COMNAVRESFOR INSTRUCTION 1650.11C

From: Commander, Navy Reserve Force

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

Encl: (1) Nomination Format

1. **Purpose.** To recognize performance excellence by Navy Reserve junior officers. This instruction has been revised and should be reviewed in its entirety.

2. **Cancellation.** COMNAVRESFORINST 1650.11B.

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, O-1 through O-4)
   c. Not be selected for commander.
   d. 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. Navy Reserve units/activities/commands should submit nominees for a written endorsement through the appropriate chain of command to reach COMNAVRESFORCOM for award nominations, utilizing enclosure (1).
Additionally, the nomination package will include, Officer Summary Record, Performance Summary Record, and the candidate’s full-length photograph in service khaki uniform, as required for the permanent officer personnel record. There is no requirement for echelon 4 commands 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, COMNAVRESFORCOM N01A 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.

---

J. A. SCHOMMER  
Deputy Commander

Releasability and distribution:  
This instruction is cleared for public release and is available electronically only via COMNAVRESFORCOM Web site, [https://www.mynrh.navy.mil](https://www.mynrh.navy.mil)
NOMINATION FORMAT

From: Member’s Navy Reserve Unit/Activity/Command
To: Deputy Commander, Navy Reserve Forces (N01A)
Via: Member’s Echelon 4 Command

Subj: NOMINATION FOR THE ASSOCIATION OF THE UNITED STATES NAVY JUNIOR OFFICER OF THE YEAR AWARD

Ref: (a) COMNAVRESFORINST 1650.3C

Encl: (1) Officer Summary Record
      (2) Performance Summary Record
      (3) Full Length 5" X 7" Color Photo in Service Khaki Uniform

1. Per reference (a), (rank, first name, middle initial, last name) is nominated for the (calendar year) Association of United States Navy Junior Officer of the Year Award.

2. Complete information of member nominated:
   a. Name: (first, middle initial, last name)
   b. Designator:
   c. Home mailing address:
   d. Home and work phone:
   e. Home and work e-mail address:
   f. Date of rank:
   g. Current unit affiliation with address:
   h. Date received into the current unit:
   i. Number of months at unit/command:
   j. Assignment history (list previous command (Active and Reserve) in chronological order):
   k. Awards received during nomination period (significant civilian awards may be included):

Enclosure (1)
Subj: NOMINATION FOR THE ASSOCIATION OF THE UNITED STATES NAVY JUNIOR OFFICER OF THE YEAR AWARD

3. Utilizing the following format, write a brief synopsis justifying selection (limit to 2 typewritten pages).

   a. Significant military achievements within the past year which warrant selection. If applicable, emphasize contributions to overseas contingency operations.

   b. Annual Training/Active Duty Training/Active Duty for Special Work completed during nomination timeline. If applicable, emphasize impact on unit mission and impact of supported command.

   c. Civilian experience/achievements (licenses and certifications common to certain professions).

   d. Community involvement.

4. If you have any questions, please contact (member’s Navy Reserve Unit/Activity) at (phone number).

I. M. COMMANDER