



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220

NETCSTAFFINST 1700.2C
N007
20 Sep 2023

NETC STAFF INSTRUCTION 1700.2C

From: Commander, Naval Education and Training Command

Subj: NAVAL EDUCATION AND TRAINING COMMAND STAFF SAILOR
OF THE YEAR AND QUARTER AND JUNIOR SAILOR OF THE QUARTER
PROGRAM

Ref: (a) NETCINST 1650.3G
(b) NETCINST 1700.1G

Encl: (1) Sample Staff Sailor of the Year or Quarter Nomination
Letter

1. Purpose. To establish procedures and outline criteria for the nomination and selection of outstanding enlisted personnel as Naval Education and Training Command (NETC) staff Sailor of Quarter (SOQ), Junior Sailor of the Quarter (JSOQ), and Sailor of the Year (SOY) for the current fiscal year.

2. Cancellation. NETCSTAFFINST 1700.2B.

3. Background. The SOY program was established to recognize enlisted personnel who have significantly contributed to the command's mission, enhanced the command's image in the community, or conducted themselves in a manner to reflect credit on our command and the United States Navy. The objective of the SOY program is further extended to recognize top performing Sailors on a quarterly basis through the SOQ and JSOQ program.

4. Eligibility. This award is open to all active duty and Training and Administration of the Reserves (TAR) Navy personnel assigned to NETC Headquarters (HQ) staff, to include outlying sites and the Senior Enlisted Academy, who have been assigned for a period of at least 6 months and are in the paygrade of E-6 for SOQ or SOY and E-5 and below for JSOQ.

5. Action

a. The competitive cycle is from 1 October to 30 September every year (e.g., 1 October 2022 through 30 September 2023 ran from the 2023 SOY cycle).

b. SOQ and JSOQ packages are due to NETC HQ staff senior enlisted advisor (SEA) no later than the 5th calendar day of the month following the quarter. All SOY packages are due to the NETC HQ staff SEA no later than 15 October each year. Packages received after the deadline will not be considered.

c. The NETC HQ staff competition is open to all assigned eligible active duty and TAR Navy personnel. The SOY board shall meet no later than 25 October of each year, and the SOQ and JSOQ board shall meet no later than the 10th of the month following the end of each quarter. The board can be conducted virtually, if applicable.

6. Responsibilities

a. NETC HQ Staff SEA

(1) SOY

(a) Determine location, date, and time of SOY selection board.

(b) Nominate, at a minimum, four master chief petty officers (MCPO), senior chief petty officers (SCPO), or chief petty officers (CPO) from the NETC staff to be members of the NETC staff SOY selection board.

(c) Chair the SOY selection board and ensure it thoroughly reviews all nomination packages, records results, and selects one awardee.

(d) Deliver final board recommendations to the Flag Secretary and Chief of Staff.

(2) SOQ and JSOQ

(a) Determine location, date, and time of SOQ and JSOQ selection boards.

(b) Nominate, at a minimum, five MCPOs, SCPOs, or CPOs from the NETC staff to be members of the SOQ and JSOQ selection boards.

(c) Chair SOQ and JSOQ selection boards and ensure they thoroughly review all nomination packages, record results, and select one awardee.

(d) Deliver final board recommendation no later than the 11th of the month following the end of each quarter to the Flag Secretary and Chief of Staff.

b. NETC Division Directors and Special Assistants

(1) SOY. Submit no more than one nomination package to the NETC HQ staff SEA no later than 15 October of each year.

(2) SOQ and JSOQ. Submit no more than one nomination package to the NETC HQ staff SEA no later than the 5th calendar day of the month following each quarter.

7. SOY Nomination Packages

a. Utilize the format provided in enclosure (1) and ensure the package contains all required enclosures, to include:

(1) A completed and signed Portable Document Format (PDF) version of a Navy and Marine Corps Commendation Medal (NC) Personal Award Recommendation (OPNAV 1650/3) accompanied with an electronic version of the Personal Award Citation (Microsoft (MS) Word version).

(2) A draft NC citation prepared per reference (a). The opening and closing lines of the proposed citation must read as follows:

(a) Opening line: "FOR MERITORIOUS SERVICE WHILE SERVING AS [JOB TITLE] AT NAVAL EDUCATION AND TRAINING COMMAND, [CITY, STATE - do not abbreviate], FROM OCTOBER YYYY THROUGH SEPTEMBER YYYY."

(b) Closing lines: "LEADING TO [HIS OR HER] SELECTION AS NAVAL EDUCATION AND TRAINING COMMAND'S [YEAR] SAILOR OF THE YEAR. BY [HIS OR HER] UNSWERVING DETERMINATION,

WISE JUDGMENT, AND COMPLETE DEDICATION TO DUTY, [RANK AND LAST NAME] REFLECTED CREDIT UPON [HIMSELF OR HERSELF] AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE."

NOTE: If not selected as the NETC domain SOY, this award will be downgraded to a Navy and Marine Corps Achievement Medal (NA) and presented during a NETC all hands quarters.

b. Factors considered in judging nominations for SOY are listed on the SOY Grading Sheet (OPNAV 1650/17), found in reference (b).

c. Nomination packages will not be returned to originators.

8. SOQ and JSOQ Nomination Package

a. Utilize the format provided in enclosure (1) and ensure the package contains all required enclosures, to include:

(1) A draft Flag Letter of Commendation prepared per reference (a).

(2) A hard copy of the citation, along with an electronic version of the award.

(3) The opening and closing lines of the proposed citation must read as follows:

(a) Opening line: "FOR PROFESSIONAL ACHIEVEMENT WHILE SERVING AS [JOB TITLE] AT NAVAL EDUCATION AND TRAINING COMMAND, [CITY, STATE - do not abbreviate], FROM [INSERT QUARTER]."

(b) Closing lines: "LEADING TO [HIS OR HER] SELECTION AS NAVAL EDUCATION AND TRAINING COMMAND'S STAFF SAILOR (OR JUNIOR SAILOR) OF THE QUARTER FOR [FIRST, SECOND, THIRD, OR FOURTH QUARTER] YYYY. [RANK AND LAST NAME] EXCEPTIONAL PROFESSIONALISM, PERSONAL INITIATIVE, AND UNSWERVING DEVOTION TO DUTY REFLECTED CREDIT UPON [HIM OR HER] AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE."

b. Factors considered in judging nominations for staff SOQ are listed on the OPNAV 1650/17 found in reference (b).

9. SOY, SOQ, and JSOQ Nomination Package Submission.

Nomination packages will be submitted to the NETC HQ staff SEA in hard copy format, electronically by encrypted e-mail or uploaded to Teams as directed by the SEA. Nomination packages submitted electronically via e-mail or Teams will be scanned into one document prior to delivery.

a. Enclosures (4) through (6) of the nomination package will be submitted as separate files in their original format.

b. Submissions with multiple files except as listed above will not be accepted.

10. Recognition. NETC staff SOY, SOQ, and JSOQ will receive:

a. SOY

(1) The NA will be awarded if not selected as the NETC domain SOY.

(2) A photo posted on all NETC HQ photo boards.

(3) An engraved NETC staff SOY plaque.

(4) A reserved parking space, if applicable for a specified period of time.

b. SOQ and JSOQ

(1) A Flag Letter of Commendation.

(2) A photo posted on all NETC HQ photo boards.

(3) An engraved SOQ and JSOQ plaque.

(4) A reserved parking space, if available.

11. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and

dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

12. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

13. Forms

a. The following form is available for download via Naval Forms Online (<https://forms.documentservices.dla.mil/order>): OPNAV 1650/17 (SOY Grading Sheet)

b. The following form is available via e-mail at netc-directives@us.navy.mil: OPNAV 1650/3 (Personal Award Recommendation)


C. COLLINS, JR.
Chief of Staff

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Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC public web site (www.netc.navy.mil) or by e-mail at netc-directives@us.navy.mil.

CUI (when completed)

NETCSTAFFINST 1700.2C
20 Sep 2023

SAMPLE STAFF SAILOR OF THE YEAR OR QUARTER NOMINATION LETTER

1700
[N-Code]
[Date]

From: N_ Director, Naval Education and Training Command
To: Chief of Staff, Naval Education and Training Command
Via: (1) Senior Enlisted Advisor, Naval Education and Training
Command
(2) Flag Secretary, Naval Education and Training
Command

Subj: 20__ NAVAL EDUCATION AND TRAINING COMMAND STAFF SAILOR OF
THE YEAR/QUARTER OR JUNIOR SAILOR OF THE QUARTER (as
applicable) NOMINATION IN THE CASE OF [RATING, WARFARE
QUALIFICATION(S), FIRST NAME MIDDLE INITIAL LAST NAME]

Ref: (a) NETCINST 1700.1G
(b) NETCINST 1650.1K
(c) NETCSTAFFINST 1700.2C

Encl: (1) Copies of last 5 years (2 years for SOQ and JSOQ) of
performance evaluations, to include the current year
(most recent first).
(2) Personal awards received during the nominative
period.
(3) SOY, SOQ, or JSOQ nominee biography (one page
narrative format, starting with date and place of
birth, civilian schooling, military service, current
assignment, personal awards, and medals).
(4) Signed OPNAV 1650/3, Personal Award Recommendation
for Navy and Marine Corps Commendation Medal in PDF
format (SOY only).
(5) Proposed NC citation in MS Word format (SOY only).
(6) Proposed NETC staff SOQ or JSOQ, Flag Letter of
Commendation Citation.
(7) Past 5 years of Physical Readiness Information
Management System data sheet.
(8) Last 5 years of exam profile sheets.
(9) Personnel Enlisted Summary Record Parts I and III
(SOY only).

Enclosure (1)

CUI (when completed)

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1. Per references (a) through (c), enclosures (1) through (9) are submitted in support of SOY, SOQ, and JSOQ nomination for [rating, warfare qualification(s), first name middle initial last name].

2. Contact information for member nominated:

- a. Name: (first, middle initial, last).
- b. Rate and Rank:
- c. Present duty station:
- d. Address: (work and home).
- e. Telephone: (work and home or cell).
- f. E-mail address: (work and home).

3. If previously selected as SOY, SOQ, or JSOQ, list command, selection, and period in chronological order:

(Command) (SOY or SOQ) (MM/YY - MM/YY)

4. Justification for nomination: (limited to 2 typewritten pages and will utilize the best-qualified standards from the most recent CPO selection board precept and convening order).

- a. Scope and impact of leadership.
- b. Institutional and technical expertise.
- c. Special qualifications.
- d. Collateral duties.

Enclosure (1)

CUI (when completed)

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QUALIFICATION(S), FIRST NAME MIDDLE INITIAL LAST NAME]

e. History of assignments.

f. Educational and professional development.

(1) Years of formal civilian schooling completed and any
degree attained:

(Degree) (School) (YYMMDD)

(2) Navy "A", "B", "C", and "F" schools completed:

(School) (YYMMDD)

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

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

(Decoration or Award) (Command) (YYMMDD - YYMMDD)

5. Reporting senior's remarks:

(Signature)

Enclosure (1)