COMNAVRESFOR INSTRUCTION 1650.11B

From: Commander, Navy Reserve Force

Subj: RESERVE OFFICERS ASSOCIATION OUTSTANDING NAVY RESERVE JUNIOR OFFICER OF THE YEAR AWARD

Encl: (1) Reserve Officer Association Outstanding Navy Reserve Junior Officer of the Year Award Nomination Format

1. Purpose. To recognize performance excellence by Navy Reserve junior officers. This instruction contains significant revisions and should be reviewed in its entirety.

2. Cancellation. COMNAVRESFORINST 1650.11A.

3. Eligibility Requirements. Each candidate must:
   a. Be a commissioned officer who is currently a satisfactory participant drilling in the Navy Reserve.
   b. Be a junior officer (CWO2/CWO3, ensign through lieutenant commander (must not be selected for commander)).
   c. Not be a previous recipient of this award.

4. Selection Criteria. A candidate must exemplify characteristics expected from an outstanding military officer. Criteria used in the selection process will include:
   a. Performance and accomplishments during the last 3 years, may include civic accomplishments, if characteristic of the officer's leadership abilities, but should emphasize performance of military duty.
   b. Notable contributions to the mission of the Navy.

5. Nomination Procedures. Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) will release an annual message to the Reserve Force to publicize nomination package due dates. All Navy Reserve commands should submit nominee packages to COMNAVRESFORCOM using the appropriate Reserve echelon 4 chain of command. Nomination packages must include the members Officer Summary Record (OSR) and Performance Summary Report (PSR), with the provided format in enclosure (1). Echelon 4 commands are not required to prioritize multiple nominees from within their area of responsibility via a local board.
6. **Selection of Recipients.** COMNAVRESFORCOM will select the Outstanding Navy Reserve Junior Officer and notify the Reserve Officers Association (ROA) National Headquarters (Director of Navy Affairs) of the selection. The officer selected will be invited to attend the ROA Midwinter Conference in Washington, DC. The selectee will be recognized with a plaque to be presented at the Navy, Marine Corps, and Coast Guard Service Selection Luncheon. Additional suitable recognition will be given at the Midwinter Conference Banquet by the ROA National President.

7. **Support.** The selectee will be issued Active Duty for training orders, with pay and allowances, for a period not to exceed 4 days including travel. ROA will sponsor full registration, including meals and hotel accommodations, for attendance at the Midwinter Conference, as well as a complimentary full registration for an accompanying spouse, if applicable.

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 January 2012.

9. **Review and Effective Date.** Per OPNAVINST 5215.17A, COMNAVRESFOR will review this instruction annually around 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 5215.1 of May 2016

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T. W. LUSCHER  
Deputy

Releasability and distribution:  
This instruction is cleared for public release and is available electronically only via COMNAVRESFORCOM Web site, https://www.mynrh.navy.mil
1. **Personal Information**
   
a. Name:
   
b. Rank:
   
c. Designator:
   
d. Unit/Billet Assigned:
   
e. Major Duties and Responsibilities:
   
f. Number of Months at Present Unit/Billet:
   
g. Assignment History: (Previous unit/billet assigned and dates)

2. **Selection Criteria.** Justification for nomination (i.e., Demonstrated leadership, performance accomplishments, and contributions).

   **NOTE:** The justification should not exceed 2 pages.

3. **Attachment**
   
a. Full-length photograph in service khaki.
   
b. OSR
   
c. PSR