



DEPARTMENT OF THE NAVY  
COMMANDER NAVY RESERVE FORCES COMMAND  
1915 FORRESTAL DRIVE  
NORFOLK VA 23551-4615

COMNAVRESFORCOMNOTE 1040  
N00CC  
6 Feb 2024

COMNAVRESFORCOM NOTICE 1040

From: Commander, Navy Reserve Forces Command

Subj: COMMAND INFORMATION PROGRAM REVIEW AND EDUCATION SERVICE  
OFFICER WORKSHOP SCHEDULE FISCAL YEAR 2024

Encl: (1) COMNAVRESFORCOM CIPR and ESO Workshop Schedule

1. Purpose. Per references (a) and (b), this notice provides a Command Information Program Review (CIPR) schedule for Fiscal Year 2024. Additionally, a two-day Education Service Officer (ESO) Workshop is included on schedule.
2. Objective. The objective of the CIPR is to assess the effectiveness of the command's Career Development Program (CDP). The objective of the two-day ESO Workshop is to provide hands on training to Navy Reserve Command and Assistant ESOs within each region.
3. Action. Per reference (a), commands must be evaluated annually. Direct Reports and Navy Reserve Region Readiness and Mobilization Commands (REDCOMs) will be evaluated using NAVRES 1040/1, Reserve Career Information Program Review – Command. All REDCOMs will also be evaluated using NAVRES 1040/2, Reserve Career Information Program Review – TYCOM/ISIC. CIPR checklists will be maintained on the Navy Reserve Homeport located at the following web site:  
[https://private.navyreserve.navy.mil/cnrfc/Special\\_Assistants/N00CC/Pages/default.aspx](https://private.navyreserve.navy.mil/cnrfc/Special_Assistants/N00CC/Pages/default.aspx). Lastly, it is highly encouraged Navy Reserve Command and Assistant ESOs attend the two-day ESO Workshop. The Navy Reserve Force ESOs will coordinate with REDCOM ESOs to execute the two-day ESO Workshop as planned in enclosure (1).
4. 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.
5. Cancellation Contingency. This notice is in effect for 1 year or until it is superseded by another notice.

G. E. EDMONDS  
Chief of Staff

Releasability and distribution:

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

COMNAVRESFORCOM CIPR AND ESO WORKSHOP SCHEDULE

<u>Activity</u>	<u>CIPR Date</u>	<u>ESO Workshop Date</u>
REDCOM Fort Worth	26 March 2024*	27-28 March 2024*
REDCOM Norfolk	16 April 2024*	3-4 April 2024
REDCOM Great Lakes	7 May 2024	8-9 May 2024
REDCOM Everett	25 June 2024	26-27 June 2024
REDCOM San Diego	16 July 2024	17-18 July 2024
NRPDC New Orleans	30-31 July 2024	Note 1
COMNAVRESFORCOM Norfolk	5-6 August 2024	Note 1
ECRC Norfolk	19-20 August 2024	Note 1

Note 1. ESO Workshops are not schedule for Direct Reports (NRPDC New Orleans, COMNAVRESFORCOM Norfolk, and ECRC Norfolk).