From: Commander, Navy Reserve Forces Command

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

Encl: (1) Nomination Format

1. Purpose. The Association of the United States Navy (AUSN) presents the Junior Officer of the Year (JOY) award annually to recognize performance excellence by Navy Reserve junior officers. This award will recognize 2 junior officers (1 line and 1 staff corps) serving on Active Duty as Full Time Support (FTS) and 2 junior officers (1 line and 1 staff corps) serving as satisfactory participant drilling in the Navy Reserve. This is a complete revision and should be read in its entirety.

2. Cancellation. COMNAVRESFORCOMINST 1650.3A.

3. Eligibility Requirements. Each candidate must:
   a. Be a commissioned junior officer (ensign through lieutenant commander) line or staff serving as FTS or drilling reservist in a pay or non-pay status.
   b. 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 Naval Officer. Criteria used in the selection process will include:
   a. Demonstrated leadership abilities with proven potential to serve in billets with greater responsibility.
   b. Performance and accomplishments during the last calendar year (may include civic accomplishments, if characteristic of the officer’s leadership abilities, but should emphasize performance of military duty).
   c. Notable contributions to the mission of the Navy Reserve Force.
   d. A minimum of 6 months in the job from which nominated.
5. **Nomination Procedures.** Navy Reserve units/activities/commands should submit nominees for a written endorsement through appropriate chain of command to reach Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) for award nominations. Nomination format is in enclosure (1). Additionally, the nomination package will include, Officer Summary Record and Performance Summary Record, 1 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. **Board Membership.** Board membership will be by COMNAVRESFORCOM staff. Board members will consist of O5/O6 Active, FTS, and Selected Reserve leadership representing a broad spectrum of expertise and experience.

7. **Selection and Recipients.** The AUSN will chair a selection board at the end of March to review nomination packages and select the recipients. A message will announce the recipients of the award. Formal presentation of the award will be made at the National AUSN Conference at a place to be determined. COMNAVRESFORCOM will fund travel for this event for the recipient of this award.

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 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.

T. W. LUSCHER

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

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

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

Ref: (a) COMNAVRESFORCOMINST 1650.3B

Encl: (1) 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):

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

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

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)