



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

COMNAVRESFORCOMINST 3590.1  
N00  
7 Mar 2025

COMNAVRESFORCOM INSTRUCTION 3590.1

From: Commander, Navy Reserve Forces Command

Subj: NAVY RESERVE CENTER OF THE YEAR AWARD

Ref: (a) OPNAVINST 5750.12L

Encl: (1) NRC of the Year Categories  
(2) NRC of the Year Grading Criteria  
(3) Sample NRC of the Year Nomination Format

1. Purpose. To establish criteria for the Navy Reserve Center of the Year (NOY) award.
2. Scope and Applicability. This notice applies to all Navy Reserve Region Readiness and Mobilization Commands (REDCOM) and Navy Reserve Centers (NRC) across Commander, Navy Reserve Forces Command (CNRFC) clamancy.
3. Discussion. The NOY program recognizes the NRCs that deliver peak results in the defined measures of performance (MOP) and measures of effectiveness (MOE) using the CNRFC Executive Data and Analytics Dashboards to identify the areas that most impact mobilization readiness, family readiness, operational mission effectiveness, and innovation. The NOY identifies the NRCs that excel in providing superior Sailor support services as aligned with Commanders Priorities contributing to overall Warfighting readiness. CNRFC will recognize the top small, medium, and large NRC each fiscal year (FY).
4. Selection Procedures.
  - a. Periodicity. The NOY Board will convene in February following the period of performance (1 October through 30 September) and the release of the Reserve Personnel Program Excellence Award (RPPEA) results.
  - b. Board Membership.
    - (1) Chief of Staff, CNRFC will serve as the NOY Board President.
    - (2) Command Master Chief, CNRFC will serve as the NOY Board Senior Enlisted Advisor (SEA).
    - (3) Officer and Senior Enlisted program subject matter experts (SME) will be selected from the REDCOM and CNRFC Staff to serve as NOY board members.

c. NOY Categories. NRC SELRES populations are in constant flux. As such, REDCOMs should determine an NRC's size category based on average SELRES population throughout the year.

- (1) Small NRC (45) - SELRES population fewer than 250,
- (2) Medium NRC (32) - SELRES population between 250 and 550,
- (3) Large NRC (29) - SELRES population greater than 550.

d. NOY Nomination. NOY inputs are not to exceed two pages capturing superior performance in MOP and MOE execution.

5. Selection Criteria. The NRC must have demonstrated:

a. Top performance in medical readiness, mitigating non-deployability. Report baseline and current percentage in the following categories:

- (1) Individual Medical Readiness greater than 95%,
- (2) Temporarily Not Physically Qualified cases open greater than 180 days,
- (3) Medical Retention Review cases open greater than 365 days,
- (4) Dental Class III and IV cases open greater than 180 days.

b. Operation and Maintenance Navy Reserve (OMNR) and Reserve Personnel Navy (RPN) funding execution in the following categories:

- (1) Operational Target (OPTAR) expenditure at FY closeout,
  - (a) Unexpended financial obligations, and
  - (b) Unliquidated Travel authorizations.
- (2) On-time submission of budget submission, phase plan, and mid-year unfunded requests, as applicable,
- (3) Transaction Key Supporting Documentation (KSD) audit results, and
- (4) DD577 documentation retention for required personnel.

c. Pay and Personnel program compliance through effective management of the following:

- (1) Assignment of Sailors with nine or more Unexcused Absences (UA) to the Administrative Processing Unit (APU),

- (2) ZipServe compliance,
  - (3) Manpower Availability Status (MAS)/Individual Mobilization Status (IMS) Code accuracy and periodicity status updates,
  - (4) Command Pay and Personnel Administrator (CPPA) Salesforce transaction timeliness,
  - (5) Unexecuted Reserve Force Manpower Tools (RFMT) orders,
  - (6) RFMT/My Navy Assignment (MNA) SELRES participation,
  - (7) Unadjudicated Drills,
  - (8) Special Duty Assignment Pay (SDAP) and bonus submission timeliness, and
  - (9) High Year Tenure (HYT)/Expiration of Obligated Service (EOS).
- d. Maintained monthly GTCC delinquency below 5% for amount past due and below 1% for accounts past due.
- e. Zero NRC preventable mobilization cancellations.
- f. Demonstrated top performance for their region in Enlisted Leader Development Course completions.
- g. Demonstrated successful training completion, application, and implementation of Get Real, Get Better (GRGB) and Culture of Excellence (COE 2.0) principles, to include superior performance in the following:
- (1) Positive Interactive Customer Evaluation (ICE) Comments,
  - (2) Responsiveness (phone calls, emails, MS Teams chat, etc....), and
  - (3) Proactive and transparent communication with REDCOM staff and leadership.
- h. Qualified for RPPEA per applicable FY ALNAVRESFOR.
- i. Qualified for Blue 'H' Navy Surgeon General's Health Promotion and Wellness Award.
6. Action.
- a. The competitive period for NOY is 1 October through 30 September annually.
  - b. REDCOM Commanders are authorized to submit one nomination package per NOY category.

7 Mar 2025

c. NOY nomination package will be scanned in PDF format and comply with the guidance on package submission as promulgated by CNRFC COS. Original signed and electronic copies of the NOY nomination package will be retained by the nominating REDCOM and will include an endorsement from the nominating REDCOM Commander.

d. Complete region NOY board no later than 15 January each year.

e. The CNRFC COS will convene a NOY board the last week of January.

f. NOY announcement will occur at the CNRFC SOY ECH III/IV/IV Event mid February.

7. Recognition. The small, medium, and large NOY will receive:

a. Engraved NOY plaque,

b. ALNAVRESFOR announcement,

c. Force Connect announcement, and

d. Social media post on applicable Navy Reserve websites.

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

9. Review and Effective Date. Per OPNAVINST 5215.17A, CNRFC will review this instruction annually not later than the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 4215.1 of May 2016.

10. Cancellation Contingency. This notice will remain in effect for one year or until new FY guidance is issued.



M. J. STEFFEN

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via CNRF Web site at

<https://www.navyreserve.navy.mil/Resources/Official-RESFOR-Guidance/Instructions>

**NAVY RESERVE CENTER OF THE YEAR CATEGORIES**

**Navy Reserve Region Readiness and Mobilization Commands (6)**

REDCOM Everett	REDCOM FT Worth	REDCOM Great Lakes	REDCOM Jacksonville	REDCOM Norfolk	REDCOM San Diego
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**Small Navy Reserve Centers (45)**

NRC Anchorage	NRC Amarillo	NRC Avoca	NRC Augusta	NRC Bangor ME	NRC Albuquerque
NRC Billings	NRC Little Rock	NRC Cincinnati	NRC Chattanooga	NRC Buffalo	NRC Fort Carson
NRC Boise	NRC Meridian	NRC Eleanor	NRC Columbia, SC	NRC Earle	NRC Guam
NRC Cheyenne	NRC Shreveport	NRC Harrisburg	NRC Columbus, GA	NRC Greensboro	NRC Reno
NRC Des Moines	NRC Springfield MO	NRC Madison	NRC Knoxville	NRC Long Island	
NRC Fargo	NRC Tulsa	NRC Rock Island	NRC Puerto Rico	NRC New Castle	
NRC Helena	NRC Wichita		NRC West Palm Beach	NRC Quincy	
NRC Sioux Falls				NRC Rochester	
NRC Spokane				NRC Schenectady	
NRC Springfield, OR				NRC White River Junction	
NRC Whidbey Island					

**Medium Navy Reserve Centers (32)**

NRC Everett	NRC Austin	NRC Akron	NRC Bessemer	NRC Charlotte	NRC Las Vegas
NRC Omaha	NRC Corpus Christi	NRC Battle Creek	NRC Charleston	NRC Manchester	NRC Lemoore
NRC Portland	NRC El Paso	NRC Columbus OH	NRC Memphis	NRC New London	NRC Riverside
	NRC Kansas City	NRC Detroit	NRC Nashville	NRC Raleigh	NRC Sacramento
	NRC New Orleans	NRC Indianapolis		NRC Richmond	NRC Salt Lake City
	NRC Oklahoma City	NRC Louisville			NRC San Jose
		NRC Pittsburgh			NRC Tucson

**Large Navy Reserve Centers (29)**

NRC Kitsap	NRC Ft Worth	NRC Great Lakes	NRC Atlanta	NRC Baltimore	NRC Alameda
NRC Minneapolis	NRC Houston		NRC Jacksonville	NRC Ft Dix	NRC Denver
	NRC San Antonio		NRC Little Rock	NRC New York City	NRC Los Angeles
	NRC St Louis		NRC Miami	NRC Newport	NRC North Island
			NRC Orlando	NRC Norfolk	NRC Pearl Harbor
			NRC Pensacola	NRC Washington	NRC Phoenix
			NRC Tampa		NRC San Diego
			NRC Pensacola		NRC Ventura County

NRC OF THE YEAR GRADING SHEET		
Date:	Command:	
NOY Category:	Board Member Name:	
Selection Criteria	Points	Notes
<b>A. Medical Readiness</b> (Max points 25) -IMR > 95% -TNPQ > 180 Days -MRR > 365 Days -Dental Class III/IV > 180 Days		
<b>B. OMNR/RPN Funding Execution</b> (Max points 25) -OPTAR Expenditure percentage -Ontime Budget Submission -FIAR Audit Results -DD577 Audit Results		
<b>C. Pay and Personnel Program Compliance</b> (Max points 25) -Assignment of Sailors to APU post 9 UAs -CPPA Salesforce transaction timeliness -MAS/IMS Code accuracy -CPPA Transaction timeliness -SDAP/Bonus pay submission timeliness -RFMT Orders -RFMT MNA Participation -HYT/Expired EOS		
<b>D. GTCC Delinquency</b> (Max points 10) - < 5% amount past due - < 1% Accounts past due		
<b>E. Zero NRC Preventable MOB Cancellations</b> (Max points 5)		
<b>F. Enlisted Advancement Eligibility for TIR Sailors</b> (Max points 10) -Navy Leader Development Framework -Top 10% Training completion -Zero Course Cancellations -PMK-EE Completion -Evaluation Tracking		
<b>G. GRGB/COE 2.0 Adoption</b> -Training completion -Implementation of principles -DEOCS Results -Positive ICE Comments - Responsiveness/Proactive communication	Y/N	
<b>H. Qualified for Navy Reserve Personnel Programs Excellence (RPPEA) Award</b>	Y/N	
<b>I. Qualified for the Blue-H Navy Surgeon General's Health Promotion and Wellness Award</b>	Y/N	
<b>TOTAL POINTS (MAX 100 Points)</b>		

**SAMPLE NRC OF THE YEAR NOMINATION FORMAT**

SSIC  
Originator's Code  
Date

From:  
To:  
Via:

Subj: FY 20\_\_ (CATEGORY) NAVY RESERVE CENTER OF THE YEAR NOMINATION  
IN THE CASE OF (COMMAND NAME)

Ref: (a) COMNAVRESFORINST 3590.1

Encl: (1) N9 Non-Deployability Dashboard data filtered by NRC  
(2) REDCOM Scorecard data filtered by NRC  
(3) AT Participation Status data filtered by NRC  
(3) EAER Dashboard data filtered by NRC

1. Per reference (a) (Command Name) is nominated as the FY 20\_\_ (Category) Navy Reserve Center (NRC) of the Year.

2. Complete contact information of Command nominated:

a. Present duty station Address:

b. CO Name: (last, first middle initial)  
CO Email Address:  
CO Telephone Number:

c. CSEL Name: (last, first middle initial)  
CSEL Email Address:  
CSEL Telephone Number:

3. If previously selected as NRC of the Quarter/Year, list selection and period in chronological order:

(Month/Quarter) (YYMMDD – YYMMDD)

4. Commanding Officer's justification of nomination is limited to two typewritten pages.

a. Medical Readiness.

b. Operation and Maintenance Navy Reserve (OMNR) and Reserve Personnel Navy (RPN) funding execution.

c. Pay and Personnel program compliance.

Enclosure (3)

- d. Force Generation Guidance execution.
  - e. GTCC delinquency management.
  - f. NRC preventable mobilization cancellations.
  - g. Navy Leadership Development Framework execution.
  - h. GRGB and COE 2.0 adoption.
  - i. Qualified for Navy Reserve Personnel Programs Excellence Award for the period of performance.
  - j. Qualified for the Blue-H Navy Surgeon General's Health Promotion and Wellness Award for the period of performance.
5. Commanding Officer's remarks.

(Signature)  
("By direction" not authorized)