



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

CH-1 of 27 Sep 19

NETCINST 1650.1K  
N003

29 AUG 2018

NETC INSTRUCTION 1650.1K

From: Commander, Naval Education and Training Command

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

Ref: (a) NETCINST 1500.5B

Encl: (1) Military Instructor of the Year Nominee Grading Sheet  
(2) Military Instructor of the Year Nomination Letter  
(Sample)  
(3) 20XX Military Instructor of the Year Nominee  
Information  
(4) Sample Personal Award Recommendation (OPNAV 1650/3  
(7-04))  
(5) Nominee Evaluation Factors  
(6) 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 1650.1J.

3. Background. The NETC Military IOY award provides an opportunity to recognize Navy and Marine Corps 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 NETC IOY award are top performers, physically fit, and professional in bearing and appearance.

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5. Eligibility Criteria

a. All military personnel assigned to a NETC school as a 9502 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 superior instructors who teach Navy students at NETC schools and other venues who are other than active duty Navy or Marine Corps instructors (i.e., 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), NETC Learning Centers (LCs), and Training Support Centers (TSCs). The competitive cycle will run from 1 October to 30 September every year (i.e., 1 October 2017 through 30 September 2018 will be the 2018 IOY cycle).

a. NETC Component Commanders (NSTC, CNRC) and TSC and LC Commanding Officers

(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 NROTC instructors and forward the names of the winner and finalists to NETC.

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

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(4) Forward nomination packages via your Immediate Superior in Command to arrive not later than the second Friday of November annually for consideration in the NETC IOY competition to:

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NAVAL EDUCATION AND TRAINING COMMAND  
ATTN FORCE MASTER CHIEF  
250 DALLAS STREET  
PENSACOLA FL 32508

**NOTE: 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, recording results of the instructor video using enclosure (2) of reference (a) and the complete package in enclosure (1), and selects one awardee 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)

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(3) Forward the names and packages of the selected finalists (selectees and first runners-up) for Commander, NETC approval.

(4) Upon receipt of Commander, NETC approval, draft a Naval message announcing the finalists.

(5) Coordinate the NETC Military IOY recognition week in Pensacola, FL for the second week in December. The NETC IOY recognition week host responsibilities will be determined by the NETC FORCM on an annual basis.

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(6) Coordinate acquisition of award plaques.

(7) Forward completed, signed Navy and Marine Corps Commendation Medal (NC) Personal Award Recommendation (OPNAV 1650/3 (Rev 7-04)), and an electronic version of the award on a compact disk (CD) to NETC (N004).

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

d. NETC (N004). Coordinate/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 (2) and will consist of the following:

(1) IOY Nominee Information. Use the format provided in enclosure (3), and you must address the following 12 elements of information in the order specified below:

(a) Command competition category (optional). Component commanders and commanding officers may designate competition categories for recognition programs within their domain, as appropriate (e.g., Undersea Training Enlisted, Recruit Division Commander, etc.). Competition categories will not be used by NETC; 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/commissioned in Navy or Marine Corps.

(d) Date reported to current command.

(e) Number of months assigned to qualified billet at current command (must be at least 12 months).

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(f) Master Training Specialist qualification and/or requalification date (provide certificate or requalification letter).

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

(g) Promotion/advancement history (provide dates). If 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, and/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 that distinguishes nominee from contemporaries (optional).

(2) An UNCLASSIFIED digital recording in DVD playable format; the file must be recorded using one of the two utilities, RealPlayer Enterprise or Windows Media Player. Ensure 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, and recording length. The recording should not be less than 5 or more than 10 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 and the instructor should be teaching actual students in a learning environment.

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(3) A completed and signed PDF version of a NC Personal Award Recommendation (OPNAV 1650/3 (7-04)) accompanied with an electronic version of the Personal Award Recommendation on CD-ROM (Microsoft (MS) Word version 95 or higher).

**NOTE:** Enclosure (4) is a sample of a completed OPNAV 1650/3 (7-04). 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, Courier New font, 10 pitch, and in upper case letters. The citation will not exceed 7 1/2 typewritten, fully justified lines with right and left margins of one inch. A hard copy of the citation will be submitted with the package, and an electronic version of the award on the CD. 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) 5"x7" color photographs with reproducible media (i.e., CD with picture files in JPG or GIF format, VGA or better resolution) 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 front and side view.

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

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

b. Factors considered in judging nominations for this award are listed in enclosure (5) and in enclosure (2) of reference (a).

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

d. Enclosure (6) is provided as a check-off sheet to ensure package is complete.

e. Commands will be notified in advance of travel requirements. All temporary additional duty costs for IOY nominees and spouses (funds permitting), where applicable, will be supported by the parent command.

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

8. Notification of Finalists. Notification of NETC Military IOY finalists will be by NETC message and national press release.

9. Recognition

a. The NETC IOY and IOY runners-up in each category will receive the following recognition:

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

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

(3) An engraved NETC IOY or IOY runner up plaque.

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(4) Cash award from the annual yield in the Navy General Gift Fund is available under the terms of the will of William O. Florstedt. The NETC officer, senior enlisted, mid-grade enlisted, and junior enlisted IOY winners will receive a cash award up to, but not to exceed, \$500. The runners-up in each category will receive a cash award up to, but not to exceed, \$300.

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 finalists and winners, and if the nominee was not selected as a NETC IOY finalist or 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 for the standard subject identification codes (SSIC) 1000, 2000, and 4000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. For SSIC 3000 series dispositions, please refer to part III, chapter 3, of Secretary of the Navy Manual 5210.1 of January 2012.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

11. Review and Effective Date. Per OPNAVINST 5215.17A, NETC 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. The instruction may be subject to cancellation unless reissued or canceled prior to the 5-year anniversary date.



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12. Forms. OPNAV 1650/3 (7-04) (Personal Award Recommendation) may be downloaded from the Chief of Naval Operations official website for Navy awards at <https://awards.navy.mil>.



M. A. WHITT  
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically via the NETC public web site, <https://www.netc.navy.mil/directives.htm>, or via HP Records Manager (HPRM).

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MILITARY 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>	60		
• Delivery/Projection (confidence)	40		
• Technical competence/SME • Answer content			
• Command Recommendation • Leadership, Management, Supervisory Ability, Mentoring • Responsibility: courses taught, curriculum dev/maint, in-service, GMT, etc. • Perceived Quality of Instruction (Instruction Evaluations, Course Critiques) • Technical Competence/SME and rate/designator oriented training/involvement	20		
<b>Personal Appearance</b>	20		
Uniform, Grooming, physical fitness **use video and photograph**	20		
<b>Awards/Recognition/Civic</b>	20		
MTS qualification and performance	15		
Awards received in current duty assignment (NAM 1 pt or higher 3 pts max)	3		

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Criteria	Possible Points	Awarded Points	Comments
Citizenship (civic/off-duty/community) must involve use of instructional, educational, or mentoring skills	2		
Other:			
<b>Total Possible Points</b>	<b>100</b>		

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

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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 1650.1K  
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 Commendation Medal Proposed  
Citation  
(5) Two 5"x7" color photographs 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 front and side view  
(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  
(Microsoft Word version 95 or higher for text and JPG  
format for glossy photos)

1. Per reference (a), enclosures (1) through (8) 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 (2)

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20XX MILITARY INSTRUCTOR OF THE YEAR  
NOMINEE INFORMATION

1. Command competition category (optional):
2. Nominee's name:
3. Date enlisted/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/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, and/or mentoring skills, such as partnerships in Education, Scouting, Navy Junior Reserve Officers Training Corps, Sea Cadets, etc:
11. Education history:
12. Any other information that distinguishes nominee from contemporaries (optional):

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## PERSONAL AWARD RECOMMENDATION

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

FOR OFFICIAL USE ONLY

1. FROM: Commanding Officer, Learning Center ADDRESS: 1234 ABC Avenue Pensacola, FL 32508		1a. UIC / RUC 12345	2. TO (Awarding Authority) : Commander, NETC ADDRESS: 250 Dallas ST Pensacola, FL 32508		2a. UIC / RUC 00076
3. COMMAND POC: NAME: D. E. Jones EMAIL: davy.e.jones@navy.mil			4. PHONE: (DSN): 459-1234 (COM): (850) 452-1234		5. EXP DATE OF ACTIVE DUTY (DD-MMM-YYYY): 0 5.a. IF RETIREMENT/SEPARATION, NUMBER OF YEARS: N/A
6. SSN 123-45-6789		7. DESIG/NEC/MOS 9502		8. DETACHMENT OR CEREMONY DATE (EARLIER DATE):	
9. NAME (LAST, FIRST, MIDDLE, SUFFIX) SAILOR, SAMMY THE			10. <input type="checkbox"/> RETIREMENT <input type="checkbox"/> TRANSFER <input type="checkbox"/> SEPARATION <input checked="" type="checkbox"/> SPECIFIC ACHIEVEMENT		
11. COMPONENT USN			12. NEW DUTY STATION ADDRESS (Home address for retirement/separation) N/A		
13. PAYGRADE AND RATING E6 AT1					
14. WARFARE QUALIFICATION AW/SW		15. UNIT AT TIME OF ACTION/SERVICE Learning Unit, Oceana, VA		16. DUTY ASSIGNMENT Instructor	
17. UIC/RUC 34567	18. CAMPAIGN NA Not Applicable	18a. OPERATION : N/A		19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Combat Action Ribbon)  Copy and paste list of awards from the Navy Awards Website	
20. RECOMMENDED AWARD NC Navy and Marine Corps Commendation Medal					
21. <input type="checkbox"/> HEROIC <input checked="" type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA			22. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED None		
23. RECOMMENDED AWARD NUMBER (EX: 1,2,3 ...) 1		24. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION: None			
25. ACTION DATE/MERITORIOUS PERIOD 01-Oct-2017 - 30-Sep-2018			26. (FOR O-6 AND ABOVE) RANK AND NAME OF PREDECESSOR: N/A		
27. GEOGRAPHIC AREA OF ACTION/SERVICE US CONUS, Alaska, Territories, Canada			28. IF FOREIGN NATIONAL, INDICATE FOREIGN SERVICE AND COUNTRY: N/A		
29. I CERTIFY THAT THE FACTS CONTAINED IN THE SUMMARY OF ACTION ARE <input checked="" type="checkbox"/> KNOWN TO ME <input type="checkbox"/> A MATTER OF RECORD					
30a. NAME, RANK/GRADE, COMPONENT, TITLE OF ORIGINATOR I. M. COS, CAPT, USN Commanding Officer			30b. SIGNATURE  /s/ I. M. COS		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 checked="" type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	I. M. SAILOR, RADM, USN Commander	
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 _____					

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## 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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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/maintenance, General Military Training and/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/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. Master Training Specialist 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, and/or mentoring skills.

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MILITARY INSTRUCTOR OF THE YEAR CHECK-OFF SHEET

- \_\_\_\_: Nomination package signed by the Commander/Commanding Officer.
- \_\_\_\_: An unclassified digital recording in DVD-R format.
- \_\_\_\_: A signed Personal Award Recommendation (OPNAV 1650/3).
- \_\_\_\_: A completed Navy and Marine Corps Commendation Medal proposed citation.
- \_\_\_\_: Two 5" x 7" color photographs.
- \_\_\_\_: Copies of nominee's last two evaluations/fitreps.
- \_\_\_\_: A one-page summary of student critiques.
- \_\_\_\_: A Compact Disk containing the following:
  - \_\_\_\_: 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 Navy and Marine Corps Commendation Medal proposed citation.
- \_\_\_\_: 5" x 7" color photographs in JPG format.