



DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND

2601A PAUL JONES STREET

GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 1700.3D

CMC

17 Sep 25

NSTC INSTRUCTION 1700.3D

From: Commander, Naval Service Training Command

Subj: 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
(5) Grading Sheet
(6) Package Submission Instructions

1. Purpose. To provide guidelines and procedures for the Naval Service Training Command (NSTC) Marine of the Year (MOY) Program. The competitive cycle will run from 1 October to 30 September every year. Summary of changes includes updates to enclosures (1) through (3) and the addition of enclosures (5) and (6). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. NSTCINST 1700.3C

3. Policy. 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 must be given to individuals who have excelled in the most demanding and challenging assignments.

4. Scope and Applicability. 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 must not have been subjected to Judicial or Non-Judicial Punishment during the nomination period.

5. Responsibilities.

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

(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.

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

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

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

b. NSTC CMC will:

(1) Designate and convene the NSTC MOY Selection Board as directed. Issue 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 and Officers in Charge will:

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

(2) Submit nomination to the NSTC "Of the Year" Microsoft Teams channel using the instructions in enclosure (6). Nomination packets submitted via email will not be considered.

(a) Nomination packets will be submitted as individual documents with enclosures according to enclosure (1).

(b) OPNAV 1650/3 (Rev Aug 24) will be signed digitally.

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

6. Action. The NSTC MOY will be recognized as listed in paragraphs 6a through 6g.

a. Selection announcement via message traffic and Official Mail Message;

b. Recognition during a formal ceremony, as applicable;

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- c. Awarding of a Navy and Marine Corps Commendation Medal;
 - d. 96 hour liberty pass;
 - e. Designated MOY parking space at the winning command if available;
 - f. Photo displayed in NSTC passageway; and
 - g. News release to the Fleet Hometown News system and the Great Lakes Bulletin.
7. 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 2019.
8. Review and Effective Date. Per OPNAVINST 5215.17A, the CMC will review this instruction annually on 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 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 cancelation is known following the guidance in OPNAV Manual 5215.1 of May 2016.
9. Forms. The form listed in paragraph 9a 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)



M. T. POTTENBURGH

Release and distribution:

This instruction is cleared for public release and is available electronically only via the Naval Service Training Command issuance website,
<https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/NSTC-Directive>

NOMINATION FORMAT

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

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

Ref: (a) NSTCINST 1700.3D

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) Last three FITREPs
(6) Biography (narrative format, starting with date and place of birth, military/civilian education, military service, current assignment, personal awards and service awards)
(7) Two 5x7 Color photograph, plain background, in Service Charlie uniform (one full length front side view, both with name, rank, command and date data boards)
(8) Signed Personal Award Recommendation (OPNAV 1650/3 (Rev Aug 2024))
(9) NC Citation Word Document.
(10) Grading Sheet

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 information in paragraph 3a through 3c is provided:

a. Name: (Last, First, MI)

b. Rank:

c. Present duty station: (If other than nominating command)

4. Reporting Senior's justification of nomination, including discussion of the areas listed in paragraphs 4a through 4e (limit to two pages):

a. Primary responsibilities and Performance;

b. Leadership and Initiative;

c. Physical Fitness;

d. Awards, Professional Development and Civic Engagement;

- e. Military Bearing, Characters, and Comparative Assessment.
5. Commanding Officer/Officer in Charge comments (limit to one paragraph).

CO / OIC SIGNATURE

DATA SHEET

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

1. Full Name: (LAST, FIRST, MI)
2. Pay Grade: (E-0)
3. MOS:
4. Date Reported:
5. Estimated Rotation Date:
6. Sex:
7. Age
8. Body Composition
 - a. Height
 - b. Weight
 - c. Body Fat Percentage (If applicable)
9. Physical Fitness Test Score
 - a. Pull ups/ Flexed Arm Hang
 - b. Crunches
 - c. Run Time:
10. Combat Fitness Test Score
 - a. Movement to Contact:
 - b. Ammo Can Lift
 - c. Maneuver Under Fire
- 11 MCMAP Belt Achieved
12. 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: Naval Service Training Command	
b. ADDRESS:		b. ADDRESS: 2601A Paul Jones Great Lakes, IL 60088-2845	
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. ☐ RETIREMENT ☐ TRANSFER ☐ SEPARATION ☒ 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: NA Not Applicable			
b. OPERATION:			
20. RECOMMENDED AWARD:		21. ☐ HEROIC ☒ MERITORIOUS	
a. SELECT RECOMMENDED AWARD:		☐ HEROIC POSTHUMOUS ☐ MERITORIOUS POSTHUMOUS	
NA Navy & Marine Corps Achievement Medal		☐ MIA	
b. EXTRAORDINARY HEROISM RECOMMENDED: ☐ YES ☐ 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>):	
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27. GEOGRAPHIC AREA OF ACTION OR SERVICE: US CONUS, Alaska, Territories, Canada		28. IF FOREIGN NATIONAL, INDICATE FOREIGN SERVICE/COUNTRY:	
29. SUMMARY OF ACTION <i>(For Navy personnel in Navy units, the Summary of Action is optional for the NC and NA):</i>			
30. I CERTIFY THAT THE FACTS CONTAINED IN THE SUMMARY OF ACTION ARE: ☐ KNOWN TO ME ☐ A MATTER OF RECORD			
31. ORIGINATOR:			
a. NAME <i>(Last, First, Middle Initial):</i>	b. RANK/GRADE:	c. TITLE OF THE ORIGINATOR:	d. COMPONENT:
e. SIGNATURE:		f. DATE:	

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: ☐ YES ☐ NO		
2		EXTRAORDINARY HEROISM: ☐ YES ☐ NO		
3		EXTRAORDINARY HEROISM: ☐ YES ☐ 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	☐ YES ☐ 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 ACHIEVEMENT

Field 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.

Field 26. RANK, NAME, AND COMPONENT OF PREDECESSOR. For O-6 and above, enter the rank, name, and component of predecessor. 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 Field 28. FOREIGN NATIONAL. If a foreign national, enter foreign service and country. 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. Field 30. CERTIFICATION. Select box to certify the facts contained in the summary of action.	Field 31a. NAME. Enter name of the originator using the format Last, First, Middle Initial. Field 31b. RANK AND GRADE. Enter the rank and grade of the originator. Field 31c. TITLE. Enter the title of the originator. Field 31d. COMPONENT. Enter the component of the originator. Field 31e. SIGNATURE. Click to digitally sign or enter the signature of the originator. Field 31f. SIGNATURE DATE. Enter the date of the originator's signature using the format DD MMM YYYY. 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. 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. Field 34. NDAWS SERIAL NUMBER. Enter Navy Department Awards Web Service (NDAWS) serial number.
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Agency Disclosure Notice

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(GOLD STAR IN LIEU OF THE SECOND AWARD)

GUNNERY SERGEANT JOE SHMOE
UNITED STATES MARINE CORPS

MERITORIOUS SERVICE WHILE SERVING AS ASSISTANT MARINE OFFICER INSTRUCTOR AND SENIOR ENLISTED ADVISOR, NAVAL RESERVE OFFICERS' TRAINING CORPS UNIT, FROM AUGUST 2022 TO JULY 2025. GUNNERY SERGEANT SHMOE MENTORED FUTURE NAVAL OFFICERS THROUGH PROFESSIONAL INSTRUCTION, PHYSICAL TRAINING, AND CHARACTER DEVELOPMENT. HIS EXPERT PREPARATION LED TO ZERO DISCREPANCIES DURING THE 2024 INSPECTOR GENERAL INSPECTION. AS LOGISTICS CHIEF FOR FLEET MARINE FORCE WEST 2024, HE GUIDED 496 MIDSHIPMEN ACROSS MULTIPLE EVENTS. GUNNERY SERGEANT SHMOE'S PROFESSIONALISM, PERSEVERANCE, AND DEDICATION TO DUTY REFLECTED CREDIT ON HIM AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

15TH

JULY 2025

FOR THE
M.T. POTTENBURGH
REAR ADMIRAL, U.S. NAVY
COMMANDER, NAVAL SERVICE TRAINING COMMAND

MARINE OF THE YEAR NOMINEE GRADING SHEET

Name: _____ Rank/Rate: _____

Command: _____ Assigned Billet: _____ Date: _____

CRITERIA	POINTS POSSIBLE	POINTS AWARDED	COMMENTS
Primary Responsibilities/ Performance: - Exemplary performance of assigned duties - Effective communicator - Demonstrates adaptability, reliability, resilience. - Proficiency: Technical Knowledge and practical skill	20		
Leadership and Initiative: - Effective leadership under physical and mental pressure - Promotes collaboration, esprit decor, subordinate development (OCS, NSI, Summer Training) - Executes duties and responsibilities in the absence of leadership	30		
Physical Fitness: - PFT Class: _____ - CFT Class: _____ - In Height/Weight Standards? Y / N * Scoring: 1 st Class = 5 points 2 nd Class = 3 points 3 rd Class = 1 points If Marine is within H/W standards, they are awarded 5 points, if they are not within H/W standards, they are awarded 0 points.	15		

Awards, Professional Development, Civic Engagement Received any awards, Letters of Appreciation, and/or significant recognition during this period? Completed Professional Military Education per their grade, military specialty (e.g., MAI, MCIWS, FFI, etc.) courses, or off-duty education? Conducted meaningful sustained volunteer work in the local community? Coordination with local NJROTC units?	15		
Military bearing, character, comparative assessment • Military appearance in service “C” • Excellent grooming standards • Demonstrates, teaches, enforces customs and courtesies • Draws on core values, honor, courage, commitment • Eminently qualified or exceptionally qualified Marine	20		
Total Possible Points:	100		

Board Member Rank, L. Name, & Signature: _____

PACKAGE SUBMISSIONS

MILITARY INSTRUCTOR OF THE YEAR

MARINE OF THE YEAR

SAILOR OF THE YEAR

18 August 2025



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Access to Submission Site

1. **Flank speed account is required!**
2. Visit [NSTC Package Submission \(IOY, MOY, SOY\)](#) to submit a request. An access request will be sent to Mrs. Meghan Lengner, NSTC Administrative Officer

Submission Process

****Submission via DoD Safe will not be accepted****

Accessing Submission Team

Within the package submission team, there will be a channel for each award submission type.

1. Logon to Microsoft Teams
2. Select corresponding links to award submission
 - a. Military Instructor of the Year: [Submissions](#)
 - b. Marine of the Year: [Submissions](#)
 - c. Sailor of the Year: [Submissions](#)

Create A Nomination

1. Select *New* and chose (Award) Nomination in the dropdown.
 - a. i.e. *Military Instructor of the Year Nomination*
2. Complete all required fields
 - a. Name: Utilize the following naming convention (*Must be unique*)
 - i. Year Award Abbreviation ICO Rank First Name Middle Initial Last Name, Branch
 1. i.e. 2024 MIOY ICO LT DAVEY R. JONES, USN
 - b. Year
 - c. Submission Category

**Applicable to Military Instructor of the Year and Sailor of the Year only*
 - d. Rank
 - i. Utilize rank abbreviations

1. i.e. LT, Maj, QMC
- e. First Name
- f. Middle Initial
- g. Last Name
- h. DoD ID Number
- i. Command
- j. University **applicable to NROTC only*

Your nomination folder will save and open in the channel. This is where you will upload all nomination package components. ** If the page does not automatically refresh, select the drop-down arrow next to Submission, choose *Reload Tab*.

Submitting Nomination Components

Reminder: You cannot download documents outside of the NMCI network or NVD.

1. Select the folder corresponding to the member's nomination
2. Each channel has templates for certain components required for the packages and the corresponding NSTC Instruction for review.
 - a. Please utilize the templates provided.
 - i. Military Instructor of the Year
 1. MIOY Nomination Letter Template.
**Must be signed by the Commanding Officer.*
 2. MIOY Nominee Information Template
 3. OPNAV 1650-3 (REV Aug-24)
****Must use DoD ID and be digitally signed****
**All previous versions and wet-signed will not be accepted*
 4. MIOY NC Citation Template
 - ii. Marine of the Year
 1. MOY Nomination Letter Template

2. MOY Data Sheet Template
3. OPNAV 1650-3 (REV Aug-24)
****Must use DoD ID and be digitally signed****
**All previous versions and wet-signed will not be accepted*
4. MOY NC Citation Template

iii. Sailor of the Year

1. SOY Nomination Letter Template.
**Must be signed by the Commanding Officer*
2. SOY NC_NA Citation Template
3. OPNAV 1650-3 (REV Aug-24)
****Must use DoD ID and be digitally signed****
**All previous versions and wet-signed will not be accepted*
4. OPNAV 1650-17

3. Once you fill in the template, select the ellipsis next to the template name
 - a. Select *Move To*
 - b. Select the name folder name
 - i. i.e. 2024 MIOY ICO LT DAVEY R. JONES, USN
 - c. Select *Move Here* in the bottom right corner
4. Once the file has successfully moved, update the name of the document
 - a. Select the ellipsis next to the file name
 - b. Select *Rename*
 - c. Remove the word "Template"
 - d. Select *Rename*
5. You may either drag and drop videos/photos/ additional documents into the folder or select *Upload*. Large files will take time to upload, please be patient. Confirm each document has uploaded before moving onto the next document.

Finalizing Submission

Once you have uploaded all required components and the package is ready, please email:

Mrs. Meghan Lengner (meghan.k.lengner.civ@us.navy.mil)

CMDCM Andrew Hochgraver (Andrew.j.hochgraver.mil@us.navy.mil)

HMC Brittani Scholz (brittani.j.scholz.mil@us.navy.mil)

Links

NSTC Package Submission (MIOY, MOY, and OSY) Team:

<https://dod.teams.microsoft.us/l/team/19%3Adod%3A5c1e082342014d0a820632acda4bd06b%40thread.tacv2/conversations?groupId=13dbf61f-0a31-45b6-8c14-7fe59adf4ece&tenantId=e3333e00-c877-4b87-b6ad-45e942de1750>

Military Instructor of the Year Submission:

https://dod.teams.microsoft.us/l/entity/2a527703-1f6f-4559-a332-d8a7d288cd88/_djb2_msteams_prefix_2761138604?context=%7B%22channelId%22%3A%2219%3Adod%3A4a588f5e0c8c4840ac95639acddf3b98%40thread.tacv2%22%7D&tenantId=e3333e00-c877-4b87-b6ad-45e942de1750

Marine of the Year Submission:

https://dod.teams.microsoft.us/l/entity/2a527703-1f6f-4559-a332-d8a7d288cd88/_djb2_msteams_prefix_2517879122?context=%7B%22channelId%22%3A%2219%3Adod%3A33d5e7e5423b45c2a1e7b7f349dc480b%40thread.tacv2%22%7D&tenantId=e3333e00-c877-4b87-b6ad-45e942de1750

Sailor of the Year Submission:

https://dod.teams.microsoft.us/l/entity/2a527703-1f6f-4559-a332-d8a7d288cd88/_djb2_msteams_prefix_2463056144?context=%7B%22channelId%22%3A%2219%3Adod%3Ad9a1c795191843bd8cafd0bb719fed4e%40thread.tacv2%22%7D&tenantId=e3333e00-c877-4b87-b6ad-45e942de1750