COMNAVRESFORCOM INSTRUCTION 1700.1E

From: Commander, Navy Reserve Forces Command


Ref: (a) OPNAVINST 1700.10M

Encl: (1) COMNAVRESFORCOM SOQ/JSOQ/BJOQ and SOY/JSOY/BJOY Nomination Worksheet
(2) COMNAVRESFORCOM SOQ/JSOQ/BJOQ and SOY/JSOY/BJOY Score Sheet

1. Purpose. To provide revised guidance and procedures for the nomination and selection of Sailor of the Quarter (SOQ)/Sailor of the Year (SOY), Junior Sailor of the Quarter (JSOQ)/Junior Sailor of the Year (JSOY), Bluejacket of the Quarter (BJOQ)/Bluejacket of the Year (BJOY) for Staff assigned to Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) per reference (a). This instruction has been revised and should be read in its entirety.

2. Cancellation. COMNAVRESFORCOMINST 1700.1D.

3. Discussion. Three SOY categories exist within COMNAVRESFORCOM: SOY, JSOY and BJOY. The competitive period for all three SOY programs is from 1 October to 30 September of the fiscal year. The SOY candidate is typified by a history of sustained superior performance, command impact, mission contribution, proven leadership, dedication to self-improvement, outstanding professionalism and superior personal appearance (well within standards). When reviewing candidates for selection as SOY/JSOY/BJOY, additional consideration should be given to those individuals who have excelled in increasingly demanding, challenging and unique assignments which typify naval service.
4. Action

   a. The COMNAVRESFORCOM Command Master Chief (CMDCM) is responsible for coordinating and conducting these programs.

   b. Nomination guidelines, format and scoring sheets are provided in enclosures (1) and (2).

5. Eligibility. These programs are open to all E-6 and below Navy personnel assigned to COMNAVRESFORCOM.

   a. The following personnel are eligible for the appropriate programs:

      (1) SOQ/SOY. Personnel in pay grade E-6 will be considered for nomination and selection. Personnel selected to Chief Petty Officer (CPO) or officer commissioning (unless formal declination has been approved) are not eligible.

      (2) JSOQ/JSOY. Personnel in pay grade E-5 will be considered for nomination and selection.

      (3) BJOQ/BJOY. Personnel in pay grades E-1 through E-4 will be considered for nomination and selection.

6. Nomination Procedures

   a. SOQ/JSOQ/BJOQ

      (1) Department Leading CPOs via their Deputy Chief of Staff shall forward nominations to the COMNAVRESFORCOM CMDCM utilizing enclosure (1) per the following schedule, with only one nomination per code accepted:

      **BJOQ/JSOQ/SOQ SUBMISSION DATES**

      | QTR | PERIOD     | PKG DUE      | BOARD MEETS  |
      |-----|------------|--------------|--------------|
      | 1ST | 1OCT-31DEC | 1ST WED IN JAN | 2ND WED IN JAN |
      | 2ND | 1JAN-31MAR  | 1ST WED IN APR | 2ND WED IN APR |
      | 3RD | 1APR-30JUN  | 1ST WED IN JUL | 2ND WED IN JUL |
      | 4TH | 1JUL-30SEP  | 1ST WED IN OCT  | 2ND WED IN OCT |

      (2) Data and information filled out in enclosure (1) must be factual and known to the chain of command. Information must be specific and reference only the nominee’s actual
accomplishments during the quarter for which nominated by using enclosure (1).

b. SOY/JSOY/BJOY. The four most recent SOQs, JSOQs and BJOQs (excluding personnel who have transferred, selected to CPO or officer commissioning, unless formal declination has been approved) will have packages submitted for SOY, JSOY, and BJOY, provided their performance still warrants consideration. In addition, any other personnel who have shown consistent stellar command contribution and performance throughout the year may be nominated. A maximum of two nominees per department can be submitted if the most recent SOQ is in the department. SOY packages are due the third Wednesday in September and will be completed per reference (a).

7. Selection Criteria

a. Nominee shall be onboard a minimum of 3 months for SOQ, JSOQ and BJOQ. Nominee shall be onboard a minimum of 10 months for SOY, JSOY and BJOY.

b. Committed no infractions to good order and discipline in the past 12 months.

c. Nominee has not failed a Physical Fitness Assessment (PFA) within the past two cycles, currently meets body composition assessment standards, and scored a satisfactory or higher on the most recent PFA.

d. Passed the most recent advancement exam (if eligible).

8. Responsibilities

a. CMDCM

(1) Responsible for administration, operation, and integrity of this program.

(2) Appoint a Master Chief Petty Officer as Program Coordinator.

(3) Convene and appoint a chairman for the SOY/SOQ boards.

(4) Convene and appoint a chairman for the JSOY/JSOQ and BJOY/BJOQ boards.
(5) Appoint a mentor for the JSOY/JSOQ and BJOY/BJOQ boards.

(6) Review all board recommendations.

b. Program Coordinator

(1) Solicit nominations and screen all nomination packages for completeness.

(2) Arrange time and place for the boards.

   (a) Program Coordinator will arrange time and place for SOY/JOQ boards.

   (b) The First Class Petty Officer Association (FCPOA) will arrange the time and place for the JSOY/BJOY and JSOQ/BJOQ boards and route to program coordinator for approval.

(3) Notify board chairman and members of meeting time and place.

(4) Prepare SOY per reference (a).

(5) Order command plaques.

(6) Forward board recommendations to Chief of Staff via the CMDCM.

(7) Forward Navy and Marine Corps Achievement medal certificate and OPNAV 1650/3 to Command Services for processing.

(8) Forward all Flag Letters of Recommendation (FLOC) to command services for processing.

b. Board Chairman/Board Members

(1) Prepare the Navy and Marine Corps Achievement Medal certificates and OPNAV 1650/3, and forward to the program coordinator.

   (a) The SOY chairman will prepare SOY certificates and OPNAV 1650/3.
(b) FCPOA will prepare JSOY and BJOY certificates and OPNAV 1650/3.

(5) Prepare FLOC(s) and forward to the program coordinator.

(a) The SOQ board chairman will prepare SOQ FLOCs.

(b) The FCPOA board chairman will prepare the JSOQ and BJOQ FLOCs.

9. Selection Procedures. Composition of the boards will be as outlined below, with board recommendations being forwarded to the COMNAVRESFORCOM Chief of Staff via the CMDCM for final approval.

a. The SOQ/JSOY, BJOQ/BJOY, JSOQ/JSOY, and BJOQ/BJOY are selected by a board process consisting of an oral interview of all nominees. The boards will convene no later than the second Wednesday following the competitive quarter.

b. The JSOQ/JSOY and BJOQ/BJOY boards. COMNAVRESFORCOM FCPOA President will convene and appoint the board members from within the FCPOA, and forward the board membership to the program coordinator for approval.

c. The SOQ/JSO boards. COMNAVRESFORCOM CMDCM will convene and appoint a chairman and the board members from the CPO Mess.

10. Recognition

a. SOY, JSOY, and BJOY

(1) SOY will be submitted for further competition(s) per reference (a). This includes the direct report naval shore SOY. The SOY will receive a Navy and Marine Corps Commendation Medal if not selected during further competition.

(2) The JSOY and BJOY will receive a Navy and Marine Corps Achievement Medal.

(3) Command plaque.

(4) Command coin.
(5) A 4-day special liberty certificate (a Special Request/Authorization must be submitted to the member’s Deputy Chief of Staff for approval of the desired days. The desired days must include two consecutive non-work days).

(6) Exempt from all duty for one year effective the first day of the month following the announcement of the winners (a Special Request/Authorization must be submitted to CMDCM via the member’s chain of command and Chief Master-At-Arms to ensure acknowledgement).

b. SOQ, JSOQ and BJOQ

(1) FLOC.

(2) Command plaque.

(3) A 24-hour special liberty certificate (a Special Request/Authorization must be submitted to the member’s Deputy Chief of Staff for approval of the desired day. The desired day may not be a Monday or Friday).

11. Form. The Personal Award Recommendation, OPNAV 1650/3 (Rev. 03-15) is available for download on the Naval Forms web site: https://navalforms.documentservices.dla.mil/web/public/home.

R. B. JOHNSON
Chief of Staff

Distribution:
Electronic copy via COMNAVRESFOR Web site
https://www.navyreserve.navy.mil
**COMNAVRESFORCOM SOQ/JSOQ/BJOQ and SOY/JSOY/BJOY Nomination Worksheet**

**Rate:**

**Name (Last, First MI):**

**Length of Service, Yrs:**

**MOS:**

**Time Onboard, Yrs:**

**MOS:**

**Nomination For:** (Put ‘X’ in appropriate box)

<table>
<thead>
<tr>
<th></th>
<th>SOQ</th>
<th>JSOQ</th>
<th>BJOQ</th>
<th>SOY</th>
<th>JSOY</th>
<th>BJOY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter:</td>
<td>1st QTR</td>
<td>2nd QTR</td>
<td>3rd QTR</td>
<td>4th QTR</td>
<td>Year</td>
<td></td>
</tr>
<tr>
<td>Fiscal Year:</td>
<td>Oct-Dec</td>
<td>Jan-Mar</td>
<td>Apr-Jun</td>
<td>Jul-Sep</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Primary Responsibilities:**
- Depth of responsibilities (Job scope), volunteering/assuming additional job duties, major command watch stations.

**Job Performance:**
- Military experience and leadership billets held, growth potential, special honors or scholastic performance and initiative.

**Leadership:**
- Department, LPO, Division LPO, WCS, team work, communication.

**Command Climate /Sailorization:**
- Training, qualifying, advancing, retaining, Equal Opportunity, camaraderie, esprit de corps.

**Meritorious Achievements:**
- Navy and Marine Corps Commendation Medal or higher, Navy and Marine Corps Achievement Medal, Flag Letter of Commendation, previous SOQ.

**Collateral Duties:**
- Note whether it is a command, department, or divisional collateral duty.

**Educational Accomplishments:**
- Navy school completed or NEC obtained, college degree obtained, correspondence or college courses.

**Peer Group/Community Service:**
- Elected official/member in peer group, elected official/member civilian organizations, participation in civic community affairs.

**Physical Readiness Results**
- Enter Cycle and CY for latest PRT. Example: 1/10 (Cycle 1/CY 10)
- Max: 
- Out: 
- Exc: 
- Good: 
- Sat: 

**Passed Last Advancement Exam**
- [ ] YES  [ ] NO

**Remarks**

---

**Submitted by**
- Rate/Rank: 
- Name: 
- Code: 
- Ext: 

Enclosure (1)
COMNAVRESFORCOMINST 1700.1E
25 Jun 15

CNRFC SOQ/JSOQ/BJOQ/SOY/JSOY/BJOY BOARD SCORESHEET

<table>
<thead>
<tr>
<th>NOMINATION FOR: (Put &quot;X&quot; in appropriate box)</th>
<th>SOQ</th>
<th>JSOQ</th>
<th>BJOQ</th>
<th>SOY</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUARTER: (Put &quot;X&quot; in appropriate box)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FISCAL YEAR: XXXX</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NOMINEE NAMES</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRAITS</td>
<td></td>
</tr>
<tr>
<td>Primary Responsibilities:</td>
<td>20</td>
</tr>
<tr>
<td>Depth of responsibilities (Job scope), volunteering/assuming additional job duties, major command watch stations.</td>
<td></td>
</tr>
<tr>
<td>Job Performance:</td>
<td>20</td>
</tr>
<tr>
<td>Military experience and leadership billets held, growth potential, special honors or scholastic performance, and initiative.</td>
<td></td>
</tr>
<tr>
<td>Leadership:</td>
<td>10</td>
</tr>
<tr>
<td>Department LCPO, Division LCPO, WCS, team work, communication.</td>
<td></td>
</tr>
<tr>
<td>Command Climate /Sailorization:</td>
<td>10</td>
</tr>
<tr>
<td>Training, mentoring, qualifying, advancing, retaining, Equal Opportunity, camaraderie, esprit de corps.</td>
<td></td>
</tr>
<tr>
<td>Meritorious Achievements:</td>
<td>6</td>
</tr>
<tr>
<td>Navy and Marine Corps Commendation Medal or higher, Navy and Marine Corps Achievement Medal, Flag Letter of Commendation, previous SOQ, NC=3; NA=2; MOVSM=1; FLOC=1; Current FY SOQ Selection=1</td>
<td></td>
</tr>
<tr>
<td>Collateral Duties:</td>
<td>10</td>
</tr>
<tr>
<td>Note whether it is a command, department, or divisional collateral duty. FORCE=4; CMD=3; DEPT=2; DIV=1</td>
<td></td>
</tr>
<tr>
<td>Educational Accomplishments:</td>
<td>10</td>
</tr>
<tr>
<td>Navy school completed or NEC obtained, college degree obtained, correspondence or college courses. MA/MS=10; BA/BS=8; AA/AS=6; NEC=2; USMAP=1; EPME=1; College Courses Completed = 1 pt max; NKo=1 pt max; Navy Schools=1; NAVEDTRA=1</td>
<td></td>
</tr>
<tr>
<td>Peer Group/Community Service:</td>
<td>6</td>
</tr>
<tr>
<td>Elected official/member in peer group, elected official/member of civilian organizations, participation in civic/community affairs. Leadership position=2; Member=1</td>
<td></td>
</tr>
<tr>
<td>Physical Readiness Results</td>
<td>8</td>
</tr>
<tr>
<td>SOQ: Enter latest PRT. SOY: Enter FY Fall and FY Spring PRT. MAX=4; OUT=3; EXC=2; GOOD=1; SAT=0</td>
<td></td>
</tr>
</tbody>
</table>

| PACKAGE TOTAL (100 Max) | 100 |
| BOARD TOTAL (23 Max)    | 23  |
| TOTAL (123 Max)         | 123 |
| RANKING (1, 2, 3, ...)   |      |

<table>
<thead>
<tr>
<th>Board Member:</th>
<th>RATE/RANK:</th>
<th>NAME</th>
<th>CODE:</th>
<th>EXT.</th>
</tr>
</thead>
</table>

Enclosure (2)
**CNRFC SQ/JSQ/BJOQ/JSQ/Y/BJOY BOARD SCORESHEET**

<table>
<thead>
<tr>
<th>NOMINEE NAMES</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INTERVIEW</strong></td>
<td></td>
</tr>
<tr>
<td>Presentation:</td>
<td>10</td>
</tr>
<tr>
<td>Military Movements, Military Bearing, Sailor's Creed, Confidence/Presence.</td>
<td></td>
</tr>
<tr>
<td>Questions: Knowledge, quality of answers</td>
<td>10</td>
</tr>
<tr>
<td>Uniform Inspection:</td>
<td>3</td>
</tr>
<tr>
<td>25-24 score. Outstanding = 3 pts</td>
<td></td>
</tr>
<tr>
<td>23-22 score. Excellent = 2 pts</td>
<td></td>
</tr>
<tr>
<td>21-20 score. Good = 1 pt</td>
<td></td>
</tr>
<tr>
<td><strong>BOARD TOTAL (23 Max)</strong></td>
<td>23</td>
</tr>
</tbody>
</table>