



DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND
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GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 1700.3C

N00

30 Aug 2023

NSTC INSTRUCTION 1700.3C

From: Commander, Naval Service Training Command

Subj: NAVAL SERVICE TRAINING COMMAND MARINE OF THE YEAR PROGRAM

Encl: (1) Nomination Format
(2) Data Sheet
(3) Sample Personal Award Recommendation (OPNAV 1650/3 (Rev 03-20))
(4) Sample Award Citation

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

2. Cancellation. NSTCINST 1700.3B

3. Discussion. The NSTC MOY Program recognizes the best all-around Marine 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 MOY, special consideration shall be given to individuals who have excelled in the most demanding and challenging assignments.

4. Eligibility. The NSTC MOY Program is open to all Marines in the pay grades of E-6 through E-8 who served at a NSTC activity for the fiscal year of their nomination. The nominated Marine must have current First Class Physical Fitness and Combat Fitness Test scores, and be qualified to the rank and specialty required Marine Corps Martial Arts Program belt level. Marines shall not have been subjected to Judicial or Non-Judicial Punishment during the nomination period.

5. Action. The competitive cycle will run from 1 October to 30 September every year. For example, 1 October 2022 through 30 September 2023 will be the 2023 MOY cycle.

a. Commander, Naval Service Training Command (CNSTC) shall:

(1) Establish and convene the MOY selection board. The board will review packages, rank the candidates, and then make a recommendation to CNSTC for selection.

(2) Prepare nomination packages consisting of the information designated in enclosure (1); and

(3) Forward nomination packages to the NSTC Command Master Chief (CMDPCM) electronically no later than 15 October, unless otherwise specified for consideration in the NSTC SOY competition.

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

b. NSTC CMDPCM shall:

(1) Designate and convene the NSTC MOY Selection Board as directed. Promulgate due date for nomination package submission and board convening date;

(2) Serve as Chairman for the MOY Board (as applicable);

(3) Ensure there are Senior Enlisted Marines serving as board members;

(4) Provide guidance to MOY selection board members to ensure continuity;

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

(6) Schedule and coordinate the NSTC MOY recognition ceremonies, as appropriate; and

c. Commanding Officers/Officers in Charge shall:

(1) Select and nominate a MOY candidate in accordance with the format provided in enclosures (1) and (2); and

(2) Forward to the NSTC CMDPCM via email, one nomination package in scanned acrobat format with electronic OPNAV 1650/3 (Rev 03-20) and citation.

d. NSTC Public Affairs Officer shall provide media coverage on the NSTC MOY to the Great Lakes Bulletin and Fleet Hometown News system.

6. Recognition.

a. The NSTC MOY will be recognized as follows:

(1) Selection announcement via message traffic and Official Mail Message;

(2) Recognition during a formal ceremony, as applicable;

(3) Awarding of a Navy and Marine Corps Commendation Medal;

(4) 96-hour liberty pass;

(5) Designated MOY parking space at the winning command if available.

(6) Photo displayed in NSTC passageway; and

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

7. Nomination Packages.

a. Nomination packages will be prepared in the format specified in enclosure (1).

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

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 form is available for download online.

a. OPNAV 1650/3 (Rev 03-20) Personal Award Recommendation:

[https://awards.navy.mil/awards/webdoc01.nsf/\(vwDocsByID\)/TO200515093815/\\$file/Disconnected%20Ops%201650%203.pdf](https://awards.navy.mil/awards/webdoc01.nsf/(vwDocsByID)/TO200515093815/$file/Disconnected%20Ops%201650%203.pdf)



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Release and distribution:

This instruction is cleared for public release and is available electronically only via the Naval Service Training Command issuance website,

<https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/NSTC-Directiv>

NOMINATION FORMAT

From: Commanding Officer, (Command/Unit)
To: Commander, Naval Service Training Command

Subj: NAVAL SERVICE TRAINING COMMAND 202_ MARINE OF THE YEAR
NOMINATION ICO (RANK, FIRST, MIDDLE INITIAL, LAST, USMC)

Ref: (a) NSTCINST 1700.3B

Encl: (1) Data Sheet
(2) Basic Training Record from Marine Online (MOL)
(3) Education Page from MOL
(4) Personal Awards received during the nomination period
(5) Biography (narrative format, starting with date and place of birth, military/civilian education, military service, current assignment, personal awards and service awards)
(6) Signed Personal Award Recommendation (OPNAV 1650/3 (Rev 03-20))
(7) Two 5 X 7 Color photograph, plain background, in Service Alpha uniform (one full length front side view; both with name, rank, command and date data boards)
(8) PDF copy of complete nomination package.

1. Per references (a), _____ is nominated as the 202_ Naval Service Training Command Marine of the Year.

2. Full name, address and complete telephone number of nominating command.

3. The following information is provided:

a. Name: (Last, First, MI)

b. Rank:

c. Present duty station: (If other than nominating command)

3. Reporting Senior's justification of nomination, including discussion of the following areas (limit to two pages) should indicate the following:

a. Primary responsibilities

b. Job performance

c. Leadership

d. Command involvement

e. Collateral duties

f. Peer group and off-duty community involvement

4. Educational accomplishments during the nomination period (include scholastic achievement, e.g. Dean's list, Honor Graduate, etc., is applicable):

a. Formal civilian education completed and any degree attained. Include degree or course; school; and completion date.

b: Professional Military Education completed, to include any technical training courses/school completions. Include course; school; and completion date.

c. Other self-study educational achievements attained (e.g., Marine Corps Institute courses, Marine Net/Navy e-Learning courses, etc.)

4. Commanding Officer/Officer in Charge comments (limit to one

CO / OIC SIGNATURE

DATA SHEET

Instructions: For local reproduction, type all information in capital letters, no punctuation.

A. Full Name: (LAST, FIRST, MI)

B. Pay Grade: (E-0)

C. MOS:

D. Date Reported:

E. Estimated Rotation Date:

F. Gender:

G. Age

H. Body Composition

Height

Weight

B/F % (If applicable)

I. Physical Fitness Test Score

Pull ups / Flexed Arm Hang

Crunches

Run Time:

J. Combat Fitness Test Score

Movement to Contact:

Ammo Can Lift

Maneuver Under Fire[

K. MCMAP Belt Achieved

L. Time in Service: (Years, Months)