



DEPARTMENT OF THE NAVY

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

NSTCINST 1700.1G

N00

4 Oct 2022

NSTC INSTRUCTION 1700.1G

From: Commander, Naval Service Training Command

Subj: NAVAL SERVICE TRAINING COMMAND SAILOR OF THE YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10P
(b) NETCINST 1700.1G

Encl: (1) Sample Nomination Letter Format

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

2. Cancellation. NSTCINST 1700.1F

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 (BJOY) (E-4 and below), Junior Sailor of the Year (JSOY) (E-5), and Sailor of the Year (SOY) (E-6) at the command staff and domain level. The program is for all Navy personnel, to include Active Component, Full Time Support (FTS), and Selected Reserve personnel recalled for a period of 90 days or greater. E-6 personnel selected for E-7 are ineligible.

5. Action. The competitive cycle will run from 1 October to 30 September every year. For example, 1 October 2021 through 30 September 2022 will be the 2022 SOY cycle.

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

(1) Conduct selection boards to identify finalists to compete at the NSTC domain level. Each direct reporting command will conduct one SOY selection board to select one finalist, in each category for those eligible Sailors.

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

(3) Forward nomination packages to the NSTC Command Master Chief (CMDCCM) electronically not later than 1 April, unless otherwise specified for consideration in the NSTC SOY competition.

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

b. NSTC CMDCCM shall:

(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 to SOY selection board members.

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

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

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

6. Recognition.

a. The NSTC Domain SOY will be recognized as follows:

(1) Selection announcement via message traffic.

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

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

(4) 96-hour liberty pass.

(5) Photo displayed in NSTC passageway.

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

b. The NSTC Staff SOY, NSTC Domain and Staff JSOY and BJOY will be recognized as follows:

- (1) Selection announcement via message traffic.
- (2) Recognition during a formal ceremony, as applicable.
- (3) Awarding of a Navy and Marine Corps Achievement Medal by CNSTC.
- (4) 96-hour liberty pass.
- (5) Photo displayed in NSTC passageway.
- (6) 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) and will consist of the following:

- (1) Copies of last 5 years of performance evaluations to include the current year (most recent first).
- (2) Personal Awards received during the nominative period (1 October to 30 September).
- (3) A 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 03-20)).
- (5) An unsigned 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.

(a) Opening line for NC: "FOR MERITORIOUS SERVICE WHILE SERVING AS [POSITION SAILOR IS FILLING] AT [COMMAND NAME], [CITY, STATE – do not abbreviate], FROM OCTOBER YYYY THROUGH SEPTEMBER YYYY."

(b) Opening line for NA: "PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF [HIS/HER] DUTIES WHILE SERVING AS [POSITION SAILOR IS FILLING] AT [COMMAND NAME], [CITY, STATE – do not abbreviate], FROM OCTOBER YYYY TO SEPTEMBER YYYY."

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(c) Closing line for NC: "..., LEADING TO [HIS/HER] SELECTION AS NAVAL SERVICE TRAINING COMMAND'S [YEAR] SAILOR OF THE YEAR. BY [HIS/HER] UNSWERVING DETERMINATION, WISE JUDGMENT, AND COMPLETE DEDICATION TO DUTY, [RANK AND LAST NAME] REFLECTED CREDIT UPON [HIMSELF/HERSELF] AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE."

(d) Closing line for NA: "..., LEADING TO [HIS/HER] SELECTION AS NAVAL SERVICE TRAINING COMMAND'S [YEAR] [BLUE JACKET/JUNIOR SAILOR] OF THE YEAR. PETTY OFFICER [LAST NAME]'S PROFESSIONALISM, PERSEVERANCE, AND DEDICATION TO DUTY REFLECTED CREDIT UPON [HIM/HER] AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE."

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

(6) Past 5 years of Physical Readiness Information Management System (PRIMS) on PRIMS data sheet.

(7) Last 5 years of exam profile sheets (as applicable).

(8) Performance Summary Record (PSR) Parts I and III.

(9) OPNAV 1650/17, Sailor of the Year Grading Sheet.

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 September 2019.

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 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)

b. OPNAV 1650/17 SOY Grading Sheet

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



JENNIFER S. COUTURE

Releasability 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-Directives/>

SAMPLE NOMINATION LETTER FORMAT

SSIC
Originator's Code
Date

- From: (Command)
To: Commander, Naval Service Training Command
- Subj: 20__ NAVAL SERVICE TRAINING COMMAND [SAILOR/JUNIOR SAILOR/BLUE JACKET] OF THE YEAR NOMINATION IN THE CASE OF [RATING, WARFARE QUALIFICATION(S), FIRST NAME MIDDLE INITIAL LAST NAME]
- Ref: (a) NSTCINST 1700.1G
- Encl: (1) Copies of last 5 years of performance evaluations to include the current year (most recent first).
(2) Personal Awards received during the nominative period
(3) 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 NC/NA
(5) NC/NA Citation (unsigned)
(6) Past 5 years of Physical Readiness Information Management System (PRIMS) on PRIMS data sheet
(7) Last 5 years of exam profile sheets (as applicable)
(8) Performance Summary Record (PSR) Parts I and III
(9) OPNAV 1650/17, Sailor of the Year Grading Sheet
1. Per reference (a), enclosures (1) through (9) are forwarded for review in consideration of [Rating, Warfare Qualification(s), First Name Middle Initial Last Name's] nomination as the 20__ Naval Service Training Command [Sailor/Junior Sailor/Blue Jacket] of the Year.
2. Complete contact information of member nominated:
- a. Name: [First Middle Initial Last]
 - b. Rate/Rank:
 - c. Present Duty Station:
 - d. Address: (Work and Home)
 - e. Telephone: (Work and Home/Cell)
 - f. E-mail Address: (Work and Home)

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- g. CMC Name:
- h. CMC Command:
- i. CMC Telephone:
- j. CMC E-mail:

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

(Command) (SOY/SOQ) (MM/YY – MM/YY)

4. Justification for nomination: (Limited to two typewritten pages. SOY nominations 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
- 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/or "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/Award) (Command) (YYMMDD – YYMMDD)

Enclosure (1)

5. Reporting Senior's remarks.

(Signature)
("By direction" not authorized)