



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

COMNAVRESFORINST 1700.7E
N00C
18 Mar 2024

COMNAVRESFOR INSTRUCTION 1700.7E

From: Commander, Navy Reserve Force

Subj: NAVY RESERVE FORCE CAREER COUNSELOR OF THE YEAR PROGRAM

Encl: (1) Sample Nomination Letter
(2) Command Cover sheet
(3) COMNAVRESFOR Career Counselor of the Year Evaluation Sheet

1. Purpose. To provide eligibility criteria and guidelines for submitting Navy Reserve Force Career Counselor of the Year (CCOY) packages in each of the following categories:

a. CCOY Navy Career Counselor (NC): Training and Administration of the Reserves (TAR)/Active Component (AC) rated NC and serving in a Command Career Counselor (CCC) billet.

b. CCOY (Non-NC): TAR or AC Sailor serving as a CCC that is not a rated NC. Selected Reserve (SELRES) Sailors on Active Duty for Training (ADT) or Active Duty for Operational Support (ADOS) orders for a period of six or more months during the Fiscal Year (FY) and serving as a CCC will compete for CCOY (Non-NC).

c. Unit Career Counselor of the Year (UCCOY) SELRES: SELRES Sailor designated and serving as a Unit Career Counselor (UCC).

2. Cancellation. COMNAVRESFORINST 1700.7D.

3. Background. The CCOY Program recognizes junior enlisted Sailors demonstrating sustained superior performance in carrying out their duties essential to command morale and unit mission accomplishment. Career Counselors are subject matter experts in all facets of career information programs, including unique requirements specific to retention in the Navy Reserve. The uniqueness of the Reserve Component makes counseling a crucial element for all Navy Reserve activities to best effectively retain and deploy a sustainable force. Commander, Navy Reserve Force (COMNAVRESFOR) established the CCOY program to recognize the premier Career Counselors in the Navy Reserve Force. Each FY, one outstanding Career Counselor will be selected from each of the three competitive categories as the CCOY.

4. Scope and Applicability. This instruction is applicable to Sailors assigned to COMNAVRESFOR, direct reporting echelon III commanders and subordinate commands.

5. Eligibility. All E6 and junior designated Navy, Unit, and CCCs who are permanently assigned to an activity as a career counselor are eligible. Sailors selected for advancement to paygrade E7, or to an officer commissioning program (unless formal declination has been approved), are ineligible for COMNAVRESFOR CCOY Program. Nominated career counselors must meet the requirements listed in subparagraphs 5a through 5c:

a. Promotion recommendation of promotable or better on their most recent evaluation.

b. Be serving as a CCC or UCC during the last 10 months of the FY for which nominated. This requirement can be divided between two commands in the event of a transfer during the FY.

c. Must have passed their most recent Physical Fitness Assessment (PFA). If most recent PFA was waived, the previous PFA cycle will be utilized.

d. Must have completed Professional Military Knowledge Eligibility Exams (PMK-EE) for the next higher paygrade.

6. Action. The competitive cycle is from 1 October through 30 September of each year (i.e. 1 October 2023 through 30 September 2024 is the FY 2024 CCOY cycle).

a. The nominating command must:

(1) Draft the nomination package using the format provided in enclosures (1) and (2).

(2) Submit the nomination package as a single document (PDF file format) to echelon IV command no later than 15 November each year. Include in nomination package a command cover sheet and a draft Navy and Marine Corps Commendation Medal citation (Word file format) and personal awards recommendation (OPNAV 1650/3).

b. The echelon IV commands must:

(1) Review, grade and endorse the most competitive package in each category.

(2) Submit each competitive group endorsed package via encrypted e-mail to the echelon III Type Commander (TYCOM) Career Counselor no later than 15 December each year.

c. The echelon III commands must:

(1) Review, grade and endorse the most competitive package in each category.

(2) Submit each competitive group endorsed package via encrypted e-mail to the COMNAVRESFOR Force Career Counselor no later than 15 January of the next calendar year to compete for COMNAVRESFOR CCOY.

d. The echelon II command must:

(1) Conduct the CCOY board. The COMNAVRESFOR Force Master Chief or the Navy Reserve Force Career Counselor will serve as the board Chairman and will select command Master Chiefs and Senior Chief Petty Officers currently serving the Navy Reserve Force to constitute the CCOY board membership.

(2) Assign Commander, Naval Air Force Reserve, Commander, Naval Information Force Reserve, and Commander, Navy Reserve Forces Command Force Career Counselors to serve as permanent members of the CCOY board each year.

- e. Award recipients will be notified via official ALNAVRESFOR message.
- 7. Recognition. The CCOY in each category will be recognized by awarding the Navy and Marine Corps Commendation Medal. Presentation of the award will be at the COMNAVRESFOR or command level. Each echelon III command will award the Navy and Marine Corps Achievement Medal to the CCOYs not selected as the COMNAVRESFOR CCOY.
- 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 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.
- 10. Forms and Information Collections
 - a. Forms: OPNAV 1650/3 Personal Award is available for download.


M.J. STEFFEN
Deputy Commander

Releasability and distribution:

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

18 Mar 2024

SAMPLE NOMINATION LETTER

1700

Originator's Code

Date

From: Commanding Officer, (Command or Unit here)

To: Commander, Navy Reserve Force (Attn: Force Career Counselor)

Via: (1) Commander, (Echelon III command here)

(2) Commander, (Echelon IV command here)

Subj: FISCAL YEAR ____ (CATEGORY) NAVY RESERVE FORCE CAREER
COUNSELOR OF THE YEAR PROGRAM NOMINATION IN CASE OF (RATE AND
RANK, WARFARE(S), LAST NAME, FIRST NAME MIDDLE INITIAL)

Ref: (a) COMNAVRESFORINST 1700.7E

- Encl:
- (1) Performance Evaluations (covering last 24 months, E6 nominee shall include November's eval of nomination year at echelon III level)
 - (2) Personal Award Citations/Certificates (received during nominative period)
 - (3) CCOY Nominee Biography (one page, narrative format)
 - (4) Signed OPNAV 1650/3 (Rev. Sep-2023) Personal Award Recommendation for Navy and Marine Corps Commendation Medal (include unsigned citation)
 - (5) Past 5 years of Physical Readiness Information Management System data
 - (6) Command Information Program Review (CIPR), SELRES provide unit CIPR
 - (7) NRMS Command VOW Compliance Report (TAR/AC only for the FY of nomination)
 - (8) NRMS CDB Detail Report (for the FY of nomination, include Reporting and 24-Month report)
 - (9) Command cover sheet

1. Per reference (a) [rating(warfare) last name, first name middle initial] is nominated as the 20__ (Category) Career Counselor of the Year.

2. Complete contact information of member nominated:

- a. Name: (last, first middle initial)
- b. Rate and rank:
- c. Present duty station:
- d. Address: (work)
- e. Telephone: (work) (home or cell)

Enclosure (1)

f. E-mail: (work)

3. Reporting Senior's justification of nomination focusing on career counselor duties (utilizing the following format limited to three pages):

a. Leadership and Primary Responsibilities (job scope, command size, number of units, Command/Region/Wing and Reserve Force impact).

b. Job Performance (CCC responsibilities and programs to include but not limited to : CIPR score, CDTC/RASW completion, CDBs, PRISE-R, MGIB-SR, Command Indoctrination, Sponsorship, VOW compliance, retention/reenlistment, bonuses, USMAP etc.).

c. Reserve Personnel Programs Excellence Award (RPPEA) (Specify whether the command meets the following RPPEA sections for the same FY by meeting or exceeding the following requirements). SELRES nominees provide subparagraph 3d(1) only:

(1) Career Information Program Review (CIPR) overall program score => Compliant

(2) Reenlistment with Reserve Affiliation (RA) rate for zones A through C => 77%

(3) Transition Assistance Program (TAP) VOW compliance per NRMS => 90%

(4) Timely Career Development Board (CDB) completion per NRMS for staff Sailor's E1-E9 (Reporting and 24 months) => 95%

d. Reserve Unit CDB completion (SELRES only)

(1) Career Development Board (CDB) completion per CIMS for SELRES Sailors E1-E9
=> 80%

e. Meritorious Achievements (chronological order and excluding unit awards)

<u>Award</u>	<u>Command</u>	<u>Date received</u>
--------------	----------------	----------------------

f. Education and Professional Development

(1) Formal civilian schooling completed and any degree obtained:

<u>School</u>	<u>Credits or Degree</u>	<u>Currently Enrolled or Completion Date</u>
---------------	--------------------------	--

(2) Navy school(s) completed:

<u>School</u>	<u>Completion Date</u>
---------------	------------------------

(3) Other education achievement attained (e.g. United Services Military Apprenticeship Program, Defense Activity for Non-Traditional Education Support, College-Level Examination Program, and Navy Credentialing Opportunities On-Line):

Title

Completion Date

g. Reporting senior's remarks (limited to one page).

(Signature)

("By direction" not authorized)

COMMAND COVER SHEET

CCOY Nominee:

Name: _____

Rate: _____

Reporting Senior:

Name: _____

Rank: _____

Title: _____

E-mail: _____

Phone Number: _____

Command Senior Enlisted Leader:

Name: _____

Rate: _____

E-mail: _____

Phone Number: _____

Command Full Name: _____

Command Plain Language Address (PLA) for Message Traffic: _____

FOR OFFICIAL USE ONLY

COMNAVRESFOR CAREER COUNSELOR OF THE YEAR EVALUATION SHEET

COMNAVRESFOR CAREER COUNSELOR OF THE YEAR EVALUATION SHEET									
Board Member Information									
FY _____	RANK/RATE:	NAME:	PHONE:	EMAIL:					
CCOY CATEGORY		Total Points							
Leadership and Primary Responsibilities: Depth of responsibilities, job scope, command size, number of units. Command, Region/Wing and Reserve Force impact.		35							
Job Performance: CCC responsibilities/programs to include: CIPR score, CDTC, RASW, CDBs, PRISE-R, MGIB-SR, Command Indoctrination, Sponsorship, VOW compliance, retention/reenlistment, bonus, USMAP etc.		40							
Reserve Personnel Programs Excellence Award (RPPEA) (TAR/AC only): Does the command qualify for the FY _____ RPPEA categories (CIPR, Reenlistment Rate, VOW compliance, CDB Timeliness)		5							
Reserve Unit CDB Completion (SELRES only): 80% - 84% = 1 point, 85% - 89% = 2 points, 90% - 94% = 3 points, 95% - 99% = 4 points, 100% = 5 points		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, FLOC=1, FY _____ SOQ Selection=1, FY _____ SOY Selection=2		5							
Educational Accomplishments: Navy school completed or NEC obtained, college degree obtained, correspondence or college courses. MA/MS=6, BA/BS=4, AA/AS=2; NEC=2; USMAP=2; EPME=2; ELD=2, College course=1 (max 3); NKO=1		10							
Physical Readiness Results: Enter last PRT score. If medically waived, use previous score. OUT=5; EXC=3; GOOD=1		5							
PACKAGE TOTAL (100 MAX)		100	0	0	0	0	0	0	0