



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

NSTCINST 1700.1C
N00
5 Feb 16

NSTC INSTRUCTION 1700.1C

From: Commander, Naval Service Training Command

Subj: NAVAL SERVICE TRAINING COMMAND SAILOR OF THE YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10M
(b) NETCINST 1700.1C
(c) NSTCINST 1650.2B

Encl: (1) [Sample Nomination Format](#)
(2) [OPNAV 1650/3 \(Rev 7-04\) - Personal Award Recommendation](#)
(3) [Sample NC Format](#)
(4) [Sample NA Format](#)
(5) [SOY/JSOY/BJOY Check-Off Sheet](#)
(6) [Nominating Command Cover Sheet](#)
(7) [OPNAV 1650/17 SOY Grading Sheet](#)

1. Purpose. To provide eligibility criteria and organizational responsibilities for the Naval Service Training Command (NSTC) Sailor of the Year (SOY) Program, in accordance with references (a) and (b).

2. Cancellation. NSTCINST 1700.1B

3. Discussion. The NSTC SOY Program recognizes the top Senior, Junior, and Bluejacket Sailors who best represent the large number of dedicated professionals within the NSTC domain. Sustained superior performance, proven leadership, self-improvement, command and community involvement, self-expression, military bearing, and appearance are all key facets of the best all around Sailors. When reviewing candidates for selection as SOY, special consideration should be given to those Sailors who have excelled in increasingly demanding and challenging assignments.

4. Eligibility. 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) is for all Navy personnel, including those serving as Full Time Support (FTS), Active Duty for Special Work (ADSW) personnel, United States Naval Reserve Inactive duty personnel, within the NSTC domain, including Navy Band Great Lakes. Personnel selected for advancement to Chief Petty Officer are ineligible.

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5. Action. Competition will occur during the period of 1 October to 30 September each year. Commands submitting nominations shall use enclosures (1) through (6). Enclosure (2) shall be completed in accordance with reference (c). Enclosures (3) and (4) shall be used to draft appropriate award citations.

a. Commander, Naval Service Training Command (CNSTC). Establish and convene the SOY selection boards. The selection boards will review packages, interview all candidates, rank the candidates, and make recommendations to CNSTC for selection.

b. NSTC Command Master Chief (CMDCM) shall:

(1) Coordinate the NSTC SOY program.

(2) Receive all nomination packages no later than the third Monday in October.

(3) Schedule the selection board convening date, conduct a pre-board screening, and set the interview schedule, location, and uniform requirements.

(4) Serve as chairman of the selection boards.

(5) Provide guidance and advice to selection board members.

(6) Provide enclosure (7) to selection board members for use during their deliberations.

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

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

c. Commanding Officers/Officers in Charge/Directors/Band Master shall:

(1) Select and nominate SOY candidates (Bluejacket, Junior, and Senior SOYs) using enclosures (1) through (6).

(2) SOY packages shall be forwarded to the NSTC CMDCM, to include the original nomination package and the electronic file in its entirety, no later than the third Monday in October.

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d. 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 a formal ceremony, as applicable.

(2) CNSTC shall sign 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. If the NSTC Senior SOY selectee is not chosen as the NETC SOY, the NSTC selectee will be recognized with a Navy and Marine Corps Commendation Medal from NSTC.

(3) Four-day liberty pass.

(4) Photo displayed in the NSTC passageway.

(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) Awarded a Navy and Marine Corps Achievement Medal.

(2) Four-day liberty pass.

(3) Photo displayed in NSTC passageway.

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

S. C. EVANS

Distribution: (NSTCINST 5216.1B)
List 4

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SAMPLE NOMINATION FORMAT

From: Commanding Officer/Officer in Charge, (Command name)
To: Commander, Naval Service Training Command (Attn: N00E)

Subj: NSTC 20__ SAILOR OF THE YEAR NOMINATION ICO (RATE,
WARFARE, FIRST, MIDDLE INITIAL, LAST, USN(R))

Ref: (a) NSTCINST 1700.1C

Encl: (1) Copies of last five years of performance evaluations
(most recent first)
(2) Personal awards received during the 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, and medals)
(4) Signed PDF copy of OPNAV 1650/3 Personal Award
Recommendation (include the summary of action, a
completed unsigned citation, and an electronic copy of
the 1650/3 in Microsoft (MS) Word)
(5) Two 5x7 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 5 years of Physical Readiness Information
Management System (PRIMS) on PRIMs data sheet
(7) Command cover sheet
(8) OPNAV 1650/17 SOY Grading Sheet (blank)
(9) 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), (rating, warfare, first name, middle initial, last name, USN(R)) is nominated 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)

Enclosure (1)

Subj: NSTC 20__ SAILOR OF THE YEAR NOMINATION ICO (RATE,
WARFARE, FIRST, MIDDLE INITIAL, LAST, USN(R))

- 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
- 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" or "C" schools completed:

(School) (YYMMDD)

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Subj: NSTC 20__ SAILOR OF THE YEAR NOMINATION ICO (RATE,
WARFARE, FIRST, MIDDLE INITIAL, LAST, USN(R))

c. Other self-study educational achievements attained while on active duty: United States Armed Forces Institute (USAFI) courses, Defense Activity for Non-Traditional Education Support (DANTES) courses, Program for Afloat College Education (PACE) and any Navy-sponsored courses. (Provide completion date). Exclude training courses required for advancement.

6. Any other information to distinguish nominee from peers.

CO'S SIGNATURE BLOCK
(By direction not authorized)

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 SERVICE TRAINING COMMAND'S SENIOR SAILOR OF THE YEAR FOR 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 7½ LINES).

DDST

(MONTH SPELLED OUT) YEAR

FOR THE

S. C. EVANS

REAR ADMIRAL, U.S. NAVY

COMMANDER, NAVAL SERVICE TRAINING COMMAND

Enclosure (3)

NSTCINST 1700.1C

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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 SERVICE TRAINING COMMAND'S JUNIOR SAILOR/BLUE JACKET OF THE YEAR FOR 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 7½ LINES).

DDST

(MONTH SPELLED OUT) YEAR

FOR THE
S. C. EVANS
REAR ADMIRAL, U.S. NAVY
COMMANDER, NAVAL SERVICE TRAINING COMMAND

Enclosure (4)

SOY/JSOY/BJOY CHECK OFF SHEET

- _____ : Copies of last five years of performance evaluations
(most recent first)
- _____ : SOY nominee biography
- _____ : A Personal Award Recommendation (OPNAV 1650/3), with
block 30 signed/dated.
- _____ : A draft citation, as appropriate
- _____ : 5" x 7" color photographs
- _____ : Past five years of Physical Readiness Information
Management System (PRIMS) on PRIMS data sheet
- _____ : Command cover sheet
- _____ : A Compact Disk containing the following:
 - _____ : An PDF copy of the complete SOY package on
CD-ROM (MS Word version 95 or higher for text)
 - _____ : An MS Word version of the Nomination Letter
(enclosure 1)
 - _____ : A PDF copy of the signed Personal Award
Recommendation (OPNAV 1650/3)
 - _____ : An MS Word version of the Personal Award
Recommendation (OPNAV 1650/3)
 - _____ : An MS Word version of the draft citation
 - _____ : 5" x 7" color photographs in JPG format

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Nominating Command Cover Sheet

Nominee

Name:

Rate:

Reporting Senior

Name:

Rank:

Title:

e-mail:

Phone Number:

Command Master Chief/Senior Enlisted Advisor

Name:

Rate:

E-mail:

Phone Number:

Command

Full Name:

Message PLAD:

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Enclosure (6)

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: | |
| GRADING | | |
| CATEGORIES | POINTS | REMARKS |
| A. PRIMARY RESPONSIBILITIES <i>(Max points 20)</i> - Depth of responsibilities <i>(Job Scope)</i> - Volunteering/Assuming additional Job duties - Major command watch stations | | |
| B. JOB PERFORMANCE <i>(Max points 20)</i> - Sustained superior performance - Professional knowledge and rating expertise - Navy, command, mission impact | | |
| C. LEADERSHIP <i>(Max points 15)</i> - Department LCPO, Division LCPO, WCS - Teamwork - Communication <i>(Oral and/or written)</i> | | |
| D. COMMAND CLIMATE/SAILORIZATION <i>(Max points 15)</i> - Training, qualifying, advancing, retaining - Equal Opportunity - Camaraderie, esprit de corps | | |
| E. MERITORIOUS ACHIEVEMENTS <i>(Max points 10)</i> - Navy Commendation Medal or higher - Navy Achievement Medal - Flag Letter of Commendation - Previous SOQ | | |
| F. COLLATERAL DUTIES <i>(Max points 10)</i> - Command-wide collateral positions - Division or in-rate collateral positions - Comments that support performance duties | | |
| G. EDUCATIONAL ACCOMPLISHMENTS <i>(Max points 5)</i> - Navy school completed or NEC obtained - College degree obtained - Correspondence or college courses | | |
| H. PEER GROUP/COMMUNITY INVOLVEMENT <i>(Max points 5)</i> - Elected Official/member in peer group - Elected Official member civilian organizations - Participation in civic/community affairs | | |
| I. PERSONAL APPEARANCE/MILITARY BEARING <i>(Max points 25)</i> - Uniform, ribbons, shoes, etc... - Grooming standards - Marching, hand salute, posture | | |
| J. BOARDMANSHIP <i>(Max points 25)</i> - Sailor's Creed - Answers to questions, communication skills - Eye contact, comfort with board members | | |
| <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center; width: 100px;">Add Category</div> <div style="border: 1px solid black; padding: 5px; text-align: center; width: 100px;">Delete Category</div> <div style="text-align: right; padding-right: 20px;">TOTAL POINTS: (150 Max points)</div> </div> | | |