



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

COMNAVRESFORCOMINST 1700.1F CH-1
N00C
9 May 2018

COMNAVRESFORCOM INSTRUCTION 1700.1F CHANGE TRANSMITTAL 1

From: Commander, Navy Reserve Forces Command

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

Encl: (1) Revised enclosure (2)

1. Purpose. To transmit a change to enclosure (2) which revised board scoresheet.
2. Action. Remove enclosure (2) and replace with enclosure (1) of this change transmittal.
3. 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 January 2012.


L. D. STUFFLE
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Navy Reserve Web site, <http://www.public.navy.mil/nrh/Pages/instructions.aspx>



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

COMNAVRESFORCOMINST 1700.1F
N00C
14 Feb 2018

COMNAVRESFORCOM INSTRUCTION 1700.1F

From: Commander, Navy Reserve Forces Command

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

Ref: (a) OPNAVINST 1700.10N

Encl: (1) COMNAVRESFORCOM SOQ/JSOQ/BJOQ and SOY/JSOY/BJOY
Nomination Worksheet
(2) COMNAVRESFORCOM SOQ/JSOQ/BJOQ and SOY/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)/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 1700.1E.

3. Discussion. Three SOY categories exist within COMNAVRESFORCOM: SOY, JSOY and BJOY. The competitive period for all three SOY programs is from 1 October to 30 September of the fiscal year. The SOY candidate is typified by a history of sustained superior performance, command impact, mission contribution, proven leadership, dedication to self-improvement, outstanding professionalism, and superior personal appearance (well within standards). When reviewing candidates for selection as SOY/JSOY/BJOY, additional consideration should be given to those individuals who have excelled in increasingly demanding, challenging, and unique assignments which typify naval service.

4. Action

a. The command master chief (CMDCM) is responsible for coordinating and conducting these programs.

b. Nomination guidelines, format, and scoring sheets are provided in enclosures (1) and (2).

5. Eligibility. These programs are open to all E-6 and below Navy personnel assigned to COMNAVRESFORCOM. The following personnel are eligible for the appropriate programs:

a. SOQ/SOY. Personnel in pay grade E-6 will be considered for nomination and selection. Personnel selected to chief petty officer (CPO) or officer commissioning (unless formal declination has been approved) are not eligible.

b. JSOQ/JSOY. Personnel in pay grade E-5 will be considered for nomination and selection.

c. BJOQ/BJOY. Personnel in pay grades E-1 through E-4 will be considered for nomination and selection.

6. Nomination Procedures

a. SOQ/JSOQ/BJOQ

(1) Department Senior Enlisted Leader via their deputy chief of staff (DCOS) shall forward nominations to the COMNAVRESFORCOM CMDCM utilizing enclosure (1) per the following schedule, with only one nomination per code accepted:

BJOQ/JSOQ/SOQ SUBMISSION DATES

<u>QTR</u>	<u>PERIOD</u>	<u>PKG DUE</u>	<u>BOARD MEETS</u>
1st	1Oct-31Dec	1st Wed in Jan	2nd Wed in Jan
2nd	1Jan-31Mar	1st Wed in Apr	2nd Wed in Apr
3rd	1Apr-30Jun	1st Wed in Jul	2nd Wed in Jul
4th	1Jul-30Sep	1st Wed in Oct	2nd Wed in Oct

(2) Data and information filled out in enclosure (1) 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 (1).

b. SOY/JSOY/BJOY. The 4 most recent SOQs, JSOQs and BJOQs (excluding personnel who have transferred, selected to CPO or officer commissioning, unless formal declination has been approved) will have packages submitted for SOY, JSOY, and BJOY, provided their performance still warrants consideration. In addition, any other personnel 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 if the most recent SOQ is in the department. SOY packages are due the third Wednesday in September and will be completed per reference (a).

7. Selection Criteria

a. Nominee shall be onboard a minimum of 6 months for SOQ, JSOQ, and BJOQ. Nominee shall be onboard a minimum of 10 months for SOY, JSOY, and BJOY.

- b. Nominee has committed no infractions to good order and discipline in the past 12 months.
- c. Nominee has not failed a Physical Fitness Assessment (PFA) within the past two cycles, currently meets body composition assessment standards, and scored a satisfactory or higher on the most recent PFA.
- d. Passed the most recent advancement exam (if eligible).

8. Responsibilities

a. CMDCM

- (1) Responsible for administration, operation, and integrity of this program.
- (2) Appoint a program coordinator.
- (3) Convene and appoint a chairman for the SOY/SOQ boards.
- (4) Convene and appoint a chairman for the JSOY/JSOQ and BJOY/BJOQ boards.
- (5) Appoint a mentor for the JSOY/JSOQ and BJOY/BJOQ boards.
- (6) Review all board recommendations.

b. Program Coordinator

- (1) Solicit nominations and screen all nomination packages for completeness.
- (2) Arrange time and place for the boards.
 - (a) Program Coordinator will arrange time and place for SOY/SOQ boards.
 - (b) The First Class Petty Officer Association (FCPOA) will arrange the time and place for the JSOY/BJOY and JSOQ/BJOQ boards and route to program coordinator for approval.
- (3) Notify board chairman and members of meeting time and place.
- (4) Prepare SOY per reference (a).
- (5) Order SOY statue.
- (6) Forward board recommendations to the chief of staff (COS) via CMDCM.

(7) Forward Navy and Marine Corps Achievement Medal certificate and OPNAV 1650/3 to command services for processing.

(8) Forward all Flag Letters of Recommendation (FLOC) to command services for processing.

b. Board Chairman/Board Members

(1) Prepare the Navy and Marine Corps Achievement Medal certificates and OPNAV 1650/3, and forward to the program coordinator.

(a) The SOY chairman will prepare SOY certificate and OPNAV 1650/3.

(b) FCPOA will prepare JSOY and BJOY certificates and OPNAV 1650/3.

(2) Prepare FLOC(s) and forward to the program coordinator.

(a) The SOQ board chairman will prepare SOQ FLOC.

(b) The FCPOA board chairman will prepare the JSOQ and BJOQ FLOCs.

9. Selection Procedures. Composition of the boards will be as outlined below, with board recommendations being forwarded to the COS via the CMDCM for final approval.

a. Interview Board. The SOQ/SOY, JSOQ/JSOY, and BJOQ/BJOY are selected by a board process consisting of an interview of all nominees. The boards will convene no later than the second Wednesday following the competitive quarter.

b. JSOQ/JSOY and BJOQ/BJOY Boards. COMNAVRESFORCOM FCPOA President will convene and appoint the board members from within the FCPOA and forward the board membership to the program coordinator for approval.

c. SOQ/SOY Boards. COMNAVRESFORCOM CMDCM will convene and appoint a chairman and the board members from the CPO Mess.

10. Recognition

a. SOY, JSOY, and BJOY

(1) SOY will be submitted for COMNAVRESFOR shore SOY while 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 Navy and Marine Corps Achievement Medal.

(3) Command statue

(4) Command coin

(5) A 4-day special liberty certificate (a special request/authorization must be submitted to the member's DCOS for approval of the desired days. The desired days must include 2 consecutive non-work days).

(6) Exempt from all duty for 1 year effective the first day of the month following the announcement of the winners (a Special Request/Authorization must be submitted to CMDCM via the member's chain of command and senior enlisted watch bill coordinator).

b. SOQ, JSOQ, and BJOQ

(1) FLOC

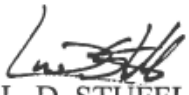
(2) Command statue

(3) A 24-hour special liberty certificate (a Special Request/Authorization must be submitted to the member's DCOS for approval of the desired day.

11. 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 January 2012.

12. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or and extension has been granted.

13. Forms. The Personal Award Recommendation, OPNAV 1650/3 (Rev. 03-15) is available for download on the Naval Forms Web site, <https://navalforms.documentservices.dla.mil/web/public/home>.


L. D. STUFFLE
Chief of Staff

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COMNAVRESFORCOM SOQ/JSOQ/BJOQ and SOY/JSOY/BJOY Nomination Worksheet

RATE: _____ NAME (LAST, FIRST MI): _____
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LENGTH OF SERVICE, YRS: _____ MOS: _____	TIME ONBOARD, YRS: _____ MOS: _____
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NOMINATION FOR: (Put "X" in appropriate box)	SOQ	JSOQ	BJOQ	SOY	JSOY	BJOY
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	Year	
FISCAL YEAR: _____						

Primary Responsibilities: Depth of responsibilities (Job scope), volunteering/assuming additional job duties, major command watch stations.					
Job Performance: Military experience and leadership billets held, growth potential, special honors or scholastic performance, and initiative.					
Leadership: Department, LPO, Division LPO, WCS, team work, communication.					
Command Climate/Sailorization: Training, qualifying, advancing, retaining, Equal Opportunity, camaraderie, esprit de corps.					
Meritorious Achievements: Navy and Marine Corps Commendation Medal or higher, Navy and Marine Corps Achievement Medal, Flag Letter of Commendation, previous SOQ.					
Collateral Duties: Note whether it is a command, department, or divisional collateral duty.					
Educational Accomplishments: Navy school completed or NEC obtained, college degree obtained, correspondence or college courses.					
Peer Group/Community Service: Elected official/member in peer group, elected official/ member civilian organizations, participation in civic/ community affairs.					
Physical Readiness Results Enter Cycle and CY for latest PRT. Example: 1/10 (Cycle 1/CY 10)	Max: _____	Out: _____	Exc: _____	Good: _____	Sat: _____
Passed Last Advancement Exam	<input type="checkbox"/> YES <input type="checkbox"/> NO				
Remarks	_____ _____ _____				

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

NOMINATION FOR: (Put "X" in appropriate box)	SOQ	JSOQ	BJOQ		SOY
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								
TRAITS	POINTS							
Primary Responsibilities: Depth of responsibilities (Job scope), volunteering/assuming additional job duties, major command watch stations.	20							
Job Performance: Military experience and leadership billets held, growth potential, special honors or scholastic performance, and initiative.	20							
Leadership: Department LCPO, Division LCPO, WCS, team work, communication.	20							
Command Climate/Sailorization: Training, mentoring, qualifying, advancing, retaining, Equal Opportunity, camaraderie, esprit de corps.	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							
Collateral Duties: Note whether it is a command, department, or divisional collateral duty. FORCE=4; CMD=3; DEPT=2; DIV=1	10							
Educational Accomplishments: Navy school completed or NEC obtained, college degree obtained, correspondence or college courses. MA/MS=10; BA/BS=8; AA/AS=6; NEC=2; USMAP=1; EPME=1; College Courses Completed = 1 pt max; NKO=1 pt max; Navy Schools=1; NAVEDTRA=1	10							
Peer Group/Community Service: Elected official/member in peer group, elected official/member civilian organizations, participation in civic/community affairs. Leadership position=2; Member=1	10							
PACKAGE TOTAL (100 Max)	100							
BOARD TOTAL (23 Max)	23							
TOTAL (123 Max)	123							
RANKING (1, 2, 3, ...)								

Board Member:	RATE/RANK:	NAME	CODE:	EXT.
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Enclosure (2)

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NOMINEE NAMES								
INTERVIEW	POINTS							
Presentation: Military Movements, Military Bearing, Sailor's Creed, Confidence/Presence.	10							
Questions: Knowledge, quality of answers	10							
Uniform Inspection: 25-24 score. Outstanding = 3 pts 23-22 score Excellent = 2 pts 21-20 score Good = 1 pt	3							
BOARD TOTAL (23 Max)	23							