements supersede other required training. NRA COs and Reserve Personnel Directors must coordinate to ensure the member's AT execution is primarily aimed at completion of mobilization screening requirements, but other unit training requirements may be accomplished via AT days remaining after completion of required screenings. Other order types (e.g. ADT) may also be used for training requirements.

e. AT Order Approval

(1) To ensure timely commitment, routing, and approval of orders, Navy Reserve Activity orders specialists must save and route all valid AT orders within 5 business days of receipt. The goal is to have NROWS orders fund approved 45 days before start and travel

(Defense Travel System (DTS) authorization) approved no later than 14 days Continental United States (CONUS) and 30 days Outside Continental United States (OCONUS) from the order start date. The timely routing and approval of DTS authorizations is important to limit travel costs against the AT account (later travel arrangements result in higher airfare costs and Certificates of Non-Availability (CNA) which often requires a rental car). A member's failure to expeditiously route their DTS authorization upon fund approval may be used as grounds for denial of additional travel orders against the AT account.

(2) Navy Reserve Activities will continuously fund and approve all valid AT orders beginning within 45 days, as soon as practicable, and as funding from Navy Reserve Region Readiness and Mobilization Command's comptroller allows. This funding window may be expanded later in the FY and will be communicated via Reserve Personnel Director, ("CNRFC N31 Reserve Personnel Director" subscription on ForceConnect) if changed.

(3) Official orders are required by the State Department to begin processing a Special Issuance Passport (i.e. "maroon" or "official"). For those orders requiring an official passport, Navy Reserve Activities and Reserve Personnel Directors may fund approve as soon as screening is complete. The fund approver will need to coordinate directly with N31 (via email) to approve orders outside of the AT 45- or ADT 90-day funding windows. The Foreign Clearance Guide contains theater and country information pertaining to entry requirements including when use of an official passport is required.

(4) For emergent missions or requirements, unit leadership and Sailors should immediately contact their Navy Reserve Activity for assistance.

f. AT Order Travel. Travel time is to be considered the time required to arrive on station to begin the mission. Time required to return to the home of record (HOR) is part of the mission, per reference (f), and must be considered when calculating approved AT order length.

g. Split AT

(1) Without Travel: Authorized with no minimal day requirement restrictions. No exception to policy is required.

(2) With Travel: Authorized, but limited to four funded travel legs, typically two sets of orders with one round trip each. The Split AT travel may be utilized on a single order set with For Further Assignment orders or when executing back-to-back orders of a different type. This is done to mitigate travel expenses and to ensure AT funds are available for the Force throughout the entire FY. This limit on Split AT travel legs applies to the entire Force, including those communities and exercises approved for Controlled Exceptional AT, discussed later. In the event AT funding requires the termination of Split AT during the FY, any member having executed two or more travel legs that year may be prohibited from any further travel costs against the AT account in that FY. If supported Reserve Personnel Directors require their SELRES members to travel to multiple duty locations, those additional travel legs can be paid under an active DTS profile created for the member by the supported command. If there are questions about this method, supported Reserve Personnel Directors (not Navy Reserve Readiness Units or individual members) should contact N31.

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(a) Split AT with travel orders (each order set) must be NO LESS THAN 5 DAYS INCLUSIVE OF TRAVEL DAYS.

(b) Orders for less than 5 days with travel should use IDT or additional training periods in conjunction with Inactive Duty Training Travel (IDTT). ADT is also permitted within availability from the supported Reserve Personnel Director.

(c) Travel days are included when calculating the total number of active-duty days in an FY and are considered training days for the purposes of satisfactory participation.

(d) Once a member has executed one set of travel AT orders within the FY, the member becomes limited to the maximum number of Exceptional AT days of the policy in force at the time of order commitment, meaning, if a member executes AT travel orders for 9 days total and then the Exceptional AT restriction drops to 14 days, the member is limited to 5 days total on the last travel order. The members do not get 14 days of support plus any required travel days used across both travel order sets. If AT days are limited to 14 days and a member has not executed any AT for the year, only then are they able to support for 14 days and have a total order length (with travel days) of more than 14 days.

(e) Requests for orders 5 days or less or more than two sets may be considered for an exception to policy. Consult COMNAVRESFOR N31 Standard Operating Procedure (SOP) 23 for guidance on exception submittal.

(3) AT must NOT be used when IDT is the appropriate order type, e.g. drill weekend at training reserve UIC, unit mobilization UIC, or alternate drill site.

(4) COMNAVRESFOR N3 will monitor and publish direction informing the Force of the availability of funds with respect to split AT with travel throughout the FY.

#### h. Exceptional AT Force

(1) AT beyond 14 days is known and referred to as Exceptional AT.

(2) The total number of AT days executed for any individual in the Force WILL NOT exceed 29 days in an FY. All travel days are included when calculating the total number of AT days for the FY.

(3) Exceptional AT order requests must be submitted to COMNAVRESFOR N3 via NROWS (no separate correspondence is necessary) well in advance to meet the CONUS or OCONUS approval goals of paragraph 7e(1). These deadlines facilitate travel coordination and avoid short lead-time travel challenges as stipulated in reference (g).

#### i. Controlled Exceptional AT

(1) Controlled Exceptional AT is Exceptional AT available on a limited basis for specific communities and units' use after COMNAVRESFOR reductions to Force-wide E-AT limitations are imposed. Events are nominated by the COMNAVRESFOR executive committee around August of each FY and approved by the COMNAVRESFOR deputy. If supported Reserve

Personnel Directors have proposals for Controlled Exceptional AT nominations, those should be provided to the pillar lead Reserve Personnel Directors and not to COMNAVRESFOR N31 directly. Events identified for Controlled Exceptional AT will be able to retain Exceptional AT after other AT reductions are directed for the rest of the Force, only as long as AT funds permit. Controlled Exceptional AT designation is not a guarantee that 29 days of AT will be available for the entire FY. The best way to secure more than 14 days of AT support is to route orders as early as possible.

(2) Approved Controlled Exceptional AT events and guidance will be promulgated by COMNAVRESFOR N31 and communicated separately via COMNAVRESFOR N31 SOP 23.

(3) The Split AT policy stated in paragraph 6g also applies to the use of Controlled AT.

## 8. ADT Policy

a. Per reference (d), ADT is a period of active duty intended to support specific training requirements. The distribution of ADT-Special funding is based on recommendations of the COMNAVRESFOR executive committee.

b. To ensure timely commitment, routing and approval of orders, Navy Reserve Activity orders specialists must save and route all valid ADT orders within 5 business days of receipt. The goal is to have NROWS orders fund approved 90 days before start and travel (DTS authorization) approved no later than 14 days for CONUS and 30 days for OCONUS from the order start date. The timely routing and approval of the DTS authorizations is important to limit travel costs against the ADT account (later travel arrangements result in higher airfare costs and CNAs which often require a rental car). A member's failure to expeditiously route their DTS authorization upon fund approval may be used as grounds for denial of additional travel orders against the ADT account.

(1) Official orders are required by the State Department to begin processing a Special Issuance Passport (i.e. "maroon" or "official"). For those orders requiring an official passport, Navy Reserve Activities and Reserve Personnel Directors may fund approve as soon as screening is complete. The fund approver will need to coordinate directly with COMNAVRESFOR N31 to approve orders outside of the 45-day AT or 90-day ADT funding windows. The Foreign Clearance Guide contains theater and country information pertaining to entry requirements, including when use of an official passport is required.

c. Per reference (h), all ADT orders over 29 days must be screened by the Navy Reserve Activity orders specialist.

d. Per reference (f), the primary purpose of ADT is to provide individual or unit readiness training. Support to mission requirements may occur incidental to performing ADT. Nevertheless, long-term orders that do not principally provide training and readiness value are antithetical to this guidance and to the philosophies laid out by reference (a). All ADT orders that exceed 179 days of support in the FY to the same command, regardless of any "break" in support will be reviewed by COMNAVRESFOR N31 for validity via the NROWS Headquarters Waiver ADT Days. Reserve Personnel Directors will provide their pillar leads with reasoning for keeping a Sailor on training orders over 179 days to meet COMNAVRESFOR N31

validation. COMNAVRESFOR N31 will not clear this headquarters waiver without the approval of the pillar Reserve Personnel Director.

e. Performance of ADT by members of the Voluntary Training Unit (VTU) is limited to 29 days per FY. Commands requesting a VTU member to perform greater than 29 days will be approved on a case-by-case basis.

f. Available resourcing must be aligned to prioritize warfighting readiness. ADT funds are discretionary funds primarily for training, and as such, Reserve Personnel Directors must require individual training plans prior to allocating limited ADT funds.

g. ADT-Schools Training Requirements

(1) COMNAVRESFOR N7 centrally manages the ADT-Schools fund. Per reference (a), COMNAVRESFOR N7 will prioritize ADT-Schools funds and training time to build high-end warfighting readiness. The COMNAVRESFOR N7 ADT-Schools team will vet all NROWS requirements and orders to make fiscally disciplined investments in programmed mobilization billet training for individual Sailors.

(2) COMNAVRESFOR N7 will verify that ADT-Schools requests align with a documented Navy Enlisted Classification (NEC) or unit-level training requirement. COMNAVRESFOR N7's assumption is that requirements documented in the Fleet Training, Management and Planning System (FLTMPS) or Total Force Manpower Management System (TFMMS) and T-Ready are valid, and conversely, that requirements not resident in FLTMPS or TFMMS or T-Ready are invalid.

(3) COMNAVRESFOR N7 will fund schools to complete unit-level training requirements as documented on the command training plan report in FLTMPS for supporting Reserve Sailors.

(4) COMNAVRESFOR N7 will fund schools to complete NEC or Additional Qualification Designation (AQD) requirements for a Reserve Sailor in their assigned mobilization billet as documented in TFMMS. COMNAVRESFOR N7 will use the Navy Reserve Readiness Module Individual Readiness Jacket as its data source to determine TFMMS billet-required NECs and current individual NECs for each Reserve Sailor.

(5) COMNAVRESFOR N7 will provide ADT-Schools funding for SELRES that have confirmed quotas to attend Enlisted Leader Development courses that are built in the Enterprise Navy Training Reservation System (eNTRS).

(6) Requests for exception to fund ADT-Schools orders for undocumented requirements (unit-level or billet) must indicate that the Reserve Personnel Director or supported command, Type Commander, or Fleet is engaged in the process of documenting the new requirement and will be evaluated on a case-by-case basis if justification is provided within the NROWS requirement.

(7) To ensure proper quota management, NROWS orders must be submitted, saved, and routed by the Navy Reserve Activity orders specialist no later than 30 days prior to the start date

of the orders. It is the responsibility of the Sailor and the Sailor's COC to cancel unused quotas as soon as possible, but no later than 14 days prior to the start of the course to allow other potential students the opportunity to train.

(8) ADT-Schools Deadline. Sailors and Navy Reserve Activities must save and route ADT-Schools orders in NROWS no later than 30 June to allow for end of year funding prioritization.

(9) In order to comply with the 30 June deadline, NROWS ADT-Schools orders requested during the FY 2026 fourth quarter where the student does not have a confirmed seat, can be routed with the following verbiage in the justification block, "Member is registered for the course and awaiting quota confirmation."

(10) Detailed ADT-Schools Orders Vetting and Guidance. The COMNAVRESFOR ADT Schools (N71) SharePoint page contains comprehensive ADT-Schools orders vetting criteria and additional ADT-Schools guidance and can be located at <https://private.navyreserve.navy.mil/cnrfc/N-Codes/N7/ADTSchools/default.aspx>.

(11) The current Force Generation Guidance SOP 07 (ADT-Schools Guidance) can be found on the Force Generation Guidance SharePoint at <https://private.navyreserve.navy.mil/cnrfc/N Codes/N7/Pages/ForceGenerationGuidance.aspx>.

## 9. IDTT Policy

a. As detailed in references (h) and (i), IDTT funding provides travel and per diem for Sailors performing IDT away from their primary drill site. Supported commands, REDCOM commanders, and unit leadership must prioritize available IDTT funding to conduct necessary training that ensures overall unit readiness and contributes to the Force's strategic depth.

b. Non-Locally Assigned Sailors. IDTT funding should be used to bring non-locally assigned Sailors to their unit mobilization UIC or to the supported command. Individual training on such orders must be used to maximize warfighter readiness and mobilization-to-billet training at the unit mobilization UIC location, Fleet concentration areas, and the supported command. Additionally, IDTT orders may be used for group training, which ensures SELRES Sailors are trained, ready to activate, and can fight at their supported command on day one.

c. Supported command Reserve Personnel Directors must plan, prioritize, and fund all non-locally assigned travel. This procedural approach eliminates confusion about the funding source for IDTT orders. Navy Reserve echelon IV commands will fund IDTT for Sailors administratively assigned to echelon V activities within the cognizant echelon IV area of responsibility (AOR) for baseline mobilization readiness (medical, dental, legal, etc.) and Sailors assigned to operational support units in an In-Assignment Processing status. Supported command Reserve Personnel Directors must fund non-locally assigned travel to meet specific gaining command additional training and mobilization requirements. Travel reimbursement for IDTT orders is calculated differently than for AT and ADT orders. For further information, refer to references (h), (j), or a Navy Reserve Activity approving official.

d. Members must be approved for IDT periods or additional IDT periods in the drill management system prior to approval of associated IDTT orders. After IDTT execution, if IDT periods or additional IDT periods were not available, drill pay will not be authorized, resulting only in a credit of non-pay additional drills for retirement points.

e. To ensure the ability to process orders within 14 days for CONUS and 30 days for OCONUS, Navy Reserve Activity orders specialists must save and route all valid IDTT orders within 5 business days of receipt.

f. Appropriate fund approvers will continuously fund and approve all valid IDTT orders that begin within 90 days, as soon as practicable.

10. IDT Reimbursement Policy. Per reference (e), IDT Reimbursement funding provides reimbursement for travel for selected members of the Navy Reserve to address critical skill shortfalls in support of increased unit readiness. Sailors who meet eligibility requirements and travel 150 miles or greater from their primary residence to their drill site may apply via the N12 SharePoint website per COMNAVRESFORNOTE 1570. Eligible members who opt-in to the IDT Reimbursement program will be reimbursed up to the limit prescribed in reference (e). Members are limited to 12 reimbursable round trips, and this program may be restricted due to budgetary constraints.

11. IDT Scheduling Policy. Unit and Navy Reserve Activity COs are entrusted to understand and execute COMNAVRESFOR's intent to support legitimate FY 2026 quarter four unit or supported command mission requirements while minimizing financial risks. To reduce financial risk due to unexecuted IDTs, Navy Reserve Activities will not allow members to "hold" or "park" IDTs in quarter four. Navy Reserve Activities must not approve reschedule requests for members that would result in having more than 16 IDTs scheduled in quarter four nor allow members to schedule more than 6 regular IDT periods in September. Unit COs must provide justification to the Navy Reserve Activity, as soon as possible, to explain any unique circumstances that justify deviating from these policies. Justification must explain in detail how the rescheduled IDTs support a bona fide mission or training requirement and how the circumstances indicate a high certainty that the IDTs will be executed.

a. If Sailors desire additional duty beyond the 12 IDTs originally allotted for quarter four, but their reschedule request does not meet the requirements of paragraph 11, then Sailors will coordinate with their unit leadership and Reserve Personnel Director for additional authorized voluntary IDT (non-pay), additional training period, additional flight training period, or readiness management period.

b. If desired by the member, IDTs cancelled or mustered as Authorized Absence because of the lapse of appropriations that lasted from 1 October 2025 to 12 November 2025 shall be rescheduled and executed no later than 30 June 2026.

## 12. Additional Drill Period Policy

a. Reserve Personnel Directors are responsible for advising unit COs and OICs on the availability and distribution of additional drills to assigned units and the purpose and execution

of additional drills per reference (c). Reserve Personnel Directors must closely monitor additional drill allocations against actual funds execution.

b. Per reference (c), unit COs and OICs are responsible for approving additional drills in the drill management system and managing available allocated unit drills. A letter from the unit to the Navy Reserve Activity for approval of additional IDTs is not required. Unit approval of the additional IDT in the drill management system serves as verification to the Navy Reserve Activity that the unit confirmed additional drill funding is available in the Operational Support Plan Additional Drill Execution Spreadsheet.

### 13. Professional Development

a. Senior Officer Leadership Course and Reserve Intermediate Leadership Course. The Senior Officer Leadership Course (2 days) is designed for the ranks of O5 (to include O5 selects) and O6s. The Reserve Intermediate Leadership Course (2 days) is designed for the ranks of O3 and O4 and promotes professional growth in ethics, self-awareness, leader development, and decision making for officers assigned to department head positions. While neither course is a promotion eligibility requirement, officers are highly encouraged to attend at a 5-year periodicity in alignment with reference (k). ADT-Schools is an available SELRES funding source for all leadership training courses. The mission number for officer leadership training can be found on the CNRFC N7 ADT Schools SharePoint page at <https://private.navyreserve.navy.mil/cnrfc/N-Codes/N7/ADTSchools/default.aspx>.

#### b. Navy Officer Development School

(1) Per reference (l), COMNAVRESFOR Manpower and Personnel (N113) will manage the application of the direct commission officer manpower availability status (MAS) code for direct commission officers who have not completed officer development school. The direct commission officer MAS code initiates a NROWS hard hold, prohibiting execution of ADT and AT orders prior to the completion of Navy Officer Development School. COMNAVRESFOR N113 is the only organization authorized to remove the direct commission officer MAS code from a Reserve officer's record.

(2) Per references (e) and (l), a newly commissioned officer's first set of orders will be to complete Navy Officer Development School; no other orders will be approved prior to completion. Direct commission officers will attend the full 5-week course on ADT-Schools orders. For schedules, see the Catalog of Navy Training Courses (CANTRAC) at <https://app.prod.cetars.training.navy.mil/cantrac/vol2.html>.

(3) Direct commission officers must successfully complete the course within 1 year of commissioning.

#### c. ELD

(1) Per reference (m), ELD courses are advancement eligibility requirements that must be completed in consecutive days of study. Enlisted Leader Development completion is a prerequisite for taking the Navy-wide Advancement Exam for E-6 and E-7. Enlisted Leader

Development will be a pre-requisite for eligibility to E-8, commencing with the FY 2026 selection board.

- (a) E-5 Sailors attend the Intermediate Leadership Development Course (3 days)
- (b) E-6 Sailors attend the Advanced Leadership Development Course (4 days)
- (c) E-7 Sailors attend the Chief Petty Officer Leadership Development Course (5 days)
- (d) While not an advancement eligibility requirement, E-3 and E-4 Sailors are highly encouraged to attend the Foundational Leadership Development Course (3 days).

(2) COMNAVRESFOR N7 will provide ADT-Schools funding for SELRES Sailors that have confirmed quotas to attend ELD courses that are built in eNTRS, subject to funding availability. Enlisted Leader Development hosts and facilitators can request their course to be built in eNTRS by coordinating with the COMNAVRESFOR Enlisted Leader Development Team at NavyRESFORELD@us.navy.mil. Sailors can search for Enlisted Leader Development courses via CANTRAC: <https://app.prod.cetars.training.navy.mil/cantrac/vol2.html>.

d. Senior Enlisted Academy (SEA)

(1) Per reference (n), senior chief petty officers (SCPO) selected in FY 2017 and later must complete SEA to be eligible for advancement to master chief petty officer. COMNAVRESFORCOM N7 will provide ADT-Schools funding, subject to availability, for SELRES Sailors to attend. There are typically two dedicated 2-week SELRES-only SEA courses scheduled for a given FY. SCPOs and chief petty officers (CPO) who have completed CPO Leadership Development Course and desire to attend SEA must plan to attend one of these two SELRES SEA courses. SELRES quotas for the 3-week active component SEA classes are not guaranteed. SEA candidates can register via the SEA website at <https://www.netc.navy.mil/SEA/SEA-Registration/>.

(2) SEA candidates must have approved orders prior to starting the Blackboard portion. SEA candidates that start Blackboard exercises without approved orders will not be funded to attend the in-residence portion on ADT-Schools orders and, per SEA guidelines, must restart the course from the beginning at a future scheduled convening date.

e. CPO Initiation

(1) CPO Initiation will be conducted per reference (o).

(2) FY 2026 CPO selectees will be funded, subject to availability, to attend Teaching to the Creed over a 5-day period using ADT-Schools funds. All orders must be submitted to COMNAVRESFOR N7 per guidance released in conjunction with other CPO Initiation guidance.

(3) Formal facilitators for Teaching to the Creed will be funded using additional training period funds, subject to availability, and centrally managed through COMNAVRESFOR. In

keeping with Naval Education and Training Command standards, 2 instructors will be funded per 16 selectees at a particular training location.

(4) Heritage Event. Annually, the Navy sends a limited number of CPO selectees to participate in a heritage event aboard *USS Constitution* and *USS New Jersey (BB-62)*. These are the only heritage events authorized for funding using AT or ADT.

(5) Team Building, Networking, and Mentorship Events. Training events occurring between CPO selection and CPO pinning, although important in the initiation of the CPO selectees, are not designated as formal Navy training requirements. As such, these events will not be funded using AT or ADT. Per reference (j), SELRES Sailors participating in training events must be in an authorized Title 10 duty status. To maximize participation, CPOs and selectees will use both paid and non-paid additional drills to account for these training events.

(6) Capstone Event (Final Night). To encourage maximum participation in the CPO Initiation capstone event, both paid and non-paid IDT periods are authorized for participants. Unit CO concurrence and approval is required to utilize the paid IDT option.

(7) A limited number of additional training periods are allotted to the Force Master Chief account to support CPO Initiation events. Navy Reserve Centers in remote locations where manning is limited will receive ADT funding on a case-by-case basis.

#### 14. Personnel Assignments and Reserve Unit Assignment Document (RUAD) Management

a. Transfers from a SELRES status (i.e., retirement or transfers to the Individual Ready Reserve, VTU, or Active Status Pool) affect incentives and benefits, such as bonus payments, Post 9-11 GI Bill benefit transferability, TRICARE eligibility, and Service Members' Group Life Insurance (SGLI) coverage. Such actions could result in recoupment efforts if service requirements for benefits are not met prior to transfer. Unit COs or OICs must counsel SELRES members regarding their affected benefits and Navy Reserve Activities must ensure Sailors acknowledge their understanding by signing the applicable NAVPERS 1070/613 Administrative Remarks. A member transferred to the VTU will continue to receive SGLI benefits unless the individual member cancels their benefit through the SGLI Online Enrollment System. Members receiving SGLI benefits while assigned to the VTU are considered direct remitters and must pay premiums to Defense Finance Accounting Service directly. Information concerning payments can be found at: [www.dfas.mil/MilitaryMembers/paydeductions/sgli/resguardpremiums/navy/](http://www.dfas.mil/MilitaryMembers/paydeductions/sgli/resguardpremiums/navy/).

b. Reserve Personnel Directors will review all RUADs monthly to ensure billet requirements such as reserve functional area, sex, and leadership codes are current and provide necessary strategic depth. Additionally, Reserve Personnel Directors, unit COs, and OICs must be active participants in the SELRES assignment process. These stakeholders will collaborate to ensure billet descriptions in Reserve Force Manpower Tools (RFMT) for officer billets and MyNavy Assignment (MNA) for enlisted billets remain. Those parties will also rank junior officers and enlisted applicants quarterly in RFMT and MNA, respectively.

15. Orders and Travel Vouchers. Liquidation of orders and travel vouchers is a Force priority and must be incorporated into the routine business of Navy Reserve Activities and units.

a. SELRES and VTU Sailors are required to ensure reporting and detaching endorsements are completed by the supported command prior to completion of duty. NSIPS e-Muster is the primary means of endorsement, but in extreme circumstances, (e.g. if a command does not have a qualified Command Pay and Personnel Administrator assigned to field or afloat duty, prolonged system issues, or any other circumstance that does not allow for e-Muster) handwritten and stamped endorsements remain acceptable.

b. SELRES and VTU Sailors must submit a copy of their endorsed orders to their Navy Reserve Activity as part of their travel claim within 5 business days of orders completion.

Note: Unsubmitted travel vouchers are automatically zeroed out after 45 days in accordance with reference (p).

(1) Unendorsed paper orders are acceptable if accompanied by the NSIPS-generated AT or ADT orders signature page from the member's self-service account generated by e-Muster.

(2) Endorsed handwritten and stamped orders are required when NSIPS AT or ADT e-Muster is not used.

c. Unit COs and OICs must incorporate order and travel claim liquidation as part of routine unit administration. This includes immediately canceling both the NROWS order application and the associated DTS authorization, if applicable, should a member not execute their orders.

d. Navy Reserve Activities must monitor and work to reconcile orders and travel claim liquidation weekly.

e. Navy Reserve Activities are authorized to suspend subsequent orders until all required documentation has been submitted to satisfy the liquidation of any previous order.

f. Navy Reserve Activities are required to submit all order modifications that change the number of duty days to the Reserve Center of Excellence, Norfolk, upon approval.

16. Deployment Readiness Training. SELRES Sailors must participate in deployment readiness training once every 5 years to receive training, education, and information that enhances mobilization readiness. Echelon IV and V commands are responsible for updating member's FLTMPs records to document the training.

17. Financial Improvement and Audit Readiness. Documents that support financial transactions must be maintained for 10 years. Therefore, to ensure audit readiness, all key supporting documents for all gains, losses, and military pay transactions must be scanned and stored electronically in Enterprise Task Management Software Solution (ETMS2) unless otherwise specified in reference (c).

18. Guidance for the Lapse of Appropriations. In the event of a lapse of funding, while awaiting an enacted appropriation or Continuing Resolution, specific guidance regarding government shutdowns and excepted activities will be issued via All Navy Reserve Force messages, Reserve Personnel Director mailbags and Force Connect messages.

19. Records Management. Records created as a result of this notice, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.

20. Forms. The NAVRES 1571/15 Annual Training Waiver Request is available at [https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC\\_N1C2/COMNAVRESFORINST%2010015F%20Exhibits/Annual%20Training%20Waiver%20Request%20\(NAVRES%201571\\_15\).pdf](https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N1C2/COMNAVRESFORINST%2010015F%20Exhibits/Annual%20Training%20Waiver%20Request%20(NAVRES%201571_15).pdf).

The NAVPERS 1070/613 Administrative Remarks is available at <https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/>

21. Cancellation Contingency. This notice will remain in effect until new FY guidance is issued.



L. A. FROST  
Deputy Commander

**Releasability and distribution:**

This notice is cleared for public release and is available electronically only via COMNAVRESFOR Web site at <https://www.navyreserve.navy.mil/Resources/Official-RESFOR-Guidance/Instructions/>