



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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OPNAVINST 1650.33A
N17
28 Apr 2016

OPNAV INSTRUCTION 1650.33A

From: Chief of Naval Operations

Subj: HUMAN RESOURCES COMMUNITY JUNIOR OFFICER OF THE YEAR
AWARD

Encl: (1) Board Membership and Guidelines

1. Purpose

a. To provide guidance for the administration of the annual Human Resources (HR) Junior Officer of the Year (JOOY) award.

b. Major changes to this revision include:

(1) Removal of most dates, which will be spelled out in each year's call for nominations.

(2) Clarification of the nomination submission process.

(3) Adjustment to how the recipient and their accomplishments are recognized to take advantage of the new annual HR Professional Development Training Course.

(4) Made awards board membership and process more flexible, specifically allowing for submission of an active and a Selected Reserve (SELRES) selectee, IF quality and quantity of nominations supports this conclusion. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1650.33.

3. Background. This annual award is established to recognize junior officers (O-4 and below) in the HR community who make exceptional personal contributions to the Manpower, Personnel, Training and Education (MPT&E) readiness in the Navy.

4. Discussion. MPT&E readiness is vital to Navy's mission accomplishment. The HR community is the Navy's cadre of military HR professionals dedicated to the Navy total force mission. Furthermore, the HR community is committed to the principle that people are the Navy's most important resource and the foundation for all that the Navy achieves. The HR community is proud of its contributions to and support of the Navy's mission. Likewise, the HR community is proud of the professional men and women who make significant contributions to national defense. This award will recognize the junior officer making the most significant contributions to the MPT&E readiness on an annual fiscal year basis.

5. Guidance

a. Eligible Nominees. Junior officers are defined as O-4 and below. All HR junior officers (1200, 1205, and 1207) are eligible for nomination.

b. Nomination. Commanding officers (CO) or officers in charge (OIC) may nominate HR officers who they consider to have made exceptional contributions to the MPT&E readiness during the previous fiscal year. Nominations may be submitted to the Director, Human Resources Center of Excellence (HRCOE). In order to protect personal information, endorsed nominations must be forwarded to Director, HRCOE, via safe access file exchange with an e-mail notification to hrcoe@nps.edu.

c. Nomination Format. Nominations are via OPNAV 1650/16 Human Resources Community Junior Officer of the Year Nomination under a CO or OIC endorsement. Sufficient justification and amplification are required to adequately differentiate between nominees. Specific information about exceptional contributions leading to enhanced MPT&E or operational readiness is desired in order to assist in the evaluation process. Nomination packages will include the CO or OIC endorsement as a one-page cover letter, completed OPNAV 1650/16, completed OPNAV 1650/3 Personal Award Recommendation (from HR community leader in block 1, to Deputy Chief of Naval Operations, Manpower, Personnel, Training and Education (CNO (N1)) in block 2), and completed draft Navy Commendation Medal citation. Documentation exceeding this limit will not be reviewed. The nomination packages are required to use Times New Roman font, no smaller than 12 font size.

d. Selection of Winner. The Director, HRCOE will establish a selection and recommendation board based on enclosure (1) to evaluate nominations. The board will make a recommendation for the HR JOOY award winner that will be reviewed by the HR community leader and approved by CNO (N1). The target date for determination of the winner for the previous fiscal year's award period is 1 November.

e. Recognition of Winner. The winner will be recognized with a Navy Commendation Medal. Presentation to the winner will be made annually in conjunction with a suitable function reflective of the importance of their accomplishment.

f. Community Awareness. The awardee's participation in the annual HR Professional Development Training Course, or similar event, will be sponsored by Director, HRCOE. The awardee will be given an opportunity to speak to the annual HR Professional Development Training Course about the work they completed that led to their selection as HR JOOY. A description of their accomplishments will be shared throughout the HR community through various media and meetings, such as HR Community Portal and HR Beacon.

6. Coordination. The program coordinator for this award is the HRCOE; DSN 756-2554 or 831-656-2554.

7. 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.

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8. Forms. The forms in subparagraphs 8a and 8b are available via the Navy Department Awards Web Service, <https://awards.navy.mil/>, and via Naval Forms Online <https://navalforms.documentservices.dla.mil/web/public/home>:

- a. OPNAV 1650/3 Personal Award Recommendation.
- b. OPNAV 1650/16 Human Resources Community Junior Officer of the Year Nomination.



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<http://doni.documentservices.dla.mil/>

BOARD MEMBERSHIP AND GUIDELINES

1. Board Membership

a. The HR JOOY will be selected through an awards board process.

b. The board will be composed of one or two recorders (depending on number of nominations received) and six members. Designator split for each group, members and recorders, should be such that there is an even representation between Active and Reserve Component HR officers.

(1) Non-Voting President: Director, HRCOE.

(2) Members: Five captains, or captain selects, chosen from across the HR community and core competency areas.

(3) Recorders: One or two HR junior officers (O-4 and below).

2. Board Guidelines

a. An HR JOOY Board precept will be published prior to the convening of the board each year.

b. Selection for the award should recognize those making exceptional contributions to any aspect of HR and MPT&E readiness leading to the enhanced operational readiness of the Navy. Additional priorities and guidance may be included in the annual board precept.

c. The board may select one HR JOOY awardee (active duty or Navy Reserve) to recommend to the HR community leader for final approval by Chief of Naval Personnel. The board may have an option to recommend one active (1200 or 1207) and one SELRES (1205) selection ONLY IF there is an adequate supply of superior nominations. A majority vote of the board members must be sufficient to recommend an officer for the HR JOOY award.