COMNAVRESFOR INSTRUCTION 1700.7B

From: Commander, Navy Reserve Force

Subj: COMMANDER, NAVY RESERVE FORCE CAREER COUNSELOR OF THE YEAR PROGRAM

Encl: (1) Sample Nomination Letter  
(2) CCOY Nomination Package Briefing Sheet  
(3) COMNAVRESFOR Career Counselor of the Year Evaluation Sheet

1. **Purpose.** To provide eligibility criteria and guidelines for submitting Reserve Force Career Counselor of the Year (CCOY) packages in each of the following categories:

   a. CCOY Navy Counselor (NC): Full Time Support (FTS) or Active Component (AC) Sailor in the NC rating and serving as a Command Career Counselor (CCC).

   b. CCOY (non-NC): FTS or AC Sailor not in the NC rating and serving as a collateral duty CCC.

   c. CCOY Selected Reserve (SELRES): SELRES Sailor serving as a Unit Career Counselor (UCC).

2. **Cancellation.** COMNAVRESFORINST 1700.7A.

3. **Background.** Appropriate recognition of enlisted personnel who have demonstrated sustained superior performance in carrying out their duties is paramount to maintaining a high state of morale and to successful mission accomplishment. Career counselors who guide SELRES, FTS, and AC Sailors are required to be subject matter experts in all facets of the career information program, to include the programs, retention parameters, and training requirements unique to the Navy Reserve. Career counselors are a key element to Navy Reserve activities retaining and deploying an effective and sustainable Force. Commander, Navy Reserve Force (COMNAVRESFOR) established the CCOY program to provide this recognition. Each fiscal year, one outstanding career counselor will be selected from each category.

4. **Eligibility.** Any E-6 or below AC, FTS, or SELRES Sailor designated as a CCC or a UCC and permanently assigned to a command or unit under the cognizance of Navy Reserve Force is eligible for this award. A SELRES Sailor mobilized for a continuous period greater than 179 days and serving as the CCC of the supported command is eligible for the CCOY (Non-NC)
category vice the CCOY (SELRES) category. The nominated career counselor must meet the following requirements:

a. Recommended for advancement and retention on their two most recent observed performance evaluations.

b. Be serving as the CCC or UCC during at least ten months of the fiscal year for which nominated.

5. Ineligibility. The following personnel are ineligible to complete:

a. Sailors selected for advancement to E-7 or to an officer commissioning program (unless formal declination has been submitted and accepted).

b. Canvasser recruiters or support personnel otherwise eligible for Enlisted Recruiter of the Year.

6. Action. The competitive cycle runs from 1 October through 30 September each year (i.e. 1 October 2016 through 30 September 2017 is the fiscal year 2017 CCOY cycle).

a. The nominating command must:

   (1) Draft the CCOY nomination package using the format provided in enclosure (1) and including a briefing sheet using the format provided in enclosure (2).

   (2) Submit the CCOY nomination package as a single Word or PDF document, via the chain of command, to their Echelon IV Immediate Superior in Command (ISIC) Career Counselor sufficiently in advance to ensure the ISIC career counselor can forward the package to the COMNAVRESFOR Force Career Counselor no later than 15 December each year.

b. The Echelon IV or ISIC Career Counselor must:

   (1) Evaluate all submitted packages and endorse the most competitive package in each category for submission to COMNAVRESFOR.

   (2) Submit each endorsed package as a single document (Word or PDF) via encrypted e-mail to CNRFC_RETENTION@NAVY.MIL.

c. COMNAVRESFOR CCOY candidates will not be required to be present for the CCOY selection board process.

d. Master Chief Petty Officers chosen by COMNAVRESFOR Command Master Chief will be members of the CCOY Selection Board and will evaluate CCOY packages utilizing enclosure (3).
e. Award recipients will be notified via COMNAVRESFOR message.

7. **Recognition.** Each CCOY winner will receive a Navy and Marine Corps Achievement Medal for presentation at the local command level.

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 on the anniversary of its effective 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 automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

   \[ L. M. McCOLLUM \]

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Web site, https://private.navyreserve.navy.mil/
SAMPLE NOMINATION LETTER

From: Commanding Officer, (command or unit here)
To: Force Career Counselor, Navy Reserve Force
Via: ISIC Career Counselor, (Echelon IV ISIC here)

Subj: FISCAL YEAR 20__ COMMANDER, NAVY RESERVE FORCE NAVY COUNSELOR/NON-NAVY COUNSELOR/SELECTED RESERVE CAREER COUNSELOR OF THE YEAR PROGRAM NOMINATION IN CASE OF (RATING(WARFARE)) LAST NAME, FIRST NAME, MIDDLE INITIAL

Ref: (a) COMNAVRESFORINST 1700.7B

Encl: (1) Performance evaluations covering previous 24 months
(2) Personal award citations/certificates received during the nominative period (1 Oct to 30 Sep)
(3) CCOY nominee biography (one-page narrative beginning with initial military service through current assignment, and including civilian education (high school and beyond), certifications and licensures, and all personal awards earned during member’s career).
(4) Endorsed OPNAV 1650/3 Personal Award Recommendation for Navy and Marine Crops Achievement Medal (forwarded for approval, to include summary of action and completed but unsigned citation)
(5) Full-length front and side 5 x 7 color photographs of member in SDB uniform, uncovered and against a plain background (photographs must contain member’s rate, name, command and date of photograph)
(6) PRIMS PFA listing for the past 3 years (six PFA cycles)
(7) CCOY package briefing sheet

1. Per reference (a), (Rating(warfare) Last name, First name, Middle initial) is nominated as the FY-__ Commander, Navy Reserve Force Navy Counselor/Non-Navy Counselor/Selected Reserve Career Counselor of the Year.

2. Personal information of member nominated:
   a. Name: (Last name, First name, Middle initial)
   b. Rate/Rank:
   c. Present duty station:

Enclosure (1)
d. Work address:

e. Home address:

f. Work telephone:

g. Home/Cell telephone:

h. Home/Work facsimile:

i. Work e-mail address:

j. Home e-mail address:

3. Reporting Senior’s justification of nomination (utilizing the following format):

a. Personal information (limited to two typewritten pages):
   
   (1) Primary responsibilities:
   
   (2) Job performance:
   
   (3) Leadership:
   
   (4) Command climate/Sailorization:
   
   (5) Collateral duties:
   
   (6) Peer group involvement:
   
   (7) Off-duty community involvement:

b. Military decorations and awards (chronological order, and excluding unit awards):

   Award               Command               Date (YYMMDD - YYMMDD)

   c. Educational accomplishments (excluding courses required for advancement, GMT, and non-resident training courses)

   (1) Formal civilian schooling and course hours completed or degree attained

   School               Hours or Degree               Currently enrolled or date completed

   (2) Navy schools completed
(3) Other education achievements attained (e.g. USMAP, DANTES, CLEP, Navy COOL, etc.)

4. Reporting senior’s remarks (limited to one typewritten page):

(Signature)
("By direction" not authorized)
CCOY NOMINATION PACKAGE BRIEFING SHEET

CCOY Nominee:
Name: ____________________________________________
Rate: ____________________________________________

Reporting Senior:
Name: ____________________________________________
Rank: ____________________________________________
Title: ____________________________________________
E-mail: __________________________________________
Phone number: __________________________________

Command Senior Enlisted Leader:
Name: ____________________________________________
Rate: ____________________________________________
E-mail: __________________________________________
Phone number: __________________________________

Command full name: __________________________________

Command Plain Language Address (PLAD) for message traffic: ________________

FOR OFFICIAL USE ONLY
(when filled in)
# COMNAVRESFOR CAREER COUNSELOR OF THE YEAR EVALUATION SHEET

<table>
<thead>
<tr>
<th>FY:</th>
<th>BOARD MEMBER:</th>
<th>RANK/RATE:</th>
<th>NAME:</th>
<th>PHONE:</th>
</tr>
</thead>
</table>

| __ AC or FTS Rated NC CCC | POINTS |
| __ AC or FTS Collateral Duty CCC | POINTS |
| __ SELRES Unit Career Counselor | POINTS |
| **Primary Responsibilities:**<br>Depth of responsibilities (Job scope, i.e. command size, number of units, etc.) | 30 |
| **Job Performance:**<br>CCC Responsibilities/Programs: Percentages, trainings, advancement stats, retention documentation from EVALS, endorsements | 35 |
| **Meritorious Achievements:**<br>Navy and Marine Corps Commendation Medal or higher, Navy and Marine Corps Achievement Medal, Flag Letter of Commendation, previous SOQ. NC=3; NA=2; FLOC=1; Current FY SOQ Selection=1, Current SOY Selection=2 | 5 |
| **Collateral Duties:**<br>Note whether it is a command, department, or divisional collateral duty. CMD=3; DEPT=2 | 10 |
| **Educational Accomplishments:**<br>Navy school completed or NEC obtained, college degree obtained, correspondence or college courses. MA/MS=9; BA/BS=6; AA/AS=3; NEC=2; USMAP=2; EPME=2; Enrolled College=1; NKO=1 | 10 |
| **Peer Group/Community Service:**<br>Elected official/member in peer group, elected official/member civilian organizations, participation in civic/community affairs. Leadership position=2; Member=1 | 5 |
| **Physical Readiness Results:**<br>Enter Cycle and CY for latest PRT. Example: 1/10 (Cycle 1/CY 10) OUT=3; EXC=2; GOOD=1 | 5 |
| **PACKAGE TOTAL (100 Max)** | 100 |

RANKING (1, 2, 3, …)