



## DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND  
2601A PAUL JONES STREET  
GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 1700.1E  
N00  
24 Jun 2019

### NSTC INSTRUCTION 1700.1E

From: Commander, Naval Service Training Command

Subj: NAVAL SERVICE TRAINING COMMAND SAILOR OF THE YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10N  
(b) NETCINST 1700.1E

Encl: (1) Sample Nomination Letter  
(2) Sample Personal Award Recommendation (OPNAV 1650/3 (Rev 12-18))  
(3) Nominating Command Cover Sheet  
(4) Sailor of the Year Grading Sheet (OPNAV 1650/17)  
(5) Sailor of the Year Check-off Sheet

1. Purpose. To provide guidelines and procedures for the Naval Service Training Command (NSTC) Sailor of the Year (SOY) Program.

2. Cancellation. NSTCINST 1700.1D

3. Discussion. The NSTC SOY Program recognizes the very best all-around Sailors throughout the NSTC domain. Sustained superior performance, leadership, self-improvement, command/community involvement, and appearance are keys to the selection process. When reviewing candidates for the NSTC SOY, special consideration shall be given to individuals who have excelled in the most demanding and challenging assignments.

4. Eligibility Criteria. The NSTC SOY program includes the Bluejacket of the Year (E-4 and below), Junior Sailor of the Year (E-5), and Senior Sailor of the Year (E-6). The program is for all Navy personnel, including those serving as Full Time Support (FTS), Active Duty for Special Work (ADSW), United States Navy Inactive Reserves, and all Navy personnel working outside the traditional Navy chain of command (e.g. joint command, special warfare) within NSTC claimancy. Sailors serving on Temporary Active Duty should be considered among the personnel in the unit to which they are temporarily assigned. However, E-6 personnel selected for E-7 are ineligible.

5. Action. The competitive cycle will run 1 October to 30 September every year. For example, 1 October 2016 through 30 September 2017 will be the 2017 SOY cycle.

a. NSTC Chief of Staff and commanding officers of Recruit Training Command (RTC), Officer Training Command Newport (OTCN), and Naval Reserve Officers Training Corps (NROTC) units:

(1) Selection of the NSTC finalist will be accomplished using subordinate command-conducted selection boards to identify finalist to compete at the NSTC level. Each direct reporting command will conduct one SOY selection board to select one finalist, in each category for those Sailors eligible;

(2) Prepare nomination packages consisting of the information designated in paragraph 7; and

(3) Forward nomination packages to the NSTC Command Master Chief (CMDPCM) electronically not later than 16 October annually for consideration in the NSTC SOY competition.

**NOTE: Packages received after the deadline WILL NOT be considered.**

b. NSTC CMDPCM:

(1) Coordinate the NSTC SOY program;

(2) Schedule a board convening date, conduct pre board screening, and set interview schedule, location, and uniform requirements;

(3) Serve as Chairman for the SOY Boards;

(4) Provide guidance and advice to SOY selection board members;

(5) Forward the selection board recommendations to Commander, NSTC, via the NSTC Chief of Staff, for approval; and

(6) Schedule and coordinate the NSTC SOY recognition ceremonies, as appropriate.

c. NSTC Public Affairs Officer. Provide media coverage on the NSTC SOYs to the Great Lakes Bulletin and Fleet Hometown News system.

6. Recognition

a. The NSTC Senior SOY will be recognized through the following:

(1) Recognition during formal ceremony, as applicable;

(2) CNSTC shall prepare a Navy and Marine Corps Commendation Medal. The award will be held in abeyance until results of the Naval Education Training Command (NETC) SOY competition is complete, (NETC finalist awarded NC by Commander, NETC)

(3) Four-day liberty pass;

(4) Photo displayed in NSTC passageway; and

(5) News release to the Fleet Hometown News system and to the Great Lakes Bulletin.

b. The NSTC Bluejacket and Junior SOY will be recognized through the following:

(1) Recognition during formal ceremony, as applicable;

(2) Awarded a Navy and Marine Corps Achievement Medal;

(3) Four-day liberty pass;

(4) Photo displayed in NSTC passageway; and

(5) News release to the Fleet Hometown News system and to the Great Lakes Bulletin.

## 7. Nomination Packages

a. Nomination package will be prepared in the format specified in enclosure (1) and will consist of the following:

(1) A .pdf copy of the complete package and a Microsoft Word file of the nomination letter (enclosure (1)).

(2) Personal awards received during the nominative period (1 October to 30 September);

(3) SOY nominee biography (one-page narrative format, starting with date and place of birth, civilian schooling, military service, current assignment, personal awards, and medals);

(4) A completed and signed .pdf version of a Navy and Marine Corps Commendation Medal (NC) or Navy and Marine Corps Achievement Medal (NA) Personal Award Recommendation (OPNAV 1650/3 (Rev 12-18)) accompanied with an electronic Microsoft word version of the Personal Award Recommendation.

**NOTE: Enclosure (2) is a sample of a completed OPNAV 1650/3 (Rev 12-18). Leave block 8 blank enter 1 Oct YY - 30 Sep YY in block 25, and review the 1650/3 in its entirety to ensure it is complete and accurate; and**

(5) A completed NC/NA proposed citation, as appropriate. The citation must be prepared using Microsoft word, Courier New font, 10 pitch and in uppercase letters. The citation will not exceed 7 1/2 typewritten, fully justified, and one inch margins on the left and right side.

**NOTE: The opening and closing lines are not replaceable nor are they optional;**

(6) Two 5"x7" color glossy photographs, plain background, service dress blue uniform, uncovered, (one full-length front and one full-length side view, both with name, rate, command, date boards with reproducible media.

(7) Past five years of Physical Readiness Information Management System (PRIMS) on PRIMS data sheet;

(8) Enclosure (3) completed by the command;

(9) Enclosure (4) completed by the CMDCM.

b. Enclosure (5) is provided as a check-off sheet to ensure package is complete.

8. 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.

9. Review and Effective Date. Per OPNAVINST 5215.17A, NSTC 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 five years after effective date unless reissued or canceled prior to the five-year anniversary date, or an extension has been granted.

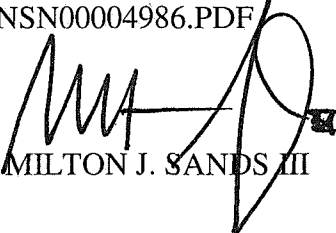
10. Forms. The following forms are available for download online.

a. OPNAV 1650/3 (Rev 12-18) Personal Award Recommendation:

[https://awards.navy.mil/awards/webdoc01.nsf/E889C450B7947F89852583920075398B/\\$File/SECURED%20-%20NDAWS-1650-3-PersonalAwards-2019%20FINAL.pdf](https://awards.navy.mil/awards/webdoc01.nsf/E889C450B7947F89852583920075398B/$File/SECURED%20-%20NDAWS-1650-3-PersonalAwards-2019%20FINAL.pdf)

b. OPNAV 1650/17 SOY Grading Sheet

<https://forms.documentservices.dla.mil/nfol/NONSN00004986.PDF>



MILTON J. SANDS III

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Naval Service Training Command issuance website,  
[http://www.netc.navy.mil/nstc/NSTC\\_Directives/instructions.html](http://www.netc.navy.mil/nstc/NSTC_Directives/instructions.html).

SAMPLE NOMINATION LETTER

SSIC  
Originator's Code  
Date

From: (Command)  
To: Commander, Naval Service Training Command

Subj: 20\_\_ NAVAL SERVICE TRAINING COMMAND SAILOR OF THE YEAR  
NOMINATION IN THE CASE OF (RATING, WARFARE, LAST NAME, FIRST  
NAME, MIDDLE INITIAL)

Ref: NSTCINST 1700.1E

Encl: (1) Copies of last five years performance evaluations to include current year (most recent first)  
(2) Personal awards received during nomination period (1 October to 30 September)  
(3) SOY Nominee biography (one page narrative format, starting with date and place of birth, civilian schooling, military service, current assignment, personal awards, medals)  
(4) Signed PDF copy of OPNAV 1650/3 Personal Award Recommendation for Navy and Marine Corps Commendation (NC) or Navy Achievement Medal (including the summary of action for NC, a completed unsigned citation, and an electronic copy of the 1650/3 (Rev 12-18) in PDF  
(5) Two 5"x7" color glossy photographs, plain background, service dress blue uniform, uncovered (one full length front and one full length side view, both with name, rate, command, date data boards)  
(6) Past five years of Physical Readiness Information Management System (PRIMS) on PRIMS data sheet  
(7) Command cover sheet  
(8) OPNAV 1650/17 SOY Grading Sheet (completed by Command Master Chief)

1. Per reference (a), enclosures (1) through (8) are forwarded for review in consideration of (rating, warfare first name, middle initial, last name's) nomination as the 20\_\_ Naval Service Training Command Sailor of the Year.

2. Complete contact information of member nominated:

- a. Name: (Last, First, Middle Initial)
- b. Rate/Rank:
- c. Present Duty Station:
- d. Address: (Work) (Home)
- e. Telephone: (Work) (Home/Cell)
- f. Facsimile: (Work) (Home)
- g. E-mail Address: (Work) (Home)

3. If previously selected as Sailor of the Month or Quarter, list command, selection, and period in chronological order:

(Command) (Month/Quarter) (YYMMDD - YYMMDD)

4. Reporting Senior's justification of nomination utilizing the following format (**limit to two typewritten pages**).

- a. Primary responsibilities

Enclosure (1)

24 Jun 2019

Subj: 20\_\_ NAVAL SERVICE TRAINING COMMAND SAILOR OF THE YEAR  
NOMINATION IN THE CASE OF (RATING, WARFARE, LAST NAME, FIRST  
NAME, MIDDLE INITIAL)

- b. Job performance
- c. Leadership
- d. Command climate/Sailorization
- e. Collateral Duties
- f. Peer group and off-duty community involvement

5. Military decorations and awards (not unit awards). List in chronological order:

Decoration/Award) (Command) (YYMMDD - YYMMDD)

6. Educational accomplishments:

a. Years of formal civilian schooling completed and any degree attained:

(Degree) (School) (YYMMDD)

b. Navy "A", "B", "C", and or "F" schools completed:

(School) (YYMMDD)

c. Other self study educational achievements attained (include United States Armed Forces Institute (USAFI) courses, Defense Activity for Non-Traditional Education Support (DANTES) courses, etc.). Do not include training courses required for advancement or annual general military training.

7. Reporting Senior's remarks (**limit to one typewritten page**).

(Signature)

("By direction" not authorized)

**PERSONAL AWARD RECOMMENDATION**

FOR OFFICIAL USE ONLY  
Privacy Act Statement on Page 3

ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED.  
COMPLETE MAILING ADDRESSES ARE REQUIRED

1. FROM: Commanding Officer, Learning Center ADDRESS: 1234 ABC Ave, Pensacola, FL 32508		1a. UIC / RUC 12345	2. TO (Awarding Authority) : Commander, Naval Education and Training Command ADDRESS: 250 Dallas Street, Pensacola, FL 32508		2a. UIC / RUC 00076
3. COMMAND POC: NAME: G. E. Edgar EMAIL: gary.e.edgar@navy.mil		4. PHONE: (DSN): 459-4923 (COM): (850) 452-4923		5. EXP DATE OF ACTIVE DUTY (DD-MMM-YYYY): 0	
6. SSN 123-45-6789		7. DESIG/NEC/MOS		8. DETACHMENT OR CEREMONY DATE (EARLIER DATE):	
9. NAME (LAST, FIRST, MIDDLE, SUFFIX) SAILOR, SAMMY, THE			10. <input type="checkbox"/> RETIREMENT <input type="checkbox"/> TRANSFER <input type="checkbox"/> SEPARATION <input checked="" type="checkbox"/> SPECIFIC ACHIEVEMENT		
11. COMPONENT USN		12. NEW DUTY STATION ADDRESS (Home address for retirement/separation) N/A			
13. PAYGRADE AND RATING E6 AT1		14. WARFARE QUALIFICATION AW/SW		15. UNIT AT TIME OF ACTION/SERVICE Learning Unit, Oceana, VA	
16. DUTY ASSIGNMENT Instructor		17. UIC/RUC 12345		18. CAMPAIGN NA Not Applicable	
19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Combat Action Ribbon) Copy and Paste list of awards from the Navy Awards Website		18a. OPERATION : N/A		19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Combat Action Ribbon) Copy and Paste list of awards from the Navy Awards Website	
20. RECOMMENDED AWARD NC Navy & Marine Corps Commendation Medal					
21. <input type="checkbox"/> HEROIC <input checked="" type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA			22. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED None		
23. RECOMMENDED AWARD NUMBER (EX: 1,2,3 ...) 1		24. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION: None			
25. ACTION DATE/MERITORIOUS PERIOD 01-Oct-2019 30-Sep-2020			26. (FOR O-6 AND ABOVE) RANK AND NAME OF PREDECESSOR: N/A		
27. GEOGRAPHIC AREA OF ACTION/SERVICE US CONUS, Alaska, Territories, Canada			28. IF FOREIGN NATIONAL, INDICATE FOREIGN SERVICE AND COUNTRY: N/A		
29. I CERTIFY THAT THE FACTS CONTAINED IN THE SUMMARY OF ACTION ARE <input checked="" type="checkbox"/> KNOWN TO ME <input type="checkbox"/> A MATTER OF RECORD					
30a. NAME, RANK/GRADE, COMPONENT, TITLE OF ORIGINATOR I. M. COS, CAPT, USN, Commanding Officer			30b. SIGNATURE		30c. DATE
31. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S)					
VIA	COMMAND (To be completed by originator) (Include Telephone Number)	RECOMMENDED AWARD	SIGNATURE, GRADE	DATE FWD	
1					
2					
3					
32. TO BE COMPLETED BY AWARDING AUTHORITY					
DISPOSITION OF BASIC RECOMMENDATION		EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE, GRADE, TITLE	DATE APPROVED	
		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	I. M. SAILOR, RADM, USN, COMMANDER		
33. NDAWS SERIAL NO:		DNS-35 RECEIVED DATE:	NDBDM RECEIVED DATE:		

Reset Form

Print Form

### INSTRUCTIONS

1. Before completing this form see SECNAVINST 1650.1. For the electronic form, help for each Block can be accessed by placing the cursor over the data entry field and pressing the F1 key.
2. The Summary of Action (item 35) is requested (except for Command approved NAMs). In addition, attach a double spaced proposed citation.
3. Two (2) letter codes to be used in Blocks 19, 20, 31 and 32.
4. All dates should be entered in the DD-3-letter month ID-YYYY format (EX: 23-FEB-2004).

MH	Medal of Honor	NM	Navy & Marine Corps Medal	NC	Navy & Marine Corps Commendation Medal
NX	Navy Cross	BS	Bronze Star Medal	CV	Navy & Marine Corps Commendation Medal w/V
DM	Distinguished Service Medal	BV	Bronze Star Medal w/V	C1	Navy & Marine Corps Commendation Medal w/C
S1	Distinguished Service Medal w/C	PH	Purple Heart Medal	C2	Navy & Marine Corps Commendation Medal w/R
SS	Silver Star Medal	MM	Meritorious Service Medal	NA	Navy & Marine Corps Achievement Medal
LM	Legion of Merit	M2	Meritorious Service Medal w/R	N1	Navy & Marine Corps Achievement Medal w/C
L1	Legion of Merit w/C	AS	Air Medal (Strike/Flight)	N2	Navy & Marine Corps Achievement Medal w/R
L2	Legion of Merit w/R	AF	Air Medal (Individual Action)	CR	Combat Action Ribbon
DX	Distinguished Flying Cross	AH	Air Medal (Individual Action w/V)	OV	Military Outstanding Volunteer Service Medal
DV	Distinguished Flying Cross w/V	A1	Air Medal (Individual Action w/C)	XX	Letter of Commendation
D1	Distinguished Flying Cross w/C			ZZ	No Award

### 35. Summary of Action *(not required for Command approved NAMs)*

Reset Form

Print Form



**FOR OFFICIAL USE ONLY  
(WHEN FILLED IN)**

Nominating Command Cover Sheet

**SOY Nominee**

Name:

Rate:

**Reporting Senior**

Name:

Rank:

Title:

E-mail:

Phone Number:

**Command**

Full Name:

Message PLAD:

## SAILOR OF THE YEAR GRADING SHEET

NOTE: Ensure a one year performance review and a five year sustained superior performance review is completed.

BOARD MEMBER'S NAME ( <i>Printed</i> ):	BOARD MEMBER'S SIGNATURE:	
SAILOR'S NAME:	COMMAND:	
<b>GRADING</b>		
<b>CATEGORIES</b>	<b>POINTS</b>	<b>REMARKS</b>
<b>A. PRIMARY RESPONSIBILITIES (<i>Max points 20</i>)</b> - Depth of responsibilities ( <i>Job Scope</i> ) - Volunteering/Assuming additional Job duties - Major command watch stations		
<b>B. JOB PERFORMANCE (<i>Max points 20</i>)</b> - Sustained superior performance - Professional knowledge and rating expertise - Navy, command, mission impact		
<b>C. LEADERSHIP (<i>Max points 15</i>)</b> - Department LCPO, Division LCPO, WCS - Teamwork - Communication ( <i>Oral and/or written</i> )		
<b>D. COMMAND CLIMATE/SAILORIZATION (<i>Max points 15</i>)</b> - Training, qualifying, advancing, retaining - Equal Opportunity - Camaraderie, esprit de corps		
<b>E. MERITORIOUS ACHIEVEMENTS (<i>Max points 10</i>)</b> - Navy Commendation Medal or higher - Navy Achievement Medal - Flag Letter of Commendation - Previous SOQ		
<b>F. COLLATERAL DUTIES (<i>Max points 10</i>)</b> - Command-wide collateral positions - Division or in-rate collateral positions - Comments that support performance duties		
<b>G. EDUCATIONAL ACCOMPLISHMENTS (<i>Max points 5</i>)</b> - Navy school completed or NEC obtained - College degree obtained - Correspondence or college courses		
<b>H. PEER GROUP/COMMUNITY INVOLVEMENT (<i>Max points 5</i>)</b> - Elected Official/member in peer group - Elected Official member civilian organizations - Participation in civic/community affairs		
<b>I. PERSONAL APPEARANCE/MILITARY BEARING (<i>Max points 25</i>)</b> - Uniform, ribbons, shoes, etc... - Grooming standards - Marching, hand salute, posture		
<b>J. BOARDMANSHIP (<i>Max points 25</i>)</b> - Sailor's Creed - Answers to questions, communication skills - Eye contact, comfort with board members		
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 2px 5px; font-size: small;">Add Category</div> <div style="border: 1px solid black; padding: 2px 5px; font-size: small;">Delete Category</div> <div style="text-align: right; font-weight: bold; font-size: small;">TOTAL POINTS: (150 Max points)</div> </div>		

**SOY CHECK-OFF SHEET**

- \_\_\_\_: Copies of last five years of performance evaluations (most recent first)
- \_\_\_\_: SOY nominee biography
- \_\_\_\_: A signed Personal Award Recommendation (OPNAV 1650/3 Rev 12-18)
- \_\_\_\_: A completed Navy and Marine Corps Commendation/Achievement Medal, as appropriate, "Proposed Citation"
- \_\_\_\_: 5"x7" color photographs
- \_\_\_\_: Past five years of Physical Readiness Information Management System (PRIMS) on PRIMS data sheet
- \_\_\_\_: Command cover sheet
- \_\_\_\_: OPNAV 1650/17 SOY Grading Sheet