



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

COMNAVRESFORINST 1700.1P
N00C
19 Nov 15

COMNAVRESFOR INSTRUCTION 1700.1P

From: Commander, Navy Reserve Force

Subj: RESERVE COMPONENT SAILOR OF THE YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10M

Encl: (1) Navy Reserve Force Shore SOY Primary Nominating
Commands
(2) Navy Reserve Force SELRES SOY Primary Nominating
Commands
(3) Command Contact Cover Sheet

1. Purpose. To implement the Commander, Navy Reserve Force (COMNAVRESFOR) Shore and the COMNAVRESFOR Selected Reserve (SELRES) Sailor of the Year (SOY) Program, and to provide eligibility criteria. This instruction has been revised and should be read in its entirety.

2. Cancellation. COMNAVRESFORINST 1700.1N.

3. Background. The Chief of Naval Operations (CNO) SOY Program recognizes four outstanding enlisted Sailors annually from the Atlantic Fleet, Pacific Fleet, Navy Shore Activities, and Navy Reserve.

4. Discussion. Two SOY categories exist within COMNAVRESFOR, Shore SOY and SELRES SOY. Both categories are intended to recognize the very best performance, type duty, leadership, mentorship, self-improvement, command and/or community involvement, and appearance (well within standards). These are all key factors for selection. Special consideration will be given to Sailors who have excelled in demanding and challenging assignments.

5. Eligibility. The competitive period for both SOY programs is from 1 October through 30 September. Each command listed in enclosure (1), or other commands as approved by COMNAVRESFOR will be the primary nominating command for the Navy Reserve Shore SOY. Each command listed in enclosure (2), or other commands as approved by COMNAVRESFOR will be the primary

nominating command for the COMNAVRESFOR SELRES SOY. Sailors nominated to the COMNAVRESFOR Shore SOY competition will be from shore commands under the purview of COMNAVRESFOR. Additionally, nominees for the COMNAVRESFOR Shore SOY or the COMNAVRESFOR SELRES SOY competition will only compete via one SOY path, as appropriate. Additional eligibility requirements are detailed in reference (a), and the annual Fiscal Year (FY) SOY Program notice disseminated by the Office of the Chief of Naval Operations (OPNAV Staff).

6. Action

a. COMNAVRESFOR Shore SOY. The COMNAVRESFOR Shore SOY will be selected from all Full-Time Support (FTS)/Active Component (AC) E-6 Sailors. One nomination in the format detailed in reference (a) is requested from each command listed in enclosure (1). Nomination packages for the COMNAVRESFOR Shore SOY will be scanned in PDF format and uploaded into the Navy Reserve Homeport web site no later than 10 December (i.e. FY 2015 SOY nomination packages would be due 10 December 2015).

(1) All nominations will be submitted via the appropriate chain of command or Immediate Superior In Command (ISIC). The complete package will include endorsements from the command(s) along with a command cover sheet, per enclosure (3), and a personal award recommendation package. The personal award recommendation package consists of the OPNAV 1650/3 (Rev. 7-04) form with summary of action and the citation. Detailed instructions for package submissions and uploading into the Navy Reserve Homeport web site will be issued via annual COMNAVRESFOR Notice. Original, signed copies of the nomination package and the electronic copy of the complete package on a CD-ROM (Microsoft Word version 95 or higher for text and JPEG format for photos) will be retained by the nominating command/ISIC until the COMNAVRESFOR Shore SOY finalists are announced.

(2) The COMNAVRESFORCOM Command Master Chief will convene a SOY Board no later than 31 January. Five finalists will be selected. The 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.

(3) Within three days of announcing the SOY finalists, the nominating command or ISIC will forward the original copies of the finalist's complete package to COMNAVRESFORCOM, using the United States Postal Service, express courier, or in person to: COMNAVRESFORCOM, ATTN COMMAND MASTER CHIEF, 1915 FORRESTAL DRIVE, NORFOLK VA 23551-4615. The package of the Sailor selected as COMNAVRESFOR Shore SOY will be endorsed by COMNAVRESFORCOM and forwarded for consideration to the OPNAV Command Master Chief for the Vice Chief of Naval Operations (VCNO) Shore SOY board.

b. COMNAVRESFOR SELRES SOY. The COMNAVRESFOR SELRES SOY will be selected from SELRES E-6 personnel. One nomination in the format detailed in reference (a) is requested from each command listed in enclosure (2). Nomination packages for the COMNAVRESFOR SELRES SOY will be scanned in PDF format and uploaded into the Navy Reserve Homeport web site no later than 15 February (i.e. FY 2015 SOY nomination packages would be due 15 February 2016).

(1) All nominations will be submitted via the appropriate chain of command or ISIC. The complete package will include endorsements from the command(s), along with a command cover sheet, per enclosure (3), and a personal award recommendation package. The personal award recommendation package consists of the OPNAV 1650/3 (Rev. 7-04) form with summary of action, and the citation. Detailed instructions for package submissions and uploading into the Navy Reserve Homeport web site will be issued via annual COMNAVRESFOR Notice. Original, signed copies of the nomination package and the electronic copy of the complete package on a CD-ROM (Microsoft Word version 95 or higher for text and JPEG format for photos) will be retained by the nominating command/ISIC until the COMNAVRESFOR SELRES SOY finalists are announced.

(2) The Navy Reserve Force Master Chief (FORCM) will convene a "paper board" no later than 28 February. Five finalists will be selected. The finalists will be contacted by the FORCM's office and receive orders to travel to Washington, DC in April for personal interviews. This will culminate in the selection of the COMNAVRESFOR SELRES SOY and meritorious advancement to Chief Petty Officer by the Chief of Naval Operations.

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 shall receive appropriate recognition from the Echelon III or IV Commander who nominated them as their Shore SOY or SELRES SOY.

c. The Navy Reserve FORCM will ensure the SELRES SOY selection is completed prior to the convening of the FTS 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. Form. OPNAV 1650/3 (Rev 7-04) form, Personal Award Recommendation (S/N 0107-LF-128-0900), may be obtained through the Navy Forms Online Web site at <http://forms.daps.dla.mil>.



R. R. BRAUN

Distribution:

Electronic copy via the Navy Reserve Homeport web site
<https://www.navyreserve.navy.mil>

NAVY RESERVE SHORE SOY PRIMARY NOMINATING COMMANDS

The following commands, with exception of those commands that are "type duty" codes 2 and 4, are eligible to nominate a Service member to the Navy Reserve Shore SOY Board:

1. Commander, U.S. Marine Corps Forces Reserve
2. Commander, Navy Reserve Forces Command
3. Commander, Information Dominance Corps Reserve Command
4. Commander, Naval Air Force Reserve
5. Commander, Naval Air Force Reserve Staff
6. Commander, Navy Region Mid-Atlantic Reserve Component Command Norfolk
7. Commander, Navy Region Mid-Atlantic Reserve Component Command Great Lakes
8. Commander, Navy Region Northwest Reserve Component Command Everett
9. Commander, Navy Region Southeast Reserve Component Command Fort Worth
10. Commander, Navy Region Southeast Reserve Component Command Jacksonville
11. Commander, Navy Region Southwest Reserve Component Command
12. Commanding Officer, Navy Reserve Professional Development Center

COMNAVRESFOR SELRES SOY PRIMARY NOMINATING COMMANDS

The following commands are eligible to nominate a Service member to the COMNAVRESFOR SELRES SOY Board:

1. Chief, Bureau of Medicine and Surgery
2. Commander, Naval Sea Systems Command
3. Commander, Naval Surface Forces, U. S. Pacific Fleet
4. Commander, Submarine Force Atlantic
5. Commander, U.S. Marine Corps Forces Reserve
6. Commander, Navy Expeditionary Combat Command
7. Commander, Naval Surface Forces, Atlantic
8. Commander, Submarine Force, U.S. Pacific Fleet
9. Commander, Naval Air Force Reserve
10. Commander, Military Sealift Command
11. Commander, Information Dominance Corps Reserve Command
12. Commander, Space and Naval Warfare Systems Command
13. Commander, Naval Supply Systems Command
14. Commander, Naval Special Warfare Group ELEVEN
15. Commander, Navy Region Mid-Atlantic Reserve Component
Command Norfolk
16. Commander, Navy Region Mid-Atlantic Reserve Component
Command Great Lakes
17. Commander, Navy Region Northwest Reserve Component Command
Everett
18. Commander, Navy Region Southeast Reserve Component Command
Fort Worth

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19. Commander, Navy Region Southeast Reserve Component Command
Jacksonville
20. Commander, Navy Region Southwest Reserve Component Command
San Diego
21. Commander, Navy Reserve Professional Development Center

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COMMAND CONTACT COVER SHEET

SOY Nominee

Name:

Rate:

Commander/Commanding Officer/Director/Superintendent

Name:

Rank:

Title:

E-mail:

Phone Number:

Command Master Chief/Command Senior Chief/Command Senior
Enlisted Leader

Name:

Rate:

E-mail:

Phone Number:

Command

Full Name:

Message PLAD: