



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

NETCINST 1650.1L
N010
17 Sep 2024

NETC INSTRUCTION 1650.1L

From: Commander, Naval Education and Training Command

Subj: NAVAL EDUCATION AND TRAINING COMMAND MILITARY INSTRUCTOR
OF THE YEAR PROGRAM

Encl: (1) Military Instructor of the Year Nominee Grading Sheet
(2) Nominee Evaluation Factors
(3) Military Instructor of the Year Nomination Letter
(Sample)
(4) 20XX Military Instructor of the Year Nominee
Information
(5) Military Instructor of the Year Check-Off Sheet

1. Purpose. To recognize the Naval Education and Training Command (NETC) enlisted and officer Military Instructors of the Year (IOY) and set forth eligibility criteria and nominating procedures for that recognition.

2. Cancellation. NETCINST 1650.1K.

3. Background. The NETC Military IOY award recognizes Navy and Marine Corps instructors who have displayed outstanding instructional and leadership performance and best personify the meaning of personal excellence inside and outside of the classroom. These awards also 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 serve as role models for their students are critical to the training process and fleet readiness. Individuals considered for the NETC IOY award are top performers, physically fit, and professional in bearing and appearance.

5. Eligibility Criteria

a. All military personnel assigned to a NETC school as an 805A Instructor (or service equivalent) and who fall under the

command of the NETC school commander are eligible for nomination in the Military IOY program. All other elements of their nomination package apply.

b. While it is acknowledged that there may be exceptional instructors who teach Navy students at NETC 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, Civil Service instructors, Army instructors, Air Force instructors, etc.), it is expected that these instructors will be recognized, as appropriate, by their separate activities.

6. Action. One nominee from each category, as outlined in paragraph 6a(1), will be accepted from the following component commands: Naval Service Training Command (NSTC) (which will include nominees from Recruit Training Command, Officer Training Command, and NSTC Officer Development), Commander, Navy Recruiting Command (CNRC) (which will include nominees from Navy Recruiting Orientation Unit), and NETC Learning Centers (LC). The competitive cycle will run from 1 October to 30 September every year (e.g., 1 October 2023 through 30 September 2024 will be the 2024 IOY cycle).

a. NETC component commanders (NSTC, CNRC) and LC commanding officers (CO):

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

(2) NSTC will conduct a competition open to all Naval Reserve Officers Training Corps instructors and forward the name of the winners to NETC.

(3) Prepare nomination packages containing the information designated in paragraph 7.

(4) Forward nomination packages to NETC, via your immediate superior in command, no later than the second Friday of November.

NOTE: A Microsoft (MS) Teams folder will be made available for package submission. More information will be provided via the NETC IOY program coordinator. Packages received after the deadline will not be considered.

b. NETC Force Master Chief (FORCM)

(1) Establish the NETC 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 all nomination packages, records results using enclosures (1) and (2), and selects one awardee and runner-up from each of the following competitive categories:

- (a) Officer.
- (b) Senior enlisted (E-7 to E-9).
- (c) Mid-grade enlisted (E-6).
- (d) Junior enlisted (E-5 and below).
- (e) ROTC officer (boarded at the NSTC level).

(3) Forward the names and packages of the selected winner and runner-up for each category to Commander, NETC (CNETC) for approval.

(4) Upon receipt of CNETC approval, draft a naval message announcing the winners.

(5) Coordinate the NETC Military IOY recognition week in Pensacola, Florida, for the third week in February or as the schedule permits. The NETC IOY recognition week host responsibilities will be determined by the NETC FORCM on an annual basis.

(6) Coordinate the acquisition of award plaques.

(7) Forward completed, signed Navy and Marine Corps Commendation Medal (NC) Personal Award Recommendation (OPNAV 1650/3 (current revision)) to NETC (N04).

c. NETC N00P. Ensure nominees receive appropriate recognition through command and local publications.

d. NETC N04. Coordinate and prepare NC citations and medals for presentation to awardees during IOY recognition week.

7. Nomination Packages

a. Nomination packages will be prepared in the format specified in enclosure (3) and will consist of the following:

(1) IOY Nominee Information. Use the format provided in enclosure (4), and you must address the following 12 elements of information in the order specified below:

(a) Command competition category (if applicable). Component commanders and COs may designate competition categories for recognition programs within their domain, as appropriate (e.g., Undersea Training Enlisted, Recruit Division Commander, etc.). NETC will not use competition categories; however, this section provides a means by which component commands and LCs may hold lower-level competitions without the need to submit duplicate nomination packages.

(b) Nominee's name.

(c) Date enlisted or commissioned in Navy or Marine Corps.

(d) Date reported to current command.

(e) The number of months assigned to qualified billet at the current command (it must be at least 12 months).

(f) Master Training Specialist (MTS) qualification or requalification date (provide the certificate or requalification letter). An MTS qualification is not required to compete.

NOTE: If candidate is a course supervisor, provide a designation letter.

(g) Promotion and advancement history (provide dates). If the nominee is currently selected for promotion or advancement, list the effective date.

(h) Brief synopsis of significant professional achievements.

(i) Awards earned at current duty assignment.

(j) Off-duty community involvement involving use of instructional, educational, or mentoring skills, such as partnerships in education, scouting, Naval Junior Reserve Officers Training Corps, Sea Cadets, etc.

(k) 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).

(l) Any other information distinguishing the nominee from contemporaries (if applicable).

(2) An unclassified digital recording in an acceptable format (e.g., MPEG, AVI, MP4, MKV, etc.) for viewing using one of the two utilities, VLC Media or Windows Media Player. Ensure the submitted video with the recorded lesson is viewable using either VLC Media Player or Windows Media Player and labeled indicating IOY nominee, viewing utility, and recording length. The recording must be between 10 and 15 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 a lesson, must provide a complete view of the instructor, and the instructor should teach actual students in a learning environment. Additionally, the instructor must wear the Naval Service Uniform or Service Khaki Uniform or equivalent for Marine Corps during the video.

(3) A completed and signed Portable Document Format (PDF) version of a NC Personal Award Recommendation (OPNAV 1650/3).

NOTE: 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.

(4) A completed NC proposed citation. The citation must be prepared using MS Word, Times New Roman font, 10 pitch, and upper case letters. The citation will not exceed 7 1/2 typewritten, fully justified lines with right and left margins of one inch. The opening and closing lines of the proposed citation must read as follows:

(a) Opening line: "FOR MERITORIOUS SERVICE WHILE SERVING AS AN INSTRUCTOR AT (COMMAND NAME), (CITY, STATE, - do not abbreviate) FROM OCTOBER XXXX THROUGH SEPTEMBER XXXX."

(b) Closing line: "... , LEADING TO HIS/HER SELECTION AS NAVAL EDUCATION AND TRAINING COMMAND'S (year) (officer/senior enlisted/mid-grade enlisted/junior enlisted) INSTRUCTOR OF THE YEAR. BY HIS/HER UNSWERVING DETERMINATION, WISE JUDGEMENT, 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.

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

(6) A one-page summary of student critiques that indicate the nominee's instructional abilities and mentoring skills in the classroom.

b. The factors considered in judging nominations for this award are listed in enclosures (1) and (2).

c. Nomination packages will not be returned to originating commands. Submission of packages acknowledges that the information contained in the package may be used to promote the benefits associated with instructor duty within NETC or other public relations purposes.

d. Enclosure (5) is provided as a check-off sheet to ensure package is complete.

e. Commands will be notified in advance of travel requirements. The parent command will support all temporary

additional duty costs for IOY nominees and supporting command representatives (e.g., command master chief, command senior enlisted leader), where applicable.

f. Additional uniform and civilian attire requirements will be published by the FORCM in advance.

8. Notification of Winners. The NETC Military IOY winners will be notified via NETC message and national press release.

9. Recognition

a. The NETC IOY in each category will receive the following recognition:

(1) Official travel to Pensacola, Florida, for the NETC IOY Recognition Week to receive appropriate flag-level recognition of achievement.

(2) Awarding of the NC presented by CNETC at an awards ceremony during the IOY Recognition Week.

(3) An engraved NETC IOY plaque.

b. Details for the date, scheduling, and conduct of the IOY Recognition Week will be provided via separate correspondence.

c. Once NETC releases the Naval message announcing the IOY winners, and if the nominee is not selected as a NETC IOY winner, the parent command will present the nominee with a command awarded Navy and Marine Corps Achievement Medal.

10. Records Management

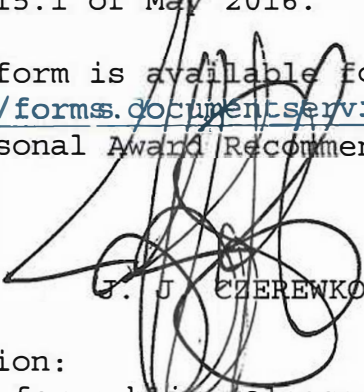
a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

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

11. 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.

12. Forms. The following form is available for download from Naval Forms Online (<https://forms.documentservices.dla.mil/order/>): OPNAV 1650/3 (Personal Award Recommendation).



J. J. CZERENKO

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.

MILITARY INSTRUCTOR OF THE YEAR NOMINEE GRADING SHEET

Nominee's Name, Rank or Rate: _____ Command: _____

Criteria	Possible Points	Awarded Points	Comments
Quality of Instructional Performance:	60		
<ul style="list-style-type: none"> • Delivery and projection (confidence). • Verbal and non-verbal communication. • Technical competence and subject matter expertise (SME). • Answer content. 	40		
<ul style="list-style-type: none"> • Command recommendation. • Leadership, management, supervisory ability, and mentoring. • Responsibility: Courses taught, curriculum development and maintenance, in-service, general military training. • Perceived quality of instruction (instruction evaluations, course critiques). • Technical competence, SME, and rate or designator-oriented training and involvement. 	20		
Personal Appearance:	20		
Uniform appearance, grooming standards, and physical fitness from video recording.	20		

Criteria	Possible Points	Awarded Points	Comments
Awards, Recognition, and Civic:	20		
MTS qualification and performance.	15		
Awards received in current duty assignment (Navy and Marine Corps Achievement Medal 1 point or higher, 3 points max).	3		
Citizenship (civic, off-duty, community) must involve use of instructional, educational, or mentoring skills.	2		
Additional notes:			
Total Possible Points:	100		

Board Member Name: _____

Board Member Signature: _____

NOMINEE EVALUATION FACTORS

(Note: These factors are not all-inclusive, but are provided as general guidelines.)

1. Performance as an instructor as evidenced by the recording submitted. Significant weight will be given to the nominee's demonstration of the mastery of Navy instructor skills as detailed in NAVEDTRA 134 (series) and the Navy's Instructor Training School (Instructional Delivery Continuum) guidelines.
2. Command recommendation.
3. Leadership, management, supervisory ability, and mentoring.
4. Scope of instructor responsibility including: Courses taught, contributions to curriculum development and maintenance, general military training or in-service training, Navy military training, etc.
5. Perceived quality of instruction as discerned from videotape (or other recording media) and course critiques.
6. Technical competence, subject matter expertise, and in-rate, designator-oriented training and involvement.
7. Appearance (as evidenced by submitted recording and photographs).
 - a. Uniform.
 - b. Grooming.
 - c. Physical fitness.
8. Awards, letters, and other written recognition received during the past year (Instructor of the Quarter, Sailor of the Quarter, etc.).
9. MTS designation and performance.
10. Awards (Navy and Marine Corps Achievement Medal or higher) received at current duty assignment.

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11. Citizenship (e.g., civic, off-duty, community involvement) involving use of instructional, educational, or mentoring skills.

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MILITARY INSTRUCTOR OF THE YEAR NOMINATION LETTER (SAMPLE)

1650
Ser
(Date)

From: (Command)
To: Commander, Naval Education and Training Command
Subj: 20__ NAVAL EDUCATION AND TRAINING COMMAND MILITARY
INSTRUCTOR OF THE YEAR NOMINATION FOR
Ref: (a) NETCINST 1650.1L
Encl: (1) Instructor of the Year Nominee Information
(2) Copies of last two evaluations or fitness reports
(most recent first)
(3) UNCLASSIFIED digital recording of nominee
(4) One-page summary of student critiques
(5) Personal Award Recommendation (OPNAV 1650/3)
(6) Navy and Marine Corps Commendation Medal Proposed
Citation

1. Per reference (a), enclosures (1) through (6) 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)

Enclosure (3)

20XX MILITARY INSTRUCTOR OF THE YEAR NOMINEE INFORMATION

1. Command competition category (if applicable):
2. Nominee's name:
3. Date enlisted or commissioned in the Navy or Marine Corps:
4. Date reported to current command:
5. Number of months assigned to qualified billet at current command:
6. Master Training Specialist qualification date:
7. Promotion and advancement history (provide dates):
8. Brief synopsis of significant professional achievements:
9. Awards earned at current duty assignment:
10. Off-duty community involvement involving use of instructional, educational, or mentoring skills, such as partnerships in education, scouting, Navy Junior Reserve Officers Training Corps, Sea Cadets:
11. Education history:
12. Any other information that distinguishes nominee from contemporaries (if applicable):

MILITARY INSTRUCTOR OF THE YEAR CHECK-OFF SHEET

- ____: Nomination package signed by the commander or commanding officer.
- ____: An unclassified digital recording in playable format.
- ____: Copies of nominee's last two evaluations or fitreps.
- ____: A one-page summary of student critiques.
- ____: Electronic versions of the following:
 - ____: PDF copy of the signed Personal Award Recommendation (OPNAV 1650/3) (submitted as a separate file).
 - ____: A MS Word version of the Navy and Marine Corps Commendation Medal proposed citation (submitted as a separate file).
- ____: Other related or supporting documentation as necessary.