



DEPARTMENT OF THE NAVY
COMMANDER
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CNRMCIINST 3590.1C
1100
3 Apr 17

CNRMCI INSTRUCTION 3590.1C

From: Commander, Navy Regional Maintenance Center

Subj: MAINTENANCE AWARDS PROGRAM

Ref: (a) OPNAV Instruction 5305.9B
(b) DOD Instruction 1348.30 of 27 Nov 13

1. Purpose. To establish and implement an awards program to recognize outstanding performance in ship repair, maintenance and modernization for commands, detachments and personnel under the cognizance of Commander, Navy Regional Maintenance Center (CNRMCI).

2. Cancellation. CNRMCIINST 3590.1B.

3. Background. Surface ship repair, maintenance and modernization are critical to meeting Fleet operational readiness ship and service life objectives. The CNRMCI Maintenance Awards Program is established to recognize sustained superior performance and achievements that exceed standards for intermediate level and depot level maintenance activities.

a. The RMC Excellence Award will be provided annually to the RMC or RMC Detachment that demonstrates outstanding achievement in ship maintenance and modernization, and maintenance management.

b. The Individual Performance Award is presented to the individual(s) whose efforts, dedication or accomplishments significantly advance ship material readiness.

4. Description

a. RMC Excellence Award and the Secretary of Defense (SECDEF) Maintenance Award. To align with the maintenance awards programs of the Military Services, the RMC Excellence Award competitive period will be the 12-month period starting **October 1 and ending September 30 each year** (i.e., September 30 of the year before nomination). Command nominations shall be submitted to CNRMCI by **18 December** of the following fiscal year. Commands should submit **one** award input to cover both, the RMC Excellence Award and the SECDEF Maintenance Award. The following objective data and information shall be submitted for review:

(1) Mission Accomplishments (Weight Factor = 4). A quantitative description of mission accomplishments for the competition period. Accomplishments will stress maintenance efforts and their impacts on operational capability, mission accomplishment, and readiness levels of the unit or supported activities.

3 Apr 17

(2) Innovative and Effective Use of Maintenance Resources (Weight Factor = 4). A description of accomplishments for the competition period that show efficient and effective use of maintenance resources (e.g., personnel, process, facilities, equipment, and technology) directly relating to warfighter success. Accomplishments shall stress maintenance efforts and the impacts of those efforts on the operational capability and mission accomplishment of units supported.

(3) Quality of Life Programs (Weight Factor = 2). A description of programs or actions taken within the nominated unit to improve effectiveness, motivation and morale of maintenance personnel.

b. Individual Performance Awards. At the discretion of CNRMC, individual performance awards will be provided to the individual(s) singled out by RMC Commanders.

5. Procedure

a. RMC Excellence Award. A CNRMC panel, chaired by the CNRMC Executive Director, will complete a comprehensive review of each of the RMC's Excellence Award submissions. The submission shall not exceed 10 pages, excluding the cover and table of contents, endorsements, dividers, and proposed citation. The RMC Excellence Award submission shall comply with format and all requirements of the SECDEF Maintenance Award per references (a) and (b).

b. Individual Performance Award. Individual Performance Awards are utilized to recognize deserving individuals, military or civilian, who have:

- (1) displayed exemplary "on the spot" performance or superior customer support, or
- (2) displayed sustained superior performance in support of material readiness.

6. Notification of Winners

a. RMC Excellence Award

(1) Following CNRMC selection, arrangements will be made with the selected RMC or RMC Detachment for award presentation. The RMC Excellence Award (Pennant) will be forwarded to the winning RMC and will be flown from the command's flagstaff for the year of selection as the RMC Excellence Award winner, and then returned to CNRMC. The RMC Excellence Award Trophy will also be forwarded to the winning command and will be retained by the awarded RMC for the year of selection, and then returned to CNRMC.

(2) The winning command will immediately update their cover page to reflect "20XX Secretary of Defense Maintenance Award" and provide updated cover sheet to CNRMC, who will endorse the package and forward to Naval Sea Systems Command (NAVSEA) for SECDEF Maintenance Award consideration.

3 Apr 17

b. Individual Performance Award. Individual Performance Awards can be presented in a formal or informal setting, as appropriate to be determined by the RMC Commander.

(1) A CNRMC coin will be presented to the individual, who has displayed exemplary “on the spot” performance or superior customer support. As appropriate, the RMC Commander will nominate to CNRMC, the individual who has displayed exemplary “on the spot” performance.

(2) An engraved CNRMC memento will be presented to the individual singled out by RMC Commanders for their sustained superior performance. On a quarterly basis, each RMC Commander will formally nominate an individual to be presented the award for outstanding performance in support of material readiness.



S. A. Douglas
Executive Director
By direction

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