



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCE
1915 FORRESTAL DRIVE
NORFOLK VA 23551-4615

COMNAVRESFORINST 1650.11D
N01A
16 Aug 2023

COMNAVRESFOR INSTRUCTION 1650.11D

From: Commander, Navy Reserve Force

Subj: RESERVE ORGANIZATION OF AMERICA OUTSTANDING NAVY RESERVE
JUNIOR OFFICER OF THE YEAR AWARD AND ASSOCIATION OF THE UNITED
STATES NAVY JUNIOR OFFICER OF THE YEAR AWARDS

Ref: (a) DoD 5500.7R (Joint Ethics Regulations)

Encl: (1) Reserve Organization of America Nomination Format
(2) Association of the United States Navy Format

1. Purpose. The Reserve Organization of America (ROA) Outstanding Navy Reserve Junior Officer of the Year Award recognizes performance excellence by Navy Reserve junior officers. 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 Training and Administration of the Reserves (TAR) and 2 junior officers (1 line and 1 staff corps) serving as a satisfactory participant drilling in the Navy Reserve. This instruction has been revised and should be reviewed in its entirety. All support to non-federal entities will be provided in accordance with reference (a).

2. Cancellation. COMNAVRESFORINST 1650.11C.

3. Reserve Organization of America Outstanding Navy Reserve Junior Officer Award

a. Eligibility Requirements. Each candidate must:

(1) Be a commissioned officer who is currently a satisfactory participant drilling in the Navy Reserve.

(2) Be a junior officer (CWO2/CWO3, O-1 through O-4)

(3) Not be selected for commander.

(4) Not be a previous recipient of this award.

b. Selection Criteria. A candidate must exemplify characteristics expected from an outstanding military officer. Criteria used in the selection process will include:

(1) 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.

(2) Notable contributions to the mission of the Navy.

4. Association of the United States Navy Junior Officer of the Year Award

a. Eligibility Requirements. Each candidate must:

(1) Be a commissioned junior officer (ensign through lieutenant commander) line or staff serving as TAR or drilling reservist in a pay or non-pay status.

(2) Not be selected for commander.

(3) Not be a previous recipient of this award.

b. Selection Criteria. A candidate must exemplify characteristics expected from an outstanding Naval Officer. Criteria used in the selection process will include:

(1) Demonstrated leadership abilities with proven potential to serve in billets with greater responsibility.

(2) 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.

(3) Notable contributions to the mission of the Navy Reserve Force.

(4) A minimum of six months in the job from which nominated.

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 enclosures (1) and (2). Additionally, the nomination package will include the nominee's Officer Summary Record, Performance Summary Record and Fitness Reports covering the period of the award. There is no requirement for echelon IV commands to prioritize multiple nominees from within their area of responsibility via a local board.

6. Board Membership. Board membership will be composed of COMNAVRESFORCOM staff. Board members will consist of O5/O6 Active, Training and Administration of the Reserve, and Selected Reserve leadership representing a broad spectrum of expertise and experience.

16 Aug 2023

7. Selection of Recipients

a. ROA. COMNAVRESFORCOM will select the Outstanding Navy Reserve Junior Officer and notify the ROA National Headquarters (Director of Navy Affairs) of the selection. The officer selected will be invited to attend the ROA winter 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.

b. AUSN. 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.

8. Support

a. ROA. 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.

b. AUSN. COMNAVRESFORCOM will fund travel for this event for the recipient of this award.

9. 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 September 2019.

10. 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.



M. J. STEFFEN
Deputy Commander

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Web site at <https://www.navyreserve.navy.mil/Resources/Official-RESFOR-Guidance/Instructions/>

RESERVE ORGANIZATION OF AMERICA NOMINATION FORMAT

From: Member's Navy Reserve Unit/Activity/Command
To: Deputy Commander, Navy Reserve Forces (N01A)
Via: Member's Echelon 3/4/5 Command

Subj: NOMINATION FOR THE RESERVE ORGANIZATION OF AMERICA
OUTSTANDING NAVY RESERVE JUNIOR OFFICER OF THE YEAR AWARD

Ref: (a) COMNAVRESFORINST 1650.11D

Encl: (1) Officer Summary Record
(2) Performance Summary Record
(3) Fitness Reports

1. Per reference (a), (rank, first name, middle initial, last name) is nominated for the (calendar year) Reserve Organization of America Navy Reserve 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).

16 Aug 2023

- 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

Enclosure (1)

AUSN NOMINATION FORMAT

From: Member's Navy Reserve Unit/Activity/Command
To: Commander, Navy Reserve Forces Command (N01A)
Via: Member's Echelon 3/4/5 Command

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

Ref: (a) COMNAVRESFOR 1650.11D

Encl: (1) Officer Summary Record
(2) Performance Summary Record
(3) Fitness Reports

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 name, 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).

16 Aug 2023

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).

I. M. SAILOR

Enclosure (2)