



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

NETCINST 1700.12  
N008  
9 January 2026

NETC INSTRUCTION 1700.12

From: Commander, Naval Education Training Command

Subj: NAVAL EDUCATION AND TRAINING COMMAND CAREER COUNSELOR OF  
THE YEAR PROGRAM

Encl: (1) Career Counselor of the Year Nomination Template  
(2) Career Counselor of the Year Evaluation Sheet  
(3) Naval Education Training Command Learning Centers and  
Direct Report Commands

1. Purpose. To establish and promulgate eligibility criteria and guidelines for submitting nominations for Commander, Naval Education and Training Command (NETC) Command Career Counselor (CCC) of the Year (CCOY) (Navy Enlisted Classification (NEC) 806R) Program.

2. Background. The CCOY Program provides an excellent opportunity to recognize our top performing CCCs who have demonstrated sustained superior performance in carrying out their duties throughout the domain. Outstanding CCCs are paramount to maintaining a high state of morale and mission accomplishment. The CCOY Program is established to provide this recognition and NETC will select one outstanding CCC (806R). Learning centers (LC) and direct report commands will use the nomination template provided in enclosure (1). Nominations will be graded using the grading sheet provided in enclosure (2).

3. Applicability. This instruction is applicable to commands listed in enclosure (3) and all their subordinate commands.

4. Eligibility. All E6 and junior Sailors designated as CCC with the 806R NEC and permanently assigned to an activity as the CCC.

a. The nominated CCC must meet the following requirements:

(1) Hold the 806R NEC. Waiver requests for exceptional Sailors serving in the capacity as CCC without the NEC will be considered, if favorably endorsed by the immediate superior in command (ISIC) career counselor.

(2) Recommended for advancement on their most recent evaluation.

(3) Serving as the primary CCC for at least the last 12 consecutive months.

(4) Passed their most recent physical fitness assessment (PFA) or had a valid waiver.

(5) Received "Compliant" in the most recent Command Information Program Review (CIPR). The CIPR must have been completed by type commander or ISIC career counselor.

b. Sailors selected for advancement to E7 or to an officer commissioning program (unless formal declination has been approved) are ineligible to compete.

## 5. Action

### a. Nomination procedures:

(1) Nomination packages will be submitted via e-mail per format outlined in enclosure (1) to the NETC Force Career Counselor. Include in the nomination package a Navy and Marine Corps Commendation Medal citation and a completed OPNAV 1650/3 (Personal Award Recommendation) which can be located on the Defense Logistics Agency (DLA) web site: <https://forms.document.services.dla.mil/order>.

(2) All packages will be submitted through and endorsed by the respective ISIC.

(3) CCOY candidates will not be present during the board process. Packages will be graded by Force and ISIC career counselors who will forward the award recommendations to NETC Chief of Staff via the Force Master Chief.

(4) Nominations received after the due date or not formatted as prescribed by enclosure (1) will not be considered.

6. Recognition. The CCOY will be recognized as follows:

a. Awarding of the Navy and Marine Corps Commendation Medal.

b. CCOY winner will be announced via official message.

7. Coordination. The point of contact for this matter is the NETC Force Career Counselor who can be reached at (850) 452-4070.

8. 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.

9. 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.

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10. Forms

a. The following form is available for download from the DLA online web site: <https://forms.documentservices.dla.mil/order>: OPNAV 1650/3 (Personal Award Recommendation).

b. The following form is available for download from the Bureau of Naval Personnel online web site: <https://www.bol.navy.mil>: NAVPERS 1070/881 (Training, Education and Qualification History).



G. C. HUFFMAN

Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC public web site ([www.netc.navy.mil](http://www.netc.navy.mil)) or by e-mail at [netc-directives@us.navy.mil](mailto:netc-directives@us.navy.mil).

NETCINST 1700.12  
9 January 2026

CAREER COUNSELOR OF THE YEAR NOMINATION TEMPLATE

[LETTERHEAD]

1700  
Ser/00  
DD MM YYYY

From: Commanding Officer, (Nominating/Endorsing Command)  
To: Commander, Naval Education and Training Command

Subj: FY-XX CAREER COUNSELOR OF THE YEAR (CCOY) NOMINATION IN  
THE CASE OF (RATING, WARFARE, FIRST NAME MI. LAST NAME,  
USN)

Ref: (a) NETCINST 1700.12

Encl: (1) CCOY nominee biography (one page narrative format,  
starting with date and place of birth, civilian  
schooling, military service, current assignment,  
personal awards, and medals)  
(2) Copy of last three years of regular performance  
evaluations (most recent first)  
(3) Signed OPNAV 1650/3 (Personal Award Recommendation)  
for Navy and Marine Corps Commendation Medal  
(forwarded, including summary of actions and  
completed unsigned citation)  
(4) Past two years of Physical Readiness Information  
Management System (PRIMS) on PRIMS data sheet  
(5) CIPR results (most recent one during current fiscal  
year)  
(6) Most recent advancement examination profile sheet  
(7) NAVPERS 1070/881 (Training, Education and  
Qualification History)

1. Per reference (a), NC1(AW/SW) Jennifer J. Jones is nominated  
for FY-XX Navy Counselor of the Year.

2. Full name, rate/rank, and duty station of member:

- a. Name: (Last, First, MI)
- b. Rate/Rank:
- c. Present Duty Station:

Enclosure (1)

3. Reporting senior's justification of nomination utilizing the following format:

- a. Primary responsibilities.
- b. Job performance.
- c. Leadership.
- d. Command Climate and Sailorization. (Describe involvement in member's peer group or command such as First Class Petty Officer Association, Sailor 360, Command Morale Welfare and Recreation, and their contributions to camaraderie, command climate, and peer development.)
- e. Collateral Duties, qualifications and watch stations. (Describe collateral duties and demonstrated results and impacts in carrying out their responsibilities. Add any major qualifications or watch stations.)
- f. Peer group and off-duty community involvement.
- g. Career Development Involvement. (List, if any, involvement with ISIC, regional or area-wide career development monthly or quarterly trainings, admin symposiums in the local area, Navy Personnel Command Fleet engagements, etc.)
- h. Meritorious Achievements for the Applicable Fiscal Year. (List if selected for Sailor of Quarter (SOQ), Sailor of Year, including any official Navy award or those from non-government organizations, such as the Navy League.)
- i. Education Achievement and Certifications Earned. (List achievement and date earned.)

4. Reporting senior's remarks (limit to one typewritten page).

(Signature)  
("By Direction" not authorized)

Enclosure (1)

CAREER COUNSELOR OF YEAR EVALUATION SHEET

CANDIDATE INFORMATION		
FISCAL YEAR:	RATE:	NAME:
PERFORMANCE CATEGORIES		POINTS
<p><b><u>Primary Responsibilities:</u></b></p> <p>Depth of responsibility: Job scope (e.g. command size, number of Sailors/commands, etc.).</p> <p><b>Max Points = 15</b></p>		
<p><b><u>Job Performance:</u></b></p> <p>CCC Responsibilities: Program involvement; Retention Excellence Award (REA)/Apprentice Technical Training percentages; Career Development Team training; advancement stats; retention documentation from evaluations; endorsements; fiscal year REA eligibility.</p> <p><b>Max Points = 20</b></p>		
<p><b><u>Leadership:</u></b></p> <p>Leadership roles and performance to include: Teamwork and communication (oral and/or written) (e.g. Departmental lead petty officer (LPO), division LPO, work center supervisor, etc.).</p> <p><b>Max Points = 15</b></p>		
<p><b><u>Collateral Duties:</u></b></p> <p>Whether it is a command, department, or divisional collateral duty and scope of responsibility.</p> <ul style="list-style-type: none"> <li>-Command = 3 points</li> <li>-Department = 2 points</li> <li>-Divisional = 1 point</li> </ul> <p><b>Max Points = 10</b></p>		

<p><b><u>Peer Group/Community Service:</u></b></p> <p>Elected official/member in peer group, elected official/member civilian organizations, participation in civic/community affairs.          -Leadership position = 2 points          -Member = 1 point</p> <p><b>Max Points = 5</b></p>	
<p><b><u>Meritorious Achievements (during reporting period):</u></b></p> <p>Navy and Marine Corps Commendation Medal or higher, Navy and Marine Corps Achievement, Flag Letter of Commendation (FLOC), previous SOQ.          -Navy and Marine Corps Commendation = 3 points          -Navy and Marine Corps Achievement = 2 points          -FLOC = 1 point          -Current SOQ Selection = 1 point</p> <p><b>Max Points = 5</b></p>	
<p><b><u>Educational Accomplishments:</u></b></p> <p>Navy schools completed, college degree obtained, correspondence or college courses.          -Master (MA/MS) = 5 points          -Bachelor (BA/BS) = 4 points          -Associate (AA/AS) = 3 points          -United Services Military Apprenticeship Program = 2 points          -Enlisted Professional Military Education = 2 points          -Enrolled College or Navy Knowledge Online = 1 point</p> <p><b>Max Points = 5</b></p>	
<p><b><u>Physical Readiness Results:</u></b></p> <p>Most recent PFA:          -Outstanding = 5 points          -Excellent = 3 points          -Good = 1 point</p> <p><b>Max Points = 5</b></p>	

<p><b><u>Profile Sheet (most recent profile sheet):</u></b></p> <p>-70 or greater = 10 pts -55-69 = 5 points -50-54 = 2 points -Less than 50 = 0 points</p> <p><b>Max Points = 10</b></p>	
<p><b><u>Evaluation (most recent evaluation):</u></b></p> <p>-Early Promote = 10 points -Must Promote = 8 points -Promotable = 5 points</p> <p><b>Max Points = 10</b></p>	
<p><b><u>PACKAGE TOTAL Max Points = 100</u></b></p>	
<p><b><u>NOTES:</u></b></p>	

NAVAL EDUCATION AND TRAINING COMMAND LEARNING CENTERS AND DIRECT  
REPORT COMMANDS

For the purpose of this recognition program, commands listed below (with unit identification codes (UIC)) are recognized as direct reporters to Commander, NETC and may submit inputs for the NETC CCOY competition.

<u>LC (ISIC)</u>	<u>UIC</u>
Center for Explosive Ordnance Disposal and Diving	35951
Center for Information Warfare Training	63082
Center for Naval Aviation Technical Training	3477B
Navy Recruiting Command	66715
Center for Security Forces	3761A
Center for Seabees and Facilities Engineering	3595A
Center for Service Support	3467B
Naval Service Training Command	00210
Surface Combat Systems Training Command (Dahlgreen, Virginia)	3596A
Submarine Learning Center	3597A
Surface Warfare Schools Command	63190

<u>DIRECT REPORT ACTIVITIES</u>	<u>UIC</u>
Naval Aviation Schools Command	6222P
Naval Leadership and Ethics Center	31697
Naval Nuclear Power Training Command	43149
Naval Nuclear Power Training Unit (Ballston Spa, New York)	62986
Naval Nuclear Power Training Unit (Charleston, South Carolina)	47724
Senior Enlisted Academy	43728