



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

NSTCINST 1700.3A
CMC
21 May 18

NSTC INSTRUCTION 1700.3A

From: Commander, Naval Service Training Command

Subj: NAVAL SERVICE TRAINING COMMAND MARINE OF THE YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10N

Encl: (1) Sample Nomination Format
(2) Board Data Sheet

1. Purpose. To provide eligibility criteria and organizational responsibilities for the Naval Service Training Command (NSTC) Marine of the Year (MOY) program.

2. Cancellation. NSTCINST 1700.3.

3. Discussion. The MOY program recognizes the one Marine who best represents the large number of dedicated professionals within the NSTC claimancy. Sustained superior performance, proven leadership, self-improvement, command and community involvement, self-expression, military bearing and appearance are all key facets of the best all around Marines. When reviewing candidates for selection as MOY, special considerations should be given to those Marines who have excelled in increasingly demanding and challenging assignments.

4. Eligibility. All enlisted Marine personnel, including those serving as Full Time Support (FTS), and all Marine personnel working outside the traditional Marine chain of command (i.e. joint commands, special warfare) within NSTC claimancy are eligible. The following personnel are ineligible to compete: A Marine serving on Active Duty for Special Work should be considered along with other personnel from his/her permanent reserve unit instead of the command to which assigned for temporary additional duty.

5. Action. Competition will occur during the period of 1 January to 1 March, covering the preceding calendar year (1 January to 31 December). Commands submitting nominations shall ensure packages are in the format specified in enclosure (1).

a. Commander, Naval Service Training Command (CNSTC) shall: Establish and convene the MOY selection board. The board will review packages, rank the candidates, and then make a recommendation to CNSTC for selection.

b. NSTC Command Master Chief (CMDCM) 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 and advice to MOY Selection Board members to ensure continuity.

(5) Forward the Selection Board recommendation to CNSTC, via the NSTC Chief of Staff for approval.

(6) Schedule and coordinate the NSTC MOY recognition week events and announcement banquet.

c. Commanding Officers/Officers in Charge/Program Managers shall:

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

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

Note: Packages received after set deadline WILL NOT be considered.

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

5. Recognition. The NSTC MOY will be recognized through the following:

a. Recognition during a formal ceremony announcing selection.

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b. Commander, Naval Service Training Command shall present a Navy and Marine Corps Commendation Medal, designating the Marine as the NSTC MOY. (Award will be held in abeyance until results of the MOY competition is complete.)

c. Four day liberty pass.

d. Designated MOY parking space at the winning command if available.

e. Photo displayed on command quarterdeck and NSTC passageway.

f. News release to the Fleet Hometown News system and to the Great Lakes Bulletin.

6. Coordination. NSTC coordinator for the NSTC MOY program is the NSTC CMDCM.



M. D. BERNACCHI

Distribution: (NSTCINST 5216.1B)
List 4

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NOMINATION FORMAT

From: Commanding Officer, (Command/Unit)
To: Commander, Naval Service Training Command (Attn: N00E)

Subj: NAVAL SERVICE TRAINING COMMAND 201_ MARINE OF THE YEAR
NOMINATION ICO (RATE, FIRST, MIDDLE, LAST, USMC)

Ref: (a) OPNAVINST 1700.10N
(b) NSTCINST 1700.3A

Encl: (1) Information to support nomination (include a copy of the last Fitness Report, Letters of Appreciation/ Marine of the Month/Quarter, etc.)
(2) Biography (narrative format, starting with date and place of birth, schooling, military service, current assignment, personal awards and medals, and family, etc.) Maximum of two type written pages, double spaced.
(3) OPNAV 1650/3, Personal Award Recommendation
(4) Official promotion photo in the Service "C" uniform.

1. Per references (a) and (b), _____ is nominated as the 201_ 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. Rate/Rank/Full Name/SSN (last 4):

b. Date of Birth:

c. Date enlisted in Marine Corps:

d. Advancement History (list dates):

(1) E-4:

(2) E-5:

(3) E-6:

(4) E-7:

Enclosure (1)

Subj: NAVAL SERVICE TRAINING COMMAND 201 MARINE OF THE YEAR
NOMINATION ICO (RATE, FIRST, MIDDLE, LAST, USMC)

e. Currently selected for advancement (If Yes, date to be Advanced):

f. Family members (list full names and dates of birth):

g. If previously selected as Marine of the Month/Quarter/Year, provide date(s) and command(s):

h. Brief synopsis of significant professional achievements that warrant selection (limit one typewritten page):

i. Personal awards (dates received):

j. Nominee's off-duty community involvement (during reporting period):

k. List educational background:

(1) Years of formal schooling/degree attained:

(2) Marine schools completed (dates):

(3) Other self-study educational achievements attained while on active duty; include correspondence courses, extension courses, United States Armed Forces Institute (USAFI) courses, Defense Activity for Non-Traditional Education Support (DANTES) courses, Program for Afloat College Education (PACE) and any Navy-sponsored courses. (Provide completion date). Exclude training courses required for advancement.

4. Any other information to distinguish nominee from contemporaries.

Signature Block

BOARD DATA SHEET

	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME	UNIT NAME
NAME					
RANK					
MOS					
BILLET DESCRIPTION					
DOR					
AFABDD / PEBD					
DCTB					
DEROGATORY PG 11/12					
HT/WT/BF%					
PFT/CLS/DATE					
CPT/CLS/DATE					
RIFLE/CLS/DATE					
PISTOL/CLS/DATE					
MCMAP/DATE					
WATER SURVIVAL QUAL					
NON-RES PME					
RES PME					
PRO/CON IN-SERVICE					
PRO/CON IN-GRADE					
PERSONAL FINANCE					
MCI'S COMPL IN GRADE					
TOTAL MCI'S COMPL					
OFF-DUTY EDUCATION					
CMC READING LIST					
MM/LOA/CERCOM/COA					
PERS AWDS (COM/NAW)					
COMM REL					
PICTURE					
RANKING					

SCORING LEGEND

	MCMAP BELT	WATER SURVIVAL	PME	OFF-DUTY EDUCATION
Rank the Marines in each category listed, from 1 thru 5 based on the data entered. Assign 1 to a Marine with the highest score and 5 to the Marine with the lowest score. For the categories of MCMAP BELT, WATER SURVIVAL, PME and OFF-DUTY EDUCATION, See the chart to the right for scoring.	BLACKMAI	1 MCIWS	1 RES (YES)	1 YES (# OF COURSES)
	BLACK	2 MCITWS	2 RES (NO)	2 NO
	BROWNMAI	3 WATERSINTER	3 NON-RES (YES)	1
	BROWN	4 WATERSPLUS	4 NON-RES (NO)	2
	GREENMAI	5 WATERSBASIC	5	
	GREEN	6 WATERSURADV	6	
	GREY	7 NO QUAL	7	
	TAN	8		