



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

NSTCINST 1700.3C CH-1
N00
6 Feb 25

NSTCINST 1700.3C - CHANGE TRANSMITTAL 1

From: Commander, Naval Service Training Command

Subj: NAVAL SERVICE TRAINING COMMAND MARINE OF THE YEAR PROGRAM

1. Purpose. To replace the word “gender” with “sex” in enclosure (2) in accordance with Executive Order 141658, Defending Women From Gender Ideology Extremism and Restoring Biological Truth to the Federal Government.


C. T. MATTINGLY

Releasability and distribution:

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NAVAL SERVICE TRAINING COMMAND

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NSTCINST 1700.3C

N00

30 Aug 2023

NSTC INSTRUCTION 1700.3C

From: Commander, Naval Service Training Command

Subj: NAVAL SERVICE TRAINING COMMAND MARINE OF THE YEAR PROGRAM

Encl: (1) Nomination Format
(2) Data Sheet
(3) Sample Personal Award Recommendation (OPNAV 1650/3 (Rev Aug 2024))
(4) Sample Award Citation

1. Purpose. To provide guidelines and procedures for the Naval Service Training Command (NSTC) Marine of the Year (MOY) Program.

2. Cancellation. NSTCINST 1700.3B

3. Discussion. The NSTC MOY Program recognizes the best all-around Marine throughout the NSTC domain. Sustained superior performance, leadership, self-improvement, command/community involvement, and appearance are keys to the selection process. When reviewing candidates for the NSTC MOY, special consideration shall be given to individuals who have excelled in the most demanding and challenging assignments.

4. Eligibility. The NSTC MOY Program is open to all Marines in the pay grades of E-6 through E-7 who served at a NSTC activity for the fiscal year of their nomination. The nominated Marine must have current First Class Physical Fitness and Combat Fitness Test scores, and be qualified to the rank and specialty required Marine Corps Martial Arts Program belt level. Marines shall not have been subjected to Judicial or Non-Judicial Punishment during the nomination period.

5. Action. The competitive cycle will run from 1 October to 30 September every year. For example, 1 October 2022 through 30 September 2023 will be the 2023 MOY cycle.

a. Commander, Naval Service Training Command (CNSTC) shall:

(1) Establish and convene the MOY selection board. The board will review packages, rank the candidates, and then make a recommendation to CNSTC for selection.

(2) Prepare nomination packages consisting of the information designated in enclosure (1); and

30 Aug 2023

(3) Forward nomination packages to the NSTC Command Master Chief (CMDCCM) electronically no later than 15 October, unless otherwise specified for consideration in the NSTC SOY competition.

NOTE: Packages received after the deadline WILL NOT be considered.

b. NSTC CMDCCM shall:

(1) Designate and convene the NSTC MOY Selection Board as directed. Promulgate due date for nomination package submission and board convening date;

(2) Serve as Chairman for the MOY Board (as applicable);

(3) Ensure there are Senior Enlisted Marines serving as board members;

(4) Provide guidance to MOY selection board members to ensure continuity;

(5) Forward the selection board recommendations to Commander, NSTC, via the NSTC Chief of Staff, for approval;

(6) Schedule and coordinate the NSTC MOY recognition ceremonies, as appropriate; and

c. Commanding Officers/Officers in Charge shall:

(1) Select and nominate a MOY candidate in accordance with the format provided in enclosures (1) and (2); and

(2) Forward to the NSTC CMDCCM via email, one nomination package in scanned acrobat format with electronic OPNAV 1650/3 (Rev 5-24) and citation.

d. NSTC Public Affairs Officer shall provide media coverage on the NSTC MOY to the Great Lakes Bulletin and Fleet Hometown News system.

6. Recognition.

a. The NSTC MOY will be recognized as follows:

(1) Selection announcement via message traffic and Official Mail Message;

(2) Recognition during a formal ceremony, as applicable;

(3) Awarding of a Navy and Marine Corps Commendation Medal;

(4) 96-hour liberty pass;

(5) Designated MOY parking space at the winning command if available.

(6) Photo displayed in NSTC passageway; and

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

7. Nomination Packages.

a. Nomination packages will be prepared in the format specified in enclosure (1).

(1) A PDF copy of the complete package and a Microsoft Word file of the nomination letter (enclosure (1)).

8. Records Management. Records created, as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

9. Review and Effective Date. Per OPNAVINST 5215.17A, NSTC 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 Review of Instruction. This instruction will automatically expire five years after effective date unless reissued or canceled prior to the five-year anniversary date, or an extension has been granted.

10. Forms. The following form is available for download online.

a. OPNAV 1650/3 (Rev Aug-2024) Personal Award Recommendation:
[https://awards.navy.mil/awards/webdoc01.nsf/\(vwDocsByID\)/TO200515093815/\\$file/Disconnected%20Ops%201650%203.pdf](https://awards.navy.mil/awards/webdoc01.nsf/(vwDocsByID)/TO200515093815/$file/Disconnected%20Ops%201650%203.pdf)


C. T. MATTINGLY

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<https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/NSTC-Directives>

NOMINATION FORMAT

From: Commanding Officer, (Command/Unit)
To: Commander, Naval Service Training Command

Subj: NAVAL SERVICE TRAINING COMMAND 202_ MARINE OF THE YEAR
NOMINATION ICO (RANK, FIRST, MIDDLE INITIAL, LAST, USMC)

Ref: (a) NSTCINST 1700.3B

Encl: (1) Data Sheet
(2) Basic Training Record from Marine Online (MOL)
(3) Education Page from MOL
(4) Personal Awards received during the nomination period
(5) Biography (narrative format, starting with date and place of birth, military/civilian education, military service, current assignment, personal awards and service awards)
(6) Signed Personal Award Recommendation (OPNAV 1650/3 (Rev 03-20))
(7) Two 5 X 7 Color photograph, plain background, in Service Alpha uniform (one full length front side view; both with name, rank, command and date data boards)
(8) PDF copy of complete nomination package.

1. Per references (a), _____ is nominated as the 202_ Naval Service Training Command Marine of the Year.

2. Full name, address and complete telephone number of nominating command.

3. The following information is provided:

- a. Name: (Last, First, MI)
- b. Rank:
- c. Present duty station: (If other than nominating command)

3. Reporting Senior's justification of nomination, including discussion of the following areas (limit to two pages) should indicate the following:

- a. Primary responsibilities
- b. Job performance
- c. Leadership
- d. Command involvement

e. Collateral duties

f. Peer group and off-duty community involvement

4. Educational accomplishments during the nomination period (include scholastic achievement, e.g. Dean's list, Honor Graduate, etc., is applicable):

a. Formal civilian education completed and any degree attained. Include degree or course; school; and completion date.

b: Professional Military Education completed, to include any technical training courses/school completions. Include course; school; and completion date.

c. Other self-study educational achievements attained (e.g., Marine Corps Institute courses, Marine Net/Navy e-Learning courses, etc.)

4. Commanding Officer/Officer in Charge comments (limit to one

CO / OIC SIGNATURE

DATA SHEET

Instructions: For local reproduction, type all information in capital letters, no punctuation.

A. Full Name: (LAST, FIRST, MI)

B. Pay Grade: (E-0)

C. MOS:

D. Date Reported:

E. Estimated Rotation Date:

F. Sex:

G. Age

H. Body Composition

Height

Weight

B/F % (If applicable)

I. Physical Fitness Test Score

Pull ups / Flexed Arm Hang

Crunches

Run Time:

J. Combat Fitness Test Score

Movement to Contact:

Ammo Can Lift

Maneuver Under Fire[

K. MCMAP Belt Achieved

L. Time in Service: (Years, Months)

PERSONAL AWARD RECOMMENDATION

Privacy Act Statement

AUTHORITY: SECNAVINST 1650.1 Series and SORN NM01650-1**PURPOSE:** The purpose of this screening is to submit military personal decorations for individual service members, ranging from Medal of Honor to the Navy and Marine Corps Achievement Medal. To maintain records of military personal awards and unit awards and to electronically process award recommendations**ROUTINE USE:** Records are uploaded to Navy Department Awards Web Service (NDAWS) to submit the proposed award to the Approval Authority via the service member's chain-of-command. Data is uploaded to the BUPERS Master Awards File and is also shared with public and private organizations, including news media, for the purpose of granting access and/or publicizing awards and honors.**DISCLOSURE:** Disclosure is voluntary; however, submitter should inform the individual that failure to provide information when requested may result in the inability or delay in submission of their personal award.

More information on the SORN may be found at the following link:

<https://dpcl.dod.mil/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570423/nm01650-1>

1. ORIGINATING COMMAND:		2. APPROVAL AUTHORITY COMMAND:	
a. NAME:		a. NAME:	
b. ADDRESS:		b. ADDRESS:	
c. UIC/RUC:		c. UIC/RUC:	
3. ORIGINATING COMMAND POC:		4. PHONE:	
a. NAME:		a. DSN:	
b. EMAIL:		b. COM:	
5. EXP. DATE OF ACTIVE DUTY AND RETIREMENT/SEPARATION:		a. EXPIRATION DATE OF ACTIVE DUTY:	
		b. IF RETIREMENT/SEPARATION, NUMBER OF YEARS:	
6. DoD ID or SSN (<i>DoD ID preferred when available</i>):	7. DESIG/NEC/MOS:	8. DETACHMENT OR CEREMONY DATE (<i>whichever date is earliest</i>):	
9. NAME (<i>Last, First, Middle, Suffix</i>):	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 (<i>home address for retirement or separation</i>):		13. PAYGRADE AND RATING:	
		a. PAY GRADE: b. RATING:	
14. WARFARE QUALIFICATION:	15. UNIT AT TIME OF ACTION/SERVICE:	16. DUTY ASSIGNMENT:	17. UIC/RUC:
18. CAMPAIGN AND OPERATION:		19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (<i>include PH and CR</i>):	
a. CAMPAIGN: FREED Enduring Freedom			
b. OPERATION:			
20. RECOMMENDED AWARD:		21. <input type="checkbox"/> HEROIC <input checked="" type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA	
a. SELECT RECOMMENDED AWARD: NC Navy & Marine Corps Commendation Medal			
b. EXTRAORDINARY HEROISM RECOMMENDED: <input type="checkbox"/> YES <input type="checkbox"/> NO			
22. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED: N/a		23. RECOMMENDED AWARD NUMBER (<i>e.g., 1, 2, 3, etc.</i>): 1	
24. OTHER PERSONNEL RECOMMENDED FOR THE SAME ACTION:			
25. ACTION DATE/ MERITORIOUS PERIOD:		26. RANK, NAME, AND COMPONENT OF PREDECESSOR (<i>for O-6 and above</i>):	

Page 2 of 5

32. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S)			ADD ROW	DELETE ROW
VIA	COMMAND <i>(to be completed by originator, include telephone number)</i>	RECOMMENDED AWARD	SIGNATURE, GRADE, TITLE	DATE FWD
1		NA		
		EXTRAORDINARY HEROISM: <input type="checkbox"/> YES <input type="checkbox"/> NO		
2		EXTRAORDINARY HEROISM: <input type="checkbox"/> YES <input type="checkbox"/> NO		
3		EXTRAORDINARY HEROISM: <input type="checkbox"/> YES <input type="checkbox"/> NO		

33. PERSONAL AWARD DISPOSITION <i>(to be completed by the approval authority):</i>			
DISPOSITION OF BASIC RECOMMENDATION	EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE GRADE, TITLE	DATE APPROVED
NA	<input type="checkbox"/> YES <input type="checkbox"/> NO		

34. NDAWS SERIAL NUMBER:

INSTRUCTIONS

MH	Medal of Honor	NM	Navy & Marine Corps Medal	NC	Navy & Marine Corps Commendation Medal
NX	Navy Cross	BS	Bronze Star Medal	CV	Navy & Marine Corps Commendation Medal w/V
DM	Distinguished Service Medal	BV	Bronze Star Medal w/V	C1	Navy & Marine Corps Commendation Medal w/C
S1	Distinguished Service Medal w/C	PH	Purple Heart Medal	C2	Navy & Marine Corps Commendation Medal w/R
SS	Silver Star Medal	MM	Meritorious Service Medal	NA	Navy & Marine Corps Achievement Medal
LM	Legion of Merit	M2	Meritorious Service Medal w/R	N1	Navy & Marine Corps Achievement Medal w/C
L1	Legion of Merit w/C	AS	Air Medal (Strike/Flight)	N2	Navy & Marine Corps Achievement Medal w/R
L2	Legion of Merit w/R	AF	Air Medal (Single Mission)	CR	Combat Action Ribbon
DX	Distinguished Flying Cross	AH	Air Medal (Single Mission w/V)	OV	Military Outstanding Volunteer Service Medal
DV	Distinguished Flying Cross w/V	A1	Air Medal (Single Mission w/C)	XX	Letter of Commendation
D1	Distinguished Flying Cross w/C			ZZ	No Award

Field 1a. NAME. Enter originating command name.

Field 1b. ADDRESS. Enter originating command address.

Field 1c. UIC/RUC. Enter originating command unit identification code/reporting unit code (UIC/RUC).

Field 2a. NAME. Enter approval authority command name.

Field 2b. ADDRESS. Enter approval authority command address.

Field 2c. UIC/RUC. Enter approval authority command UIC/RUC.

Field 3a. NAME. Enter originating command point of contact's name.

Field 3b. EMAIL. Enter originating command point of contact's e-mail address.

Field 4a. DSN. Enter originating command point of contact's DSN telephone number.

Field 4b. COM. Enter originating command point of contact's COM telephone number.

Field 5a. EXPIRATION DATE OF ACTIVE DUTY. Enter expiration date of active duty using the format DD MMM YYYY.

Field 5b. RETIREMENT/SEPARATION. If retired or separated, enter the number of years of service.

Field 6. DoD ID OR SSN. Enter Department of Defense (DoD ID) identification number or social security number. DoD ID is preferred when available.

Field 7. DESIG/NEC/MOS: Enter Designator, Navy Enlisted Classification, or Military Occupational Specialty.

Field 8. DETACHMENT OR CEREMONY DATE. Enter the detachment date or ceremony date, whichever date is earliest, using the format DD MMM YYYY. Date should correspond with merit end date.

Field 9. NAME. Enter name of service member using the format Last, First, Middle, Suffix.

Field 10. Select appropriate award type:
-RETIREMENT
-TRANSFER
-SEPARATION
-SPECIFIC ACHIEVEMENTField 11. COMPONENT. Select Component from drop-down menu.
-USN
-USNR
-USMC
-USMCR
-USCG
-USA
-USAF

Field 12. NEW DUTY STATION ADDRESS. Enter new duty station address. Use home address for retirement or separation.

Field 13a. PAY GRADE. Enter pay grade of service member.

Field 13b. RATING. Enter rating of service member.

Field 14. WARFARE QUALIFICATION. Enter the warfare qualification of the service member.

Field 15. UNIT AT TIME OF ACTION OR SERVICE. Enter the unit at time of action or service.

Field 16. DUTY ASSIGNMENT. Enter the duty assignment.

Field 17. UIC/RUC. Enter the UIC/RUC for unit at the time of action or service (Field 15).

Field 18a. CAMPAIGN. Select campaign from drop-down menu:
-FREED Enduring Freedom
-IFREE Iraqi Freedom
-OIR Operation Inherent Resolve
-NA Not Applicable

Field 18b. OPERATION. Enter campaign or operation not listed in Field 18a.

Field 19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED. Enter previous personal decorations and period recognized. Include PH and CR. Use two (2) letter award codes.

Field 20. RECOMMENDED AWARD. Select recommended award from drop-down menu. See full list of awards above. Select recommendation for extraordinary heroism.

Field 21. Select appropriate action type.
-HEROIC
-MERITORIOUS
-HEROIC POSTHUMOUS
-MERITORIOUS POSTHUMOUS
-MIA

Field 22. PERSONAL AWARDS RECOMMENDED - NOT YET APPROVED. Enter personal awards (use two (2) letter award codes) and merit dates recommended and not yet approved.

Field 23. RECOMMENDED AWARD NUMBER. Select recommended award number from drop-down menu (1-20).

Field 24. OTHER PERSONNEL RECOMMENDED FOR THE SAME ACTION. Enter other personnel recommended for the same action by rank, name, and component.

Field 25. ACTION DATE/MERITORIOUS PERIOD. Enter start and end date for action or meritorious period using the format DD MMM YYYY. End date cannot include travel or terminal leave periods.

<p>Field 26. RANK, NAME, AND COMPONENT OF PREDECESSOR. For O-6 and above, enter the rank, name, and component of predecessor.</p> <p>Field 27. GEOGRAPHIC AREA OF ACTION OR SERVICE. Select the geographic area or action or service from the drop-down menu: -DC National Capital Region -HA Hawaii -US CONUS, Alaska, Territories, Canada -CL Atlantic Area -CE Europe Area -CS Caribbean Sea -NA North Atlantic -SA South America -AN Antarctica -MS Mediterranean Sea -IO Indian Ocean -CA Central America -SP South Pacific Islands -AG Southwest Asia -AW Western Asia -AS Southern Asia -AE Eastern Asia -AF Africa -MU Multiple Locations</p> <p>Field 28. FOREIGN NATIONAL. If a foreign national, enter foreign service and country.</p> <p>Field 29. SUMMARY OF ACTION. Enter summary of action. For Navy personnel in Navy units, the Summary of Action is optional for NC and NA. Refer to SECNAV M-1650.1, Appendix 2D.1.</p> <p>Field 30. CERTIFICATION. Select box to certify the facts contained in the summary of action.</p>	<p>Field 31a. NAME. Enter name of the originator using the format Last, First, Middle Initial.</p> <p>Field 31b. RANK AND GRADE. Enter the rank and grade of the originator.</p> <p>Field 31c. TITLE. Enter the title of the originator.</p> <p>Field 31d. COMPONENT. Enter the component of the originator.</p> <p>Field 31e. SIGNATURE. Click to digitally sign or enter the signature of the originator.</p> <p>Field 31f. SIGNATURE DATE. Enter the date of the originator's signature using the format DD MMM YYYY.</p> <p>Field 32. FORWARDING ENDORSEMENTS. To forward endorsements by via addressee(s): -Enter command name and telephone number -Select recommended award from the drop-down menu. -Select recommendation for extraordinary heroism. -Click to digitally sign or enter the signature of the originator. -Below signature, enter grade and title. -Enter the date forwarded using the format DD MMM YYYY.</p> <p>Field 33. AWARDING AUTHORITY: -Select the disposition of basic recommendation from the drop-down menu. -Select recommendation for extraordinary heroism. -Click to digitally sign or enter the signature of the awarding authority. -Below signature, enter grade and title. -Enter date approved using the format DD MMM YYYY.</p> <p>Field 34. NDAWS SERIAL NUMBER. Enter Navy Department Awards Web Service (NDAWS) serial number.</p>
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Agency Disclosure Notice

The public reporting burden for this collection of information, **OMB Control # 0703-0097**, is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex-esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a current valid OMB control number.

(GOLD STAR IS LIEU OF (NUMBER) AWARD)

**ONLY IF APPLICABLE*

SENIOR SAILOR
UNITED STATES MARINE CORPS

MERITORIOUS SERVICE IN THE SUPERIOR PERFORMANCE WHILE SERVING AS AN INSTRUCTOR AT (COMMAND NAME) (CITY, STATE-DO NOT ABBREVIATE) FROM MONTH YEAR TO MONTH YEAR. BODY OF CITATION CAN BE UP TO 8 LINES. LEADING TO HIS/HER SELECTION AS NAVAL EDUCATION AND TRAINING COMMAND'S (YEAR) MARINE OF THE YEAR. BY HIS/HER UNSWERVING DETERMINATION, WISE JUDGEMENT, AND COMPLETE DEDICATION TO DUTY, (RANK LAST NAME) REFLECTED CREDIT UPON HIMSELF/HERSELF AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES MARINE CORPS AND THE UNITED STATES NAVY.

XXst

MONTH 2023

FOR THE

X. X. LAST NAME

REAR ADMIRAL, U.S. NAVY

COMMANDER, NAVAL SERVICE TRAINING COMMAND