



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

NSTCINST 1650.1D  
CMC  
22 Feb 16

NSTC INSTRUCTION 1650.1D

From: Commander, Naval Service Training Command

Subj: NAVAL SERVICE TRAINING COMMAND MILITARY INSTRUCTOR OF THE  
YEAR AWARD

Ref: (a) NETCINST 1650.1G

Encl: (1) [Instructor of the Year Nomination Cover Letter](#)  
(2) [Instructor of the Year Nominee Information](#)  
(3) [OPNAV 1650/3 \(Rev 7-04\) - Personal Awards Recommendation](#)  
(4) [Sample NC Format](#)  
(5) [Sample NA Format](#)  
(6) [Military Instructor of the Year Check-Off Sheet](#)  
(7) [Instructor of the Year Nominee Grading Sheet](#)  
(8) [Instructor Evaluation \(NSTC 1650/1\)](#)

1. Purpose. To recognize the Naval Service Training Command (NSTC) Military Instructors of the Year (IOYs) and set forth eligibility criteria and nominating procedures for that recognition.

2. Cancellation. NSTCINST 1650.1C.

3. Background. The NSTC Military IOY Award provides an opportunity to recognize Navy and Marine Corps enlisted and officer instructors who have displayed outstanding instructional and leadership performance and who best personify the meaning of personal excellence inside and outside of the classroom. These awards also serve to communicate to Fleet Sailors that instructor tours of duty are positive, career-enhancing opportunities.

4. Discussion. Military instructors who consistently exhibit strong managerial and leadership skills and who serve as role models for their students are critical to the training process and to Fleet readiness. Individuals considered for the NSTC Military IOY Award are top performers, physically fit, and professional in bearing and appearance.

5. Eligibility Criteria

a. This award is open to all active duty Navy and Marine Corps enlisted and officer personnel, including Full-Time Support personnel, who have been assigned full-time for a period of at least

one year to any of the following NSTC instructor billets: Classroom (including Automated Electronic Classrooms), Video Tele-Training, Learning Resource Center Supervisors, Naval Reserve Officers Training Corps (NROTC) Instructors, Recruit Division Commanders (RDC), etc.

b. While it is acknowledged that there may be superior instructors who teach Navy students at NSTC schools and other venues who are other than active duty Navy or Marine Corps instructors, (e.g., Navy Reserve instructors, Marine Corps Reserve instructors, civilian contracted instructors), it is expected that these instructors will be recognized, as appropriate, by their own activities.

c. One nominee from each category will be accepted from the following commands: Department of Navy Science Units (i.e., maritime academies without NROTC units), NROTC units, Officer Training Command Newport, and Recruit Training Command.

## 6. Action

### a. NSTC Component Commands

(1) Conduct a competition open to all eligible active duty Navy and Marine Corps military personnel within their command and select one junior enlisted (E-5), one mid-grade enlisted (E-6), one senior enlisted (E-7 to E-9), and one officer nominee, as appropriate, to represent their command.

(2) Submit nomination packages using enclosures (1) through (6).

(3) Forward nomination packages no later than the 3<sup>rd</sup> Monday of October following the award fiscal year to:

NAVAL SERVICE TRAINING COMMAND  
ATTN COMMAND MASTER CHIEF  
2601A PAUL JONES ST  
GREAT LAKES, IL 60088

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

### b. NSTC Command Master Chief

(1) Establish the NSTC Military IOY Board via a notice outlining board precepts and membership requirements. The board will convene shortly after the package submission deadline.

(2) Ensure the selection board thoroughly reviews and evaluates all nomination packages, recording results on enclosures (7) and (8), and selects one awardee from each of the following competitive categories:

- (a) junior enlisted (E-5)
- (b) mid-grade enlisted (E-6)
- (c) senior enlisted (E-7 to E-9)
- (d) officer

(3) Submit the recommended selectees' packages to Commander, NSTC for endorsement and forwarding to Naval Education Training Command (NETC) and announce the NSTC IOY selectees to the domain.

## 7. Nomination Packages

a. A nomination package will consist of the following:

(1) A cover letter, using the format in enclosure (1), signed by the nominee's commanding officer (CO), with command endorsement and statement that the CO has reviewed the nomination package and recorded lesson.

(2) Nomination information, using the format in enclosure (2).

(3) An UNCLASSIFIED digital video in DVD playable format; the file must be recorded using one of two utilities: RealPlayer Enterprise or Windows Media Player. Ensure the submitted DVD with recorded lesson has been opened and viewed using either RealPlayer Enterprise or Windows Media Player and labeled indicating IOY nominee, viewing utility (i.e. RealPlayer Enterprise or Windows Media Player), and recording length. The recording should not be less than five or more than ten minutes in length, must not be edited, and must be on a subject the instructor is certified to teach and normally presents. The recording should start at the beginning of the lesson and the instructor should be teaching actual students in a classroom setting. Plans for the digital video recording and the photographing of events should be made as soon as possible with particular attention to visual and audio fidelity. Enclosure (8) will be used by the board to record the results.

(4) A completed and signed PDF version of enclosure (3), a Navy and Marine Corps Personal Award Recommendation (OPNAV 1650/3), accompanied with an electronic version of the Personal Award Recommendation on CD-ROM (MS Word version 95 or higher).

**NOTE: Enclosure (3) is a sample of a OPNAV 1650/3.  
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.**

(5) The "Proposed Citation" must be prepared in Microsoft Word, Courier New font, 10 pitch, and in upper case letters. The citation will not exceed 7 1/2 typewritten, fully justified lines with left and right margins of one inch. A hard copy of the citation will be submitted with the package, and an electronic version of the award on CD. Enclosure (4) and (5) are sample Navy Commendation/Achievement Medal citations, respectively.

(6) A 5x7 color photograph with reproducible media (i.e., compact disk with picture files in JPG or GIF format, VGA or better resolution) of the nominee in Service Dress Blue uniform for Navy personnel or Summer Service ALPHA for Marine Corps personnel; one each of the following poses: uncovered full-length side view, and covered and uncovered standard head and shoulders portraits.

(7) Copies of the nominee's last two evaluations/fitness reports. Special evaluations/fitness reports submitted to enhance the nominee's chances of selection as Military IOY will not be considered by this board.

(8) A one-page summary of student critiques indicative of the nominee's instructional abilities and mentoring skills in the classroom environment.

b. Nomination packages will not be returned to the originating commands. The submission of packages acknowledges that information contained in the package may be used to promote the benefits associated with instructor duty within NSTC and/or for other public relations purposes.

c. After verifying the package's completeness with enclosure (6), send the completed package via e-mail to the NSTC Command Master Chief in both PDF and MSWORD format, less the video. All videos must be mailed.

8. Notification of Selectees. The NSTC Command Master Chief will announce the NSTC Military IOY selectees as approved by Commander, NSTC.

9. Recognition

a. NSTC selectee packages will be forwarded to NETC for consideration for the NETC Military IOY. Selectees will be recognized in accordance with reference (a).

b. If the NSTC selectees are not selected as a NETC Military IOY, then the NSTC selectees will be recognized as follows:

(1) Paygrades E-6 and above will be awarded a Navy and Marine Corps Commendation Medal from Commander, NSTC. Paygrades E-5 and below will be awarded a Navy and Marine Corps Achievement Medal from Commander, NSTC.

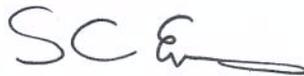
(2) A 4-day Special Liberty.

c. Presentations will be made at an appropriate local command-level awards ceremony.

d. NSTC commands should arrange for appropriate recognition of their nominees who were not selected as an IOY by NSTC.

10. Form. Personal Award Recommendation (OPNAV 1650/3 (7-04)), may be obtained from the Navy Department Awards Web Service (NDAWS) website at:

[https://ucstcdom02.ahf.nmci.navy.mil/awards/webbas01.nsf/\(vwWebPage\)/Home.htm?OpenDocument](https://ucstcdom02.ahf.nmci.navy.mil/awards/webbas01.nsf/(vwWebPage)/Home.htm?OpenDocument)



S. C. EVANS

Distribution: (NSTCINST 5216.1B)  
List 1, 2, and 3

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

Subj: 20\_\_ NAVAL EDUCATION AND TRAINING COMMAND MILITARY  
INSTRUCTOR OF THE YEAR NOMINATION ICO

Ref: (a) NETCINST 1650.1G

Encl: (1) Instructor of the Year Nominee Information  
(2) UNCLASSIFIED digital recording of nominee  
(3) Personal Award Recommendation (OPNAV 1650/3)  
(4) Navy and Marine Corps Achievement/Commendation Medal  
"Proposed Citation"  
(5) Two 5" x 7" color photographs in Service Dress Blue  
uniform for Navy personnel or Summer Service ALPHA  
for Marine Corps personnel: uncovered, full-length,  
front and side views  
(6) Copies of last two evaluations/fitness reports (most  
recent first)  
(7) One-page summary of student critiques  
(8) Electronic copy of complete package on CD-ROM (MS  
Word version 95 or higher for text and JPG format for  
glossy photos)

1. Per reference (a), enclosures (1) through (5) are forwarded for review in consideration of (rank/rating, Warfare, first name, middle initial, last name's) nomination as the 20\_\_ Naval Education and Training Command (officer, senior enlisted, mid-grade enlisted, junior enlisted) Military Instructor of the Year. I have reviewed the nomination package and recorded lesson.

2. (Command endorsement).

(Signature)  
("By direction" not authorized)

**XXXX MILITARY INSTRUCTOR OF THE YEAR NOMINATION  
NOMINEE INFORMATION**

1. Command competition category (optional).
2. Nominee's name.
3. Date enlisted/commissioned in Navy or Marine Corps.
4. Date reported to current command.
5. Number of months assigned to qualified billet at current command (must be at least 12 months).
6. Master Training Specialist qualification date.
7. Promotion/advancement history (provide dates). If nominee is currently selected for promotion or advancement, list the effective date.
8. Brief synopsis of significant professional achievements.
9. Awards earned at current duty assignment.
10. Off-duty community involvement involving use of instructional, educational, and/or mentoring skills, such as partnerships in Education, Scouting, Navy Junior Reserve Officers Training Corps, Sea Cadets, etc.
11. Education history (years of formal schooling completed; degrees awarded; other self-study educational achievements attained while on active duty, excluding training courses required for advancement).
12. Any other information that distinguishes nominee from contemporaries (optional).

**PERSONAL AWARD RECOMMENDATION**

FOR OFFICIAL USE ONLY

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

1. FROM: ADDRESS:		1a. UIC / RUC	2. TO (Awarding Authority) : ADDRESS:		2a. UIC / RUC
3. COMMAND POC: NAME: EMAIL:			4. PHONE: (DSN): (COM):		5. EXP DATE OF ACTIVE DUTY (DD-MMM-YYYY):
6. SSN			7. DESIG/NEC/MOS		8. DETACHMENT OR CEREMONY DATE (EARLIER DATE):
9. NAME (LAST, FIRST, MIDDLE, SUFFIX)			10. <input type="checkbox"/> RETIREMENT <input type="checkbox"/> TRANSFER <input type="checkbox"/> SEPARATION <input type="checkbox"/> SPECIFIC ACHIEVEMENT		
11. COMPONENT			12. NEW DUTY STATION ADDRESS (Home address for retirement/separation)		
13. PAYGRADE AND RATING					
14. WARFARE QUALIFICATION		15. UNIT AT TIME OF ACTION/SERVICE		16. DUTY ASSIGNMENT	
17. UIC/RUC	18. CAMPAIGN	18a. OPERATION :		19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Combat Action Ribbon)	
20. RECOMMENDED AWARD					
21. <input type="checkbox"/> HEROIC <input type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA POSTHUMOUS			22. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED		
23. RECOMMENDED AWARD NUMBER (EX: 1,2,3 ...)		24. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION:			
25. ACTION DATE/MERITORIOUS PERIOD -			26. (FOR O-6 AND ABOVE) RANK AND NAME OF PREDECESSOR:		
27. GEOGRAPHIC AREA OF ACTION/SERVICE			28. IF FOREIGN NATIONAL, INDICATE FOREIGN SERVICE AND COUNTRY:		
29. I CERTIFY THAT THE FACTS CONTAINED IN THE SUMMARY OF ACTION ARE <input type="checkbox"/> KNOWN TO ME <input type="checkbox"/> A MATTER OF RECORD					
30a. NAME, RANK/GRADE, COMPONENT, TITLE OF ORIGINATOR			30b. SIGNATURE		30c. DATE
31. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S)					
VIA	COMMAND (To be completed by originator) (Include Telephone Number)	RECOMMENDED AWARD	COMBAT "v"	SIGNATURE, GRADE	DATE FWD
1			<input type="checkbox"/> YES <input type="checkbox"/> NO		
2			<input type="checkbox"/> YES <input type="checkbox"/> NO		
3			<input type="checkbox"/> YES <input type="checkbox"/> NO		
32. TO BE COMPLETED BY AWARDING AUTHORITY					
DISPOSITION OF BASIC RECOMMENDATION		COMBAT "v"	EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE, GRADE, TITLE	DATE APPROVED
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO		
33. CNO / CMC AWARDS BRANCH USE ONLY SERIAL NO: _____ DATE RECEIVED: _____					
34. NDBDM USE ONLY FROM: SECNAV (NDBDM) DATE: _____ TO: CNO (DNS-37/N09B13) CMC (CODE MMMA) 1. Extraordinary heroism recommended: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE 2. Reviewed and recorded. _____ By direction					

### 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 and Marine Corps Medal	JC	Joint Service Commendation Medal
NX	Navy Cross	BS	Bronze Star Medal	NC	Navy & Marine Corps Commendation Medal
DM	Distinguished Service Medal	BV	Bronze Star w/ V Medal	CV	Navy & Marine Corps Commendation Medal w/ V
SS	Silver Star	PH	Purple Heart Medal	JA	Joint Service Achievement Medal
LM	Legion of Merit	MM	Meritorious Service Medal	NA	Navy & Marine Corps Achievement Medal
LV	Legion of Merit w/ V	AS	Air Medal (Strike/Flight)	NV	Navy & Marine Corps Achievement Medal w/ V
DX	Distinguished Flying Cross	AF	Air Medal (Individual Action)	CR	Combat Action Ribbon
DV	Distinguished Flying Cross w/ V	AH	Air Medal (Individual Action w/ V)	XX	Letter of Commendation

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

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SAMPLE - NAVY AND MARINE CORPS COMENDATION MEDAL FORMAT

(GOLD STAR IN LIEU OF FOURTH AWARD)

YEOMAN FIRST CLASS (SURFACE WARFARE/AVIATION WARFARE) JOHNNY B. SAILOR, UNITED STATES NAVY

MERITORIOUS SERVICE AS (BRIEF DESCRIPTION OF JOB POSITION AND TIME PERIOD OF THE APPROPRIATE YEAR) CULMINATING IN HIS/HER SELECTION AS NAVAL EDUCATION AND TRAINING COMMAND INSTRUCTOR OF THE YEAR 20\_\_\_. (ONE/TWO SENTENCES RELATING TO JOB PERFORMANCE). BY HIS/HER UNSWERVING DETERMINATION, WISE JUDGEMENT, AND COMPLETE DEDICATION TO DUTY, PETTY OFFICER SAILOR REFLECTED CREDIT UPON HIMSELF/HERSELF AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE. (THIS PARAGRAPH SHOULD NOT EXCEED 7 ½ LINES).

DD<sup>ST</sup>

(MONTH SPELLED OUT) YEAR

FOR THE  
M. S. WHITE  
REAR ADMIRAL, U.S. NAVY  
COMMANDER, NAVAL EDUCATION AND TRAINING COMMAND

Enclosure (4)

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SAMPLE - NAVY AND MARINE CORPS ACHIEVEMENT MEDAL FORMAT

(GOLD STAR IN LIEU OF FOURTH AWARD)

YEOMAN FIRST CLASS (SURFACE WARFARE/AVIATION WARFARE) JOHNNY B. SAILOR, UNITED STATES NAVY

PROFESSIONAL ACHIEVEMENT AS (BRIEF DESCRIPTION OF JOB POSITION AND TIME PERIOD OF THE APPROPRIATE YEAR) CULMINATING IN HIS/HER SELECTION AS NAVAL EDUCATION AND TRAINING COMMAND JUNIOR ENLISTED INSTRUCTOR OF THE YEAR 20\_\_\_. (ONE/TWO SENTENCES RELATING TO JOB PERFORMANCE). PETTY OFFICER SAILOR'S EXCEPTIONAL PROFESSIONALISM, UNRELENTING PERSEVERANCE, AND LOYAL DEVOTION TO DUTY REFLECTED CREDIT UPON HIMSELF/HERSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE. (THIS PARAGRAPH SHOULD NOT EXCEED 7 ½ LINES).

DD<sup>ST</sup>

(MONTH SPELLED OUT) YEAR

FOR THE  
M. S. WHITE  
REAR ADMIRAL, U.S. NAVY  
COMMANDER, NAVAL EDUCATION AND TRAINING COMMAND

Enclosure (5)

**NSTC Military Instructor of the Year CHECK OFF SHEET**

- \_\_\_\_: Copies of last five years of performance evaluations  
(most recent first)
- \_\_\_\_: Nominee biography
- \_\_\_\_: A signed Personal Award Recommendation (OPNAV 1650/3)
- \_\_\_\_: A draft citation
- \_\_\_\_: 5" x 7" 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
- \_\_\_\_: A Compact Disk containing the following:
  - \_\_\_\_: An electronic copy of complete SOY package on  
CD-ROM 9MS Word version 95 or higher for text)
  - \_\_\_\_: A PDF copy of the signed Personal Award  
Recommendation (OPNAV 1650/3)
  - \_\_\_\_: An electronic version of the Personal Award  
Recommendation (OPNAV 1650/3)
  - \_\_\_\_: An electronic version of the draft citation
  - \_\_\_\_: 5" x 7" color photographs in JPG format

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## INSTRUCTOR OF THE YEAR NOMINEE GRADING SHEET

Nominee's Name, Rank/Rate: \_\_\_\_\_ Command: \_\_\_\_\_

Criteria	Possible Points	Awarded Points	Comments
<b>Quality of Instructional Performance:</b>	<b>60</b>		
<ul style="list-style-type: none"> <li>• Delivery/ Projection (confidence)</li> <li>• Technical competence/SME</li> <li>• Answer content</li> </ul>	40		
<ul style="list-style-type: none"> <li>• Command Recommendation</li> <li>• Leadership, Management, Supervisory Ability, Mentoring</li> <li>• Responsibility: courses taught, curriculum dev/maint, in-service, GMT, etc.</li> <li>• Perceived Quality of Instruction (Instruction Evaluations, Course Critiques)</li> <li>• Technical Competence/SME and rate/designator oriented training/involvement</li> </ul>	20		
<b>Personal Appearance</b>	<b>20</b>		
Uniform, Grooming, physical fitness **use video and photograph**	20		
<b>Awards/Recognition/Civic</b>	<b>20</b>		
MTS qualification and performance	15		
Awards received in current billet (NAM 1 pt or higher 3 pts max)	3		
Citizenship (civic/off-duty/community) must involve use of instructional, educational, or mentoring skills	2		
<b>Other:</b>			
<b>Total Possible Points</b>	<b>100</b>		

Board Member: \_\_\_\_\_





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9. **EVALUATOR REMARKS.** Include a brief description of overall performance (strengths and areas requiring improvement). A statement concerning safety evaluation procedures and risk mitigation should be included in this section. All behaviors evaluated as NI, NO, or NA will be explained in this section.

I have been briefed on this evaluation.

Instructor Evaluated (print name and sign):

Instructor Evaluator (print name and sign):