



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

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COMNAVRESFORNOTE 3500  
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**COMNAVRESFOR NOTICE 3500**

From: Commander, Navy Reserve Force

Subj: NAVY RESERVE CENTER WARFIGHTER SUPPORT POLICY

Ref: (a) NAVPERS 15665J  
(b) CNO WASHINGTON DC 131855Z MAR 09 (NAVADMIN 076/09)  
(c) CNO WASHINGTON DC 020107Z APR 09 (NAVADMIN 099/09)  
(d) OPNAVINST 3060.7D  
(e) BUPERSINST 1001.39F CH-1  
(f) COMNAVRESFORCOMINST 1152.1D  
(g) DoD Instruction 1215.06 of 11 March 2014  
(h) SECNAVINST 1000.7G  
(i) DOW Policy Guidance for Duty-Day Physical Training

Encl: (1) Fiscal Year 2026 NRC Consolidated Drill Schedule

1. Background. Our Navy is nothing without standards and culture. We are a warfighting organization infused with tradition and heritage that embodies and reflects our fighting spirit and the generations upon whose broad shoulders we stand. In many instances, our Navy Reserve Centers (NRC) are the only Navy installations in the communities where we reside. As the “forward operating bases” throughout the United States and its territories, it is incumbent upon us to uphold the standards of our organization and to provide world-class warfighter support to our Selected Reserve (SELRES) Sailors in a transparent, predictable, and reliable manner. Commander’s intent with this guidance is to establish the most basic boundaries of this service to provide a rock-solid infrastructure of transparency, predictability, and reliability. Commanding officers (CO) throughout the chain of command have ample latitude to meet the requirements established herein with individual solutions to improve unit and process efficiency to meet and exceed the missions, functions, and tasks of their command. Like the standing rules of engagement as it pertains to self-defense, COs have an “inherent right *and obligation*” to practice proactive, innovative, can-do mission focused leadership to build excellence in their teams and deliver world-class support to our warfighters.

2. Purpose. To establish uniform standards, expectations, and procedures for NRCs in the delivery of high-quality, predictable, and standardized support to SELRES warfighters. In addition to references (a) through (i), this instruction codifies minimum service levels for administration, training, mobilization, communication, and command operations, enabling

a transparent and consistent “franchise model” providing warfighter readiness support across the Navy Reserve enterprise.

3. Scope and Applicability. This instruction applies to all NRCs, associated Training and Administration of the Reserve (TAR) personnel staff, civilian employees, and any personnel assigned to or supporting the administration and readiness of SELRES service members at NRCs.

4. Uniform Standards. All naval personnel will maintain required uniforms and components which must be worn as appropriate to their assigned duties in per reference (a).

a. Only the Navy-issued uniform of the day is authorized for military members in the workplace during normal duty hours.

b. Uniform inspections will be conducted at regular intervals to ensure each Sailor possesses the required uniforms and components.

c. Hair, grooming, and personal appearance while in uniform must present a neat, professional military appearance per reference (a).

#### 5. NRC Duty and Service Hours

a. NRC standard service hours will be Monday through Friday, 0800 to 1600, inclusive of drill weekends. Service hours are periods where NRC staff are expected to provide continuous support and assistance to SELRES personnel.

b. NRC staff's normal duty hours will be established at the discretion of the commanding officer and must support standard service hours.

c. Routine telework for TAR and SELRES NRC staff members is not authorized.

d. Uniformed staff members must receive a 45-minute lunch period, staggered, to ensure continuous operational coverage and uninterrupted service to SELRES personnel.

e. Other duty requirements (watchstanding, physical training, professional training, Morale, Welfare, and Recreation activities, etc.) must be managed to maintain continuous operational coverage and uninterrupted service to SELRES personnel.

f. NRCs must prominently display service hours and ensure transparent, predictable access to services.

#### 6. Communication Standards

a. NRC staff job titles, phone numbers, and official email addresses must be listed in the Plan of the Month (POM) and posted on the NRC website.

b. Email responses will be provided within 24 hours during normal working days.

- c. Phone calls must be returned within 3 hours during normal working days.
- d. Personnel who are unavailable due to leave, Temporary Additional Duty, training, illness, or other absence will:
  - (1) Activate an Out-of-Office automatic email reply, and
  - (2) Update their voicemail greeting with dates of absence and an alternate point of contact.
- e. NRC leadership must enforce professionalism, clarity, and timeliness in all communications.

## 7. Activation and Mobilization Standards

- a. The activation and mobilization of SELRES personnel is the primary mission of every NRC.
- b. Each SELRES identified for mobilization will be assigned a TAR “running mate” or Command Individual Augmentee Coordinator (CIAC) per references (b) and (c).
- c. Running-mate and CIAC support begins at the R-date notification (R##) and continues through final demobilization.
- d. Running mate and CIACs will provide individualized administrative support, timeline tracking, communication updates, and full compliance with references (d) through (i) and all associated readiness requirements.
- e. NRC COs will maintain auditable records of mobilization actions.

## 8. Drill Weekend Requirements

- a. Each NRC will publish its primary drill weekend schedule at least 1 year in advance, utilizing enclosure (1). Drill weekends are subject to change due to inclement weather or unforeseen circumstances.
- b. Drill schedules must be posted on the NRC website, included in monthly publications, and disseminated through standard communication channels.
- c. All NRCs will conduct a minimum of one (1) drill weekend per month. Consider offering a second drill weekend during the two (2) primary testing months of the Navy-Wide Advancement Exam. NRCs with greater than 750 assigned SELRES billets must schedule and execute a secondary drill weekend each month to accommodate administrative, medical, and training requirements.
- d. NRC staff members should plan their leave outside of normal drill weekends. Drill weekends are important warfighting preparation events which require all hands.

**9. Physical Training (PT)**

- a. Per reference (e), all NRC uniformed service members will conduct PT every duty day. In meeting this requirement, all NRCs must conduct command PT at a minimum of twice weekly during normal duty hours, planned to sustain standard service hours.
- b. Staff must complete individual PT on duty days when command PT is not performed, scheduling workouts to also avoid interrupting warfighter support during the 0800 to 1600 period.
- c. NRC leadership will promote a culture of fitness and readiness consistent with Navy operational expectations.

**10. Holidays and Liberty Periods**

- a. NRCs must close during all federally recognized U.S. government holidays.
- b. The holidays listed in paragraphs 8b(1) through 8b(7) will normally be treated as 96-hour liberty periods with NRC operations fully shut down:
  - (1) Memorial Day
  - (2) Independence Day
  - (3) Labor Day
  - (4) Veterans Day
  - (5) Thanksgiving
  - (6) Christmas
  - (7) New Year's
- c. Exception. When SELRES personnel require activation or mobilization support, NRCs must provide essential services during holiday routine to meet mandated deployment timelines.

**11. Responsibilities**

- a. Commander, Navy Reserve Forces Command (COMNAVRESFORCOM)
  - (1) Ensure alignment of this instruction with Navy Reserve policy.
  - (2) Provide oversight and evaluation of NRC compliance.
- b. Reserve Region Readiness and Mobilization Commands and NRC COs
  - (1) Implement and enforce this instruction.

(2) Ensure staff training, accountability, and documentation of service standards.

(3) Maintain readiness to support SELRES mobilizations without delay.

(4) Ensure the uniform of the day is always a Navy-issued uniform.

(5) Manage staff normal duty hours to encompass standard service hours, PT and other duty requirements.

(6) Ensure Interactive Customer Evaluation (ICE) manager accounts are maintained by triad members, act, as required, on ICE comments pertaining to their command, and provide annual training to their staff on ICE.

(7) Have at least one CIAC designated in writing by the CO per reference (f).

c. TAR and Civilian Staff

(1) Execute assigned support tasks per policy.

(2) Uphold communication, readiness, fitness, and service standards.

(3) Provide timely, accurate, and warfighter-focused support to all SELRES personnel.

d. SELRES Members

(1) Maintain awareness of NRC operating hours, mobilization procedures, and communication standards.

(2) Respond promptly to NRC inquiries, especially during activation processes.



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