



DEPARTMENT OF THE NAVY  
COMMANDER NAVY RESERVE FORCE  
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COMNAVRESFOR NOTICE 5400

From: Commander, Navy Reserve Force

Subj: FISCAL YEAR 2026 NATIONAL COMMAND AND SENIOR OFFICER APPLY BILLET SCREENING AND ASSIGNMENT PROCEDURES

Ref: (a) BUPERSINST 1001.39F  
(b) RESPERSMAN M-1001.5  
(c) SECNAVINST 1401.3B  
(d) OPNAVINST 5354.1H  
(e) DoD Directive 1350.2  
(f) SECNAVINST 5211.5F  
(g) OPNAVINST 1000.16L  
(h) OPNAVINST 6110.1K  
(i) 10 U.S.C. §806  
(j) OPNAVINST 3440.16F  
(k) JAGINST 1000  
(l) OPNAVINST 1534.1F  
(m) NAVSUPINST 1412.1B  
(n) COMNAVRESFORINST 1412.2C  
(o) DoDI 1300.19 of April 2018  
(p) DoD Joint Ethics Regulation of 15 May 2024  
(q) COMNAVAIRFORINST 5400.7J  
(r) NAVSUPINST 1421.1 series  
(s) CJCSI 1330.05B  
(t) NAVADMIN 220/19  
(u) COMNAVRESFORNOTE 1570  
(v) BUMEDNOTE 1412  
(w) COMNAVRESFORINST 1211.1A  
(x) COMNAVRESFORNOTE 1000  
(y) CNR's Navy Reserve Strategic Advantage of 13Dec24  
(z) MPM 1611-020

Encl: (1) Fiscal Year 2026 National Command and Senior Officer APPLY Billet Screening and Assignment Procedures

1. Purpose. To revise standardized policy and procedures per references (a) through (z) for the National Command and Senior Officer APPLY Board, henceforth referred to as the "APPLY Board." The Fiscal Year (FY) 2026 APPLY Board will convene 11-22 August 2025 at Navy Personnel Command, Millington, Tennessee.

2. Background. Assigning the best and fully qualified officers to senior leadership and management positions is vital to the continued successful support provided to Active Component (AC) supported commands. This is achieved through a consistent screening and assignment process promoting credibility with resource sponsors, manpower claimants, supported commands, and our Selected Reserve (SELRES) communities. In order to provide consistent vetting of applicant qualifications and eligibility, all Reserve Component (RC) communities will participate in the APPLY Board with limited exceptions.

a. Commander, Naval Air Force Reserve (COMNAVAIRFOR) and Chief of Naval Air Training (CNATRA) will adhere to the current directives to fill their squadron and Squadron Augment Unit (SAU) billets via separate Bureau of Naval Personnel (BUPERS) board processes.

b. Maritime Expeditionary Security Squadron (MSRON) Commanding Officer billets are screened by the Surface Commander Command Board and will adhere to the current directives. Officers screened will be slated to MSRON Command by Commander, Naval Surface Forces (COMNAVSURFOR) with endorsement from Navy Expeditionary Combat Command (NECC).

3. Navy Reserve Strategic Priorities. A ready Force must be in strict alignment with Navy requirements. Therefore, certain initiatives may affect components of Reserve Force Structure, including size and location of units, billet requirements, and projected rotation dates (PRDs). All projected changes will be communicated immediately to affected commands and members in order to minimize potential assignment disruptions and/or the truncation of tour lengths.

4. Scope

a. This notice supplements officer assignment policies issued by references (a) and (b), and contains additional policies and procedures for officer application, billet advertisement, and board conduct pertinent to the screening and assignment of drilling Navy Reserve Officers to Commanding Officer (CO), Officer-in-Charge (OIC), Post Command (POST), Executive Officer (XO), Senior Executive (SE), Milestone (MILE), and Senior Officer Non-Command (NON) billets.

b. Dates for involuntary transfer of senior officers to the Voluntary Training Unit (VTU) who did not receive an APPLY awarded billet and/or Post Board Assignment (PBA) are prescribed in Appendix A, will be promulgated via ForceConnect message, and posted on the Reserve Force Manpower Tools (RFMT) homepage.

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

6. Cancellation Contingency. This notice remains in effect for one year or until superseded by a subsequent notice.



M. J. STEFFEN  
Deputy Commander

Releasability and distribution:

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

Fiscal Year 2026 National Command and Senior Officer APPLY Billet Screening and Assignment  
Procedures

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## SECTION 1

### ACTION ITEMS

The success of the APPLY Board depends on accurate billet structure/requirements and relies heavily on input from supported commands via their respective Reserve Program Directors (RPDs). As such, the following specific action items shall be carried out:

1. Commander, Navy Personnel Command (COMNAVPERSCOM) has agreed to:
  - a. Act as the convening authority for the Fiscal Year 2026 (FY26) APPLY Board and execute it per the schedule in Appendix A.
  - b. Appoint Navy Reserve Flag Officers to serve as president and vice president of the FY26 APPLY Board community panels.
  - c. Appoint panel members and board support personnel as needed or required.
  - d. Coordinate with Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) N12 to notify personnel chosen to serve as panel members or board support and provide members with the COMNAVRESFORNOTE 5400.
  - e. Release a Navy Administrative Message announcing FY26 APPLY Board dates and detailing procedures for submitting correspondence to the board.
2. Commander, Navy Reserve Force (COMNAVRESFOR) Deputy Commander will:
  - a. Appoint an Executive Steering Committee (ESC) composed of three Navy Reserve Flag Officers, consisting of one president and two vice presidents, from a variety of designators and communities to guide the future growth and development of the APPLY Board process. The ESC will select the panel presidents and vice presidents for each community panel.
  - b. Collect membership applications for Selected Reserve (SELRES) and Training and Administration of Reserve (TAR) personnel desiring appointment to the APPLY Board, including voting members (panel members), recorders, and assistant recorders (board support), per references (c) through (e), as prescribed in Appendix A.
  - c. Nominate Reserve Component (RC) officers to serve as panel members and board support. Officers with an approved retirement or who are within one year of statutory retirement will not be nominated for board support and will not serve as panel members.
  - d. Review the APPLY Board slate and approve the release of results via Reserve Force Manpower Tools (RFMT).
3. COMNAVRESFORCOM Staff Judge Advocate (SJA) will work through Readiness and Mobilization Commands (REDCOMs) to ensure due process and will advise COMNAVRESFORCOM N12 if APPLY applicants will be recommended for removal from slated billets for pending or adjudicated administrative, disciplinary, or legal action.
4. COMNAVRESFORCOM (N12) will:

- a. Liaise with COMNAVPERSCOM (PERS-9) in the scheduling, coordinating, and executing the APPLY Board.
- b. Ensure RFMT is available on the Navy Reserve Homeport under the “Applications” link.
- c. Remove from advertisement, all billets with funding end dates in Total Force Manpower Management System (TFMMS) of 30 November 2025 or earlier. Billets with funding end dates in TFMMS of 30 November 2025 or earlier with an identified one-for-one replacement will remain advertised to facilitate an APPLY board-selected fill. It is the responsibility of the RPD to communicate one-for-one replacement scenarios to COMNAVRESFORCOM N122 prior to the billet change request deadline prescribed in Appendix A.
- d. Adjudicate Projected Rotation Dates (PRD) modification requests submitted by the date prescribed in Appendix A.
- e. Solicit, collect, and validate officer applications for the APPLY board to include, assisting officers who are on active orders or otherwise unable to access RFMT as specified in Section 2.
- f. Remove from consideration those officers ineligible for assignment per eligibility guidelines.
- g. Ensure the contents of APPLY applications are released only to board support staff and members. Observe strict compliance with the Privacy Act requirements contained in reference (f).
- h. Execute APPLY board slate as approved to include writing and releasing orders as per Appendix A.
- i. Collect, validate and adjudicate Post Board Assignment (PBA) nominations as per Section 4.
- j. Identify senior officers subject to involuntary transfer to the Voluntary Training Unit (VTU) and execute transfers as per Appendix A.

5. Supported Commands and RPDs will:

- a. Request RPD access via the “Role Request” link in RFMT.
- b. Submit PRD modification requests via RFMT Personnel Move Request (PMR) no later than the date prescribed in Appendix A.
- c. Verify billet structure/requirements including designator, rank, Additional Qualification Designator (AQD)/Sub-specialty (SSP) Code, security clearance, Reserve Functional Area and Sex (RFAS) Code, Leadership (LDR) Code, suppression or advertisement code, and Primary Functional Area Code (FAC) prior to the date prescribed in Appendix A.
  - (1) For permanent changes to designator, rank, AQD/SSP, or security clearance, RPDs will submit Manpower Change Requests (MCR) through their active command’s Budget Submitting Office (BSO). MCRs may take several months, and in some cases more than a year, to process and properly reflect in TFMMS.
  - (2) For modification to an RFAS code, LDR code, or the suppression or advertisement of a billet, RPDs must submit a Billet Change Request (BCR) to COMNAVRESFORCOM N123 by the date

prescribed in Appendix A. BCRs submitted after that date will not be processed until FY26 APPLY Board results have been released.

d. Update billet CO and supported command comments in RFMT, including those not scheduled to be advertised during the FY26 APPLY Board by the date prescribed in Appendix A to include coordination of comment updates with respective unit COs and OICs. Review all comments for accuracy and applicability via RFMT.

(1) Comments should state general guidelines, training requirements, specific professional skills, mission of unit, scope of responsibility, and any unique drilling requirements.

(2) Comments should also be used to inform applicants of any pending structural changes to billets.

(3) The billet requirements prescribed in RFMT, as delineated in Section 1.5.c., are the governing factors in determining whether an applicant meets the minimum requirements for eligibility to apply.

e. Ensure all CO, OIC, POST, XO, SE, and MILE billets, to include operational and commissioned units, are correctly identified with the proper corresponding LDR Code as per the definitions in Appendix C by the date prescribed in Appendix A. Each Reserve Unit Identification Code (RUIC) will only have one CO or OIC coded billet.

f. Ensure the APPLY policies, procedures, and dated milestones are widely advertised and disseminated to ensure every officer is aware of current policy requirements. Notify all SELRES officers on active orders of their requirement to participate in the APPLY process.

6. Echelon IV Commanders will:

a. Provide widest possible distribution of this notice and information pertaining to the APPLY Board.

b. Coordinate a thorough billet assignment and PRD review with subordinate Echelon V and VI commands. Review will include the validation and current status of all O6, O5, CO, and OIC assignments, including verification of existing orders, billets, and PRDs in all applicable databases. This may include, but is not limited, to Navy Standard Integrated Personnel System (NSIPS), MyNavy Assignments (MNA), and RFMT.

c. Route any O6, O5, unit CO or OIC assignment discrepancy corrections found at the Echelon V and VI levels to COMNAVRESFORCOM N12 using RFMT Personnel PMR for adjudication via the respective RPD by the date prescribed in Appendix A. Failure to address assignment discrepancies prior to the prescribed date may result in erroneous billet advertisements.

7. Echelon V Navy Reserve Activity (NRA) and Navy Reserve Center (NRC) COs will:

a. Promulgate COMNAVRESFORNOTE 5400 to all officers.

b. Execute all APPLY and PBA orders within five working days of orders effective date.

c. Report unresolved order discrepancies to the appropriate REDCOM.

8. Echelon VI (Navy Reserve Unit) COs and OICs will:

- a. Review Reserve Unit Assignment Document (RUAD) from MNA to ensure proper billet assignment. Report unresolved discrepancies to the RPD.
- b. Mentor officers regarding the APPLY process, including application procedures, board correspondence, dated milestones, and the importance of personal record maintenance.
- c. Encourage eligible officers to apply for board membership or board support positions via RFMT if not applying for billets.
- d. Update billet CO comments, including those not scheduled to be advertised during FY26 via RFMT by the date prescribed in Appendix A. Members assigned to CO or OIC billets are automatically granted access to edit billet CO comments via RFMT. This responsibility cannot be delegated. Unit COs and OICs experiencing difficulty navigating RFMT should refer to the User Guides posted on the RFMT homepage.
  - (1) Keep comments concise and limited to information not covered by the RPD in “Supported Command” comments.
  - (2) Comments should include a unit Point of Contact (POC) for applicants who desire more information regarding the unit or billet.

9. Reserve Officers will:

- a. Ensure Innactive Duty Training (IDT) order history is accurately reflected in RFMT, including billet leader type (CO, OIC, NON, etc.) and tour dates. Failure to do so may result in dreamsheet invalidation and erroneous or improper assignment.
- b. Update “self-reported” billet history in RFMT. “Self-reported” billet history is not used to validate dreamsheets.
- c. Ensure NSIPS and RFMT contact information, to include email address, is accurate. RFMT will be the primary method used to communicate with applicants. Ensure RFMT “email notifications” are turned “On” under account settings to receive emails from RFMT.
- d. Check RFMT member profile for accuracy. Rank, designator, AQDs and SSPs as reflected in RFMT are the primary governing factors in determining whether an applicant meets the minimum billet eligibility requirements to apply.

**NOTE:** Officers must ensure AQDs required for billet eligibly, to include the 2N1/2D1 AQD, are visible in RFMT prior to dreamsheet submission. RFMT will not allow a member to apply for a billet until the required AQDs are reflected in the member’s RFMT record. Per reference (n), COMNAVRESFOR N7 will coordinate with PERS 911-D to add the 2N1/2D1 AQD into the service records of those who have completed and qualified for a Navy Reserve Readiness Unit (NRRU) CO or OIC Command Qualification Oral Board (CQOB). RFMT should reflect the new AQD within three weeks from the time the request is uploaded to the COMNAVRESFOR N7 SharePoint site (includes PERS entry in NSIPS and transfer to RFMT). Manual entries of AQDs in RFMT will not be accepted. COMNAVRESFOR N7 recommends completing the NRRU CO or OIC CQOB as early as possible prior to the dreamsheet submission window opening, and referencing RFMT to verify the AQD appears in the member’s record.

e. Check official record for accuracy. Officers are encouraged to submit a letter to the board via COMNAVPERSCOM as directed by reference (t); COMNAVRESFORCOM cannot accept letters to the board. Letters to the board should highlight any amplifying information, to include any record discrepancies. Areas of interest include:

(1) Fitness Report continuity.

(2) Currency of professional license or credentials (i.e. medical license, merchant mariner credential, acquisition certification, etc.).

f. Regularly check RFMT for the most current information. Changes in billet information, to include advertisement status, during the dreamsheet submission window will be kept to a minimum but may occur.

g. Consider applying for board membership or board support (recorder) positions if not eligible for billet assignment in FY26.

(1) Members may not apply for board membership or board support (recorder) and compete for an APPLY Board assignment during the same cycle.

(2) Membership and board support (recorder) applications are submitted via RFMT by selecting the “APPLY” link. Due to COMNAVPERSCOM vetting and approval procedures, selected board members and support personnel may be notified of their selection as late as 30 days prior to convening date. See Appendix A for submission and notification timeline.

(3) Contact COMNAVRESFORCOM N122 via email if disqualifying situations arise after submission of application. Examples include multiple applications, knowledge of close family member competing for assignment, civilian employment conflicts of interest.

h. Fully participate in the APPLY process if desiring a billet assignment. Participation is defined as completing and verifying all applicable sections of the APPLY application including self-reported billet history, personal data, qualifications, and status of pending board review in RFMT prior to submission. It is recommended that the Reserve Officer verify that the application is fully submitted within RFMT. Applications left in a draft status will be cancelled. To remain eligible for PBA, members must list and submit a dreamsheet containing at least one billet. Up to 100 billets can be added to the dreamsheet. Dreamsheets will not be accepted by COMNAVRESFORCOM after the date and time prescribed in Appendix A. It is the applicant’s responsibility to ensure a dreamsheet is properly submitted in RFMT.

(1) Officers are highly encouraged to state willingness to accept billets not on their dreamsheet, which will enable the board to select the best and most fully qualified applicants to other assignment opportunities, known as suggest billets. This is accomplished by selecting “yes” or “no” in the dropdown menu under, “I want to be considered for billets not on my dreamsheet.” Suggest billets may be declined within the seven-day declination period at no penalty to the applicant.

(2) In the event a billet is deleted after dreamsheet phase, the deleted billet will be removed from the member’s dreamsheet by COMNAVRESFORCOM N122.

(a) If removal of billets results in an officer’s dreamsheet having no remaining valid billets on the dreamsheet and the officer selected “yes” to suggest billets then the officer’s record will still be

reviewed at the APPLY Board and the member will be eligible for billets via the suggest phase. If a billet is not awarded by the Board, the member will be eligible for PBA.

(b) If removal of billets results in an officer's dreamsheet having no remaining valid billets on the dreamsheet and the officer selected "no" to suggest billets then the officer's dreamsheet will be cancelled and the officer will be considered a non-participant in FY26 APPLY. The officer will not be eligible for PBA and subject to transfer to the VTU if applicable.

(3) APPLY selected officers will be locally assigned unless permitted by community specific information prescribed in Section 3. Therefore, officers should only list billets on dreamsheets to which there is a willingness and ability to personally pay travel expenses related to required drills.

**NOTE:** Certain billets may be coded with the RFAS code "R," which indicates the billet is eligible for limited travel reimbursement under the Inactive Duty Training-Reimbursement (IDT-R) program. Requests for IDT-R must be submitted to COMNAVRESFORCOM N12 for approval each time an officer is assigned to a new billet that is eligible for IDT-R. It is highly recommended that the IDT-R applicant familiarize themselves with the governing instruction, reference (u).

(4) Officers are highly encouraged to submit "remarks to the board" within dreamsheets in RFMT to enhance opportunities for assignment during slating. The "remarks to the board" section of the dreamsheet is the only way for the applicant to communicate to the APPLY panel members during the billet slating process. This section is provided for the applicant to address experience, qualifications, or desires related to specific billets as described in the supported command or CO comments section of those billets. Applicants are encouraged to seek an experienced mentor to review effective use of the "remarks to the board" feature.

## SECTION 2

### APPLY APPLICATION AND ASSIGNMENT POLICIES AND PROCEDURES

#### 1. Assignment Eligibility

- a. Officers may serve in a maximum of two CO or OIC billets per paygrade, as defined by the paygrade of the billet, unless otherwise stated in the specific community requirements as prescribed in Section 3. Example, an O5 in a CO billet who promotes to O6 during their tenure, receives O5 CO credit for that tour only, not O5 and O6 CO credit.
- b. Officers with tenure remaining in CO, OIC and POST leadership billets, to include Major Command (MAJCOM) and Sequence of Major Command (SEQ-MAJCOM) (bilsts specifically marked with the command type CO, OIC, or POST in RFMT) are not eligible to break tenure.
- c. Officers with tenure remaining in XO billets (bilsts specifically marked with command type XO in RFMT) are not eligible to apply for non-command or XO billets, but are permitted to apply for CO, OIC, POST, SE, or MILE billets unless otherwise prescribed in Section 3. If an officer has tenure remaining in an XO billet and indicates willingness to accept a billet not on their dreamsheet, the board may offer a suggest CO, OIC, POST, SE, or MILE billet but not a NON or XO billet.
- d. Officers with tenure remaining in MILE billets (billet specifically marked with command type MILE in RFMT) are not eligible to apply for NON, XO, or other MILE billets, but are permitted to apply for CO, OIC, POST, or SE billets unless otherwise specified in Section 3. If an officer has tenure remaining in a MILE billet and indicates willingness to accept a billet not on their dreamsheet, the board may offer a suggest CO, OIC, POST, or SE billet.

- e. Officers with tenure remaining in NON billets (bilsts specifically marked with command type NON in RFMT) are not eligible to apply for other NON billets, but are permitted to apply for CO, OIC, POST, XO, SE, or MILE billets unless otherwise prescribed in Section 3. If an officer has tenure remaining in a NON billet and indicates willingness to accept a billet not on their dreamsheet, the board may offer a suggest billet with the exception of NON billets.

**NOTE:** Individuals may decline a suggested billet within seven days from release of APPLY results with no penalty to the member. This is done by logging into RFMT and selecting “decline.”

- f. Officers are not eligible to apply to billets in units they have previously commanded with the exception of POST, unless permitted by community specific guidance as prescribed in Section 3.
- g. Officers may re-apply for their current NON billet, unless prohibited as prescribed in Section 3.
- h. In accordance with Reference (b), officers with a Manpower Availability Status (MAS) code that may preclude specific assignments and duties are eligible to participate in the APPLY Board. However, the order-issuing authority may withhold release of orders for any APPLY awarded billet, pending resolution of the matter associated with the MAS code. Furthermore, upon evaluation of the circumstances that led to the assigned MAS code and any information regarding the anticipated resolution of the underlying matter and the ability of the officer to effectively serve in the billet, the order-issuing authority may decline to assign the officer and may fill the billet with another eligible and qualified officer using the procedures set forth in Section 4 of this document.

- i. Senior officers (O5 and O6), with an unassignable MAS code and a PRD of 30 November 2025 or earlier, are required to participate in the APPLY Board. However, final determination of status must be adjudicated by COMNAVRESFORCOM N12 prior to release of orders.
- j. Officers in the Inactive Ready Reserve-Active Status Pool (IRR-ASP) who wish to participate in the APPLY Board to compete for a billet, must receive permission from BUPERS Officer Community Manager prior to submission of dreamsheet.

**k. Commander, Navy Air Forces Reserve (COMNAVAIRFORRES) Eligibility**

(1) All 13XX officers currently assigned to COMNAVAIRFORRES squadrons, wings, and Squadron Augment Units (SAUs), to include Chief of Naval Air Training (CNATRA), are required to submit an APPLY dreamsheet unless they have tenure through 30 November 2026 to fill a COMNAVAIRFORRES O5 billet or have an approved Overgrade Waiver (OGW) to fill an O4 or below billet.

(2) Officers removed from their CNAFR assignment prior to 30 November 2025 will remain In Assignment Processing (IAP) and are required to participate in FY26 APPLY.

(3) Officers who have applied for and are selected to a billet on their dreamsheet at the FY26 APPLY Board, will be assigned to that billet. Declination of the APPLY awarded billets on an officer's dreamsheet will result in transfer to the VTU.

(4) Officers who have applied for, and who have been selected to fill commissioned unit Flight Surgeon or Physician's Assistant billets, via CNAFR Flight Surgeon Selection Board, may only submit an APPLY dreamsheet if they are within one year of the end of their Flight Surgeon or Physician Assistant tour.

(5) For additional information please contact COMNAVAIRFORRES Manpower department via CNAFRN1B@us.navy.mil.

**1. Maritime Expeditionary Security Squadron (MSRON) CO Eligibility**

(1) Officers slated to MSRON Command are not eligible to participate FY26 APPLY.

(2) Officers currently serving in MRSN CO billets with PRDs prior to 1 December 2025 are required to submit an APPLY dreamsheet.

**2. Assignment Duration (tenure)**

a. CO, OIC and POST Billets. Officers assigned to CO, OIC and POST billets, to include MAJCOM and SEQ-MAJCOM, will receive two-year orders unless otherwise stated in the community specific requirements prescribed in Section 3.

b. XO, SE and MILE Billets. Officers assigned to XO, SE, and MILE billets, will receive three-year orders unless otherwise stated below or in the community specific requirements prescribed in Section 3.

c. Joint Duty Assignment List (JDAL) XO and MILE Billets. Officers assigned to JDAL XO and MILE billets will receive four-year orders unless otherwise stated in the community specific requirements prescribed in Section 3.

- d. NON billets. Officers assigned to NON billets will receive three-year orders unless otherwise stated below or in the community specific requirements prescribed in Section 3.
- e. JDAL NON billets. Officers assigned to JDAL NON billets will receive four-year orders unless otherwise stated in the community specific requirements prescribed in Section 3.
- f. Operational Level of War (OLW) NON billets. Officers assigned to OLW NON billets will receive four-year orders unless otherwise stated in the community specific requirements prescribed in Section 3.

### 3. Officer Retirements

- a. Officers within 12 months of approved voluntary or mandatory retirement are not eligible to participate in the FY26 APPLY Board but are eligible for PBA, as long as the officer will have at least six months remaining to serve in the assigned billet. Members with less than six months of service remaining, if displaced from their billet, will be IAP at their last assigned Training Reserve Unit Identification Code (TRUIC) until their retirement date. Medical officers (designators 2105, 2205, 2305, and 2905) are exempt from this restriction.

**NOTE:** As soon as an officer has submitted a request for retirement to PERS-9, they need to coordinate with their supporting NRA to ensure that the ARR MAS code is entered into their record in NSIPS. This will allow a member whose tenure is expiring to remain IAP until their scheduled retirement date without being subject to involuntary transfer to the VTU for failure to participate in the APPLY cycle.

- b. Officers requesting continuation or retention through PERS-911, must receive approval before dreamsheet phase closes to participate in the APPLY Board. Members who have submitted continuation requests that are not yet adjudicated by PERS-911, are not eligible to participate in the APPLY Board.
- c. Officers with approved retirement dates before the end of their current tenure may have their PRDs truncated to 30 November in the year closest aligned to their approved retirement date. (Example: An officer with a current PRD of 30 November 26 and an approved retirement date of 1 January 26 would have their PRD truncated to 30 November 25.) RPDs must submit requests via RFMT PMR with documentation of the member's approved retirement date. Requests will not be accepted via email. These billets will advertise in accordance with the adjusted PRD.

### 4. Officers Selected for Promotion to O5 or O6

#### a. Commander Selects (CDR-S)

(1) Commander selects selected to promote in FY25 (CDR-S5) in JO billets had their PRDs modified to 30 November 2026 as per FY25 COMNAVRESFORNOTE 5400. CDR-S5 are eligible and highly encouraged to apply to billets in their selected paygrade in the FY26 APPLY Board.

(2) Commander selects selected to promote in FY26 (CDR-S6) in JO billets will have their current orders modified to a PRD of 30 November 2026 by COMNAVRESFORCOM N12 and will automatically be Post Board Assignments (PBA) eligible for NON-command billets only during FY26 PBA.

(3) Commander selects with tenure remaining in APPLY billets may not vacate their billets.

#### b. Captain selects (CAPT-S)

(1) Captain selects selected to promote in FY25 (CAPT-S5) did not have their PRDs modified as per FY25 COMNAVRESFORNOTE 5400.

(2) Captain selects selected to promote in FY26 (CAPT-S6) may not vacate their command (CO/OIC) billet and will not have their PRDs modified.

c. Officers currently serving in a CO, OIC, XO, or Priority billets in the following communities: Judge Advocate General Corps (JAGC), Information Warfare Community (IWC), and Medical, are not eligible to break tenure to apply for billets in their selected paygrade.

5. Commanding Officer Assignments

a. Senior officers (O5 and O6) may not exceed two APPLY-selected CO or OIC positions per paygrade (defined as the paygrade of the billet) unless otherwise stated in Section 3.

b. Officers who completed two board selected command (CO/OIC) positions who were not afforded the opportunity to reach a total of 36 months in command in the same paygrade may be afforded the opportunity to apply for an additional command billet.

c. Senior officers (O5 and O6) may not apply for their current or previously held CO or OIC position. Officers in the paygrade of O4 and below may apply for a current or previously held CO or OIC position unless prohibited by Section 3.

d. Readiness Unit CO positions require command screening (2N AQD series). Officers selected to these positions must complete the Navy Reserve Unit Management Course (NRUM) prior to assuming command.

e. Operational and commissioned unit CO positions require command screening (2D AQD series). Officers selected to these positions must complete the Command Leadership Course in Newport, Rhode Island prior to assuming command.

**NOTE:** A list of the FY26 operational and commissioned units can be found on the RFMT home page.

f. Reference (n) establishes the qualification process for the 2N1 AQD mandatory for CO and OIC billets. Officers holding the 2D1, 2D2, or 2D3 AQD are deemed 2N1 qualified. The 2N1/2D1 AQD must be reflected in the member's RFMT profile prior to adding CO/OIC billets to their dreamsheets.

g. COs or OICs of new units will be selected via the APPLY Board. If the timing of a new unit coming online precludes advertisement in RFMT, selections will be made during PBA, as outlined in Section 4.

h. In the event a Commanding Officer is unable to fulfill their duties and the removal of the 2N1 qualification is appropriate, removal will be executed in accordance with reference (n). Upon notification by the RPD via RFMT PMR with supporting documentation the officer will be moved to the APU closest to the member's NSIPS residence.

6. POST Command Assignments. POST Command Assignments must be filled by officers who have completed two CO or OIC command tours in accordance with the paygrade of the billet, unless otherwise prescribed in Section 3.

7. Milestone Assignments. Billets identified with the MILE LDR code require completion of the 2N1 or 2D1 AQD unless otherwise stated in Section 3.

8. Assignment Expectations

a. Officers may only apply for billets for which they are fully qualified (i.e. designator, paygrade, AQD, or RFAS match). Officers selected to billets which they cannot fulfill may forfeit the assignment. Specifically:

(1) Conflict of Interest. Per reference (p), subsection 5-205, officers will not apply for billets that will create a conflict of interest through either a past or present business relationship (e.g., employer/employee, professional/client, and vendor/customer) or any family or marital relationship with personnel assigned to the unit or supported command. Members are encouraged to consult with a JAG regarding any conflict of interest.

(2) Supported Command Expectations. Officers applying for billets must read the supported command comments in their entirety. RPDs must use the supported command comments to outline additional information pertinent to the assignment in order to fulfill the supported command's reasonable assignment expectations. Assignments are made based on billet requirements, not comments. Comments are provided for applicant's informational use only.

b. Officers may apply for, and be assigned to, billets for which they do not currently hold the required security clearance. Upon notification of assignment, the officer must immediately begin the process to obtain the required security clearance of the assigned billet. Failure to obtain the required security clearance may result in forfeiture of billet and reassignment.

9. Mobilization, Recall, and Active Duty for Operational Support (ADOS)

a. Officers must participate in the APPLY Board prior to their release from active duty to be eligible for PBA following the board in which they participated. Officers with orders ending 30 November 2025 or earlier must participate in the FY26 APPLY Board to obtain a billet and remain in a pay status. Officers unable to submit a dreamsheet should seek assistance by contacting COMNAVRESFORCOM N122 via email.

b. Mobilized Officers will not be removed from their APPLY awarded billet. If the CO or OIC is mobilized outside of the supported command requirements, the XO is recommended to serve as the acting CO.

c. Officers on recall or ADOS orders may be removed from their APPLY awarded billet at the request of the RPD as defined below. Members will be placed IAP to their current TRUIC and are required to participate in APPLY during the year the member will be released from orders. The member will remain PBA eligible. All requests will be submitted via RFMT PMR and must include a hard copy of Active Duty orders. Requests will not be accepted via email.

(1) For operational units, the billet may be advertised by COMNAVRESFORCOM N12 at the request of the RPD. The member will remain assigned to the billet until expiration of PRD or filled by a qualified member via APPLY Board/PBA, then the member will be IAP to their previously assigned TRUIC.

(2) For readiness units, if the member is on Active Duty orders after twelve (12) consecutive months, the RPD may request to advertise the billet. The member will remain in the billet until expiration of PRD or filled by a qualified member via APPLY Board/PBA, then the member will be IAP to their previously assigned TRUIC.

d. Officers who are mobilized or who accept voluntary Active Duty orders from a non-pay status (such as IRR or VTU) will return to a non-pay status upon return to a Reserve status, unless the officer participates in and receives an APPLY billet.

10. PRD Modification Requests. PRD adjustments must be requested via RFMT PMR no later than the date prescribed in Appendix A. Requests for PRD extensions are only accepted for mobilized officers who are in leadership positions.

11. Acceptance or Declination of APPLY Awarded Assignments. APPLY awarded assignments are announced to selectees one week prior to public release. Officers who desire to decline an APPLY awarded billet must do so via RFMT within seven days following member notification (i.e. the “declination phase”). Assignment acceptances are implied even if the member does not accept via RFMT within the seven-day declination phase. Officers who decline a billet specifically requested on their dreamsheets forfeit PBA eligibility and will be transferred to the VTU effective the date prescribed in Appendix A. Officers who decline a suggested billet not specifically requested on their dreamsheets are PBA eligible.

a. All officers, including Junior Officers (JO), who decline an APPLY awarded billet, specifically requested on their dreamsheets, will be transferred to the VTU. JOs will not return to their previous JO APPLY assignment.

b. JOs who decline a suggested APPLY billet during declination phase will remain in their previous JO APPLY assignment.

12. Effective Date of Orders

a. The effective date of APPLY Board awarded billet assignments is prescribed in Appendix A.

b. The VTU assignment date for non-participants not currently filling an APPLY billet, and the VTU assignment date for participants who do not have an APPLY billet or PBA, is prescribed in Appendix A. Senior officers will be transferred to a non-pay status on this date unless otherwise directed with a new set of orders from the APPLY process. Officers subject to involuntary transfer to the VTU due to non-participation who have a transfer of education benefits (TEB) obligation remaining will be direct assigned to a NON billet by COMNAVRESFORCOM N122.

c. Officers desiring an effective date other than 1 December 2025 will have their current RPD submit a RFMT PMR with their request to include documentation of gaining command concurrence by the date prescribed in Appendix A.

d. Officers involuntarily transferred to the IRR who are awarded billets at the FY26 APPLY board, will have their assignment eligibility reviewed for final approval by COMNAVRESFORCOM prior to re-affiliation with SELRES.

e. Junior officers who have fulfilled an APPLY awarded assignment without a follow-on APPLY awarded billet must participate in FY27 JO APPLY Quarter one for a new billet assignment.

13. Special Assignment Categories

a. CNAFR CO Assignments. COs are required to participate in the APPLY Board during the year their tenure expires. If PRD does not align with the APPLY cycle and precludes participation, upon completion of CO tour, the officer will be reassigned IAP to the wing and eligible for PBA assignment to a NON billet. All requests for reassignment will be submitted via RFMT PMR or PBA.

b. MSRON CO Assignments. MSRON Command at Sea is undergoing a transition from four SELRES O6 Commands selected via APPLY to eight O5 SELRES/TAR Commands selected via the Surface Commander Command Board.

(1) Officers in the paygrade of O6 who were selected to serve as MSRON COs during the transition period and did not serve a full 18 month tour, will not receive O6 CO credit for APPLY purposes. If an officer has not completed an O6 CO tour other than a shortened MSRON CO tour, they will remain eligible for two O6 CO tours via APPLY. If they have completed one but not two O6 CO tours, other than a shortened MSRON CO tour, they will remain eligible for one additional O6 CO or MAJCOM tour via APPLY.

(2) SELRES officers selected for MSRON CO by the Surface Commander Command Board will be slated to MSRON Command by COMNAVSURFOR with endorsement from NECC. N12 will generate orders after notification of the approved slate via RFMT PMR.

(a) In the event an officer slated for MSRON CO is serving in an APPLY CO billet, they will vacate the billet upon the start of their MSRON tour. COMNAVSURFOR, COMNAVRESFORCOM N12, and the RPD of the billet being vacated shall coordinate via RFMT PMR to ensure an appropriate mitigation plan is in place for the billet being vacated, to include billet advertisement and order generation.

(b) In the event an officer slated for MSRON CO will reach their PRD in their previously awarded assignment before the start of their MSRON tour, COMNAVSURFOR shall manage their temporary assignment until the start of their MSRON tour via RFMT PMR.

(c) COMNAVSURFOR shall manage the temporary assignment of officers who have concluded their MSRON CO tour until their next opportunity to compete for an APPLY billet. Temporary assignment options include IAP to MESG or PBA. All requests for assignment modification shall be made via RFMT PMR or PBA.

(3) Successfully completing a full MSRON XO/CO Fleet-up Commander Command tour shall be considered as meeting the requirements for the 2N2 and 2N3 AQDs even if the time in command was less than two years. RPD shall coordinate with COMNAVRESFORCOM N7 to ensure proper documentation of tour completion codes and time in MSRON CO to ensure appropriate eligibility for future billets.

c. JDAL Assignments

(1) JDAL billets are identified in RFMT by the “JDAL” tag.

(2) Vacating a JDAL billet prior to the completion of tenure may preclude maximum joint qualification credit.

(3) Annual participation (days per year) while serving in a reserve JDAL billet is not automatically awarded or certified. Therefore, members who are serving in a JDAL billet must submit documentation that supports annual levels of participation to the appropriate combatant command certifying official.

(4) A full joint equivalent tour (and subsequent joint qualifications, including Joint Qualified Officer (JQO) nomination) is obtained by meeting the time requirements in a Standard Joint Duty Assignment (S-JDA) billet, submitting for experience based points (E-JDA), or a combination of S-JDA and E-JDA credit as outlined in reference (s). Members may log in to view or access their joint credit, education, or experience captures at <https://dramission.servicenowservices.mil/jqs>.

d. OLW Assignments

(1) OLW billets are identified in RFMT by the “OLW” tag.

(2) Certain NON OLW billets require extensive qualification and training. For these billets, orders will be issued for four years in order to capitalize on experience, allow for attendance of required schools, obtain qualifications, and increase continuity across the full spectrum of OLW assignments.

## SECTION 3

### COMMUNITY SPECIFIC INFORMATION AND REQUIREMENTS

1. Major Command (MAJCOM) and Sequential-Major Command (SEQ-MAJCOM) Screening Panels. Select O6 CO and POST billets have been designated as MAJCOM and SEQ-MAJCOM based on scope of influence, scope of responsibility, and warfighting contributions of their supported AUIC. These MAJCOM and SEQ-MAJCOM billets manage high-profile, operationally focused units that require the best and most fully qualified leaders. The significance of these MAJCOM and SEQ-MAJCOM leadership billets demands a more rigorous slating process than APPLY's auto-slating process. MAJCOM and SEQ-MAJCOM billets will be filled using a limited detailing process in a panel separate from, and in advance of, the community panels. This process will ensure that the AC Supported Commanders have the best leaders in key positions to support operational AC organizations with large RC enterprises. Applicants should apply for MAJCOM and SEQ-MAJCOM billets using the standard dreamsheet process. The FY26 MAJCOM and SEQ-MAJCOM billet list is posted on the RFMT homepage.

**NOTE:** All MAJCOM and SEQ-MAJCOM billets are reviewed and validated annually via the Reserve Major Command Review Board (MCRB) process. MAJCOM and SEQ-MAJCOM billets are updated each APPLY cycle. The Reserve MCRB occurs in the fall.

#### a. Applicant Guidelines

(1) Applicants for MAJCOM billets must meet the following requirements to be eligible to apply unless otherwise prescribed in community specific requirements in Section 3:

- (a) In the current paygrade of O6 (O6-selects are not eligible to apply).
- (b) Command screened or have completed command qualification (2N1/2D1).
- (c) Minimum completion of JPME Phase I (JS7 AQD). This requirement is also fulfilled by the JSA, JS1, and JS8 AQDs.
- (d) Have completed one, but not two, two-year O6 CO tours in a board-selected, O6, C or K-coded billet by the time that they assume MAJCOM validated via RFMT orders OR have the 2N3/2D3 AQD (Major Command Qualified). Officers who have completed a commanding officer tour for Djibouti Expeditionary Base (CLDJ CO) shall be eligible to apply for MAJCOM opportunities. Command Ashore qualification and CLDJ CO detaching FITREP should be in the officer's record or submitted with the letter to the board if not in the officer's Officer Summary Record (OSR).

**NOTE:** Starting in FY27, this MAJCOM eligibility requirement will only be screened using the 2NX and 2DX AQD series. It is recommended that officers update their records early.

(e) Applicants should review RFMT billet descriptions for any billet-specific required or desired qualifications or experience.

#### (f) Additional desired qualifications and experience:

- 1. Previous OLW, Fleet, or Echelon I, II, or III staff experience.

2. Formal OLW qualifications and training such as Naval War College Maritime Staff Operators Course (MSOC), Maritime Operational Planners Course (MOPC), Executive Level Operational Level of Warfare Course (ELOC), Joint Air Operations C2 Course (JAOC2C), etc.

3. Operations Center Qualifications such as Battle Watch Chief (BWC), Crisis Action Team (CAT) Chief, Tactile Anti-Submarine Warfare Officer (TASWO), Naval and Amphibious Liaison Element (NALE), Combined Air Operations Center (CAOC) Chief.

(2) Applicants for SEQ-MAJCOM billets must meet the following requirements to be eligible to apply unless otherwise prescribed in community specific requirements in Section 3:

(a) Have completed two O6 CO tours in board-selected, O6, C or K-coded billets by the time that they assume SEQ-MAJCOM (same as POST eligibility described in section 2) validated via RFMT orders OR have the 2N4/2D4 AQD (Sequential Major Command Qualified). Officers who have completed a commanding officer tour for Djibouti Expeditionary Base (CLDJ CO) shall be eligible to apply for SEQ-MAJCOM opportunities. Command Ashore qualification and CLDJ CO detaching FITREP should be in the officer's record or submitted with the letter to the board if not in the officer's OSR.

**NOTE:** Starting in FY27, this SEQ-MAJCOM eligibility requirement will only be screened using the 2NX and 2DX AQD series. It is recommended that officers update their records early.

(b) Minimum completion of JPME Phase I (JS7 AQD). This requirement is also fulfilled by the JSA, JS1, and JS8 AQDs.

(c) Additional desired qualifications and experience:

1. Previous MAJCOM Experience.

2. Previous OLW, Fleet, or Echelon I, II, or III staff experience.

(3) If selected, ADOS/long-term ADT/Recall applications for assignments outside of the supported command will not be approved. Additionally, selected applicants will not be involuntarily mobilized for missions outside of the supported command.

b. Panel Considerations and Requirements

(1) Officer assignments for MAJCOM and SEQ-MAJCOM billets shall be awarded to those officers who are the best of the fully qualified.

(2) Certain MAJCOM and SEQ-MAJCOM billets may require additional or preferred NOBCs and AQDs, subspecialty codes, or experiences as noted in the RFMT billet descriptions.

(3) The Reserve force values warfighting readiness and attainment of warfare qualifications, advanced education, and experience in the maritime, air, and undersea operations centers, and experience on joint and component staffs at all Echelons of command. Formal training and OLW qualifications (e.g. MSOC, ELOC, JAOC2C, Battle Watch Captain qualification, etc.) are highly desired. Proven and sustained superior performance in command or other leadership positions in difficult and challenging assignments is the definitive measure of fitness for selection. Furthermore, successful performance and

leadership in combat or operational conditions demonstrate exceptional selection potential and should be given special consideration. Each board member shall apply this guidance when deliberating and voting.

(4) Billets vacated or unfilled at the MAJCOM or SEQ-MAJCOM Panel will not be filled via the suggest billet process but may be filled with MAJCOM and SEQ-MAJCOM applicants via the PBA process.

(5) MAJCOM and SEQ-MAJCOM panels will be conducted prior to O6 community panels. Records will be graded against MAJCOM or SEQ-MAJCOM billet-specific criteria. If not selected for a MAJCOM or SEQ-MAJCOM billet and the member has applied for non-MAJCOM or SEQ-MAJCOM billets, the applicant's record will automatically be transferred to the regular APPLY O6 panel after the mark-ups and grades have been removed. No action by the applicant is required.

**NOTE:** Officers who apply to any MAJCOM or SEQ-MAJCOM billets will be screened for those billets first, regardless of where they ranked the MAJCOM or SEQ-MAJCOM choices on their dreamsheets. For example: If an officer applies for any billet in the MAJCOM or SEQ-MAJCOM panel and ranks it as #6 on their dreamsheet and non-priority billets are ranked as #1,2, 3, 4, and 5, the member will be considered for their #6 billet choice first. If selected, the officer's record will be removed from consideration for the other panels.

c. Billet Tenure

(1) MAJCOM CO: 2 years.

(2) SEQ-MAJCOM: 2 years.

2. Unrestricted Line (URL) Panel (11X5, 13X5, 1665, and 1715). Non-URL officers may be considered for certain URL billets as specified in community specific sections of this guidance.

a. 1115 Surface Warfare Officer

(1) Surface Warfare Community MAJCOM Billets (1110 BINs only). Applicants for these MAJCOM 1110 billets must meet the requirements prescribed in section 3.1. above with the following addition: Must have served in or be serving in a Surface Warfare Community tour to be eligible to apply as defined by serving in a command within Naval Surface Group (CNSG), Littoral Combat Ship Squadron (LCSRON), Surface and Mine Warfare Development Center (SMWDC), Naval Beach Group (NBG), Maritime Expeditionary Security Force (MESG, MSRON), Unmanned Surface Vessel Squadron (USVRON), Surface TYCOM Readiness Operations Center (ROC), Task Force 504, Military Sealift Command (MSC), and/or Commander Naval Surface Forces Pacific or Atlantic TYCOM HQ, or completion of a mobilization or ADOS/ADT afloat.

(2) Surface Warfare Community SEQ-MAJCOM Billets (1110 BINs only). Applicants for these SEQ-MAJCOM 1110 billets must meet the requirements prescribed in section 3.1 above with the following addition: Must have completed a Surface Warfare Community Command tour at the O5 or O6 level, or be serving in an O6 Surface Warfare Community Command tour to be eligible to apply as defined by serving as O5 or O6 in command of a unit within Naval Surface Group (CNSG), Littoral Combat Ship Squadron (LCSRON), Surface and Mine Warfare Development Center (SMWDC), Naval Beach Group (NBG), Maritime Expeditionary Security Force (MESG, MSRON), Unmanned Surface Vessel Squadron (USON), Surface TYCOM Readiness Operations Center (ROC), Task Force 504, Military Sealift Command (MSC), and/or Commander Naval Surface Forces Pacific or Atlantic TYCOM HQ, or completion of a mobilization as an afloat OIC while an O5 or O6.

(3) Navy Expeditionary Combat Command (NECC) SEQ-MAJCOM Reserve Chief Staff Officer (RCSO) billet must meet the requirements prescribed in section 3.1 above with the following addition:

(a) Surface Warfare Officers. Applicants must have served in an NECC Community Command tour (CO or OIC) or mobilization (includes Mission Commander or CTG titles) at the O4, O5 or O6 level. Legacy CO or OIC or MC billet titles such as Coastal Riverine Group/Squadron, Company, 1st/2nd Platoon or Boat Division or Security Detachment are acceptable since the Maritime Expeditionary Security Force is in transition to a new force design and naming convention over the next several years.

(b) Supply Corps and Civil Engineering Corps Officers. Applicants must have served in an NECC Community Command tour (CO or OIC) or during mobilization at the O4, O5 or O6 level. Legacy CO or OIC billet titles are acceptable since NECC is in transition to a new force design and naming convention over the next several years.

b. 1135 Naval Special Warfare Officer: Sea Air and Land (SEAL). In order to fill critical Special Warfare Officer billets, 1135 officers must adhere to the following:

(1) Applicant Guidelines

(a) 1135 O5 and O6 officers must list all eligible 1135 billets on their respective dreamsheets before listing non-1135 billets. Exceptions are allowed after first serving as an NSW CO at the current rank when applying to 1050 Fleet O5 CO, O6 CO, O6 POST and MAJCOM Billets. If not, NSW billets on the dreamsheet will be moved by COMNAVRESFORCOM N12 to the top of the dreamsheet prior to the APPLY Board convening. Failure to add all advertising 1135 billets to the dreamsheet could result in the application being cancelled.

(b) Applicants for NR SEAL Unit or NR Special Boat Unit CO billets must have successfully completed at least 12 months of a NR NSW O5 command tour (NR LSU 17/18, NR UAS 17/18, or NR TSOC).

(c) In order to apply for Special Warfare Officer MAJCOM and SEQ-MAJCOM billets, 1135 officers must meet the requirements prescribed in section 3.1 above with the following exceptions:

1. MAJCOM: Have completed only one NSW O5 command tour. Additional desired qualifications and experience:

- a. Previous TSOC or SOCOM NRRU command tour.
- b. JPME Phase 2 Graduate (JS8, JS1, or JSA AQDs).
- c. Full Joint Tour (JS2 AQD).
- d. Advanced education.

2. SEQ-MAJCOM. Have completed at least one NSW O5 command tour and at least one NSW O6 command tour and have enough time remaining in the Navy Reserve to be able to complete the tour without an age or time-in-service waiver. Additional desired qualifications and experience:

- a. Previous TSOC NRRU command tour.

- b. JPME Phase 2 Graduate (JS8, JS1, or JSA AQDs).
- c. Full Joint Tour (JS2 AQD).
- d. Advanced education.

(2) Panel Consideration and Requirement. Upon conclusion of the slating process, if any 1135 billets remain unfilled, 1135 officers who have applied for, but were not slated to a billet, will be slated to one of the community's unfilled billets, unless found to be unqualified for the billet by the board.

c. 1145 Special Operations Officer Explosive Ordnance Disposal (EOD)/Diving Officer. In order to fill critical diving and EOD 1140 billets, 1145s must adhere to the following:

(1) Applicant Guidelines. 1145 O5 and O6 officers must only list all eligible 1145 and 1135 (RFAS coded for 1145) billets on their dreamsheets but may apply to billets in other designators with command type leadership code other than NON.

(2) Panel Consideration and Requirement. Upon conclusion of the slating process, if any 1145 billets remain unfilled, 1145 officers that have applied for, but were not slated to a billet, will be slated to one of the community's unfilled billets, unless found to be unqualified for the billet by the board.

d. 13X5 Aviation Officers

(1) COMNAVAFORSES MAJCOM Billets. must meet the following requirements in addition to those prescribed in section 3.1:

(a) Completion of at least one RESFORON or SAU O5 command tour. Applicants must ensure RESFORON and SAU CO tours accurately documented in RFMT IDT order history.

(b) Completion of one tour in an OLW billet.

(c) Additional desired qualification: Advanced Education (Master's Degree or higher).

(2) COMNAVAFORSES SEQ-MAJCOM Billets. must meet the following requirements in addition to those prescribed in section 3.1:

(a) Completion of at least one RESFORON or SAU O5 command tour. Applicants must ensure RESFORON and SAU CO tour is accurately documented in RFMT IDT order history.

(b) Completion of one O6 K-coded command tour in an APPLY-selected OLW billet.

(c) Additional desired qualifications and experience:

1. JPME Phase 2 Graduate (JS8 AQD)

2. Advanced Education (Master's Degree or higher)

(3) CNAP. For consideration for assignment to CNAP, NR Naval Air Warfare Development Center (NAWDC) AWF billets, applicants must meet the following criteria:

(a) Possess the minimum qualifications required for placement into the billet.

(b) Successfully screened by COMNAVAIRPAC for NR NAWDC AWF billets per COMNAVAIRPACINST 3710.4.

(c) Although not required, applicants are preferred to have specialized experience conducting adversary (Red Air) aircraft control and are expected to function in a dynamic and fast paced air-intercept control environment.

(d) Contact CNAP RPD for more information for screening to NR NAWDC AWF billets.

(e) CNAP NAWDC AWF billets will not be available for fill in the suggest phase of the APPLY Board slating process.

(4) Base Operating Support Integrator (BOS-I) Aviation Logistics Company (ALC) Units. CO and XO applicants should be aware of the following and meet the requirements listed below. For additional information, contact Commander, Naval Air Force Reserve (CNAFR) Manpower department via email at CNAFRN1B@us.navy.mil

(a) ALC units are rotationally deployable units in support of Global Operations. The Unit COs will be considered Operational COs, however, the eligibility to wear the Command At Sea insignia is in development and the units are currently considered NRRUs.

(b) ALC units are administratively assigned to the NRC and the associated Regional Command and operationally assigned to NAF Washington when not deployed and the Area Commander and Combatant Commander when in a deployed posture.

(c) COs should meet the following criteria to be considered for assignment to this billet:

1. Served 18 months of a NRRU or SAU O5 Command. Applicants must ensure RESFORON and SAU CO tour accurately documented in RFMT IDT order history.

2. Minimum completion of JPME Phase I (JS7 AQD). This requirement is also fulfilled by the JSA, JS1, and JS8 AQDs.

3. Special consideration will be given to members who completed at least 6 months as the squadron Operations Officer or Maintenance Officer

4. Recommended: Any physical security or logistics qualifications from DOD or non-DOD training/schools.

(d) XOs should meet the following criteria to be considered for assignment to this billet:

1. 18 months of a successful NRRU or SAU OIC or 12 months as a department head at a RESFORON.

2. Special consideration will be given to members who completed at least 6 months as the squadron Operations Officer or Maintenance Officer.

3. Any physical security or logistics qualifications from DOD or non-DOD training/schools are recommended.

e. 1665 Strategic Sealift Officer (SSO)

(1) Applicant Guidelines

(a) Required to maintain an active unlimited tonnage and/or horsepower deck and/or engineering U.S. Coast Guard Merchant Mariner Credential (MMC). MMCs are identified with TDX, TEX, TFX, or TGX AQDs. Officers who do not have an active license and the appropriate AQD are ineligible for assignment. A license in the renewal process shall be considered an active license.

(b) All paygrade-eligible 1665 billets must be listed on dreamsheets. This does not limit officers applying to all paygrade-eligible billets in any order of precedence with the following exceptions below. Comments should be provided noting all exceptions that apply.

1. Billets currently or previously occupied by the applicant.

2. NEPLO billets over 400 miles from home of record (HOR).

3. 1665 CO billets if member has already completed two CO tours at current paygrade regardless of billet designator.

(2) During the post board assignment process, 1665 officers must apply to 1665 billets before applying to all other paygrade-eligible billets.

f. 1715 Foreign Area Officer (FAO). Due to the specialized nature of FAO support, COMNAVRESFORCOM N12 will ensure that 171X billets are filled with qualified FAOs. The following restrictions apply:

(1) Except for 10XX or 105X command billets (CO/OIC/XO) for which the applicant is qualified, FAOs must list all paygrade-eligible 171X command and non-command billets within 400 miles of their HOR prior to listing any non-FAO billets.

(2) 171X billets will not be awarded to non-171X officers as long as there is a qualified but unassigned 171X with that billet on his/her dreamsheet.

(3) 171X coded MILE billets require completion of a FA1, FA2, FA3, FA4, or FA5 AQD.

g. 6XXX URL Limited Duty Officers (LDO)

(1) 6XXX may apply for more than two CO/OIC tours per paygrade.

(2) 6XXX may apply for corresponding 1110 and 1120 billets structured with the appropriate RFAS substitution code.

(3) 6335 may apply for corresponding 1000, 1525 and 1510 billets structured with the appropriate RFAS substitution code.

h. Joint Enabling Capability Command (JECC) Billets. Failure to meet JECC billet requirements outlined below may result in the removal from a JECC billet.

(1) Assignment Eligibility

(a) Officers with an approved, voluntary or mandatory, retirement date less than 24 months are not eligible for JECC billets. Applicants unable to meet the 24-month requirement, may be removed from the billet.

(b) JECC billets are coded as Individual Mobilization Augmentee (IMA) billets with a requirement to maintain mobilization readiness and world-wide deployability to activate under mobilization authority for up to 120 days. JECC members are required to participate in a 90-day alert period each year. Applicants unable to meet readiness activation, world-wide deployability requirements, may be removed from the billet.

(c) All JECC officers are required to complete JECC onboarding requirements within the first 12 months of being assigned to a JECC billet. JECC onboarding includes a one-week Newcomers Indoctrination course and a two-week JECC Planner's Course.

(d) JECC officers are ineligible to volunteer for ADOS or to fulfill mobilization requirements outside of the JECC.

(2) Panel Consideration and Requirement. Due to the unique eligibility, screening, and participation requirements of JECC billets outlined above, JECC billets will only be filled via the APPLY selection and slating process. Upon conclusion of the slating process, JECC billets vacated or that remain unfilled will not be reviewed in the billet suggestion phase but may be filled through the PBA process following the APPLY Board, using the criteria in Section 3.2.h.

(3) Due to qualifications, the PBA process for the JECC community may require interviews, approvals and disapprovals may take longer seven (7) days. ETP letters must be routed if an applicant does not meet the standard requirements.

i. Navy Emergency Preparedness Liaison Officer (NEPLO) Billets. Failure to meet the NEPLO requirements outlined below may result in the removal from a NEPLO billet.

(1) Applicant Guidelines

(a) Most NEPLO billets have an RFAS code to allow 1XXX, Staff Corps, and LDOs to fill.

(b) Previous NEPLO experience is required for "SV" coded billets. These billets require officers to hold the "JN1" AQD for assignment eligibility.

(c) All NEPLO officers are required to complete the JN1 AQD requirements within the first 12 months of being assigned to a NEPLO billet. Applicants unable to meet the 12 month requirement, may be removed from the billet. Officers with less than 24 months remaining before approved voluntary or mandatory retirement date are not eligible to apply for NEPLO billets unless they already have the JN1 AQD. Members with less than 24 months remaining, who already possess the JN1 AQD, are eligible to apply for NEPLO billets, however, their PRDs will coincide with the APPLY cycle nearest to their retirement date.

(d) For Navy Region and Naval District Washington (NDW), Federal Emergency Management Agency (FEMA) Region, State, and Guam NEPLO billets, the officer's HOR shall be within 400 miles of the drill location as annotated in the billet details. NEPLO billets are administratively attached to an NRC, but the NRC is not the drill site. All members must drill in-person at the specified "alternate drill site" at least quarterly. Refer to billet details for the billet drill location.

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(e) NEPLO billets are coded as Individual Mobilization Augmentee (IMA) billets with a requirement to maintain mobilization readiness to activate under mobilization authority for up to 120 days. Applicants unable to meet this requirement, will be removed from the billet upon notification to COMNAVRESFOR N12 by the RPD via RFMT PMR.

(f) NEPLOs are not eligible for ADOS, Recall, or Mobilization orders outside of the NEPLO program without prior written approval from the NEPLO Program Manager.

(2) Panel Consideration and Requirement. NEPLO billets will only be filled via the APPLY selection and slating process. Upon conclusion of the slating process, any NEPLO billets vacated or that remain unfilled will not be reviewed in the billet suggestion phase but may be filled through PBA.

(3) The 400-mile HOR/drill location requirement for Navy Region and NDW, FEMA Region, State, and Guam NEPLO billets, which was upheld during the APPLY selection and slating process will not be a disqualifying factor during the PBA process. Instead, PBA assignment fills will be at the discretion of the Program Management and Reserve Program Director via RPD comments in RMFT PBA request and an Exception to Policy (ETP) will not be required.

### 3. Aerospace Engineering Duty Officer (AEDO)/Aerospace Maintenance Duty Officer (AMDO) Panel (15XX)

#### a. Applicant Guidelines

(1) O5 AED/AMD officers are limited to one AED/AMD command billet in grade. However, due to limited opportunity for AED/AMD command at the O5 level, AED/AMD O5s are eligible to apply for a second (CO/OIC) command in grade among available 1XXX billets in the URL panel.

(2) O6 AED/AMD officers are not authorized to apply for NON billets in other designators. However, due to limited opportunity for AED/AMD command at the O-6 level, AED/AMD O-6s are eligible to apply for command billets among eligible 1XX5 billets in other panels.

(3) 13X5 are encouraged to apply for 15X5 billets provided the billet is structured with the appropriate RFAS code of "HB." 13X5 applicants should document any relevant acquisition experience through either FITREPs, a letter to the board, or "remarks to the board" within dreamsheets.

#### (4) Acquisition Coded Billets

(a) O5 and O6 Billets. Applicants should have completed Defense Acquisition Workforce Improvement Act (DAWIA) certification. However, some applicants may not be able to achieve certification due to work experience criterion. In this case, completion of course work in lieu of certification is sufficient to satisfy the DAWIA training requirement. Applicants applying for acquisition coded billets whose records do not reflect DAWIA certification, must send their DAWIA transcript via a letter to the board to document that DAWIA training requirements have been met. A statement should also be included in "remarks to the board" within their dreamsheet in RFMT.

(b) O5 CO Billets. Applicants should have DAWIA Legacy Level I certification in either Program Management, Engineering, Life Cycle Logistics, Production, Quality & Manufacturing, Test & Evaluation, or a Foundational certification in Program Management, Engineering & Technical Management or Life Cycle Logistics.

(c) O6 CO Billets. Applicants should have DAWIA Legacy Level II certification in either Program Management, Engineering, Life Cycle Logistics, Production, Quality & Manufacturing, Test & Evaluation,

Practitioner certification in Engineering & Technical Management or Advanced certification in Life Cycle Logistics.

4. Chaplain Panel (4105)

a. Applicant Guidelines

(1) Officers with the 4105 designator are not authorized to apply for billets in other designators, including 1000-coded NEPLO billets.

(2) O5 and O5 selects with tenure remaining in O4 billets may apply for O5 non-milestone billets. O6 selects with tenure remaining in O5 billets may apply for O6 non-milestone billets.

(3) O5s (not O5 Selects) who have tenure remaining in an O5 billet may apply for MILE billets. Officers in MILE billets with tenure remaining in those billets may not apply for new billets. Officers whose tenure in a MILE billet is expiring are eligible to apply for other MILE. Normally, there should not be an expectation of back-to-back MILE billet tours. Newly selected O5s or O6s will not normally be assigned to milestone billets for first assignment in new rank.

(a) O5 Milestone Billets. NR CNSP HQ, NR JOINT STAFF NORTH, NR CNSL TYCOM HQ, NR NORCOM HQ and NR STRATCOM.

(b) O6 Milestone Billets. NR CPF MHQ, NR RELSUP HQMC, NR CNIC HQ, NR USFF N01.

b. Panel Considerations and Requirements. While not a community requirement, due consideration will be given in the screening process to service specific experience and AQDs (e.g. USMC, USCG, FMF qualification etc.).

c. Billet Tenure: O6 MILE billets: 2 years.

5. Civil Engineer Corps (CEC) Panel (5105/6535). The billet reviews will take place in two separate panels: a Priority Panel for leadership and key billets and a corps specific panel for remaining CEC billets.

a. Applicant Guidelines

(1) Officers with designators 5105/6535 must apply for billets within the CEC community and shall not apply for billets in other designators, including 1000-coded NEPLO billets. O6 selects assigned to an O5 billet must participate in APPLY and compete for O6 billets unless the currently filled billet is Naval Mobile Construction Battalion (NMCB) command or requires full tenure in a qualifying JDAL assignment.

(2) APPLY awarded assignments supersede JO APPLY assignments.

(3) Non-local assignments are authorized.

(4) Officers in paygrade O6 may complete an unlimited number of CO and OIC billet tours.

(5) FY26 Naval Construction Force (NCF) command billets for Commander, 1<sup>st</sup> Naval Construction Regiment (BIN: 0164188), Commanding Officer, NMCB 14 (BIN: 0034718), NMCB 25

(BIN: 0034538), NMCB 27 (BIN: 0034606), Executive Officer, NMCB 18 (BIN: 0034855), Executive Officer, NMCB 22 (BIN: 0109278), Operations Officer, NMCB 25 (BIN: 0034540), Training Officer NMCB 18 (BIN: 0034858), Training Officer NMCB 22 (BIN: 0109282) will be assigned at the APPLY Board with an effective date of 01 December 2026. Officers selected for FY26 NCF Command and XO billets will be assigned IAP to their respective NCR through 30 November 2026 to permit the selected officer the opportunity to complete the advanced training pipeline. Selected officers may waive their IAP assignment with endorsement from the command they currently support via the CEC OCM. Officers selected for FY26 NCF Command and XO billets currently holding a JDAL or OIC billet will remain in current billet while completing advanced training pipeline.

(6) NMCB or Naval Construction Regiment (NCR) command billet applicants must meet the following criteria:

- (a) Successfully screened for CEC O5 command for NMCBs or O6 command for NCRs per reference (r).
- (b) Three or more years remaining before reaching age 62, or before reaching 28 years of commissioned service for O5s, or before reaching 30 years of commissioned service for O6s.
- (c) Willingness to sign a Volunteer Waiver Acknowledgement form to mobilize within dwell, if necessary, to meet unit operational requirements.

(7) O5s and O6s currently serving in a billeted OIC position may apply for NMCB CO or NCR CDRE command billets provided they receive an endorsement from the current supported command and submit the endorsement to the CEC APPLY Manager via the RPD.

(8) Officers applying for, or slated to, the NR NAVFAC HQ Deputy COS CO (BIN: 0002738) and NR NAVFAC PWSU CO (BIN: 0119829) positions must be in grade by 30 September 2025.

(9) O6s currently serving in a qualifying JDAL assignment with tenure remaining may apply for NCR CDRE command billets provided they receive endorsement from current supported command and submit the endorsement to the CEC APPLY manager via the RPD and agree to waive the one-year IAP assignment.

(10) For Priority POST billets, officers must have held NCF command and an O6 CO or OIC billet. Officers with tenure remaining in an NCF command billets may not break tenure in the current billet to apply for POST billets. Officers may only complete one POST tour.

(11) Applicants for Priority billets must meet the following criteria:

- (a) Seabee Combat Warfare qualification (AQD 960).
- (b) Licensed Professional Engineer (AQD 951) or Registered Architect (AQD 952) with exception of O4 training billets.
- (c) Willingness to sign a Volunteer Waiver Acknowledgement form to mobilize within dwell, if necessary, to meet unit operational requirements.
- (d) In grade by 30 September 2025 (O4-selects are not eligible).

**b. Panel Considerations and Requirements**

(1) The priority is to assign officers to billets in exact pay grade and skill (designator, AQD) match. Officer assignments are for those who are best and fully qualified. In situations where a qualified officer in exact grade and skill is not equally or substantially qualified for assignment, the panel may consider RFAS substitution criteria for billet placement.

(2) Priority panels will convene to review and select applicants for priority billets to include O6 CO, OIC, and POST, O5 NMCB CO, OIC and NCR Operations Officers, O4 XO, MILE and Operations Officers and other billets designated as priority. Officers selected and assigned to billets in the priority panel will not be considered in the subsequent corps specific panel. A list of FY26 priority billets is available on the RFMT homepage.

**NOTE:** If an officer selects any billet in the priority panel and ranks it as #6 on his/her dreamsheets and non-priority billets are ranked as #1, 2, 3, 4, and 5, they will be considered for the #6 billet choice first. If selected, the officer's record will be removed from consideration for the corps specific panel.

(3) Billets vacated or unfilled at the APPLY Board will not be filled via the suggest billet process but via the PBA process to support needed community flexibility.

**c. Billet Tenure**

(1) NCF command (NMCB CO, NCR Commander), NCR Operations Officer, NCF priority (NMCB S7/S3/XO), and ACB-1 OIC: 2 years.

(2) Priority billet assignments are two years in length with exception of O5 NR NAVFAC HQ billets (BINS: 0002728, 0002739, 0002802, and 0002804). PRDs will not be adjusted to support early application of another priority billet.

**6. Engineering Duty Officers (EDO) Panel (14X5).**

a. Only officers with the 14X5 (EDO) designator may apply for 14XX (EDO) billets. 14X5 officers must apply for billets within the EDO community and are not authorized to apply for non-14X0 billets with the exception of NAV SCI & TECH RSCH (BIN 2760644) which is approved by the Program 29 Naval Sea Systems Command (NAVSEA) Military Program Office, in coordination with COMNAVRESFORCOM, and is based on needs of the EDO community. This requirement extends to the PBA process.

b. 14X5 O5s and O6s who have selected any available and approved non-14X0 billet(s) on dreamsheets will be considered by the appropriate community panel for those billet(s). EDO officers slated to a billet in the EDO panel will be assigned to EDO billets and the officers will not be further considered for other panels.

**7. Human Resources (HR) Panel (1205)**

**a. Applicant Guidelines**

(1) Only officers with the 1205 designator may apply for 1200 billets.

(2) 1205 O5s and O6s must list all paygrade-eligible 1205 billets on dreamsheets. 1205 O5s and O6s may also list 1XXX-coded CO/OIC/XO billets; these billets must be listed after all paygrade-eligible 1205 billets. O4s and below are highly encouraged to apply for 1XXX-coded CO/OIC/XO billets to enhance leadership experience.

b. Panel Considerations and Requirements

(1) Designator match is a priority for the HR community. All 1205 officers slated to a billet in the HR panel will be assigned the HR billet, even if they have higher preference non-HR command billet(s) listed on their dreamsheet.

(2) In the event that two or more officers are equally qualified for a billet, the board will select the junior officer.

(3) Community milestone screening is conducted by virtue of assigning a confidence factor to officer records during the HR APPLY panel. Of the O6 MILE billets, CO of NR NPC HQ, CO of NR USFF N1, and CO of NR NPC NAVCAS are top priority fills. The list of HR milestone billets can be found on the HR community webpage located on the MyNavyHR web site.

c. Post-Board Assignments: 1205 Flag endorsement is required for all PBAs. PBA to billets outside the HR community will only be considered if 1205 billets remain vacant and will be for one year; exceptions require 1205 Flag endorsement.

8. Information Warfare Community (IWC) Panel (18X5). The provisions of COMNAVRESFORNOTE 5400 apply to all 18X5 officer APPLY applicants, except as otherwise prescribed below. In the case of a conflict, the Community Specific Information in this Section 3.8 takes precedence.

a. Applicant Guidelines

(1) 18X5 (O1-O6) officers may only apply for billets on the IWC panel.

(2) All 18X5 and Space Cadre officers must have the GC0 AQD (IWO qualified) in order to apply for IW billets. URL officers lacking the GC0 AQD will not be eligible for IW billets in the IW Community Panel.

(3) URL Space Cadre officers are only eligible for selection to 18X5 CO/XO billets requiring a VS5 (for O5) or VS7 through VS8 (for O6) or VR3 AQD. URL Space Cadre officers selected for an IW XO/CO billet will not be considered for billets on the URL panel.

(4) URL Space Cadre officers, Maritime Space Officers (1875), and Maritime Cyber Warfare Officers (1885) are ineligible to apply for Naval Information Force Reserve (NAVIFORES) Readiness Center (REDCEN) CO billets.

(5) 18X5 O6s who have tenure remaining in a NON billet, and who meet eligibility requirements, may apply for NAVIFORES HQ Community Lead, NAVIFORES REDCEN CSO, and NAVIFORES POST billets (if previously held an APPLY-awarded O6 CO billet).

(6) 18X5 O6s/O5s who have completed two APPLY-awarded CO assignments are ineligible for a third NRRU CO assignment at the same rank. Officers who apply, and are selected, for a third CO assignment may be removed from the billet during the PBA process.

(7) APPLY-selected NAVIFORES REDCEN COs with tenure remaining may not break tenure in the current billet to apply for any other billet. APPLY-selected NAVIFORES REDCEN COs who have completed at least 12 months (not necessarily consecutively) of a NAVIFORES REDCEN command tour are not eligible to apply for another Navy Reserve Readiness Unit (NRRU) CO, NRRU XO, NAVIFORES REDCEN CO, or NAVIFORES REDCEN CSO position.

(8) 18X5 officers who are APPLY selected to an XO billet and have tenure remaining may apply for CO/OIC billets if they have previously completed a two-year XO assignment as an O4 or O5. If the vacated XO billet is not filled by the APPLY Board, it will be filled via the NAVIFORES PBA process.

(9) With the exception of 18X5 officers in JDAL billets, IW officers in NON billets with tenure remaining, are eligible to apply for POST/CO/OIC/XO billets.

(10) O5 Selects and O6 Selects serving in an APPLY awarded CO or OIC billet with tenure remaining are not eligible to apply for billets in the next higher paygrade. All other O5 and O6 Selects may apply for IW billets in the paygrade for which they have been selected.

(11) NAVIFORES REDCEN CO billets have been validated as MAJCOM billets by the Navy Reserve Major Command Review Board (MCRB). O6 eligibles must have successfully completed assignment to an APPLY awarded Priority Command billet and have the 2D1 AQD.

(12) Certain NAVIFORES billets have been validated as Priority Command billets based on their breadth and depth of responsibility IAW COMNAVIFORESINST 1211.1. A. 18X5 O6 officers must have successfully completed an APPLY awarded O5 or O6 CO assignment to be eligible for consideration.

(13) Applicants for NAVIFORES Chief of Staff (COS) (BIN 0092960) and NAVIFORES N9 (BIN 1335798) must have successfully completed a NAVIFORES REDCEN CO assignment.

(14) O6 officers with Space Cadre Operations AQD VS7 through VS8 or VR3 are eligible for assignment to unit O6 CO billets that require VS or VR AQDs. O5 officers with Space Cadre Operations AQD VS5 through VS8 or VR1 through VR3 are eligible for assignment to unit XO billets that require VS or VR AQDs.

**b. Panel Considerations and Requirements**

(1) A priority panel will convene to review and select applicants for designated O6 Priority Command billets. Officers selected and assigned to billets in the priority panel will not be considered in the subsequent IW Community (non-priority) panel. A list of FY26 priority billets can be found on the RFMT homepage.

(2) If an officer applies for any Priority Command billet, even if ranking the Priority Command billet(s) ranked below any non-priority billet(s) on their dreamsheet, the officer will be considered for the Priority Command billet(s) first. If selected for a Priority Command billet, the officer's record will be removed from consideration by the IW Community (non-priority) panel.

**c. Billet Tenure**

(1) NAVIFORES HQ O5/O6 billets: 2 years.

(2) NAVIFORES REDCEN CO and CSO billets: 2 years.

(3) CO/XO Billets: 2 years.

(4) JDAL CO/XO billets: 3 years.

d. NAVIFORES will conduct an internal PBA Board to fill IW billets that are vacant following the 7-day declination phase. All eligible IW officers **must** compete through the NAVIFORES PBA process and **shall not** submit applications via the CNRFC N122 Senior Officer APPLY PBA process. Available billets and application procedures will be promulgated by COMNAVIFORESNOTE 5400 following release of APPLY results.

9. Judge Advocate General's Corps (JAGC) Panel (2505). This community-specific information addresses requirements specific to the JAGC, officers are directed to read and comply with all requirements in this notice. Failure to follow requirements may result in administrative action as determined by the Deputy Judge Advocate General for Reserve Affairs and Operations (DJAG (RA&O)), including, but not limited to, a prohibition to serve in certain future billets, removal from the awarded APPLY billet, or other action as authorized pursuant to references (i) and (k) [i.e., DJAG (RA&O)'s Article 6 authority to assign duties for judge advocates]. If officers have questions, officers should consult with the Program Manager, Navy Reserve Law Program (NRLP). The provisions of COMNAVRESFORNOTE 5400 apply to all 2505 officer APPLY applicants, except as otherwise prescribed below. In the case of a conflict, the Community Specific Information in this Section 3.9 takes precedence.

a. Applicant Guidelines

(1) Officers with the 2505 designator are not authorized to apply for billets in other designators, including 1000-coded NEPLO billets. Officers with a designator other than 2505 are not authorized to apply for 2505-coded billets.

(2) As further identified below, NRLP Directors, unit COs, unit XOs, unit Department Heads (DH), REDCOM Staff Judge Advocates (SJA), and REDCOM Deputy SJAs (with the exception of the REDCOM Fort Worth Deputy SJA, which is an O-4 billet) are considered designated O6 and O5 priority billets. Certain billets requiring subject matter expertise (SME) have also been identified as priority billets. The Navy and JAGC value subject matter expertise; priority SME billets are billets which both align with OLW and Navy priorities and require additional training and clearance which demands commitment to serve in the billet for the designated time. Officers who have tenure remaining in a priority billet are ineligible to apply for another billet – with the exception that REDCOM DSJAs who have selected for and/or pinned on O6 may elect to apply for an O6 billet and depart the DSJA billet early. Officers who have tenure remaining in non-priority billets may apply for priority billets. A list of FY26 priority billets can be found on the RFMT homepage.

(3) Officers selected for promotion

(a) Captain selects are eligible to apply for unit CO billets and REDCOM SJA billets.

(b) Commander selects are eligible to apply for unit Department Head (DH) billets and REDCOM Deputy SJA billets but are not eligible for unit XO billets.

(4) Priority billets and any other billet that may be identified by the DJAG (RA&O) will have replacement fills submitted via PBA requests by the NRLP Manager, with the approval of the DJAG (RA&O), when the prospective or incumbent officer is mobilized or serves on voluntary AD for a period exceeding six months.

(5) JAGC O6s may serve in non-priority billets in units they previously commanded, provided there is a gap of at least two years between assignments. In instances in which the expertise of the officer in a non-priority billet is highly desirable in support of overall unit readiness, DJAG (RA&O) may provide an exception to policy regarding this specific limitation.

(6) JAGC O6s may complete a maximum of two REDCOM SJA assignments. Although prior service as a unit CO is highly desirable, such service is not required to be eligible for a REDCOM SJA billet. Instead, the applicant's overall legal acumen, training and experience, including service in prior SJA billets, will be considered.

(7) JAGC O6 officers may complete one NRLP Director assignment. To be eligible for a Director assignment, officers must have completed either:

(a) Two CO assignments.

(b) One unit CO assignment and one REDCOM SJA assignment.

(c) One unit CO assignment and one year of Active Duty in one of the following billets or positions: NRLP Manager, Force Judge Advocate for Chief of Navy Reserve/COMNAVRESFOR, or SJA for an Echelon III Navy Reserve organization

(8) JAGC O5s may complete only one unit XO assignment and one REDCOM Deputy SJA assignment. There is no restriction for JAGC O5s on the number of unit DH assignments or on the number of other priority billets.

(9) Consistent with Section 2, limitations placed upon the number of times an officer is eligible to serve in a priority billet will be applicable to an officer who actually served in any of those requisite billets for at least 18 months.

(10) JAGC Preliminary Hearing Officer billets and judicial billets, including magistrates, as determined by DJAG (RA&O), will be excluded from panel consideration and are not subject to COMNAVRESFORNOTE 5400.

(11) NRLP Manager will submit PBAs; PBAs are subject to approval of the DJAG (RA&O).

b. Panel Considerations and Requirements. Pursuant to the statutory authority in reference (i), the JAGC panel will convene as follows:

(1) Officer assignments are for those who are best and fully qualified. Priority will be given to assigning officers to billets in exact paygrade and qualification designation. JAGC billets, and performance of requisite duties, typically require specific expertise and experience in diverse legal practice specialties and subspecialties. Accordingly, in determining the best and fully qualified, including instances in which multiple candidates receive the same confidence factor, priority

consideration will be based on the preponderance of experience, which includes various non-exclusive factors, including education, training, prior experience, legal acumen, NOBCs, AQDs, security clearance, and seniority.

(2) Officers selected and assigned to O6 and O5 priority billets will not be considered in the subsequent non-priority panel. If multiple qualified officers for the same priority billet have received the same confidence factor, the panel will consider the various non-exclusive factors including education, training, prior experience, legal acumen, NOBCs, AQDs, security clearance, and seniority. The term “seniority” is defined as an eligible officer’s date of rank pre-dating the next senior officer’s date of rank by at least 12 months.

**NOTE:** If an officer applies for any priority billet, even if the ranking of the priority billet is below any non-priority billet on their dreamsheet, they will be considered for the priority billet(s) first. If selected for a priority billet, that officer’s record will be removed from consideration for the non-priority billets on their dreamsheet.

(3) If multiple qualified officers for the same non-priority billet have received the same confidence factor, the panel will consider the preponderance of experience to make an assignment; preponderance of experience includes various non-exclusive factors including education, training, prior experience, legal acumen, NOBCs, AQDs, security clearance, and seniority. The term “seniority” is defined as an eligible officer’s date of rank pre-dating the next senior officer’s date of rank by at least 12 months

(4) Pursuant to reference (k), the DJAG (RA&O), acting for the Judge Advocate General of the Navy, makes the final determination as to which NRLP billet assignments will be slated in APPLY. DJAG (RA&O) retains final approval authority over all JAGC APPLY assignments prior to and after assignment results are released. Because of the unique assignment requirements pertaining to judge advocates under reference (k), DJAG (RA&O) will be provided the JAGC community specific APPLY results after the conclusion of the APPLY Board and in advance of release. DJAG (RA&O) remains bound by the confidentiality agreement of all Board members and can communicate only with the Executive Steering Committee (ESC), the Judge Advocate General of the Navy, and COMNAVRESFOR APPLY Board staff about issues or questions regarding the APPLY Board Results prior to the official release of the APPLY Board Results.

c. Billet Tenure

(1) Priority Panel Post Command/Command/Other billets (Director, unit COs, unit XO’s, and unit DH’s): 2 years.

(2) Priority Panel REDCOM SJA and REDCOM Deputy SJA: 2 years (unless the DSJA is selected for promotion to O6 and requests to depart early).

(3) Priority Panel SME billets: 4 years.

10. Medical Panel (2105, 2205, 2305, 2905)

a. Applicant Guidelines

(1) Officers with the 2105, 2205, 2305, and 2905 designators are not authorized to apply for billets in other communities including 1000-coded NEPLO billets. In addition to the requirements below, the

board is also to follow BUMEDNOTE 1412 procedures for the Reserve Component Navy Medicine Command Screening Board. In the case of a conflict between the BUMEDNOTE 1412 or this notice, this notice will take precedence.

(2) Medical Department Officers are responsible to read and understand this document in its entirety to fully understand the billet selection process. Officers should consult with their respective command leadership, SE, or Corps Reserve Affairs Officer (RAO) if any questions arise.

(3) Officers are responsible to ensure the self-reported billet history section of their RFMT profile is accurate for the panel to verify relevant experience required by a billet and to avoid multiple tours of duty. Any officer who applies for and is awarded a billet who is later found to have not met the requirements of the billet for any reason (for example, multiple tours, experience, credentials, security clearance) will be removed from the billet and eligibility for a PBA will be subject to the determination of the BUMED Vice Chief, Reserve Policy, and Integration and the officer may be transferred to the VTU.

(4) Select O6 Medical Leadership billets have been designated as MAJCOM and SEQ-MAJCOM and will be screened during the MAJCOM/SEQ-MAJCOM panel in advance of the Medical Priority Panel. Leadership billets not meeting MCRB criteria will be slated in the APPLY Board Medical Priority Panel. If not selected for a MAJCOM or SEQ-MAJCOM billet and the member has applied for non-MAJCOM or SEQ-MAJCOM billets, the member's record will automatically be transferred to the Medical Priority and regular APPLY panel after the mark-ups and grades have been removed. No action by the applicant is required. In order to apply for Medical MAJCOM and SEQ-MAJCOM billets, 2XXX officers must meet the requirements prescribed in section 3.1 above with the following exceptions:

(a) MAJCOM. Completed one O6 XO tour or met minimum time (18 months) in current XO tour and hold the XO NOBC (9436). The only exception is 4th Medical Battalion, a Major Command where the XO billet is an O5 billet. This satisfies the requirement as an O6 XO tour since it is a MAJCOM tour under USMC command structure. Additional considerations:

1. Applicants with prior experience in an O6 XO/CO billet will be given special consideration, particularly if it is an operational platform.

2. Applicants with leadership experience in a deployed setting will be given special consideration.

(b) SEQ-MAJCOM. Completed one O6 CO MAJCOM tour or minimum time (18 months) in current O6 MAJCOM CO tour and hold the CO NOBC (9421/9422). Due to the recent significant restructuring across Navy Reserve Medicine, members who have completed, or are currently in a Post Command billet with at least 18 months in the billet, will be grandfathered in to meet this requirement until further notice. Additional desired qualifications and experience:

1. Applicants with prior experience in an O6 CO billet of an operational platform will be given special consideration.

2. Applicants with leadership experience in a deployed setting will be given special consideration.

(5) Priority Panel Billets

(a) Officers with tenure remaining in a Priority Panel billet may NOT break tenure in the current billet to apply for another billet.

(b) Officers currently in an AD status (i.e. MOB, ADOS, RECALL), or who have orders to begin AD service, and are expected to serve in that status for greater than a six-month duration after the start of the APPLY billet are ineligible to apply for Priority Panel billets. Officers failing to comply and are selected for a billet during APPLY will subsequently be removed from the billet and eligibility for PBA will be subject to the determination of the BUMED Vice Chief, Reserve Policy, and Integration and the Officer may be transferred to the VTU.

(c) Officers selected for Priority Panel billets are expected to serve the entire tenure of the APPLY awarded billet. Approval by the Vice Chief, Reserve Policy & Integration, is required for members assigned to BSO-18 Priority Panel billets to volunteer for RECALL, ADOS, and ADT opportunities greater than 45 days in duration. Officers assigned to medical Priority Panel billets in other BSOs (i.e., Marine Forces Reserve, Fleet Forces), will seek similar approval from Fleet Forces Command or Marine Forces Reserve.

(d) Non-local assignments are not authorized for members assigned to BSO-18 Priority Panel billets. Members assigned to BSO-18 Priority Panel billets must be assigned to the Command HQ Training Unit Identification Code (TRUIC) and the respective Navy Reserve Center (NRC) location regardless of home of record (HOR).

**(6) Non-Priority Panel Billets**

(a) Officers selected to BSO-18 non-Priority Panel billets, in a non-local assignment status, will travel to the HQ TRUIC of their billet, or other location determined by their UMUIC leadership, at least once per quarter on funded orders, subject to available funding.

(b) The non-local assignment policy for billets outside of BSO-18 are determined by the BSO owning the billet and may be more restrictive.

(c) Non-local assignments for officers assigned to MARFORRES billets are subject to approval by UMUIC leadership. Non-local assignments will be authorized for MARFORRES TRUICs only within the same Major Subordinate Command. Further, 4th Medical Battalion (MEDBN) assigned personnel must drill with one of the 4th MEDBN detachments. 4th Dental Battalion personnel must drill with one of the 4th Dental Battalion TRUIC detachments. Members assigned to MARFORRES billets, in a non-local assignment status, are expected to travel to the HQ TRUIC location of their billet, or other locations determined by their UMUIC leadership, at least once per quarter on directed orders, subject to available funding. Applicants are encouraged to seek clarification from the RPD or CO listed in the RFMT billet description prior to submission of the APPLY dream sheet.

(7) Officers may complete only one BSO-18 SE billet per pay grade. In the event an O5 SE is selected to promote to O6 after assignment to the SE billet, they are eligible to apply for another SE billet as an O6.

(8) Officers may complete two POST tours, but not in the same region.

(9) Officers may complete two XO and two CO tours per pay grade (O5/O6) but the tours in the same paygrade cannot be in the same platform.

(10) Upon completion of an O5/O6 CO tour, an officer may not be assigned to a billet in the same command for at least two years after completion of the CO tour.

(11) Officers who have completed an O6 XO tour, but not a Command tour, are eligible for BUMED SE billets or MARFORRES Priority Panel billets, if they have not previously completed one. Similarly, if an officer has completed an O5 XO tour, but not a Command tour, they remain eligible for O5 senior administrative billets (O5 SE type billets).

b. Billet Qualifications and Requirements

(1) O6 POST. Must have completed or be in the 2<sup>nd</sup> year of an O6 CO tour. Must have 2D1 AQD. Applicants should review RFMT billet descriptions for any billet specific requirements, desired qualifications, or experience. Officers may complete two post command tours but not in the identical billet or region (ex. cannot be the DCOS of Naval Medical Forces Atlantic and Naval Medical Forces Pacific.) Applicants with leadership experience in a deployed setting will be given special consideration. JPME (JS1, JS7, JS8 or JSA AQDs) qualifications will be given special consideration.

(2) O6 CO. Must have 2D1 AQD and have completed or be in the 2nd year of an O6 XO tour. Officers seeking an O6 XO tour equivalent letter (including mobilizations) as an exception to policy shall have written approval from the Vice Chief, BUMED, Reserve Policy and Integration to be granted the NOBC 9436, which must be done prior to the APPLY Board and be in the record, or submitted in a letter to the board. Applicants with leadership experience in a deployed setting will be given special consideration. JPME (JS1, JS7, JS8 or JSA AQDs) qualifications will be given special consideration.

(3) O6 XO in a BUMED MAJCOM Command. Must have 2D1 AQD. Officers will have completed either an O5 or O6 SE tour. Previous XO or CO experience in a non-MAJCOM billet will be given special consideration. Prior tour as an OIC and NOBC 9420 (OIC Shore Activity) is required. Applicants with leadership experience in a deployed setting will be given special consideration. JPME (JS1, JS7, JS8 or JSA AQDs) qualifications will be given special consideration.

(4) O6 XO. Must have 2D1 AQD. Officers are recommended but not required to complete an O5 and/or O6 SE tour prior to XO. Prior tour as an OIC and NOBC 9420 (OIC Shore Activity) is required. Applicants with leadership experience in a deployed setting will be given special consideration. JPME (JS1, JS7, JS8 or JSA AQDs) qualifications will be given special consideration.

(5) O5 CO. Must have 2D1 AQD and have completed or be in the 2<sup>nd</sup> year of an O5 XO tour. There is no O5 XO equivalent letter process or substitution for an O5 XO tour. Applicants with leadership experience in a deployed setting will be given special consideration. JPME (JS1, JS7, JS8 or JSA AQDs) qualifications will be given special consideration.

(6) O5 XO. Must have 2D1 AQD. Officers are recommended but not required to complete an O5 SE tour prior to XO. Prior tour as an OIC and OIC NOBC 9420(OIC Shore Activity) is required.

(7) OIC Billets. Forward Deployed Preventive Medicine Unit (FDPMU), Accession Site Unit (ASU), Expeditionary Medical Unit (EMU), Enroute Care System (ERCS), Expeditionary Resuscitative Surgical System (ERSS) must have 2N1 AQD. Officers with prior experience in staff HQ level collateral duties such as administrative officer, training officer, operations officer, etc. will be given special consideration. Officers with deployment experience, experience serving as an OIC of a field exercise or on deployment will be given special consideration.

(8) SE Billets. Must have 2N1 AQD. Previous experience as an OIC is preferred but not required. Those with prior experience as an OIC and hold the OIC NOBC will be given special consideration. See corps specific panel guidelines.

(9) Marine Forces Reserve (MARFORRES) additional billet qualifications

- (a) CO, 4th Medical BN must have 2D1 and Fleet Marine Force Warfare Officer (FMFWO).
- (b) XO, 4th Medical BN must have 2D1 with FMFWO preferred.
- (c) CO, 4th Dental BN must have 2D1 and FMFWO.
- (d) XO, 4th Dental BN must have 2D1 and FMFWO preferred.
- (e) CO/XO Marine Corps Company require 2N1 and FMFWO preferred.
- (f) MARFORRES Major Subordinate Command (MSC) Surgeons, 2N1 is required and FMFWO is preferred.

c. Panel Considerations and Requirements

(1) Officers selected and assigned to billets in the priority panel will not be considered in subsequent Corps specific (non-leadership) panels.

(2) Senior Executive (SE) experience is not a requirement for CO/XO billets. However, officers who possess this experience will be looked upon favorably when two or more otherwise equally qualified officers are in contention for a billet.

(3) If two or more members are equally qualified for a priority panel billet, the board will select the senior most qualified officer.

(4) Corps-specific Panel General Guidelines

(a) The Corps specific non-leadership panel (MC/DC/NC/MSC) will select officers for all remaining Medical Department billets. Priority will be given to assigning officers to billets in exact paygrade and skill (i.e., Designator, AQD, RFAS and/or SSP) match. In the event that two or more members are qualified with the same confidence factor for a non-MCRB non-Priority Panel billet, the board will select the junior most qualified officer.

(b) In evaluating applicants, RPD/CO comments, especially regarding skill requirements, will be considered by the board as applicable during the slating process. Correct fit with regard to rank, AQD, RFAS, and SSP codes is required.

(c) Corps-specific Guidelines

1. Dental Corps (DC). All officers must possess the necessary credentials to be privileged in the specialty the billet requires at the time of selection. All officers will maintain privileges in the specialty required for the billet for the tenure of their assignment. Dental Officers possessing SSP in addition to General Practice Dentist, may only apply for billets in their PRIMARY SSP (e.g., OMFS, Endodontics, Periodontics) and may NOT apply for a 1700 General Dentistry Billet.

2. Medical Corps (MC). All officers must possess the necessary credentials to be privileged in the specialty the billet requires at the time of selection. All officers will maintain privileges in the specialty required for the billet for the tenure of their assignment. Officers who apply for billets for which they are not currently privileged and are selected by the board will forfeit the billet and be transferred to the VTU if no available billet exists in the correct subspecialty.

3. Medical Service Corps (MSC). The SE billet is the Director for Administration (DFA) and is open to O5 and O6 MSCs only. If two or more members are equally qualified for a DFA billet, the board will select the senior most qualified officer. Officers who apply for billets for which they have not maintained privileges and are selected by the board will forfeit the billet and be transferred to the VTU if no available billet exists in the correct subspecialty. For non-command billets, assignment priority is based on the recorded primary SSP code contained in the member's official service record and billet RFAS code. Officers are responsible for ensuring their records are updated to include all current primary and secondary SSP codes on record.

4. Nurse Corps (NC). For non-command billets, assignment priority is based on the recorded primary SSP code contained in the member's official service record. Officers are responsible for ensuring their records are updated to include all current primary and secondary SSP codes with Centralized Credentialing Program Department (CCPD). Officers who apply for billets for which they are not currently credentialed and are selected by the board will forfeit the billet and be transferred to the VTU if no available billet exists in the correct subspecialty.

d. Billet Tenure

(1) MAJCOM/SEQ-MAJCOM/Priority Panel Billets: 2 years.

(2) Community specific non-leadership: 3 years. There are exceptions to this in the expeditionary medicine platforms to accommodate the Optimized Fleet Response Plan (OFRP) readiness cycle.

11. Public Affairs Officer (PAO) Panel (1655).

a. Applicant Guidelines

(1) 1655 PAOs may only apply for 165X-coded billets.

(2) Some PAO billet have been designated priority billets, to include unit CO/OIC, unit XO/AOICs, and other designated O4-O6 billets. Some are newly identified priority billets to be phased in for future rotation purposes over the FY26 and FY27 APPLY Boards. A list of priority billets is available on the RFMT homepage.

(a) Officers who have tenure remaining in non-priority billets may apply for priority billets. Officers who have tenure remaining in a priority billet are not eligible to apply for another billet unless selected for promotion to the next rank.

(b) Officers selected for promotion to O6 and O5 in FY25 are eligible for priority billets. Officers selected for promotion to O4 in FY25 are not eligible for O4 priority billets.

(3) CO/OIC, XO/AOIC billets require the 2N1 AQD. Officers selected to these positions must complete the Navy Reserve Unit Management (NRUM) course.

(4) O4 and O5 PAOs selected for promotion are eligible to apply for billets at their selected rank. O3 PAOs selected for promotion are not eligible to apply for billets at their selected rank. PAOs selected for O6 who have tenure remaining in O5 command billets may apply for O6 billets.

(5) All O6s in non-command billets and all O6 Selects in any billet may apply for the COS Vice Chief of Information Reserve (VCI) billet (BIN: 0066263), regardless of remaining tenure.

(6) APPLY selected O4 XO/AOICs will apply for IDT-R funding for reimbursement for travel and be locally assigned; however, O4 XO/OICs billets denied by CNFRC for IDT-R may be cross-assigned to their unit.

b. Panel Considerations and Requirements

(1) Priority panel will review and select applicants for priority billets. Officers selected and assigned to priority billets will not be considered in the subsequent non-priority panel. Selection will be in order of officer confidence factor. If multiple qualified officers for the same priority billet have received the same confidence factor, the panel will consider various nonexclusive factors, including an officer's record, experience, PA acumen, education, training, NOBCs, and AQDs to make an assignment.

(2) Once the panel completes selections for priority billets, the panel will review and select officers for non-priority billets. If multiple qualified officers for the same non-priority billet have received the same confidence factor, the panel will consider various non-exclusive factors, including an officer's record, experience, PA acumen, education, training, NOBCs, and AQDs to make an assignment.

(3) In the event that two or more officers are equally qualified for a billet, the board will select the preponderance of experience.

c. Billet Tenure

(1) Priority Billets: 2 years.

(2) Non-Priority Billets: 3 years.

(3) Chief of Information Reserve VCI Chief of Staff and VCI Commander's Action Group Director: 2 years with option to extend to 3 years total.

d. Post Board Assignments. Vice Chief of Information (VCI) endorsement is required to receive a PBA. Route requests through CHINFO-RPD. PBA to 1655 billets will be for one year. The ESC is the ultimate decision-making authority for any exception to policy. Officers with the 1655 designator are not authorized to apply for billets in other designators without written consent from the VCI during the PBA phase.

12. Supply Panel (3105)

a. Applicant Guidelines

(1) O5 Supply Corps officers are not authorized to apply for billets in other designators. O6 Supply Corps officers are not authorized to apply for billets in other designators with the exception of NEPLO billets.

(2) Supply Corps officers slated to a billet in the Supply Corps panel are assigned to that billet and are not considered for billets in other communities regardless of dreamsheet preference.

(3) MAJCOM and SEQ-MAJCOM Screening Panels. Select 3105 O6 CO and POST billets have been designated as MAJCOM and SEQ-MAJCOM. These billets will be screened and slated in advance of the O6 3105 Panel. A MAJCOM or SEQ-MAJCOM tour is highly desirable.

(a) Applicants for MAJCOM billets must meet all the requirements prescribed in Section 3.1 to be eligible to apply as well as those listed below:

1. Have three years or more remaining before reaching age 60, or before reaching 30 years of commissioned service.

2. For Navy Expeditionary Logistics Regiment (NELR) command billets, applicants must have held previous command at a Navy Cargo Handling Battalion.

3. Additional desired qualifications and experience:

a. Earned the 2N3 AQD code "MAJCOM QUALIFIED."

b. Attained at least one formal warfare designation.

c. Completed Command Leadership School.

d. Earned an AQD code in at least one Supply Corps functional area from the 900-949 series.

e. Additional preferred AQDs include BX3, JSM, or JOM as well as OLW qualified tours.

(b) Applicants for SEQ-MAJCOM billets must meet all the requirements prescribed in Section 3.1 to be eligible to apply. Additional desired qualifications and experience listed below:

1. Previous MAJCOM Experience and earned the 2N4 AQD code "SEQ-MAJCOM QUALIFIED."

2. Attained at least one formal warfare designation.

3. Earned an AQD code in at least one Supply Corps functional area from the 900-949 series.

4. Advanced Education.

(4) For consideration of O5 NCHB command billets, applicants must meet the following criteria:

(a) Have obtained the Navy Expeditionary Supply Corps Officer (NESCO) Warfare qualification (AQD 93E). Warfare designation demonstrates a level of competency and professionalism expected in command leaders.

(b) Hold the 2D1 AQD as outlined in Reference (r).

(c) Have three years or more remaining before reaching age 60, or before reaching 28 years of commissioned service.

(d) Willingness to sign a Volunteer Waiver Acknowledgement form to mobilize within dwell, if necessary, to meet unit operational requirements.

(e) Successfully screened for Supply Corps O5 command for NCHBs or O6 command for NELRs/NAVELSG Reserve per NAVSUPINST 1421.1 series. A list of screened personnel will be provided to CNRFC N12 by COMNAVELSG.

(f) Additional desired qualifications and experience:

1. Previous NCHB tours as Company Commander and/or Department Head desired.
2. Additional preferred AQDs include 9L1 and 9L2 as well as OLW qualified tours.

(5) For contracting billets, the preference is for officers to already possess DAWIA certification required by the billet; some billets are designated with a horizontal skill substitution code (Horizontal RFAS) requiring certification at time of selection. Contracting billet applicants are highly encouraged to submit a letter to the board in addition to "remarks to the board" within their dreamsheet in RFMT to provide amplifying information addressing the following.

(a) DAWIA Contracting Professional certification status (achieved or pending review/approval).

(b) Other Federal Government contracting experience and qualifications, such as Federal Acquisition Certification in Contracting FAC-C (Professional).

(6) FY26 Navy Fleet Logistics Readiness Center (LRC) Command billets will have an effective date of 1 December 2025. Fleet LRC Command billets will be clearly identified in the CO/Supported Command comments. To be considered for Fleet LRC command billets:

(a) Applicants for O6 Fleet LRC command billets must possess the JPME 1 AQD (JS7). This requirement is also fulfilled by the JSA, JS1, and JS8 AQDs. Additionally, they are recommended to possess either the 9L1 AQD for a qualified OLW tour or have successfully completed an O5 operational command tour.

(b) Applicants for O5 Fleet LRC command billets are strongly encouraged to possess the 9L1 AQD for a qualified OLW tour or have successfully completed a Company Commander or Department Head tour in an operational command.

(c) Applicants are strongly encouraged to have completed the MSOC or the Logistics Planner Course. These courses are foundational education avenues that will aid in the proficiency and competency within the fleet OLW Theater.

(d) Applicants having completed the Maritime Advanced Warfighting School or the Joint Advanced Warfighting School and follow-on tour requirements will be considered qualified for any Fleet LRC command billet.

(7) FY26 Supply Corps POST billets will have an effective date of 1 December 2025. Supply Corps POST billets are highly competitive positions requiring significant leadership experience, logistics knowledge, and operational expertise at the senior level in at least one of the three Supply Corps Lines of Operation – Operational Logistics, Supply Chain Management, and Acquisition. Officers selected for Post Command will serve in senior advisory roles with their AC counterparts at their respective commands and represent the Supply Corps Reserve Community. To be considered for Supply Corps POST billets, applicants must have completed two O6 K-coded assignments; or have completed one O6 K-coded assignment and one O6 C-coded assignment.

(8) Certain billets may require additional certifications, or AQD codes prior to assignment. The billet requirements should be clearly identified in the supported command comments. Additional preferred AQDs include 9L1 and 9L2 as well as Fleet OLW qualified tours.

b. Panel Considerations and Requirements. A Supply Corps Priority Panel will convene to review and select applicants for Navy Expeditionary Logistics Support Group (NAVELSG) and Navy Cargo Handling Battalions (NCHB) command billets. Officers selected and assigned to billets in the priority panel will not be considered in the subsequent corps specific (non-priority) panel. A list of priority billets can be found on the RFMT homepage.

SECTION 4

POST BOARD ASSIGNMENT PROCEDURES

1. Eligibility and Process

- a. With the exception of community specific information per Section 3, officers must apply for at least one APPLY billet, to be eligible to submit a request for PBA.
- b. Officers interested in filling vacant billets should contact the billet RPD for consideration. RPDs will provide concurrence for ALL requests for PBA to billets under their control on behalf of the command.
- c. RPDs shall provide concurrence on all PBA requests. PBA requests that do not receive RPD concurrence in RFMT within 7 days of submission will be disapproved. COMNAVRESFORCOM N122 will notify RPDs of final adjudication within 30 days of receipt of request via RFMT PBA request.
- d. Officers assigned to valid NON billets with tenure remaining are not eligible for re-assignment to another NON billets in the PBA phase, but are eligible to apply for CO, OIC, POST, XO, SE and MILE.
- e. Exception to policy (ETP) will be submitted for any requests outside of policy contained within this notice (e.g.: non-RFAS match, AQD waiver, outside billet designator, etc.).
- f. Officers who affiliate with the Navy Reserve on or after 1 May 2025, are eligible for NON billets during PBA and will remain in a pay status until 30 November 2026. These officers are directed to participate in the FY27 APPLY Board process as non-participation will result in transfer to the VTU.

2. Command/leadership (MAJCOM, SEQ-MAJCOM, CO, OIC, POST, XO, SE and MILE) Vacancies

- a. Submissions for command/leadership billets must obtain concurrence from gaining and losing RPDs. PBA requests that do not receive RPD concurrence from both gaining and losing RPDs in RFMT within 7 days of submission will be disapproved.
  - (1) Nominees for command/leadership billets must hold the required billet AQDs, to include the 2N1 or 2D1 AQD, prior to submission.
  - (2) Nominees for SEQ-MAJCOM or MAJCOM billets must have applied to a MAJCOM or SEQ-MAJCOM billet at the APPLY Board.
- b. Final determination for PBA placement to command/leadership vacancies will be voted upon by the ESC and panel President/Vice President based on a review of submitted officer and billet requirements. Additionally, CNRFC will make the final determination for the PBA placement of candidates into the REDCOM Deputy Commander (DCOM) billets based on the voting recommendations of the ESC and panel President/Vice President.
- c. All command/leadership assignments will receive full tenure per Section 2 with PRDs aligned to 30 November, unless otherwise prescribed in Section 3.

3. Non-Command (NON) Vacancies

- a. Submissions for NON billets must obtain concurrence from gaining command RPD. PBA requests that do not receive RPD concurrence in RFMT within 7 days of submission will be disapproved.
- b. ETPs for vertical paygrade substitutions for the next higher or lower paygrade are not required; RPD concurrence of the PBA request indicates willingness to waive RFAS rank requirement.
- c. All NON PBA assignments will receive full tenure per Section 2 with PRDs aligned to 30 November, unless otherwise prescribed in Section 3.

#### 4. Community Specific Guidance

- a. For all managed communities (BUMED, CEC, Chaplain, HR, IWC, JAG, and PAO), PBA requests require community concurrence before RFMT PBA request submission. Officers need to reach out to community assignment POCs if interested in PBA assignment.
- b. JAG officer PBAs are subject to final approval by the Deputy JAG (Reserve Affairs and Operations) acting for the JAG, under the authority outlined in section 806 of reference (i).
- c. Non-1135 officer PBAs to 1135 billets are subject to approval by the senior 1135 flag officer. An endorsement letter from the senior 1135 flag officer must be submitted as part of the PBA request.
- d. PBAs for NEPLO billets must be endorsed by Commander, Naval Installations Command RPD or NEPLO Program Manager.

#### 5. Special Cases

- a. “Double-slated” Billets. A billet which becomes “double-slated” due to an erroneous billet advertisement will remain assigned to the individual with tenure remaining in the billet.
- b. Officers filling billets with a funding end date after 30 November 2025 will remain in their assigned billet until the billet’s deletion/unfunded date. Upon billet deletion, members who did not participate in FY26 APPLY will be PBA eligible for NON billets or will be assigned IAP to the most appropriate TRUIC until 30 November 2026 and are required to participate in the next APPLY Board.
- c. In the event an officer occupies an assigned billet that is subsequently deleted, the officer must work through the RPD to obtain a PBA but will be eligible to remain in a pay status until 30 November 2026.

##### d. PBA Billet Restructure

(1) In the event an officer occupies an assigned billet that is subsequently moved to a new location, the officer may work through the RPD to obtain a PBA, but will be eligible to remain in the billet for the entirety of the assignment tenure. If a NON billet is moved, the RPD may submit an ETP request for consideration of a non-local assignment via RFMT PMR, and if approved, the officer will have their PRD modified to 30 November 2026.

(2) In the event an officer occupies an assigned leadership billet that is subsequently restructured to a NON billet, upon notification by the RPD via RFMT PMR, the officer’s PRD may be adjusted to 30 November 2026 and the officer will remain in the billet until the next APPLY Board.

(3) In the event an officer occupies an assigned billet that is subsequently restructured from a NON billet to a command billet, upon notification by the RPD via RFMT PMR, the officer's PRD may be adjusted to 30 November 2026 and the officer will remain in the billet until the next APPLY Board. Consideration should be given to allow the member an opportunity to obtain the necessary qualifications (i.e. 2N1/2D1), and subsequently be allowed to remain in the billet for a full command tenure. The RPD is responsible to notify COMNAVRESFORCOM N12 via RFMT PMR for all required order modifications.

(4) In the event an officer occupies an assigned billet that is subsequently changed for reasons other than leadership code changes (i.e., vertical paygrade, RFAS, qualifications), the officer may work through their RPD to obtain a PBA and will be eligible to remain in the billet until the next APPLY Board. Consideration should be given to allow officers to obtain the necessary qualifications, and subsequently be allowed to remain in billets to fulfill the originally assigned full tenure.

Appendix A: Timeline (Plan of Action and Milestones)

**CY 2025**

	<b><u>Description of Action/Tasker</u></b>
1 March	Echelons IV, V, and VI start billet verification. RPDs, Echelon IVs, Reserve COs, and OICs review and update comments.
13 April	Deadline to route any O6, O5 or unit CO or OIC assignment discrepancy corrections found at the Echelon V-VI levels to COMNAVRESFORCOM N12 for adjudication via RPD submitted RFMT PMR.
13 April	Deadline for RPDs to submit Billet Change Requests to change billet requirements, including RFAS codes, and to verify correct LDCs.
13 April	Deadline for all supported command and commanding officer comment inputs. COMNAVRESFORCOM N12 will review and remove comments older than 1 December 2024.
13 April	Deadline for RPDs to submit PRD modification requests to COMNAVRESFORCOM N12 via RFMT PMR.
14 April	Deadline for submission of board membership and board support applications.
P-day	Publish date of FY26 COMNAVRESFORNOTE 5400.
P+3 days	Deadline to submit PBA requests to COMNAVRESFORCOM N12.
30 April	COMNAVRESFORCOM N12 will notify RPDs of approved PRD modification and PBA requests by generating orders via RFMT.
12 May	0800 EST RFMT opens for dreamsheet submission. <u>Note:</u> Officers who are in an active status, or otherwise unable to participate in APPLY, should seek assistance by contacting COMNAVRESFORCOM N12 for assistance at usn.norfolk.comnavresforcomva.mbx.cnrfc-senior-officer-apply@us.navy.mil
NAVADMIN Date	APPLY applicant supplemental package submissions refer to FY26 NAVY RESERVE NATIONAL COMMAND AND SENIOR OFFICER APPLY BOARD NAVADMIN located on MyNavyHR.
8 June	Final day for dreamsheet modifications. Application phase will close at 2359.
11-22 August	APPLY Board.
R-day	APPLY Board results released upon approval from COMNAVPERSCOM and concurrence from COMNAVRESFOR. Results

will not be released publicly until the declination period has ended.

R+7 days	Decline deadline. APPLY board selectees automatically “accept” assignments after the seven day declination period.
R+8 days	COMNAVRESFORCOM N12 releases APPLY results via RFMT to “All Hands”.
R+8 days	PBA opens in RFMT.
1 November	Officers desiring an effective date other than 1 December 2025 must communicate their request to COMNAVRESFORCOM N12 for approval via the supported command RPD.
1 November	COMNAVRESFORCOM N12 will generate FY26 APPLY orders in RFMT.
1 December	Effective date of FY26 APPLY orders. Selectees execute FY26 APPLY Board orders to billet assignments.
1 December	NRAs complete loss and gain transactions via NSIPS for all FY26 APPLY Orders.
<b><u>CY 2026</u></b>	
1 January	Effective date of FY26 VTU transfer orders.
2 February	COMNAVRESFORCOM N12 begins accepting board membership and board support applications in RFMT for FY27 APPLY.
2 February	Echelons IV, V, and VI start billet verification. RPDs, Echelon IVs, Reserve COs, and OICs review and update comments.

## Appendix B: Community Matrix

FY26 MAJCOM/SEQ-MAJCOM COMMUNITY MATRIX

COMMUNITY	ALLOWED TO APPLY TO BILLETS OUTSIDE OF COMMUNITY	MEMBERS OUTSIDE OF COMMUNITY ALLOWED TO APPLY	SLATING TIE BREAKER DECIDING FACTOR	AUTHORIZED CO/OIC TOURS (PER PAYGRADE)	SUGGEST PHASE	REMARKS/NOTES
<b>MAJCOM:</b>						
MAJCOM, Aviation (13XX)	Yes	No	Preponderance of experience	N/A	No	<ul style="list-style-type: none"> <li>-In the current paygrade of O6 (O6-selects are not eligible to apply).</li> <li>-Command screened or have completed command qualification (2N1/2D1).</li> <li>-Minimum completion of JPME Phase I (JS7 AQD). Requirement also fulfilled by JSA, JS1, and JS8 AQDs.</li> <li>-Have completed one, but not two, two-year O6 CO tours in an O6, C or K-coded billet OR have the 2N3/2D3 AQD (Major Command Qualified).</li> <li>-Can not vacate CO/POST but can vacate NON/MILE.</li> </ul>
MAJCOM, NSW (1130)	Yes	No	Preponderance of experience	N/A	No	<ul style="list-style-type: none"> <li>-Must have completed 1 NSW O5 CO tour. Can be first O6 CO tour.</li> </ul>
MAJCOM, SWO (1115)	Yes	Yes	Preponderance of experience	N/A	No	<ul style="list-style-type: none"> <li>-Must have Surface Warfare Community tour.</li> </ul>
MAJCOM, IWC	No	No	Preponderance of experience	N/A	No	<ul style="list-style-type: none"> <li>-Must have completed at least 1 O6 IW PRI command tour.</li> <li>-Must have 2D1.</li> </ul>
MAJCOM, MEDICAL	No	No	Preponderance of experience	N/A	No	<ul style="list-style-type: none"> <li>-Completed one O6 XO tour OR met minimum time in XO tour and hold the XO NOBC (9436).</li> </ul>
MAJCOM, SUPPLY CORPS	No	No	Preponderance of experience	N/A	No	
<b>SEQ-MAJCOM:</b>						
SEQ-MAJCOM, Aviation (13XX)	Yes	No	Preponderance of experience	N/A	No	<ul style="list-style-type: none"> <li>-Completion of at least one RESFORON or SAU O5 command tour.</li> <li>-Completion of one tour in an OLW billet.</li> </ul>
SEQ-MAJCOM, NSW (1130)	Yes	Yes	Preponderance of experience	N/A	No	<ul style="list-style-type: none"> <li>-Must have completed 1 NSW O5 CO tour. Can be first O6 CO tour.</li> </ul>
SEQ-MAJCOM, SWO (1115)	Yes	No	Preponderance of experience	N/A	No	<ul style="list-style-type: none"> <li>-Completed at least 1 NSW O6 CO tour and 1 NSW O5 CO tour.</li> </ul>
SEQ-MAJCOM, MEDICAL	No	No	Preponderance of experience	N/A	No	<ul style="list-style-type: none"> <li>-Must have completed a O5 or O6 Surface Warfare Community CO tour OR have completed a mobilization as an afloat OIC as a O5 or O6.</li> <li>-Completed one O6 CO MAJCOM tour or met minimum time (18 months) in current O6 CO tour and hold the CO NOBC (9421/9422).</li> </ul>
SEQ-MAJCOM, SUPPLY CORPS	No	No	Preponderance of experience	N/A	No	

**FY26 RESTRICTED LINE COMMUNITY MATRIX**

COMMUNITY	ALLOWED TO APPLY TO BILLETS OUTSIDE OF COMMUNITY	MEMBERS OUTSIDE OF COMMUNITY ALLOWED TO APPLY	SLATING TIE BREAKER DECIDING FACTOR	AUTHORIZED CO/OIC TOURS (PER PAYGRADE)	SUGGEST PHASE	REMARKS/NOTES
AEDO/AMDO (15XX)	Yes	Yes	Preponderance of experience	2	Yes	-Section 3.3.
CEC (5105/6536)	No	No	Preponderance of experience	O5: 2 O6: Unlimited	No	-Section 3.5. -Two panels: Priority and Corps Specific.
CHAPLAIN (4105)	No	No	In-community designator preference	N/A	Yes	-Section 3.4.
EDO (14X5)	No	No	Absolute Date of Rank Senior Member	Unlimited	Yes	-Section 3.6.
HR (1205)	Yes	No	Absolute Date of Rank: Junior Member	2	Yes	-Section 3.7. -Allowed to apply to 1XXX-coded CO/OIC/XO billets outside of community after 1205 billets.
IWC (18X5)	No	Yes (Space Cadre)	Preponderance of experience	2	Yes	-Section 3.8. -Two panels: Priority and Corps Specific. -If Space Cadre URL selected, will not flow through to URL Panel.
JAG (2505)	No	No	Preponderance of experience	2	Yes	-Section 3.9. -Two panels: Priority and Corps Specific.
MEDICAL: Leadership (2105, 2205, 2305, 2905)	No	No	Absolute Date of Rank: Senior Member	2	Yes	-Section 3.10. -Allowed only 1 SE billet per paygrade.
MEDICAL : Clinical (2105, 2205, 2305, 2905)	No	No	Absolute Date of Rank: Junior Member	N/A	Yes	-Section 3.10.
PAO (1655)	No	No	Preponderance of experience	3	Yes	-Section 3.11. -Two panels: Priority and Corps Specific.
SUPPLY (3105)	No	No	Preponderance of experience	2	Yes	-Section 3.12. -Two panels: Priority and Corps Specific.

FY26 UNRESTRICTED LINE COMMUNITY MATRIX						
COMMUNITY	ALLOWED TO APPLY TO BILLETS OUTSIDE OF COMMUNITY	MEMBERS OUTSIDE OF COMMUNITY ALLOWED TO APPLY	SLATING TIE BREAKER DECIDING FACTOR	AUTHORIZED CO/OIC TOURS (PER PAYGRADE)	SUGGEST PHASE	REMARKS/NOTES
Aviation (13XX)	Yes	No	Preponderance of experience	2	Yes	-Section 3.2.d.
CNAP NAWDC AWF	No	No	Preponderance of experience	2	No	-Section 3.2.d.(3) -Screened by COMNAVAIRPAC for NR NAWDC AWF billets.
BOS-I	No	No	Preponderance of experience	2	Yes	-Section 3.2.d.(4)
EOD (1145)	Yes	Yes	In-community designator preference	2	Yes, Slated to unfilled 1140 billets only	-Section 3.2.c. -NR EXU-1 CO and XO billets must be filled by 1145
FAO (1715)	Yes	Yes (not award outside of community if qualified 1715s remain)	Absolute Date of Rank: Junior Member	2	Yes	-Section 3.2.f. -Must list all 1715 billets.
JECC	Yes	Yes	Preponderance of experience	2	No	-Section 3.2.h. -IMA billets.
LDO (6XXX)	Yes	Yes	In-community designator preference	Unlimited	Yes	-Section 3.2.g. -6XXX may apply for corresponding 1110 and 1120 billets. -6355 may apply for corresponding 1000, 1510, & 1520 billets.
NEPLO	Yes	Yes	Preponderance of experience	2	No	-Section 3.2.i. -IMA billets.
NSW (1135)	Yes	Yes	In-community designator preference	2	Yes, Slated to unfilled 1135 billets only	-Section 3.2.b -Must list all 1135 billets first.
SSO (1665)	Yes	No	Preponderance of experience: Advanced license	2	Yes	-Section 3.2.e. -Must list all 1665 billets.
SWO (1115)	Yes	Yes	In-community designator preference	2	Yes	-Section 3.2.a. -Community concurrence required for Post Board Assignment (PBA) submission and Exception to Policy (ETP) routing.

LDR Code	Title	Definition	General Prerequisites	Eligible to break tenure to apply for the following billet types
SEQ-MAJCOM	Sequential-Major Command	<p>Select O6 post command billets have been designated as sequential-major commands based on scope of influence, scope of responsibility, and warfighting contributions of their supported AUIC. These sequential-major command billets manage high-profile, operationally focused units that require the best and most fully qualified leaders. The significance of these sequential-major command leadership billets demands a more rigorous slating process than APPLY's auto-slating process. Sequential-major command billets will be filled using a limited detailing process in a panel separate from, and in advance of, the O6 community panels. This process will ensure that the Active Duty Supported Commanders have the best leaders in key positions to support operational AC organizations with large RC enterprises. Applicants should apply for sequential-major command billets using the standard dreamsheet process.</p>	<ul style="list-style-type: none"> <li>- In the current paygrade of O6</li> <li>- Have completed two O6 command tours in board-selected, O6, C or K-coded billets by the time that they would assume Sequential Major Command OR have 2N4/2D4 AQD</li> <li>- JPME Phase I Graduate (JS7 AQD); This requirement is also fulfilled by the JSAs, JS1, and JS8 AQDs.</li> </ul>	None

LDR Code	Title	Definition	General Prerequisites	Eligible to break tenure to apply for the following billet types
MAJCOM	Major Command	Select O6 command billets have been designated as major commands based on scope of influence, scope of responsibility, and warfighting contributions of their supported AUIC. These major command billets command high-profile, operationally focused units that require the best and most fully qualified leaders. The significance of these major command leadership billets demands a more rigorous slating process than APPLY's auto-slating process. Major command billets will be filled using a limited detailing process in a panel separate from, and in advance of, the O6 community panels. This process will ensure that the Active Duty Supported Commanders have the best leaders in premier readiness units. Applicants should apply for major command billets using the standard dreamsheet process.	<ul style="list-style-type: none"> <li>- In the current paygrade of O6</li> <li>- Command screened or have completed command qualification (2N1/2D1)</li> <li>- Have completed one, but not two, two-year O6 command tours in a board-selected, O6, C or K-coded billet by the time that they assume Major Command OR have 2N3/2D3 AQD</li> <li>- JPME Phase I Graduate (JS7 AQD); This requirement is also fulfilled by the JSA, JS1, and JS8 AQDs.</li> </ul>	<b>None</b>
PRIORITY BILLETs	Priority Billets	Community identified billets of high-value representing increased scope and depth responsibility. Priority billets are slated prior to non-priority billets	N/A	Refer to Section 3
CO	Commanding Officer	In command of a reserve unit	- 2N1 or 2D1	<b>None</b>
OIC	Officer-in-Charge	In charge of a reserve unit	- 2N1 or 2D1	<b>None</b>

LDR Code	Title	Definition	Prerequisites	Eligible to break tenure to apply to the following billet types
POST	Post Command Billet	A position of leadership with a greater scope of responsibility than that of a Commanding Officer	- Requires completion of 2 previous CO tours at current paygrade	None
XO	Executive Officer	Chief assistant to the Commanding Officer	None	CO, OIC, POST, SE, MILE
SE	Senior Executive	Provides administrative oversight for all members of a specific community (e.g. Medical Corps, Dental Corps, Nurse Corps, or Medical Service Corps) within a command or larger organization	None	Refer to Section 3
MILE	Milestone Billet	Community driven and a highly competitive position of unique leadership because of the nature or complexity of work, scope of responsibility, and challenging operational functions/oversight. These billets should directly tie to a validated/funded AMD billet. Additionally, milestone billets call for operational experience (depth and breadth) and require product generation, knowledge, coordination & collaboration across a large AC and RC chains of command. Paygrade for these key leadership billets should be in paygrade parity with AC counterpart billets.	- 2N1 or 2D1	CO, OIC, POST, SE
NON	Non-Command	A billet without a designated leadership code	None	CO, OIC, POST, SE, MILE, XO