COMNAVRESFOR INSTRUCTION 1700.7C

From: Commander, Navy Reserve Force

Subj: 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 Navy Reserve Force Career Counselor of the Year (CCOY) packages in each of the following categories:

   a. CCOY (NC): Full Time Support (FTS) /Active Duty (AD) rated Navy Career Counselor (NC) and serving in a Command Career Counselor (CCC) billet.

   b. CCOY (Non-NC): FTS or AD Sailor serving as a collateral duty CCC - not rated NC.

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

2. Cancellation. COMNAVRESFORINST 1700.7B.

3. Background. Appropriate recognition of junior enlisted personnel who have demonstrated sustained superior performance in carrying out their duties is essential to command morale and unit mission accomplishment. Career counselors are subject matter experts in all facets of career information programs, including unique requirements specific to retention in the Navy Reserve. Reserve Component uniqueness makes counseling a crucial element to Navy Reserve activities retaining and deploying an effective and sustainable force. Commander, Navy Reserve Force (COMNAVRESFOR) established the CCOY program to recognize the best Counselors in the Navy Reserve Force. Each fiscal year, one outstanding career counselor will be selected from each of the three competitive category as the CCOY.

4. Eligibility. Any E-6 or below SELRES, FTS, or AD Sailors designated as an CCC or UCC and permanently assigned to a command or unit in the Navy Reserve Force is eligible for this award. Nominated counselors shall meet the following individual requirements:

   a. Must be recommended for advancement and retention in their two most recent observed performance evaluations.

   b. Be serving as a CCC/UCC during at least 10 months of the fiscal year for which nominated.
5. **Ineligibility.** The following personnel are ineligible to compete:

   a. Sailors selected for advancement to E-7.

   b. Sailors selected for a commissioning program (unless formal declination has been submitted and accepted).

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

   d. Sailors who have failed their most recent Physical Fitness Assessment (PFA) cycle.

6. **Action.** The competitive cycle runs from 1 October through 30 September each year (i.e. 1 October 2017 through 30 September 2018 is the fiscal year 2018 CCOY cycle).

   a. The nominating command must:

      (1) Draft the nomination package using the format provided in enclosures (1) and (2).

      (2) Submit the nomination package as a single document (MS Word or PDF file format), via the chain of command, to COMNAVRESFOR (attn: Force Career Counselor) no later than 15 December each year.

   b. The Echelon 4 commands must:

      (1) Evaluate and board all nomination packages and endorse the most competitive package in each category.

      (2) Submit each competitive group endorsed package as a single document (MS Word or PDF file format) via encrypted e-mail to Navy Reserve Force Career Counselor.

      (3) Endorsed nominations shall be submitted no later than 15 January of the following calendar year.

   c. The Navy Reserve Force Master Chief will service as the board Chairman and will select Master Chief Petty Officers currently serving the Navy Reserve Force to constitute the CCOY board membership. Board members will evaluate the packages utilizing enclosure (3). The board Chairman will furnish the board recommendations to the Commander, Navy Reserve Force for final determination.

   d. Award recipients will be notified via official COMNAVRESFOR message.

7. **Recognition.** Each CCOY winner will receive a Navy and Marine Corps Achievement Medal. The award will be sent to the unit for official presentation.
8. **Records Management.** Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 CH-1.

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Web site, http://www.public.navy.mil/nrh/Pages/instructions.aspx
SAMPLE NOMINATION LETTER

From: Commanding Officer, (Command or Unit Here)
To: Commander, Navy Reserve Force
Via: Commander, Reserve Component Command (Echelon 4 Region ISIC)

Subj: FISCAL YEAR ___ NAVY RESERVE FORCE CAREER COUNSELOR OF THE YEAR PROGRAM NOMINATION IN CASE OF (RATING WARFARE LAST NAME, FIRST NAME MIDDLE INITIAL)

Ref: (a) COMNAVRESFORINST 1700.7C

Encl: (1) Performance Evaluations Covering Previous 24 Months
(2) Personal Award Citations/Certificates Received During the Nominative Period
(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 (07-04) Personal Award Recommendation for Navy and Marine Corps Achievement Medal (Forwarded for Approval, to Include Summary of Action and Completed but Unsigned Citation)
(5) PRIMS PFA Listing for the Past 3 Years (Six PFA Cycles)
(6) 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 Reservist) 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:
   d. Home address:
   e. Home/cell telephone:
3. Reporting Senior’s justification of nomination focusing on career counselor duties (utilizing the following format):

a. Personal information (limited to one typewritten pages):
   (1) Primary responsibilities:
   (2) Job performance:
   (3) Leadership:
   (4) Command climate/Sailorization:
   (5) Does command qualify for Reserve Personnel Program Excellence Award for same FY period by meeting or exceeding the following requirements:
      (a) Annual Career Information Program Review (CIPR) >= 85 points
      (b) Reenlistment with Reserve Affiliation (RA) rate for zone A through C => 75%
      (c) Transition Goals, Plans, Success (TGPS) VOW compliance per DMDC => 85%
      (d) Career Waypoints-Reenlistment (CWAY-REEN) – Zero Failed to submit applications
      (e) Career Waypoints Qualifications – 100% Selected Reserve qualification
   (6) Retention numbers both active and reserve:

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

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<th>Award</th>
<th>Command</th>
<th>Date (YYMMDD - YYMMDD)</th>
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   c. Educational accomplishments (excluding courses required for advancement, general military training, 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
   School Completion Date

   (3) Other education achievements attained (e.g. United Services Military Apprenticeship Program, Defense Activity for Non-Traditional Education Support, College-Level Examination Program, Navy Credentialing Opportunities On-Line).
4. Reporting senior's remarks (limited to one typewritten page).

(Signature)

("By direction" not authorized)
CCOY Nominee:

Name: ________________________________
Rate: ________________________________

Reporting Senior:

Name: ________________________________
Rate: ________________________________
Title: ________________________________
E-mail: ______________________________
Phone Number: _______________________

Command Senior Enlisted Leader:

Name: ________________________________
Rate: ________________________________
E-mail: ______________________________
Phone Number: _______________________

Command Full Name: ________________________________

Command Plain Language Address (PLA) for Message Traffic: __________________

FOR OFFICIAL USE ONLY
(when filled in)
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<th>FY:</th>
<th>BOARD MEMBER:</th>
<th>RANK/RATE:</th>
<th>NAME:</th>
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**Category:**

- AC or FTS Rated NC CCC
- AC or FTS Collateral Duty CCC
- SELRES Unit Career Counselor

**Primary Responsibilities:**
- Depth of responsibilities (Job scope… ie: command size, number of units, etc)

**Job Performance:**
- CCC Responsibilities/Programs: Percentages, trainings, advancement stats, retention documentation from EVALS, endorsements

**Meritorious Achievements:**
- 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

**Educational Accomplishments:**
- 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

**Reserve Personnel Programs Excellence Award**
- Does the command qualify for same FY period
  - Yes(15 points), No (0 points)

**Physical Readiness Results**
- Enter Cycle and CY for latest PRT.
  - Example: 1/10 (Cycle 1/CY 10)
    - OUT=3; EXC=2; GOOD=1

**PACKAGE TOTAL (100 Max)**
- 100 100

**RANKING (1, 2, 3, ...)**