

CLASSIFICATION: UNCLASSIFIED/
ROUTINE
R 171741Z JUL 25 MID120002092843U
FM CNO WASHINGTON DC
TO NAVADMIN
INFO CNO WASHINGTON DC
BT
UNCLAS
PASS TO OFFICE CODES:
FM CNO WASHINGTON DC//N1//
INFO CNO WASHINGTON DC//N1//

NAVADMIN 150/25

MSGID/GENADMIN/CNO WASHINGTON DC/N1/JUL//

SUBJ/NOTICE OF CONVENING OF THE FISCAL YEAR 2026 TRAINING AND ADMINISTRATION
OF THE RESERVE CAPTAIN SELECTIVE RETENTION BOARD//

REF/A/DOC/SECNAVINST//24JUL19//
REF/B/DOC/SECNAVMEMO//24APR03//
REF/C/MSG/271415Z//19SEP07//

NARR/REF A IS SECNAVINST 1920.6D, ADMINISTRATIVE SEPARATION OF OFFICERS.
REF B IS THE FISCAL YEAR 2025 AND 2026 NAVY RESERVE OFFICER RETENTION AND
CONTINUATION POLICY AND PLAN.
REF C IS THE ELECTRONIC SUBMISSION OF LETTER TO PROMOTION AND SELECTION
BOARDS THROUGH MYNAVY PORTAL.

RMKS/1. This NAVADMIN announces the convening of the Fiscal Year
(FY) 2026 Training and Administration of the Reserve (TAR) Captain Selective
Retention (SELRET) Board.

2. The Captain SELRET Board is required to retain TAR Captains beyond 3
years time in grade bringing TAR inventory in line with authorized end
strength, allowing for stable promotion opportunity.

3. The FY26 TAR Captain SELRET Board will convene on 15 September
2025 to consider TAR Captains in all competitive categories for retention.
TAR Captains who were promoted during FY24 will be considered for their first
gate and TAR captains who were promoted during FY21 will be considered for
their second gate. All eligible officers will be notified by community
management. In line with reference (a), second gate TAR Captains not
selected for retention will retire or be released from Active Duty no later
than 1 September 2026, and first gate TAR Captains not selected for retention
will retire or be released from Active Duty no later than
1 September 2027. In either case, TAR officers will be retained on Active
Duty, if necessary, to enable the officer to become eligible for a regular
Active Duty retirement.

4. Amplifying information can be accessed via MyNavy HR website at
[https://www.mynavyhr.navy.mil/Career-Management/Community-
Management/Officer/Reserve-OCM/TAR/TAR-Continuation/](https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer/Reserve-OCM/TAR/TAR-Continuation/).
The authorized number of selections for retention will be posted as part of
the board convening order after the board adjourns.

5. Only eligible officers may communicate with the selection board via the Letter to the Board (LTB) process. An example letter to selection boards is available on the TAR continuation website.

NAVADMIN 220/19 announced the introduction of the application known as Electronic Submission of Selection Board Documents (ESSBD), accessible through MyNavy Portal. ESSBD improves the speed, transparency and confidence of receipt over current LTB submission methods, such as hard copy and e-mail submitted letters and related attachments.

a. ESSBD provides board candidates with the capability to electronically submit LTBS in a standard, consistent format, with or without attachments, and will allow the candidate to see (for content and clarity) exactly what will be delivered and presented to the board.

b. To utilize ESSBD, candidates must log into BOL at <https://www.bol.navy.mil> and select ESSBD (Submit letter to Selection Board). Once there, candidates must select LTB and on-screen instructions will direct the submitter thereafter.

c. Submission and subsequent receipt acknowledgement for LTBS submitted via ESSBD or other means does not constitute confirmation of eligibility for the boards to which LTBS are submitted.

d. LTBS must be received by Navy Personnel Command not later than 2359 (central time zone) 10 days prior to the convening date of the respective board, as noted below. Submitters are cautioned not to wait until the deadline date to submit LTBS via ESSBD or other available avenues.

e. Board timelines are as follows:

Selection Board	Convening Date	Due Date/Time
TAR CAPT SELRET Board	15 SEP 25	4 SEP 25/2359 CDT

f. If sending a board package from a non-NMCI network (bumed.mil, eu.navy.mil, etc.), please review procedures listed in reference (c) NAVADMIN 220/19.

g. The written communication may call attention to the board, any matter concerning the record of the officer that the officer considers important. Written communication may include, as enclosures, correspondence from any individual concerning the eligible officer. Correspondence not originated by the eligible officer, including endorsement to the letter of the eligible officer and letters written on behalf of that officer, must contain a written acknowledgement by the eligible officer that he or she desires such correspondence be presented to the board. Correspondence without such an acknowledgement is considered third party correspondence and will be returned without being presented to the board. Classified correspondence will not be accepted.

6. Point of contact is CDR Kirk Morris, TAR Officer Community Manager (BUPERS 351C), at (901) 874-4346/DSN 882 or via e-mail at kirk.n.morris.mil@us.navy.mil.

7. This message will remain in effect until superseded or canceled, whichever comes first.

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

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