



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

OPNAVINST 1700.10K

NOOD

MAR 10 1997

OPNAV INSTRUCTION 1700.10K

From: Chief of Naval Operations  
To: All Ships and Stations (less Marine Corps field addressees  
not having Navy personnel attached)

Subj: SAILOR OF THE YEAR PROGRAM

Ref: (a) Enlisted Transfer Manual (NAVPERS 15909F)

Encl: (1) Sample Nomination Format

1. Purpose. To provide guidelines and procedures for the Sailor of the Year (SOY) Program. This instruction has been completely revised and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1700.10J.

3. Background. The Chief of Naval Operations (CNO) established the SOY Program to recognize one Sailor who is the best representative of the ever-growing group of dedicated professionals who serve as role models of professionalism and personal dedication. In 1972, only the Atlantic and Pacific Fleet Sailors were recognized. In 1973, the program was expanded to recognize one outstanding Sailor to represent the many superior petty officers serving in the shore establishment Navywide. In 1982, the program was further expanded to include the Navy Enlisted Reservist of the Year (inactive).

4. Discussion. The SOY Program recognizes one Sailor who best represents the large number of superior dedicated professionals in a particular claimancy. The SOY candidate is typified by sustained superior performance, proven leadership, a proven



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dedication to self improvement, outstanding professionalism, and superior personal appearance. When reviewing candidates for selection as SOY, special consideration should be given to those individuals who have excelled in increasingly demanding and challenging assignments, especially those who have successfully completed the arduous and demanding deployments and unique assignments which typify naval service.

5. Eligibility. All Navy personnel in paygrades E4, E5, and E6 including those serving as Training and Administration of Reserve (TAR), Active Duty for Special Work (ADSW) personnel, United States Naval Reserve inactive duty personnel, and all Navy personnel working outside the traditional Navy chain of command (e.g., joint commands, special warfare) are eligible. The following personnel are ineligible to compete: Personnel selected for advancement to E7, canvasser recruiters eligible for Enlisted Recruiter of the Year, or Enlisted Reserve Recruiter of the Year. An individual serving on ADSW should be considered along with other personnel from his/her permanent reserve unit instead of the command to which assigned for temporary additional duty (TEMADD).

6. Action. Competition will occur during the period 1 January to 1 May, covering the preceding calendar year (1 January to 31 December). All nominating activities and commands shall ensure nominations are in the format specified in enclosure (1) and are forwarded via the chain of command. Each nominating command will forward a file copy of the complete package, including member's biography on a 3.5" disk, in Word Perfect or Microsoft Word format. Fleet and Force level competition dates will be forwarded to the office of the Master Chief Petty Officer of the Navy (MCPON) by 15 December of the year prior to the competition dates.

a. The Shore SOY nomination packages must reach the MCPON, by 1 May for selection board consideration. Upon selection of the Shore SOY by CNO, a NAVADMIN will be released announcing the winner and the names of all other Shore SOY finalists.

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b. Using the format in enclosure (1) as a guide, each nomination package for Shore SOY will contain a signed and completed OPNAV 1650/3 (Personal Award Recommendation) for a Navy Commendation Medal (NCM) with summary of action and citation written to specifically cover the calendar year of competition (1 January to 31 December), and will indicate "SAILOR OF THE YEAR PROGRAM" at the top of the form. Ultimate selectees will not be awarded any medal at intermediate competition levels.

c. Biographies and background packages for the SOYs from the Atlantic Fleet, Pacific Fleet, and Reserve Force will be forwarded with a file copy on 3.5" disk, in Word Perfect or Microsoft Word format, using the format specified in enclosure (1), to the MCPON by 1 May. Commanders in Chief, U.S. Atlantic and Pacific Fleets, and Commander, Naval Reserve Forces, are authorized to announce respective Atlantic Fleet, Pacific Fleet, and Reserve SOYs at their local levels prior to announcement of the Shore SOY by CNO.

d. The award of a Navy Commendation Medal is authorized for all competitions that have reached the level equivalent to Type Commanders (TYCOMs) and above. All other levels of competition below TYCOM, and it's equivalent, will award Navy Achievement Medals (NAM) to all SOYs at respective echelons. The number of medals awarded at each level of competition will not count against the number of medals authorized for each command. Immediate superiors in command (ISICs) and commands that are not normally authorized to award the Navy Achievement Medal (NAM) are allowed to make such awards to their respective SOYs/finalists.

e. All temporary additional duty and travel requests for SOY nominees will be supported by the successive nominating command at each level of competition. Vice Chief of Naval Operations; Commanders in Chief, U.S. Atlantic and Pacific Fleets; Commander in Chief, U.S. Naval Forces Europe; Chief of Naval Education and Training; and COMNAVRESFOR will each establish competition requirements through local notices. Local SOY notices used at Fleet and Force level competition will be forwarded to the MCPON by 1 January of competition period. SOYs will be selected as follows:

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(1) Shore. Chief of Naval Personnel will establish a board to select the CNO Shore SOY from among personnel serving ashore on type duty 1 and 6 as delineated in reference (a), including TARs, ADSWs and those assigned to duty with other services (e.g., joint commands, special warfare). Candidates will report to MCPON's office for approximately 5 days of temporary assigned duty in May. Exact dates will be established by MCPON and issued by separate correspondence. Ultimate CNO Shore SOY candidates will consist of the Navy shore nominees from Vice Chief of Naval Operations; Commanders in Chief, U.S. Atlantic and Pacific Fleets; Commander in Chief, U.S. Naval Forces Europe; and Chief of Naval Education and Training.

(2) Sea. Commanders in Chief, U.S. Atlantic and Pacific Fleets, will conduct competition among all Atlantic and Pacific Fleet sea-duty personnel serving on type duty 2, 3, 4, 5, and 8, (including those serving on sea duty with special warfare commands) as delineated in reference (a).

(3) Naval Reserve. COMNAVRESFOR will conduct competition among all inactive duty Naval Reservists in an active drill status. Since the selectee will represent the Selected Reserve segment of the Naval Reserve Force, the membership of the selection board will include such representation.

f. Commands desiring to nominate an individual who has transferred from that command during the selection year (1 January to 31 December) may nominate him or her for the SOY for the type duty in which the individual was serving prior to transfer, regardless of the type duty the candidate may be serving in at the time of nomination. All temporary additional duty travel costs will be supported by the successive nominating command for each level of competition.

7. Recognition. The SOYs will be recognized by receiving:

- a. An engraved plaque.
- b. Meritorious advancement to the next higher paygrade.

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Advancement will be delayed, if necessary, to meet a requirement of 1 year Time in Rate (TIR). All other advancement requirements (except examination participation) shall be met.

c. An expense-paid trip, (travel/per diem only) with families, to Washington DC to receive Department of the Navy recognition, and continuing on to a continental United States location for 5 days of rest and relaxation (R&R). Active duty SOYs and their families will travel to their selected R&R site immediately following the Washington DC trip and then return to their respective duty stations. The Reserve SOY has the option of immediately continuing on to a continental United States location for 5 days of R&R following the Washington DC trip, or taking the 5 days prior to 1 October of the year being recognized. Since 1975, the Fleet Reserve Association has generously supported the SOY Program by funding travel and per diem costs associated with the Washington DC visit and R&R for the family of active duty SOYs. Commencing with 1982 selections, the Naval Enlisted Reserve Association has funded travel/per diem costs for the family of the Reserve SOY.

d. Funding for the May and July trips to Washington DC and subsequent rest and relaxation trip in July will be borne by the successive nominating command. All travel/per diem costs for the Naval Reserve SOY are borne by COMNAVRESFOR.

e. The Atlantic and Pacific Fleet Sea SOYs will serve a 2 - year tour as a special assistant to their respective Fleet Master Chief. The Shore SOY will serve a 2 - year tour as a special assistant to the MCPON. Permanent change of station orders will be issued. This duty will be classified as neutral duty (type 5) for rotational purposes. The Reserve SOY will sit as a member of the COMNAVRESFOR Policy Board. SOYs/Special Assistant to the MCPON or Fleet Master Chiefs will be guaranteed a choice of coast assignment or geographical location/Type duty upon completion of a full two year tour.

8. Coordination. CNO coordinator for the SOY Program is the Master Chief Petty Officer of the Navy, Bureau of Naval Personnel (PERS-00D), 2 Navy Annex, Room 1046, Washington DC 20370-0000.

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9. Report and Form

a. The reporting requirement contained in paragraph 6 is exempt from reports control by SECNAVINST 5214.2B.

b. OPNAV 1650/3 (1-94), Personal Award Recommendation, stock number 0107-LF-017-5800, may be obtained through normal supply channels per NAVSUP P2002D.



LEE F. GUNN

**Deputy Chief of Naval Operations  
(Manpower and Personnel)  
Acting**

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"SAMPLE NOMINATION FORMAT"

SSIC  
Originator's Code

From:  
To:  
Via:

Subj: 19\_\_\_\_ (SEA/SHORE/RESERVE) SAILOR OF THE YEAR NOMINATION  
IN THE CASE OF \_\_\_\_\_.

Ref: (a) OPNAVINST 1700.10K

- Encl: (1) Information to support nomination (include copies of evaluations, Letters of Appreciation/Commendation/Sailor 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.). Limit: two typewritten pages, double spaced).
- (3) OPNAV 1650/3 (1-94), Personal Award Recommendation for Navy Commendation Medal.
- (4) 5x7 color photograph (one each front and side view, full length, light blue or grey background, Service Dress Blue uniform, uncovered).

1. Per reference (a), \_\_\_\_\_ is nominated as the 19\_\_ (Sea/Shore/Reserve) Sailor of the Year.

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

3. The following information is provided:

- a. Name: \_\_\_\_\_ SSN: \_\_\_\_\_
- b. Date of birth: \_\_\_\_\_
- c. Date enlisted in Navy: \_\_\_\_\_

Enclosure (1)

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Subj: 19\_\_ (SEA/ShORE/RESERVE) SAILOR OF THE YEAR NOMINATION  
IN THE CASE OF \_\_\_\_\_.

d. Advancement history (give dates):

(1) E-4: \_\_\_\_\_

(2) E-5: \_\_\_\_\_

(3) E-6: \_\_\_\_\_

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 Sailor of the Month/Quarter/Year, give dates(s) and command(s):

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

I. Personal Awards:

j. Nominee's community involvement:

k. List educational background:

(1) Years of formal schooling completed/degree attained:

(2) Navy schools completed:

(3) Other self-study educational achievements attained while on active duty (include correspondence courses, extension courses, United States Armed Forces Institute (USAFI)

Enclosure (1)

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Subj: 19\_\_ (SEA/SHORE/RESERVE) SAILOR OF THE YEAR NOMINATION IN  
THE CASE OF \_\_\_\_\_.

courses, Defense Activity for Non-Traditional Education Support (DANTES) courses, Program for Afloat College Education (PACE), other Navy sponsored courses, etc. Exclude training courses required for advancement.):

Enclosure (1)