



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

Canc frp: JAN 2005

OPNAVNOTE 1700
Ser DNSW/3U501814
23 Dec 03

OPNAV NOTICE 1700

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)
Subj: VICE CHIEF OF NAVAL OPERATIONS (NAVAL SHORE ACTIVITIES) 2004 SAILOR OF THE YEAR PROGRAM
Ref: (a) OPNAVINST 1700.10K
(b) OPNAVNOTE 5400 dated 18 Jun 03
Encl: (1) Naval Shore Activities Primary Nominating Commands
(2) Chief of Naval Operations Staff Nominating Commands
(3) Sample Nomination Format

1. Purpose. To implement the Vice Chief of Naval Operations (VCNO) Naval Shore Activities (NSA) Sailor of the Year (SOY) program and to provide eligibility criteria and organizational responsibilities.

2. Background. Reference (a) provides details of the Chief of Naval Operations (CNO) SOY program. The CNO Shore SOY board convenes in May 2004. The VCNO selects one candidate to represent NSA in the CNO shore competition.

3. Eligibility. The period of eligibility for VCNO NSA SOY is 1 January to 31 December 2003. Enclosure (4) to reference (b) lists the Index of Shore Commands by Activity. Each Echelon 2 Command will be a primary nominating command for NSA SOY, with the exception of those attached to command under Fleet Commanders in Chief, Commander Naval Reserve Force (inactive duty Naval Reservists in an active drill status), and Commander, Naval Education and Training Command, which conduct separate selection processes.

a. The following individuals in pay grades E-4, E-5 and E-6 are eligible to compete for NSA SOY:

(1) Active duty Navy.

(2) Navy personnel serving as Training and Administration of Reserve (TAR).

(3) Naval Reserve personnel serving on Active Duty for Special Work (ADSW). ADSW personnel should be considered along with other personnel from their permanent duty station instead of the unit to which assigned for Temporary Additional Duty (TAD).

(4) Navy personnel working outside the traditional Navy chain of command (i.e. Joint commands. Federal agencies, etc.).

b. The following persons are not eligible to compete for USA SOY:

(1) Those in pay grade E-6 selected for E-7.

(2) Canvasser recruiters or support personnel eligible for Enlisted Recruiter of the Year or Enlisted Reserve Recruiter of the Year.

(3) Those attached to command under Fleet Commanders in Chief, Commander Naval Reserve Force (inactive duty Naval Reservists in an active drill status), and Commander, Naval Education and Training Command which conduct separate selection processes.

4. Responsibility

a. Director, Navy Staff shall establish a board to interview and select the NSA SOY from nominees of primary nominating commands listed in enclosure (1).

b. Director, Navy Staff shall establish a board to interview and select the OPNAV SOY from nominating commands listed in enclosure (2), and all other nominating commands not listed in enclosures (1) or (2), but meet the criteria established in paragraph 3.d (3) and (4) of this instruction.

5. Action

a. Commands listed in enclosure (1) must submit their nomination packages to:

(1) Director, Navy Staff, Attn: OPNAV Command Master Chief, 2000 Navy Pentagon (DNSW), Washington, DC 20350-2000.

(2) Nomination packages must arrive no later than 1600, 19 March 2004. Packages must be sent via Federal Express, courier or regular mail. Electronic submissions or faxed copies will not be accepted. Questions concerning packages may be addressed to the OPNAV CMC at commercial: (703) 614-2927 or DSN: 224-2927. The 2004 NSA SOY board will convene 24 March 2004. The board will review all packages and select five finalists from initial entries by 26 March 2004. Initial notification of finalists will be made through commanding officer or command master chief. Finalists will receive TAD orders to Director, Navy Staff 12-16 April 2004 for personal interviews leading to selection of the 2004 NSA SOY. Information for TAD assignments will be issued by separate correspondence.

b. Commands listed in enclosure (2) must submit their nomination package to: Director, Navy Staff, Attn: OPNAV Command Master Chief, 2000 Navy Pentagon (DNSW), Washington, DC 20350-2000. Nomination packages must arrive no later than 13 February 2004. Up to six finalists will be selected and receive TAD orders to Director, Navy Staff 2-5 March 2004 for personal interviews leading to selection of the 2004 OPNAV SOY. Information for TAD assignments will be issued by separate correspondence.

c. Joint commands should submit their nomination through their Navy component command.

d. All official travel coats and per diem associated with all levels of the NSA SOY competition will be funded by the primary nominating command.

6. Nominating Format. Enclosure (3) provides a sample of the correct nomination format. Nomination packages at all levels shall include a Personal Award Recommendation (OPNAV 1650/3) for a Navy Commendation Medal. Each nominating command must forward an original package plus six complete copies of entire package as well as a 3.5" disk containing the complete package, including endorsements and e-mail address of the commanding officer and command master chief. Per reference (a), persons selected to advance to the next level of competition will not be awarded any medal pending outcome of competition. Nominees not selected to advance as finalists will receive a Navy and Marine Corps Commendation Medal drafted and issued by their primary nominating command. Do not use highlighting, double-spacing,

bold, or special print fonts.

7. 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, S/N 0107-LF-017-5800, may be obtained through normal supply channels under NAVSOP Pub-600 (NLL).

P. A. TRACEY
Vice Admiral, U.S. Navy
Director, Navy Staff

Distribution:
SNDL Parts 1 and 2

NAVAL SHORE ACTIVITIES PRIMARY NOMINATING COMMANDS

All Echelon 2 Commands as outlined in OPNAVNOTE 5400 with the exception of those attached to command under Fleet Commanders in Chief, Commander Naval Reserve Force (inactive duty Naval Reservists in an active drill status), and Commander, Naval Education and Training Command.

1. COMMANDER, U.S. NAVAL FORCES CENTRAL COMMAND
2. DIRECTOR, STRATEGIC SYSTEMS PROGRAMS, WASHINGTON, DC
3. COMMANDER, SPACE AND NAVAL WARFARE SYSTEMS COMMAND, SAN DIEGO, CA
4. COMMANDER, NAVAL SPECIAL WARFARE COMMAND, CORONADO, CA
5. COMMANDER, NAVAL RESERVE FORCE, NEW ORLEANS, LA
6. COMMANDER, NAVAL SUPPLY SYSTEMS COMMAND, MECHANICSBURG, PA
7. COMMANDER, NAVAL AIR SYSTEMS COMMAND, PATUXENT RIVER, MD
8. COMMANDER, NAVAL FACILITIES ENGINEERING COMMAND, ALEXANDRIA, VA
9. COMMANDER, NAVAL SEA SYSTEMS COMMAND, ARLINGTON, VA
10. CHIEF OF NAVAL PERSONNEL, MILLINGTON, TN
11. CHIEF, BUREAU OF MEDICINE AND SURGERY, WASHINGTON, DC
12. COMMANDER, NAVAL SECURITY GROUP COMMAND, FT MEADE, MD
13. DIRECTOR, OFFICE OF NAVAL INTELLIGENCE, WASHINGTON, DC
14. COMMANDER, NAVAL METEOROLOGY AND OCEANOGRAPHY COMMAND, STENNIS SPACE CENTER, MS
15. COMMANDER, NAVAL LEGAL SERVICE COMMAND, WASHINGTON, DC
16. COMMANDANT, NAVAL DISTRICT WASHINGTON, WASHINGTON, DC
17. COMMANDER, NAVAL INSTALLATIONS, WASHINGTON, DC
18. SUPERINTENDENT, UNITED STATES NAVAL ACADEMY, ANNAPOLIS, MD
19. DIRECTOR, FIELD SUPPORT ACTIVITY, WASHINGTON, DC

20. COMMANDING OFFICER, NAVAL CENTER FOR TACTICAL SYSTEMS
INTERPERABILITY, SAN DIEGO, CA
21. DIRECTOR, NAVAL HISTORICAL CENTER, WASHINGTON, DC
22. COMMANDER, NAVAL SAFETY CENTER, NORFOLK, VA
23. PRESIDENT, BOARD OF INSPECTION AND SURVEY, NORFOLK, VA
24. SUPERINTENDENT, U.S. NAVAL OBSERVATORY, WASHINGTON, DC
25. PRESIDENT, NAVAL WAR COLLEGE, NEWPORT, RI
26. SUPERINTENDENT, NAVAL POSTGRADUATE SCHOOL, MONTEREY, CA
27. COMMANDER, NAVAL STRIKE AND AIR WARFARE CENTER, FALLON, NV
28. COMMANDER, MILITARY SEALIFT COMMAND, WASHINGTON, DC
29. SECRETARY OF THE NAVY, WASHINGTON, DC
30. COMMANDER, U.S. PACIFIC COMMAND - PACOM
31. COMMANDER, U.S. JOINT FORCES, ATLANTIC COMMAND - COMUSJFCOM
NORFOLK, VA
32. COMMANDER, NORTHERN COMMAND - USNORTHERNCOM CO
33. COMMANDER, STRATEGIC COMMAND - STRATCOM NE

CHIEF OF NAVAL OPERATIONS STAFF NOMINATING COMMANDS

All staff and component elements assigned to the Chief of Naval Operations Staff including the following:

1. COMMANDER, NAVAL SUPPORT ACTIVITY - NSA MILLINGTON TN
2. COMMANDING OFFICER, USS CONSTITUTION
3. PRESIDENTIAL CONTINGENCY PROGRAMS, WASHINGTON DC
4. DIRECTOR, DEFENSE INFORMATION SYSTEMS AGENCY
5. CHAIRMAN, JOINT CHIEFS OF STAFF

**FOR OFFICIAL USE ONLY
(WHEN FILLED IN)**

SAMPLE NOMINATION FORMAT

1700
Serial Number

From: (Nominating Commanding Officer)
To: (Refer to OPNAVNOTE 1700, paragraph 5b)
Via:

Subj: VICE CHIEF OF NAVAL OPERATIONS (NAVAL SHORE ACTIVITIES)
2004 SAILOR OF THE YEAR (SOY) PROGRAM

Ref: (a) OPNAVNOTE 1700 Ser DNSW/3U501814

- Encl: (1) Information to support nomination (Include copies of last three performance evaluations, page 4's covering last 3 years; letters of appreciation, commendation, or awards received during nominative period).
(2) Biography (Narrative format, starting with date and place of birth, civilian schooling, military service, current assignment, personal awards and medals, immediate family members, etc). Limit one type written page single-spaced.
(3) Personal Award Recommendation (OPNAV 1650/3) for Navy Commendation Medal.
(4) Two 5x7 color glossy photographs (one-front and side view), plain background, service Dress Blue uniform, uncovered.

1. Per reference (a), _____ is nominated for 2004 Naval Shore Activities Sailor of the Year.

2. Full name, address, and complete telephone number (work and home) of nominating command and service member.

a. Name (Last, First MI):

b. Rate/Rank: SSN:

c. Present Duty Station:

d. Address: (W) (H)

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e. Telephone: (W) (H)

f. Facsimile: (W) (H)

g. E-mail:

3. The following additional information is provided:

a. Date of Birth (YYMMDD):

b. Active Duty Service Date (ADSD):

c. Advancement History (give dates):

(1) E-4:

(2) E-5:

(3) B-6:

d. Currently selected for advancement (if **yes**, date to be advanced).

e. Family members (list names, age and dates of birth).

f. If selected as Sailor of the Month/Quarter/Year, give date(s) and command(s).

g. Brief synopsis of significant professional achievements justifying selection.

h. Personal awards.

i. Nominee's off-duty community involvement.

j. List education background.

(1) Years of formal civilian schooling completed; include degree if attained.

(2) Navy "A", "B" and/or "C" schools completed.

(3) Other self-study educational

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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 (DANTE) courses, and PACE I and/or II. Exclude training courses required for advancement.

4. Commanding Officer remarks.

(Signature)
(No "By direction")