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NAVADMIN 147/25

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SUBJ/FISCAL YEAR 2026 NAVY RESERVE NATIONAL COMMAND AND SENIOR OFFICER APPLY BOARD//

REF/A/DOC/COMNAVRESFORNOTE 5400/29APR25//  
REF/B/MSG/CNO WASHINGTON DC/271415ZSEP19//

NARR/REF A IS FISCAL YEAR 2026 NATIONAL COMMAND AND SENIOR OFFICER APPLY BILLET SCREENING AND ASSIGNMENT PROCEDURES. REF B IS NAVADMIN 220/19 ELECTRONIC SUBMISSION OF LETTERS TO PROMOTION AND SELECTION BOARDS THROUGH MYNAVY PORTAL.//

RMKS/1. This NAVADMIN announces the convening of the Fiscal Year (FY) 2026 Navy Reserve National Command and Senior Officer APPLY Board on 11 August 2025. All Selected Reserve (SELRES) Officer communities will utilize the APPLY Board process for Command, leadership, and senior officer non-command assignments.

2. Eligible officers desiring a billet assignment are required to complete and submit all applicable sections of the APPLY application. Applications must be submitted via the Reserve Forces Manpower Tools (RFMT) website available at <https://rfmt.private.navyreserve.navy.mil>. Officers are encouraged to place the maximum number of billet choices on their dream sheets to increase the opportunity for assignment. In addition, officers are highly encouraged to note their willingness to accept suggested billets along with any travel limitations for billets not listed on their dream sheets as doing so will enable the board to select the best qualified applicants.

3. All correspondence to the board must be received no later than 2359 Central Daylight Time (CDT), 1 August 2025. Correspondence received after 2359 CDT on 1 August 2025 will not be accepted and will not be considered by the board. Submission methods are detailed in paragraph 5 below.

4. The July 2025 O6 Fitness Report (FITREP) will be accepted until 2359 CDT on 5 August 2025 and should be submitted as an enclosure to a letter addressed to the APPLY board president. Enclosures, other than the July 2025 O6 FITREP, submitted after the regular correspondence deadline in line with paragraph 3, will not be considered by the board.

5. Board correspondence can be submitted via one of the following methods (listed from most to least preferred method):

a. Electronic Submission of Selection Board Documents (ESSBD) is the preferred method to submit a Letter to The Board (LTB). Candidates must access the document services application through MyNavy Portal at <https://www.mnp.navy.mil/group/advancement-and-promotion> or the BUPERS Online main menu. If required, the ESSBD users guide is available on the MyNavy HR selection board support web page. If unable to submit an LTB package using ESSBD (e.g., low bandwidth, system outage, etc.), candidates should submit via one of the below alternative methods.

b. E-mail to [cscselboard@navy.mil](mailto:cscselboard@navy.mil). Subject line of e-mail should read: FY26 Navy Reserve National Command and Senior Officer APPLY Board (#391) ICO (Rank First Name Last Name, Designator)

c. Standard (U.S. Postal Service) mail, if encrypted e-mail is not available, to:

MyNavy Career Center  
FY26 Navy Reserve National Command and Senior Officer  
APPLY Board (#391)  
5720 Integrity Drive  
Bldg 768, Room E302  
Millington, TN 38055-9200

d. Overnight/Express Mail requiring signature:

MyNavy Career Center  
FY26 Navy Reserve National Command and Senior Officer  
APPLY Board (#391)  
5640 Ticonderoga Loop  
Millington, TN 38055-9200

e. Applicants may contact MyNavy Career Center to confirm receipt of their package and ask questions concerning supplemental/additional correspondence at 833-330-MNCC/833-330-6622, 901-874-MNCC/901-874-6622 or via e-mail at [askmncc.fct@navy.mil](mailto:askmncc.fct@navy.mil).

6. A SELRES officer must be qualified in line with reference (a) to be considered for an assignment. A qualified officer must complete and submit a dream sheet in RFMT containing at least one billet listed on their application to be considered by the APPLY board for a billet.

7. An APPLY-eligible officer who is not affiliated with the Reserve Component in a drilling status (e.g., Active Status Pool/Voluntary Training Unit, Recall, Active Duty for Operational Support, and Mobilization) is still required to complete and submit a dream sheet in order to participate in the APPLY board. Non-affiliated officers and any officers experiencing difficulty submitting a dream sheet within RFMT, should contact Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) N122 at [usn.norfolk.comnavresforcomva.mbx.cnrfc-senior-officer-apply@us.navy.mil](mailto:usn.norfolk.comnavresforcomva.mbx.cnrfc-senior-officer-apply@us.navy.mil).

8. APPLY board assignments are assumed to be accepted by selected officers, whereby no further action is required. Officers who desire to decline awarded billets must do so within 7 days following release of official results via the RFMT website.

9. Point of contact. All APPLY questions or concerns should be addressed to COMNAVRESFORCOM (N122) APPLY Team via e-mail at: [usn.norfolk.comnavresforcomva.mbx.cnrfc-senior-officer-apply@us.navy.mil](mailto:usn.norfolk.comnavresforcomva.mbx.cnrfc-senior-officer-apply@us.navy.mil).

10. This NAVADMIN will remain in effect until superseded or canceled, whichever occurs first.

11. Released by Ms. Lisa M. St. Andre, Assistant Deputy Chief of Naval Operations, N1B.//

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