

FY-26 Spring TAR Transfer Re-designation Board Checklist & Instructions

Application deadline: 21 March 2026 at 2359 CST

Board convening date: 27 April 2026

1. Read the information on the main page of the TAR re-designation website
2. Read the FY-26 Spring TAR Board NAVADMIN
3. Read MILPERSMAN 1001-020
4. [AVN VR applicants] Read MILPERSMAN 1301-213
5. [SWO, SUB, and AVN applicants] Read MILPERSMAN 1321-100
6. Read the FY-26 TAR Re-designation Requirements document
7. Fill out the Application:
 - a. Enclosure 1: A copy of medical requirements is required for all applicants. An applicant can find their Individual Medical Readiness (IMR) status via:
 - i. Log into BOL: <https://www.bol.navy.mil/bam/>
 - ii. Click on “Individual Medical Readiness (IMR) Status”
 - iii. Open the “Snagit” application by clicking on the windows icon at the lower left corner of your computer screen, select “All Programs”, “Startup”, then “Snagit 12”. Click on “Send to Word” in the Snagit control center, capture the entire IMR screen by left clicking on the upper right corner of the IMR status screen and drawing a box around it. When you let go of the left mouse button, what you drew your box around will open in Microsoft Word. Label it as enclosure (1), print it, and include it as part of your application.
 - iv. [1137 applicants] Also submit a copy of your current physical stamped “PQ for diving duty” as an additional enclosure.
 - v. [13X7 applicants] Also submit a copy of DD2992 (“Aviation Up-chit”) as an additional enclosure.
 - b. Letter(s) of Recommendation (LOR) is/are not required but encouraged. No more than **FOUR** LORs will be accepted. Each LOR will be its own enclosure.
8. Obtain a Command Endorsement:
 - a. All applicants are required to have a command endorsement.
 - i. If your PRD is outside of 18 months from the board convene date (see the board NAVADMIN), the CO endorsement must include the following sentence: ***“This command understands that if the applicant’s PRD is not within 18 months of the TAR Re-designation Board convene date, the billet may be gapped.”*** Without this sentence, your application will not make it through the waiver process.
 - ii. For SELRES currently on active-duty orders (MOB, ADSW, extended ADT, etc.), command endorsements may be from your reserve unit CO or your current AC gaining command.
9. Scan the Command Endorsement and Application (with all enclosures) as one PDF. The Command Endorsement needs to be the first page.
 - a. Save the file as:

- i. **SPRING FY-26 TAR OFFICER TRANSFER-REDESIG BOARD (#325) ICO RANK FIRST NAME LAST NAME, DESIGNATOR**
- b. Email the application PDF to BOTH: cscselboard@navy.mil and matthew.w.gibbs4.mil@us.navy.mil
- c. The subject line must read:
 - i. **SPRING FY-26 TAR OFFICER TRANSFER-REDESIG BOARD (#325) ICO RANK FIRST NAME LAST NAME, DESIGNATOR**
- d. Please follow the below link and fill out the Microsoft Form (It will require CAC sign in). Once your form is received, you will receive a confirmation email (typically within 2 business days). If you have any trouble with the linked form, please email matthew.w.gibbs4.mil@us.navy.mil for assistance.
 - i. **Please accurately fill out the application using the Info link:**
<https://forms.osi.apps.mil/r/ztmb076CXN?origin=lprLink>



Letters to the Board: Correspondence to the Board President via a letter to the board (LTB) may be necessary if something changes or becomes available after your application has been submitted but prior to the board convening. For example, a FITREP or award that was received post-application submission that you wish to be included with your application package. LTB are due 10 calendar days prior to the board convene date. LTB submission can be accomplished through ESSBD on the BOL website. Instructions are on the MyNavyHR website at: <https://www.mynavyhr.navy.mil/Career-Management/Boards/Selection-Board-Support/>