



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

Canc: Jul 2025

COMNAVRESFORNOTE 1610

N1

9 Jul 2024

COMNAVRESFOR NOTICE 1610

From: Commander, Navy Reserve Force

Subj: SUPPLEMENTAL GUIDANCE FOR ASSESSMENT OF WARFIGHTING
READINESS IN FITNESS REPORTS AND EVALUATIONS OF LEADERS
ASSIGNED TO NAVY RESERVE READINESS UNITS

Ref: (a) BUPERSINST 1610.10F CH-1

Encl: (1) Required System Access & Report List

1. Purpose. To establish guidance for warfighting readiness metrics and supporting and amplifying language which must be included and considered in the fitness reports (FITREP) of Navy Reserve Readiness Unit (NRRU) [also referred to as the Unit Mobilization Unit Identification Code Unit (UMUIC)] Commanding Officers (CO) and Officers-in-Charge (OIC), and the Evaluations (EVAL) of the NRRU Command Senior Enlisted Leader (CSEL). Required system accesses and reports to be incorporated into the performance assessment of these positions are annotated in enclosure (1).

2. Background. The Reserve Force remains focused on warfighting readiness, which consists of mobilization (individual) and mission (unit) readiness. Sailors are required to be mobilization ready, while training to the requirements of their assigned mobilization billet so they can perform their duties immediately upon activation. Therefore, NRRU COs, and OICs who have been designated as Reporting Seniors, and designated CSELs shall drive and promote 'day one' readiness efforts and initiatives. Guidance provided below will be used to ensure the most impactful readiness metrics and supporting language are consistently captured/included in formal performance assessments of identified NRRU leaders.

3. Scope

a. Consistent with reference (a), NRRU COs and OICs shall incorporate warfighting readiness metrics and supporting/amplifying language into block 41 (comments on performance) of their FITREPs, and into block 43 for CSEL EVALs, that clearly illustrate ability, and measures taken, to achieve warfighting readiness. These inputs will enable supported commands and Immediate Superior In Command (ISIC) to better evaluate the efficacy of unit level leadership as it relates to increasing overall warfighting readiness.

b. NRRU leadership is expected to ensure all assigned Selected Reservists (SELRES) understand and complete warfighting readiness requirements, which encompass all mobilization and mission requirements. Additionally, billet and Reserve unit-level training requirements are expected to be managed via comprehensive Individual Training Plans (ITP), which includes onboarding, individual/unit training, watch qualifications, and professional development certifications.

4. Responsibilities

a. Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) will:

(1) Provide oversight on any/all warfighting readiness guidance or amplifying comments as they pertain to NRRU Reporting Senior FITREP and CSEL EVAL inputs.

(2) Provide and update an accessible authoritative dashboard from which Reserve readiness metrics shall be used for inclusion in NRRU CO/OIC FITREPs, and CSEL EVALs.

b. Echelon IV Commands will:

(1) Ensure lower echelon leadership understands warfighting readiness concepts, metrics, verbiage, and expectations, as they pertain to NRRU CO/OIC FITREPs and CSEL EVAL inputs.

(2) Communicate this notice to Navy Reserve Activity (NRA) leadership.

(3) Contact COMNAVRESFORCOM N1 concerning any FITREP or EVAL guidance issues or questions related to this notice.

(4) Contact COMNAVRESFOR Force Data Office concerning any Executive Dashboard readiness metric issues or questions.

(5) Contact COMNAVRESFOR N7 concerning any Navy Reserve Readiness Module (NRRM) 'T-ready' readiness issues or concerns.

c. NRAs and Reserve Program Directors (RPD) will:

(1) Communicate this notice to NRRU leadership.

(2) Assist unit leadership with required system access(es) in order to obtain and track any/all relevant Reserve warfighting readiness metrics.

(3) Contact respective echelon IV concerning any issues or questions related to warfighting readiness (FITREP/EVAL) guidance, metrics, or expectations.

d. NRRU COs, OICs, and CSELs will:

(1) Continue to report unit/individual training readiness, via the Type Commander Defense Readiness Reporting System (DRRS), for operational/commissioned units.

(2) Document completion of, and confirm data integrity for, unit/individual training plans in "T-Ready", for Reserve readiness units. Unit and individual training metrics as directed by "T-Ready" Standard Operating Procedures, and from the "T-Ready" application upon NRRM integration.

- a. Incorporate all relevant warfighting readiness metrics and supporting/amplifying language, verbiage, and comments on performance into the second to last line in block 41 of FITREPs and block 43 of CSEL EVALs.
- b. Format - WR: UMP TRN: UMP SEC: UMP DEP: UMP PRODEV: UMP
- c. UMP = Unit Metrics Percentage
- d. WR = Warfighting Readiness
- e. TRN = Training metrics (Unit data from NRRM, Pillar/Reserves data from Jupiter)
- f. SEC = Security clearance % (Unit data from NRRM, Pillar/Reserves data published by Pillar Leads)
- g. DEP = Deployability metrics, including relevant Individual Medical Readiness (IMR) metrics and administrative metrics. (Unit data from NRRM, Pillar/Reserves data published by Pillar Leads)
- h. PRODEV = Percent of personnel who have achieved their required professional development courses (SOLC/RILC for officers, ELD (E3-E7), and SEA (E8 & E9))
- i. Example – WR: 72 TRN: 89 SEC: 55 DEP: 60 PRODEV: 95

5. 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 23 September 2019.


M. J. STEFFEN
Deputy Commander

Releasability and distribution:

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9 Jul 2024

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

Required System Access & Report List (with applicable links)

1. NRRM - (<https://nrrm.nrre.navy.mil/Nrrm.Web/Modules/>)
2. T-Ready - (<https://qlik.advana.data.mil/sense/app/>)
3. NSIPS / CIMS - (<https://www.nsips.cloud.navy.mil>)
4. FLTMPS - (<https://ntmpsweb.dc3n.navy.mil/Fltmpps/>)
5. DRRS - (<https://drrs.csd.disa.smil.mil/drrs/login>)
6. CitiManager - (<https://home.cards.citidirect.com/CommercialCard/>)