



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

COMNAVRESFORCOMINST 1700.1G
N00C
6 Sep 2023

COMNAVRESFORCOM INSTRUCTION 1700.1G

From: Commander, Navy Reserve Forces Command

Subj: COMMANDER, NAVY RESERVE FORCES COMMAND SAILOR OF THE QUARTER/
YEAR, JUNIOR SAILOR OF THE QUARTER/YEAR, AND BLUEJACKET OF THE
QUARTER/YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10P

Encl: (1) SOQ/JSOQ/BJOQ/JSOY/BJOY Checklist
(2) SOQ/JSOQ/BJOQ/JSOY/BJOY Nomination Worksheet
(3) SOQ/JSOQ/BJOQ/JSOY/BJOY Board Scoresheet

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), and Bluejacket of the Year (BJOY) for staff assigned to Commander, Navy Reserve Forces Command (COMNAVRESFORCOM). This instruction has been revised and should be read in its entirety.

2. Cancellation. COMNAVRESFORCOMINST 1700.1F.

3. Discussion. The COMNAVRESFORCOM SOQ/SOY, JSOQ/JSOY, and BJOQ/BJOY program recognizes Sailors who best represent a history of sustained superior performance, command impact, mission contribution, proven leadership, dedication to self-improvement, outstanding professionalism, and superior personal appearance.

a. Six SOQ categories exist within COMNAVRESFORCOM: SOQ, Selected Reserve (SELRES) SOQ, JSOQ, SELRES JSOQ, BJOQ, and SELRES BJOQ. The competitive period for the first quarter is 1 October to 31 December, second quarter is 1 January to 31 March, third quarter is 1 April to 30 June, and fourth quarter is 1 July to 30 September.

b. Six SOY categories exist within COMNAVRESFORCOM: SOY, SELRES SOY, JSOY, SELRES JSOY, BJOY, and SELRES BJOY. The competitive period is from 1 October to 30 September of the Fiscal Year (FY).

4. Responsibilities

a. Chief of Staff (COS) will approve SOY and SOQ selection.

b. Command Master Chief (CMDCM) will:

(1) Appoint an E7 or above program coordinator and E6 assistant program coordinator.

(2) Review all board recommendations.

c. Program Coordinator will:

(1) Convene and appoint an E8 or above chairperson for the SOQ and SOY boards.

(2) Convene and appoint an E6 or above chairperson for the JSOQ, JSOY, and BJOY boards.

(3) Convene and appoint an E5 or above chairperson for the BJOQ boards.

(4) Convene and appoint an E7 or above mentor for the JSOQ, JSOY, BJOQ, and BJOY boards.

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

(6) Notify board chairperson and members of designated time and place for board.

(7) Prepare the SOY per reference (a).

(8) Forward board recommendations to the COS via CMDCM.

(9) Submit Flag Letters of Recommendation (FLOC) for SOQ, JSOQ, and BJOQ recipients via Navy Department of Awards Web Service (NDAWS) in BUPERS Online (BOL) no later than one week after recommendations are approved by COS. Follow up with command services for processing.

(10) Submit Navy and Marine Corps Achievement Medal (NAM) for SOY, JSOY, and BJOY recipients via NDAWS in BOL no later than one week after recommendations are approved by COS. Follow up with command services for processing.

(11) Coordinate with CMDCM and supporting region on COMNAVRESFOR SOY Week to be held in February.

d. The assistant program coordinator will arrange the time and place for the boards and route to the program coordinator for approval.

5. Eligibility.

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

b. JSOQ and JSOY. Sailors in the pay grade of E-5 will be considered for nomination and selection.

c. BJOQ and BJOY. Sailors in the pay grades of E-1 through E-4 will be considered for nomination and selection.

6. Action.

a. SOQ, JSOQ, and BJOQ.

(1) Department Senior Enlisted Leaders via their Deputy Chief Of Staff (DCOS) must forward nominations to the COMNAVRESFORCOM CMDCM utilizing enclosures (1) and (2) per the following schedule, with only one nomination per code accepted:

SOQ, JSOQ, and BJOQ Schedule

<u>Quarter</u>	<u>Period</u>	<u>Package Due Date</u>	<u>Board Date</u>
1st	1 October-31 December	2nd Wednesday in January	3rd Thursday in January
2nd	1 January -31 March	2nd Wednesday in April	3rd Thursday in April
3rd	1 April -30 June	2nd Wednesday in July	3rd Thursday in July
4th	1 July -30 September	2nd Wednesday in October	3rd Thursday in October

(2) Data and information filled out in enclosure (2) 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 (2).

b. SOY, JSOY, BJOY. The SOQs, JSOQs, and BJOQs (excluding Sailors who have transferred, selected to CPO or officer commissioning programs, unless formal declination has been approved) selected during the FY will be automatically nominated for SOY, JSOY, or BJOY, provided their performance still warrants consideration and have been onboard a minimum of 10 months. In addition, any other Sailors 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. SOY, JSOY, and BJOY nominations are due the first Wednesday in November. SOY nominations will utilize the format provided in reference (a). JSOY and BJOY nominations will utilize enclosures (1) and (2).

7. Selection Criteria.

- a. Nominees must be onboard a minimum of three months for SOQ, JSOQ, and BJOQ and a minimum of 10 months for SOY, JSOY, and BJOY.
- b. Nominees must have committed no infractions to good order and discipline in the past 12 months.
- c. Nominees must have not failed a Physical Fitness Assessment (PFA) within the past two cycles, must meet body composition assessment standards, and must have scored a satisfactory or higher on the most recent PFA.
- d. Nominees must have passed the most recent advancement exam (if eligible).

8. Selection Procedures. Composition of the boards will be as outlined below. Board recommendations will be forwarded to the COS via the CMDCM for final approval.

a. Interview Board. A board process consisting of an interview of all nominees selects the SOQ, SOY, JSOQ, JSOY, BJOQ, and BJOY.

b. SOQ and SOY Board. The program coordinator will convene and appoint a chairperson from within the CPO Mess.

c. JSOQ, JSOY, and BJOY Board. The assistant coordinator will convene and appoint the board members from within the FCPOA and forward the board membership to the program coordinator for approval.

d. BJOQ Board. The assistant coordinator will convene and appoint the board members from within the Junior Enlisted Association, a FCPOA chairperson, and forward the board membership to the program coordinator for approval.

9. Recognition

a. SOQ, JSOQ, and BJOQ.

(1) Be automatically nominated for COMNAVRESFORCOM SOY, JSOY, and BJOY.

(2) Receive the following:

(a) FLOC

(b) Command statue

(c) A 24-hour special liberty certificate (a special request/authorization chit must be submitted to the member's DCOS for approval of the desired day).

a. SOY, JSOY, and BJOY.

(1) The SOY will be nominated for Commander, Navy Reserve Force Shore SOY utilizing reference (a). 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 NAM

(3) The SOY, JSOY, and BJOY will receive the following:

(a) Command statue

(b) Command coin

(c) A four-day special liberty certificate (a special request/authorization chit must be submitted to the member's DCOS for approval of the desired days. The desired days must include two consecutive non-work days).

(d) Exempt from all duty for one year effective the first day of the month following the announcement of the winners (a special request/authorization chit must be submitted to CMDCM via the member's chain of command and senior enlisted watch bill coordinator).

10. 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.

11. 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

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/>

SOQ/JSOQ/BJOQ/JSOY/BJOY CHECKLIST

Name:

- ☐ **Nomination Worksheet**
- ☐ **Training Record (FLMTPS - ETJ)**
- ☐ **PFA History Report (PRIMS)**
- ☐ **FLOC Citation**
- ☐ **Profile Sheet (last advancement exam)**
- ☐ **Biography**

SOQ/JSOQ/BJOQ/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)	<input type="checkbox"/> SOQ	<input type="checkbox"/> JSOQ	<input type="checkbox"/> BJOQ		<input type="checkbox"/> JSOY	<input type="checkbox"/> BJOY
QUARTER: (Put "X" in appropriate box)	<input type="checkbox"/> 1ST QTR OCT - DEC	<input type="checkbox"/> 2ND QTR JAN - MAR	<input type="checkbox"/> 3RD QTR APR - JUN	<input type="checkbox"/> 4TH QTR JUL - SEP	<input type="checkbox"/> FY YEAR OCT - SEP	
FISCAL YEAR: ____						

Scope and Impact of Leadership: Primary job and impact at Dept/Div, command, and force level. Demonstrated skill in enhancing teamwork and individual performance (training, qualifying, advancing, etc). Unit warfighting readiness and accomplishments.	
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Institutional and Technical Expertise: Level of rating knowledge. Completion of required and recommended institutional and technical training curriculums. Knowledge and skill in command mission and function. Exam profile sheet review.	
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Collateral Duties: Successful management of collateral duties (impact and results). Note whether it is a force, command, department, or divisional collateral duty.	
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Qualifications: CDO/SDPO qualified. CPO JQR, NRA Staff PQS completion. Special qualifications above rank and in and out of rating, beyond minimum requirement.	
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Meritorious Achievements: Navy and Marine Corps Commendation Medal or higher, Navy and Marine Corps Achievement Medal, Flag Letter of Commendation, previous SOQ.	
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Educational Accomplishments: Navy schools completed or NECs obtained, college degree, correspondence or college courses, USMAP, PPME/BPME/IPME	
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Physical Readiness Results Enter cycle and CY for latest PRT. Example: 1/23(Cycle 1/CY 2023)	Max: _____	Out: _____	Exc: _____	Good: _____	Sat: _____
Passed Last Advancement Exam	<input type="checkbox"/> YES <input type="checkbox"/> NO				

Remarks	
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Submitted by	Rate/Rank: _____	Name: _____	Code: _____	Ext: _____
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SOQ/JSOQ/BJOQ/JSOY/BJOY BOARD SCORESHEET

NOMINATION FOR: (Put "X" in appropriate box)	SOQ	JSOQ	BJOQ		
QUARTER: (Put "X" in appropriate box)	1 ST QTR OCT-DEC	2 ND QTR JAN-MAR	3 RD QTR APR-JUN	4 TH QTR JUL-SEP	JSOY
FISCAL YEAR: _____					BJOY

NOMINEE NAMES	POINTS							
TRAITS								
Scope and Impact of Leadership: Primary job and impact at Dept/Div, command, and force level. Demonstrated skill in enhancing teamwork and individual performance (training, qualifying, advancing, etc). Unit warfighting readiness and accomplishments.	25							
Institutional and Technical Expertise: Level of rating knowledge. Completion of required and recommended institutional and technical training curriculums. Knowledge and skill in command mission and function. Exam profile sheet review.	25							
Collateral Duties: Successful management of collateral duties (impact and results). Note whether it is a force, command, department, or divisional collateral duty. Force = 4; Command = 3; Dept = 2; Div = 1	10							
Qualifications: CDO/SDPO qualified. CPO JQR, NRA Staff PQS completion. Special qualifications above rank and in and out of rating, beyond minimum requirement.	5							
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; MOVSM = 1; FLOC = 1; Current FY SOQ Selection = 1	5							
Educational Accomplishments: Navy schools completed or NECs obtained, college degree, correspondence or college courses, USMAP, PPME/BPME/IPME. MA/MS = 6; BA/BS = 4; AA/AS = 2; NEC = 1; USMAP = 1; PME = 1; College Courses Completed = 1 pt max; NKO = 1 pt max; Navy Schools = 1; NAVEDTRA = 1	5							
Boardmanship/Appearance/Military Bearing: Knowledge, quality of answers. Overall appearance, military movements, military bearing, Sailor's Creed. Communication skills/comfort speaking with board members, confidence/ presence.	25							
TOTAL	100							
RANKING (1, 2, 3, etc)								
Board Member:	RATE/RANK:	NAME (PRINT/SIGNATURE)				CODE:	EXT.	