



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

COMNAVRESFORINST 1700.1R  
N00C  
10 Jan 2024

COMNAVRESFOR INSTRUCTION 1700.1R

From: Commander, Navy Reserve Force

Subj: NAVY RESERVE COMPONENT SAILOR OF THE YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10P

1. Purpose. To implement the Commander, Navy Reserve Force (COMNAVRESFOR) Shore and the COMNAVRESFOR Selected Reserve (SELRES) Sailor of the Year (SOY) Programs, and to provide eligibility criteria as outlined in reference (a).

2. Cancellation. COMNAVRESFORINST 1700.1Q.

3. Background. The Chief of Naval Operations SOY Program recognizes one Sailor who represents the best of the Navy by demonstrating both professional and personal dedication. In 1972, the SOY program only recognized Atlantic and Pacific Fleet Sailors. The program expanded in 1973 to recognize one outstanding Sailor representing those serving in shore establishments Navy-wide. In 1982, the program began to include the Navy Enlisted Reservist of the Year. In 2020, the program was revised and expanded to meritoriously promote SOYs from 18 competitive categories to Chief Petty Officer.

4. Discussion. The COMNAVRESFOR Shore and SELRES SOY programs recognize sustained superior performance, command impact, mission contribution, proven leadership, dedication to self-improvement, outstanding professionalism, and superior personal appearance. Special consideration will be given to Sailors who have excelled in demanding and challenging assignments.

5. Eligibility

a. The COMNAVRESFOR Shore SOY will be selected from all Training and Administration of the Reserve (TAR)/Active Component E-6 Sailors who have displayed sustained superior performance identified in subparagraph 4 and as nominated from commands identified in subparagraph 6e.

b. The COMNAVRESFOR SELRES SOY will be selected from SELRES E-6 Sailors who have displayed sustained superior performance as nominated from commands identified in subparagraph 6f.

c. Nominees for the COMNAVRESFOR Shore SOY and COMNAVRESFOR SELRES SOY competition will only compete via one SOY path, as appropriate.

d. Additional eligibility requirements are detailed in reference (a), and the annual Fiscal Year SOY Program notice disseminated by the Office of the Chief of Naval Operations (OPNAV).

6. Action. The competitive period for the COMNAVRESFOR Shore and SELRES SOY programs are from 1 October through 30 September every year (e.g., 1 October 2022 through 30 September 2023 is the Fiscal Year 2022 SOY cycle). All nominating commands must ensure packages are submitted in the proper format and must include the command cover document per reference (a).

a. Each SOY coordinator for the commands listed in subparagraphs 6e and 6f will inform the Navy Reserve Force Master Chief (FORCM) of their specific competition timelines no later than 15 January of each year.

b. All travel requests for SOY nominees must be supported by the successive nominating command at each level of competition. Commands are encouraged to leverage technology (i.e., video teleconference) to conduct SOY candidate interviews, as appropriate.

c. All nominations will be submitted via the appropriate chain of command through Immediate Superior in Command (ISIC) as applicable.

d. The complete nomination package will be scanned in PDF format and comply with guidance on package submission promulgated by COMNAVRESFOR FORCM. Original, signed and electronic copies of the nomination package will be retained by the nominating command/ISIC until the SOY finalists are announced, and will include:

(1) Endorsement from the nominating command(s)

(2) Command cover sheet, using the format required by reference (a)

(3) Personal award recommendation package. The personal award recommendation package consists of the OPNAV 1650/3 (Rev. Sep 2023) form with summary of action and the citation.

e. COMNAVRESFOR Shore SOY

(1) Each designated commander listed below will submit one nomination in the format detailed in reference (a) and complete the SOY board no later than 1<sup>st</sup> week of April each year as coordinated by the Command Master Chief and conducted with SOYs from all commands under the administrative control of the respective commands.

- (a) Commander, Navy Reserve Forces Command
- (b) Commander, Naval Air Force Reserve
- (c) Commander, Marine Forces Reserve/Marine Force South
- (d) Commander, Naval Information Force Reserve

(2) The COMNAVRESFOR FORCM will convene a SOY Board in April of each year, or following the release of the Chief Petty Officer Selection Board eligibility list, to select the Shore SOY from the nominations received from the commands listed under subparagraph 6e(1). The COMNAVRESFOR Shore SOY finalists will be publicly announced via Reserve Force naval message and each finalist will receive notification for their personal interviews, leading to the selection as the COMNAVRESFOR Shore SOY.

f. COMNAVRESFOR SELRES SOY

(1) Each designated commander listed below will submit one nomination in the format detailed in reference (a) and complete the SOY board no later than second week of April each year as coordinated by the Command Master Chief and conducted with SOYs from all commands under the administrative control of the respective commands.

- (a) Chief, Bureau of Medicine and Surgery
- (b) Commander, Naval Sea Systems Command
- (c) Commander, Naval Surface Forces, U. S. Pacific Fleet
- (d) Commander, Naval Surface Forces, Atlantic
- (e) Commander, Submarine Force, U.S. Pacific Fleet
- (f) Commander, Submarine Force U.S. Atlantic Fleet
- (g) Commander, U.S. Marine Corps Forces Reserve
- (h) Commander, Navy Special Warfare Group ELEVEN
- (i) Commander, Navy Reserve Forces Command
- (j) Commander, Naval Air Force Reserve
- (k) Commander, Naval Information Force Reserve



- (l) Commander, Military Sealift Command
- (m) Commander, Naval Information Warfare Systems Command
- (n) Commander, Naval Supply Systems Command
- (o) Commander, Navy Expeditionary Combat Command
- (p) Commander, U.S. Naval Forces Europe, U.S. Naval Force Africa

(2) The COMNAVRESFOR FORCM will convene a virtual board the last week of April, or following the release of the Chief Petty Officer Selection Board eligibility list, to select a list of finalists. Up to five finalists may be selected. The finalists will be contacted by the FORCM's office and receive orders to travel to Washington, D.C. the first week of May for in-person interviews. This will culminate in the selection of the COMNAVRESFOR SELRES SOY and meritorious advancement to Chief Petty Officer.

7. Recognition. Recognition for the Navy Shore Activities SOY and the Reserve SOY is provided in reference (a).

a. The finalists for each competition will receive:

- (1) Engraved COMNAVRESFOR plaque.
- (2) Navy and Marine Corps Commendation Medal.

b. SOY nominees who are not selected as one of the finalists should receive appropriate recognition from the nominating echelon III or IV Commander.

c. The Navy Reserve FORCM will ensure the SELRES SOY selection is completed prior to the convening of the TAR and Reserve E-7 Selection Board. Copies of the awards will be sent to Commander, Navy Personnel Command for inclusion into the Service member's official military personnel file.

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 September 2019.

9. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFOR will review this instruction annually not later than 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.

10. Forms or Information Management Control. The forms listed in subparagraphs 10a and 10b are available for download via Naval Forms Online, <https://navalforms.documentservices.dla.mil/web/public/home>.

- a. OPNAV 1650/3 Personal Award Recommendation.
- b. OPNAV 1650/17 Sailor of the Year Grading.

A handwritten signature in blue ink, appearing to read 'J. B. Mustin', with a stylized, sweeping flourish at the end.

J. B. MUSTIN

Releasability and distribution:

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