



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-2000

OPNAVINST 1650.33  
N12  
4 Jun 2010

OPNAV INSTRUCTION 1650.33

From: Chief of Naval Operations

Subj: HUMAN RESOURCES COMMUNITY JUNIOR OFFICER OF THE YEAR AWARD

Encl: (1) Board Membership and Guidelines

1. Purpose. In recognition of exceptional competence in Navy human resources (HR) support, the Chief of Naval Personnel (CHNAVPERS) will recognize annually the HR Junior Officer of the Year (JOOY) (O-4 and below) who has made the most significant personal contribution to the personnel readiness of the Navy.

2. Background. This annual award is established to recognize junior officers in the HR community who make exceptional contributions to personnel readiness in the Navy.

3. Discussion. Personnel readiness in the fleet 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 principles that people are our most important resource and the foundation for all that our Navy achieves. The HR community is proud of its mission and responsibility to the Navy family. Likewise, the HR community is proud of the professional men and women who make significant contributions to our national defense. This award will recognize the junior officer making the most significant contribution to personnel readiness on an annual fiscal year basis.

4. 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 or officers in charge (COs/OICs) may nominate HR officers whom they consider to have made exceptional contributions to personnel readiness during the previous fiscal year. Nominations will be submitted to the

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Director, HR Center of Excellence (HRCOE). Endorsed nominations shall be forwarded to Director, HRCOE via e-mail or by mail to Director, HRCOE, Monterey, CA.

c. Nomination Format. Nominations are via OPNAV 1650/16 Human Resources Community Junior Officer of the Year Nomination under a CO/OIC endorsement. Sufficient justification and amplification are required to adequately differentiate between nominees. Specific information about exceptional contributions leading to enhanced personnel or operational readiness is desired in order to assist in the evaluation process. Nomination packages should include the CO/OIC endorsement as a one-page cover letter, completed OPNAV 1650/16, completed OPNAV 1650/3 Personal Award Recommendation, and completed 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 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 advisor and approved by the CHNAVPERS. The target date for determination of the winner for the previous fiscal year's award period is 1 October.

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 the occasion.

f. Community Awareness. Once selected, the awardee will be required to submit a complete presentation that is no longer than 10 slides (including cover slide and back-up slides) that outlines their major HR contribution(s). This product will be posted on the HR Web site and utilized to share the award-winning cutting edge initiative(s) and or best practice(s) that earned selection within the HR community through various media and or meetings such as HR brown bag luncheons or podcasts.

5. Coordination. The program coordinator for this award is the HRCOE; DSN 756-3174 or 831-656-3174.

6. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of November 2007.



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7. Forms. The following forms are available via the Navy Department Awards Web Service, <https://awards.navy.mil/>, and via Naval Forms Online, <https://navalforms.daps.dla.mil/web/public/home>:

- a. OPNAV 1650/3 (Rev 7-04) Personal Award Recommendation.
- b. OPNAV 1650/16 (Apr 2010) Human Resources Community Junior Officer of the Year Nomination.



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Distribution:

Electronic only, via Department of the Navy Issuances Web site  
<http://doni.daps.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 six voting members and two recorders. Designator split for each group, members and recorders, should be such that there is a 50-50 representation between the active and reserve component HR officers.

President

Director, HRCOE

Members

One executive board member

Four captains, or captain selects, from across the HR community and core competency areas.

Recorders

Two HR junior officers (O4 and below)

2. Board Guidelines

a. An annual HR JOOY Board precept will be published no later than 15 August of each fiscal year.

b. Selection for the award should recognize those making exceptional contributions to any aspect of HR/personnel 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 reserve) to recommend to the HR community advisor for final approval by CHNAVPERS. A majority vote of the board members will be sufficient to recommend an officer for the HR JOOY award.