



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

NETCINST 1700.1H
N007
25 Sep 2023

NETC INSTRUCTION 1700.1H

From: Commander, Naval Education and Training Command

Subj: NAVAL EDUCATION AND TRAINING COMMAND SAILOR OF THE YEAR PROGRAM

Ref: (a) NETCINST 1650.3G
(b) OPNAVINST 1700.10P

Encl: (1) Sample Nomination Letter Format

1. Purpose. To provide guidelines and procedures for the Naval Education and Training Command (NETC) Sailor of the Year (SOY) program per references (a) and (b).

2. Cancellation. NETCINST 1700.1G.

3. Discussion. The NETC SOY program recognizes the very best all-around Sailors throughout the NETC enterprise. Sustained superior performance, leadership, self-improvement, command and community involvement, and appearance are keys to the selection process. When reviewing candidates for the NETC SOY, special consideration will be given to individuals who have excelled in the most demanding and challenging assignments.

4. Eligibility Criteria. The NETC SOY program is open to E-6 Sailors who are chief petty officer (CPO) selection board eligible and served in the NETC enterprise during the fiscal year of nomination. This includes active duty, Training and Administration of the Reserves, and temporary additional duty (TAD) Sailors, including those assigned to duty with other services. E-6 personnel selected for E-7 are ineligible. Sailors serving on TAD should be considered among the personnel in the unit to which they are temporarily assigned.

5. Action. The competitive cycle is from 1 October to 30 September every year (e.g., 1 October 2022 through 30 September 2023 will be the 2023 SOY cycle).

6. Responsibilities

a. Naval Service Training Command (NSTC), Navy Recruiting Command (NRC), learning centers (LC), and NETC staff:

(1) Selection of the NSTC, NRC, LC, and NETC staff SOY finalists will be accomplished using center and command conducted selection boards to identify finalists to compete in the NETC SOY semi-final board. Each center and direct reporting command will conduct one SOY selection board to select one finalist to forward to the NETC Force Master Chief (FORCM).

(2) Prepare nomination packages consisting of the information designated in paragraph 7. Command boards should be conducted prior to the release of the CPO board eligibility list. Commands will verify that their nominee is selection board eligible prior to submission to NETC. Nominees who are not selection board eligible will not be considered for NETC SOY.

(3) Nomination packages for consideration in the NETC SOY semi-final competition will be uploaded to the designated drop-off folder no later than 10 working days following the release of the CPO board eligibility list. Packages received after the deadline will not be considered.

b. NETC FORCM:

(1) Chair the NETC SOY semi-final selection board with membership from component commands and LCs. The selection board will be conducted virtually and will review the SOY nomination packages from across the enterprise and select the top four candidates to travel to NETC Headquarters (HQ) to compete in the NETC SOY final competition.

(2) Draft a naval message for release no later than 10 working days from receiving the packages annually announcing the top candidates.

(3) Coordinate the NETC SOY recognition week in Pensacola, Florida for the second week in May. The NETC SOY recognition week host responsibilities will be determined by the NETC FORCM on an annual basis.

(4) Convene and conduct the NETC SOY final selection board utilizing command master chief (CMC) and senior enlisted leader representation from the NETC enterprise and local commands. The selection board will review the SOY nomination packages and conduct a personal interview with each candidate to reach consensus on selecting the NETC SOY. Uniform required for finalists appearing before the NETC SOY selection board is Service Dress Blue.

(5) Prepare and submit the SOY board recommendation to Commander, NETC for approval.

(6) Coordinate acquisition of award plaques.

(7) Forward completed, signed Navy and Marine Corps Commendation Medal (NC) Personal Award Recommendation (OPNAV 1650/3), and an electronic version of the award to NETC N04.

c. NETC N04. Coordinate and prepare NC citations for presentation to awardees during SOY recognition week.

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

7. Nomination Packages

a. Nomination package 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) 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) Completed and signed NC Personal Award Recommendation (OPNAV 1650/3) in PDF format.

(5) Completed NC proposed citation in Word format per reference (a). The opening and closing lines of the proposed citation must read as follows:

(a) Opening line: "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) Closing line: "..., LEADING TO [HIS/HER] SELECTION AS NAVAL EDUCATION AND 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."

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

(6) Electronic copy of complete package.

Note: A drop-off point will be created and utilized for package submission. Packages will be saved to the drop-off point with the following naming convention: Rate, First Name, Last Name, Command Name.

b. Commands will be notified in advance of travel requirements. All TAD costs for SOY nominees, where applicable, will be supported by the parent command.

c. Additional uniforms and civilian attire requirements will be published in advance by the NETC HQ SOY coordinator.

8. Notification of finalists. Notification of NETC SOY winner and finalists will be announced by NETC message and national press release.

9. Recognition. The NETC SOY and NETC SOY finalists will receive the following recognition (spouse will be included, as appropriate, in order to qualify for government travel benefits, a spouse accompanying a finalist, as a guest, must satisfy the requirements of Chapter 3 of the Joint Travel Regulations):

a. NETC SOY finalists will be recognized as follows:

(1) Official travel to Pensacola, Florida for the NETC SOY recognition week to receive appropriate flag level recognition of achievement.

(2) An engraved NETC SOY finalist plaque.

b. NETC SOY will be recognized as follows:

(1) Awarding of the NC presented by the commander during an awards ceremony at the end of the SOY recognition week.

(2) An engraved NETC SOY plaque.

c. Details for the date, scheduling, and conduct of the SOY recognition week will be provided via separate correspondence.

d. Once NETC releases the naval message announcing the SOY finalists and winner, and if the nominee was not selected as the NETC SOY winner, the parent command may present the nominee with a command award.

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>.

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

a. The following form is available for download via the NETC public web site (www.netc.navy.mil) or by e-mail at netc-directives@us.navy.mil: OPNAV 1650/3 (Personal Award Recommendation)

b. The following form is available for download via Naval Forms Online (<https://forms.documentservices.dla.mil/order>): OPNAV 1650/17 (Sailor of the Year Grading Sheet)



J. J. CZEREWKO

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.

CUI (when completed)

NETCINST 1700.1H
25 Sep 2023

SAMPLE NOMINATION LETTER FORMAT

SSIC
Originator's Code
Date

From: (Command)
To: Commander, Naval Education and Training Command

Subj: 20__ NAVAL EDUCATION AND TRAINING COMMAND SAILOR OF THE
YEAR NOMINATION IN THE CASE OF [RATING, WARFARE
QUALIFICATION(S), FIRST NAME MIDDLE INITIAL LAST NAME]

Ref: (a) NETCINST 1700.1H

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) 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 OPNAV 1650/3, Personal Award Recommendation
for Navy and Marine Corps Commendation Medal (PDF
format)
(5) NC Citation (Unsigned) (Word format)
(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) Rating specific enlisted career path

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 Education and Training Command Sailor of the Year.

2. Complete contact information of member nominated:

a. Name: [First Middle Initial Last]

Enclosure (1)

CUI (when completed)

Subj: 20__ NAVAL EDUCATION AND TRAINING COMMAND SAILOR OF THE
YEAR NOMINATION IN THE CASE OF [RATING, WARFARE
QUALIFICATION(S), FIRST NAME MIDDLE INITIAL LAST NAME]

- b. Rate and rank:
- c. Present duty station:
- d. Address: (work and home)
- e. Telephone: (work and home or cell)
- f. E-mail address: (work and home)
- g. CMC name:
- h. CMC command:
- i. CMC telephone:
- j. CMC e-mail:

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

(Command) (SOY or SOQ) (MM/YY - MM/YY)

4. Justification for nomination: (Limited to two typewritten
pages and 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.

Subj: 20__ NAVAL EDUCATION AND TRAINING COMMAND SAILOR OF THE
YEAR NOMINATION IN THE CASE OF [RATING, WARFARE
QUALIFICATION(S), FIRST NAME MIDDLE INITIAL LAST NAME]

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 "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 or Award) (Command) (YYMMDD - YYMMDD)

5. Reporting Senior's remarks.

(Signature)
("By direction" not authorized)