



DEPARTMENT OF THE NAVY

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

NSTCINST 1650.1F
CMC
1 Jul 2019

NSTC INSTRUCTION 1650.1F

From: Commander, Naval Service Training Command

Subj: NAVAL SERVICE TRAINING COMMAND MILITARY INSTRUCTOR OF THE YEAR PROGRAM

Ref: (a) NETCINST 1650.1J

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 Rev 12-18)
(5) Nominee Evaluation Factors
(6) Military Instructor of the Year Check-Off Sheet

1. Purpose. To recognize the Naval Service Training Command (NSTC) enlisted and officer Military Instructors of the Year (IOY) and set forth eligibility criteria and nominating procedures for that recognition.

2. Cancellation. NSTCINST 1650.1E.

3. Background. The NSTC 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 fleet readiness. Individuals considered for the NSTC IOY award are top performers, physically fit, and professional in bearing and appearance.

5. Eligibility Criteria

a. All military personnel assigned to a NSTC school as a 9502 Instructor (or service equivalent) and who fall under the command of the NSTC 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 NSTC schools and other venues who are other than active duty Navy or Marine Corps instructors (e.g., Navy Reserve instructors, Marine Corps Reserve instructors, civilian contracted

instructors, Civil Service instructors, Army instructors, Air Force instructors), 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: Department of the Navy Science Units (i.e., maritime academies without Naval Reserve Officers Training Corps (NROTC) units, NROTC units, Officer Training Command Newport (OTCN), and Recruit Training Command (RTC). The competitive cycle will run from 1 October to 30 September every year. For example, 1 October 2016 through 30 September 2017 will be the 2017 IOY cycle.

a. RTC, OTCN, and NROTC Commanding Officers:

(1) Conduct a competition open to all eligible active duty and Full Time Support (FTS) 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 command.

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

(3) Forward nomination packages to Commander, Naval Education and Training Command (CNETC) via NSTC to arrive at NSTC electronically to the NSTC Command Master Chief (CMDCM) not later than 16 October annually for consideration in the NSTC IOY competition.

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

b. NSTC CMDCM:

(1) Establish the NSTC Military IOY Board via staff 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) NROTC (Top two compete at NETC, therefore NSTC winner will not be notified)

(c) senior enlisted (E-7 to E-9);

(d) mid-grade enlisted (E-6); and

(e) junior enlisted (E-5 and below)

(3) Submit the recommended selectees' packages to Commander, NSTC for endorsement and forward to Commander, Naval Education and Training Command and announce the NSTC IOY selectees to the domain.

7. Nomination Packages

a. Nomination packages will be prepared in the format specified in enclosure (2) and will consist of the following:

(1) Instructor of the Year 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) Nominee's name;

(b) Date enlisted/commissioned in Navy or Marine Corps;

(c) Date reported to current command;

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

(e) Master Training Specialist qualification and/or requalification date (provide certificate or requal letter). NOTE: If candidate is a course supervisor provide letter of designation as well;

(f) Promotion/advancement history (provide dates). If nominee is currently selected for promotion or advancement, list the effective date;

(g) Brief synopsis of significant professional achievements;

(h) Awards earned at current duty assignment;

(i) 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;

(j) 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); and

(k) 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 two utilities: RealPlayer Enterprise or Windows Media Player. Ensure the 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 five or more than 10 minutes in length,

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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.

(3) A completed and signed .pdf version of a Navy and Marine Corps Commendation Medal (NC) Personal Award Recommendation (OPNAV 1650/3 Rev 12-18) accompanied with an electronic version of the Personal Award Recommendation (Microsoft Word version 95 or higher);

NOTE: Enclosure (4) is a sample of a completed OPNAV 1650/3 Rev 12-18. 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 Navy and Marine Corps Commendation proposed citation. The citation must be prepared using Microsoft 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: “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; and

(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).

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 NSTC and/or other public relations purposes.

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

e. Commands will be notified in advance of travel requirements. All Temporary Additional Duty (TDY) costs for IOY nominees and spouses (funds permitting), where applicable, will be supported by the parent command; if the Sailor is selected to represent NSTC as a finalist for NETC, IOY.

8. Notification of Finalists. Notification of NSTC Military IOY will be by NSTC message and a press release.

9. Recognition

a. The NSTC CMDCM will forward all selected NSTC IOY packages to NETC for consideration by the NETC Military IOY. Selectees will be recognized in accordance with reference (a).

b. If a NSTC Military IOY is not selected as the NETC Military IOY, they will be recognized as follows:

(1) Paygrades E-6 and above will be awarded a Navy and Marine Corps Commendation Medal from Commander, NSTC, and paygrades E-5 and below will be awarded a Navy and Marine Corps Achievement Medal from Commander, NSTC; and

(2) A four-day liberty pass, at the Commanding Officer's discretion.

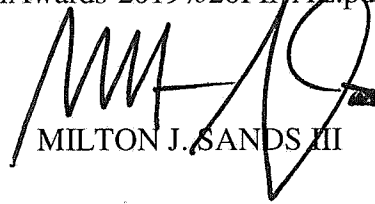
c. Presentation of awards will be made at an appropriate local command-level award ceremony.

d. NSTC commands should arrange for appropriate recognition of their nominees who are not selected as a Military IOY by NSTC.

10. 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.

11. 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.

12. Forms. Personal Award Recommendation (OPNAV 1650/3 Rev 12-18), may be obtained from the U.S. Navy awards website at:
[https://awards.navy.mil/awards/webdoc01.nsf/E889C450B7947F89852583920075398B/\\$File/SECURED%20-%20NDAWS-1650-3-PersonalAwards-2019%20FINAL.pdf](https://awards.navy.mil/awards/webdoc01.nsf/E889C450B7947F89852583920075398B/$File/SECURED%20-%20NDAWS-1650-3-PersonalAwards-2019%20FINAL.pdf)



MILTON J. SANDS III

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Naval Service Training Command issuance website,
http://www.netc.navy.mil/nstc/NSTC_Directives/instructions.html.

MILITARY INSTRUCTOR OF THE YEAR NOMINEE GRADING SHEET

Nominee's Name, Rank/Rate: _____ Command: _____

Criteria	Possible Points	Awarded Points	Comments
Quality of Instructional Performance:	60		
<ul style="list-style-type: none"> • Delivery/Projection (confidence) 	40		
<ul style="list-style-type: none"> • Technical competence/SME • Answer content 			
<ul style="list-style-type: none"> • 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		
Personal Appearance	20		
Uniform, Grooming, physical fitness **use video and photograph**	20		
Awards/Recognition/Civic	20		
MTS qualification and performance	15		
Awards received in current duty assignment (NAM 1 pt or higher 3 pts max)	3		

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

Board Member: _____

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MILITARY INSTRUCTOR OF THE YEAR NOMINATION LETTER (SAMPLE)

1650

Ser N00/XXX

(Date)

From: (Command)

To: Commander, Naval Service Training Command

Subj: 20__ NAVAL SERVICE TRAINING COMMAND MILITARY INSTRUCTOR OF
THE YEAR NOMINATION ICO

Ref: (a) NSTCINST 1650.1F

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 (MS 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 Service Training Command (officer, NROTC, 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)

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):

PERSONAL AWARD RECOMMENDATION

FOR OFFICIAL USE ONLY
Privacy Act Statement on Page 3

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

1. FROM: Commanding Officer, Learning Center ADDRESS: 1234 ABC Ave, Pensacola, FL 32508		1a. UIC / RUC 12345	2. TO (Awarding Authority) : Commander, Naval Education and Training Command ADDRESS: 250 Dallas Street, Pensacola, FL 32508		2a. UIC / RUC 00076
3. COMMAND POC: NAME: G. E. Edgar EMAIL: gary.e.edgar@navy.mil		4. PHONE: (DSN): 459-4923 (COM): (850) 452-4923		5. EXP DATE OF ACTIVE DUTY (DD-MMM-YYYY): 0	
6. SSN 123-45-6789		7. DESIG/NEC/MOS		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 12345	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 & 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-2019 30-Sep-2020			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		30c. DATE
31. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S)					
VIA	COMMAND (To be completed by originator) (Include Telephone Number)	RECOMMENDED AWARD	SIGNATURE, GRADE	DATE FWD	
1					
2					
3					
32. TO BE COMPLETED BY AWARDING AUTHORITY					
DISPOSITION OF BASIC RECOMMENDATION		EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE, GRADE, TITLE	DATE APPROVED	
		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	I. M. SAILOR, RADM, USN, COMMANDER		
33. NDAWS SERIAL NO:		DNS-35 RECEIVED DATE:	NDBDM RECEIVED DATE:		

Reset Form

Print Form

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 & 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 (Individual Action)	CR	Combat Action Ribbon
DX	Distinguished Flying Cross	AH	Air Medal (Individual Action w/V)	OV	Military Outstanding Volunteer Service Medal
DV	Distinguished Flying Cross w/V	A1	Air Medal (Individual Action w/C)	XX	Letter of Commendation
D1	Distinguished Flying Cross w/C			ZZ	No Award

35. Summary of Action *(not required for Command approved NAMs)*

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
11. Citizenship (e.g., civic/off-duty/community involvement) involving use of instructional, educational, and/or mentoring skills

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.

____: 5" x 7" color photographs.

____: Copies of nominee's last two evaluations/fitness reports.

____: A one-page summary of student critiques.

____: Electronic copies of the following:

____: A .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.