



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

COMNAVRESFORCOMINST 1700.1H  
N00C  
10 Apr 25

COMNAVRESFORCOM INSTRUCTION 1700.1H

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 1700.1G.

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 periods are:

(1) First quarter - 1 October to 31 December.

(2) Second quarter - 1 January to 31 March.

(3) Third quarter - 1 April to 30 June.

(4) Fourth quarter - 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:

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- (1) Appoint an E8 program coordinator with E7 and E6 assistant program coordinators.
- (2) Review all board recommendations.
- (3) Appoint an O5 or above President for the SOY board.

c. Program Coordinator will:

- (1) Appoint an E8 Senior Enlisted Advisor (SEA) to convene SOQ boards and JSOY board.
- (2) Appoint an O1 or above President for BJOQ, JSOQ, SOQ, JSOY, and BJOY boards.
- (3) Appoint an E7 or above mentor for BJOQ and JSOQ boards.
- (4) Appoint an E7 SEA to convene BJOY board.
- (5) Identify E7 or above board members for SOQ, JSOY, and BJOY boards.
- (6) Solicit nominations and screen all nomination packages for completeness.
- (7) Notify board President, SEA, and members of designated time and place for board.
- (8) Prepare the SOY per reference (a).
- (9) Forward board recommendations to the COS via CMDCM.
- (10) 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.
- (11) 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.
- (12) Coordinate with CMDCM and supporting region on COMNAVRESFOR SOY Week to be held in February.

d. E7 assistant program coordinator will support the Program Coordinator as directed or in their absence.

e. E6 assistant program coordinator will:(1) Arrange the time and place for the boards and route to the program coordinator for approval.

(2) Appoint an E6 SEA to convene the JSOQ boards and route to the program coordinator for approval.

(3) Appoint an E5 SEA to convene the BJOQ boards and route to the program coordinator for approval.

(4) Identify board members for BJOQ and JSOQ 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 Period</u>	<u>Package Due Date</u>	<u>Board Date</u>
1st	1 October-31 December	Last Wednesday in December
2nd	1 January -31 March	Last Wednesday in March
3rd	1 April -30 June	Last Wednesday in June
4th	1 July -30 September	Last Wednesday in September

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

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a. Board Composition. The BJOQ, JSOQ, SOQ, BJOY, and JSOY boards will consist of a President, SEA, three members, a Master-At-Arms (MAA), and board mentor (as required).

(1) Voting members: President, three board members, MAA.

(2) Non-Voting members: SEA and board mentors.

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

c. SOY Board. The SOY selection board will be comprised of all Master Chief Petty Officers and one officer as the President selected by CMC.

d. JSOY Board. The JSOY selection board will be comprised of five Senior Chief Petty Officers and one officer as the President selected by Program Coordinator.

e. BJOY Board. The BJOY selection board will be comprised of five Chief Petty Officers and one officer as the President selected by Program Coordinator.

f. Uniform

(1) BJOQ/JSOQ/JSOQ: Navy Service Uniform or Service Khaki.

(2) BJOY/JSOY/SOY: Service Dress Blue.

## 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.

b. 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.

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(c) 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)**
- ☐ **Award Citation and 1650**
- ☐ **Profile Sheet (last advancement exam)**
- ☐ **Biography**

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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)

☐ SOQ☐ JSOQ☐ BJOQ☐ JSOY☐ BJOY

QUARTER: (Put "X" in appropriate box)

☐ 1ST QTR  
OCT - DEC☐ 2ND QTR  
JAN - MAR☐ 3RD QTR  
APR - JUN☐ 4TH QTR  
JUL - SEP☐ FY YEAR  
OCT - SEP**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.

**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.

**Collateral Duties:**

Successful management of collateral duties (impact and results). Note whether it is a force, command, department, or divisional collateral duty.

**Qualifications:**

CDO/SDPO qualified. CPO JQR, NRA Staff PQS completion. Special qualifications above rank and in and out of rating, beyond minimum requirement.

**Meritorious Achievements:**

Navy and Marine Corps Commendation Medal or higher, Navy and Marine Corps Achievement Medal, Flag Letter of Commendation, previous SOQ.

**Educational Accomplishments:**

Navy schools completed or NECs obtained, college degree, correspondence or college courses, USMAP, PPME/BPME/IPME

**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

☐ YES☐ NO

Remarks

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 <sup>ST</sup> QTR OCT-DEC	2 <sup>ND</sup> QTR JAN-MAR	3 <sup>RD</sup> QTR APR-JUN	4 <sup>TH</sup> QTR JUL-SEP	JSOY
FISCAL YEAR: _____					BJOY

NOMINEE NAMES	POINTS							
<b>TRAITS</b>								
<b>Scope and Impact of Leadership:</b> 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							
<b>Institutional and Technical Expertise:</b> 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							
<b>Collateral Duties:</b> Successful management of collateral duties (impact and results). Note whether it is a force, command, department, or divisional collateral duty. <b>Force = 4; Command = 3; Dept = 2; Div = 1</b>	10							
<b>Qualifications:</b> CDO/SDPO qualified. CPO JQR, NRA Staff PQS completion. Special qualifications above rank and in and out of rating, beyond minimum requirement.	5							
<b>Meritorious Achievements:</b> Navy and Marine Corps Commendation Medal or higher, Navy and Marine Corps Achievement Medal, Flag Letter of Commendation, previous SOQ. <b>NC = 3; NA = 2; MOVSM = 1; FLOC = 1; Current FY SOQ Selection = 1</b>	5							
<b>Educational Accomplishments:</b> Navy schools completed or NECs obtained, college degree, correspondence or college courses, USMAP, PPME/BPME/PME. <b>College Degree = 2 pt max; NEC = 1; USMAP = 1; PME = 1; College Courses Completed = 1 pt max; NKO = 1 pt max; Navy Schools = 1; NAVEDTRA = 1</b>	5							
<b>Boardmanship/Appearance/Military Bearing:</b> Knowledge, quality of answers. Overall appearance, military movements, military bearing, Sailor's Creed. Communication skills/comfort speaking with board members, confidence/ presence.	25							
<b>TOTAL</b>	100							
<b>RANKING (1, 2, 3, etc)</b>								
<b>Board Member:</b>	<b>RATE/RANK:</b>	<b>NAME (PRINT/SIGNATURE)</b>				<b>CODE:</b>	<b>EXT.</b>	