



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
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GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 1650.1C
CMC
20 Feb 2011

NSTC INSTRUCTION 1650.1C

From: Commander, Naval Service Training Command

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

Ref: (a) NETCINST 1650.1D

Encl: (1) Instructor of the Year Nominee Grading Sheet
(2) Instructor Evaluation
(3) Nominee Evaluation Factors
(4) Sample Command Letter
(5) Sample Nomination Format

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

2. Cancellation. NSTCINST 1650.1B.

3. Background. The NSTC Military IOY award provides an opportunity to recognize Navy and Marine Corps enlisted and officer 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 to fleet readiness. Individuals considered for the NSTC Military IOY award are top performers, physically fit, professional in bearing and appearance.

5. Eligibility Criteria

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a. This award is open to all active duty Navy and Marine Corps Enlisted and Officer personnel, including Full-Time Support Reserve personnel, who have been assigned full-time for a period of at least one year to any of the following NSTC instructor billets: Classroom (including Automated Electronic Classrooms), Video Tele-Training, Learning Resource Center Supervisors, Naval Reserve Officers Training Corps (NROTC) Professors, Recruit Division Commanders (RDC), etc.

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, (i.e., Navy Reserve instructors, Marine Corps Reserve instructors, Civilian contracted instructors, Civilian Civil Service instructors, Army instructors, Air Force instructors, etc), it is expected that these instructors will be recognized, as appropriate, by their own activities.

c. One nominee from each category will be accepted from the following commands: Department of Navy Science Units, Naval Reserve Officer Training Corps (NROTC) Units, Officer Training Command, and Recruit Training Command.

6. Action

a. NSTC Component Commands

(1) Conduct a competition open to all eligible active duty Navy and Marine Corps military personnel within their command and select one junior enlisted (E-5), one mid-grade enlisted (E-6), one senior enlisted (E-7 to E-9), and one officer nominee, as appropriate to represent their command.

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

(3) Forward nomination packages to Commander, NSTC (ATTN: NSTC Command Master Chief) no later than the 3rd Friday of February following the award year.

b. NSTC Command Master Chief

(1) Establish the NSTC Military IOY Board via a notice outlining board precepts and membership requirements. The board will convene as soon as practical after receipt of all nomination packages.

(2) Ensure the selection board thoroughly reviews and evaluates all nomination packages using enclosures (1) and (2), considers the factors in enclosure (3), and selects one awardee from each of the following categories: Junior enlisted (E-5), mid-grade enlisted (E-6), senior enlisted (E-7 to E-9), and officer.

(3) Forward the recommended selectee's packages to Commander, NSTC for endorsement and then to Naval Education Training Command (NETC). Subsequent to NETC approval, the selectees will be announced via naval message no later than 15 March.

7. Nomination Packages

a. Nomination packages will consist of the following:

(1) A cover letter, utilizing the format in enclosure (4) signed by the Commanding Officer with command endorsement and statement that he/she has reviewed the nomination package and recorded lesson.

(2) A nomination package, utilizing the format in enclosure (5).

(3) An UNCLASSIFIED digital video in DVD format. Digital video should be 10 to 20 minutes in length, must not be edited, and must be on a subject the instructor is certified to teach and normally presents. The digital video should start at the beginning of the lesson and the instructor should be teaching actual students in a classroom setting. Significant weight will be given to demonstration and mastery of proper instructional skills, so care should be taken to ensure that this is reflected in the video. Plans for digital video recording and photographing events should be made as soon as possible with particular attention to visual and audio fidelity.

(4) A completed and signed award recommendation (OPNAV 1650/3), indicating "NETC Military IOY" at the top of the form for competition year 1 January through 31 December.

(5) 5x7 color photograph with reproducible media (i.e., compact disk with picture files in JPEG 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 side

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view, covered and uncovered standard head and shoulders portrait.

(6) Copies of nominee's last two evaluations/fitness reports. Special evaluations/fitness reports submitted to enhance nominee's chances of selection as Military IOY will not be considered by this board.

(7) A one-page summary of student critiques indicative of nominee's instructional abilities and mentoring skills in the classroom environment.

(8) A statement by nominee describing his/her strengths and weaknesses as an instructor. This statement may be a maximum of two double-spaced pages in Courier New, 12 point font.

b. Nomination packages will not be returned to originating commands. Submission of packages acknowledges that information contained in package may be used to promote the benefits associated with instructor duty within NSTC and/or for other public relations purposes.

c. Send complete package via e-mail to NSTC, Command Master Chief in both PDF and MSWORD format, minus the video portion. All DVD's must be mailed.

8. Notification of Selectees. Notification of NSTC Military IOY selectees will be by message.

9. Recognition

a. NSTC selectee packages will be forwarded to NETC for consideration for the NETC Military IOY. Selectees will be recognized in accordance with reference (a).

b. If the NSTC selectees are not selected as NETC Military IOY, then the NSTC selectees will be recognized as follows:

(1) Awarded a Navy and Marine Corps Achievement Medal from Commander, NSTC.

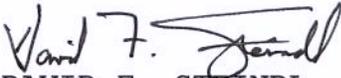
(2) A 4-day Special Liberty.

c. Presentations will be made at an appropriate local command-level awards ceremony.

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d. NSTC commands should arrange for appropriate recognition of their nominees who were not selected for IOY by NSTC.

10. Form. Personal Award Recommendation (OPNAV 1650/3 (7-04)), may be obtained from the Navy Department Awards Web Service (NDAWS) website at:
[https://ucstcdom02.ahf.nmci.navy.mil/awards/webbas01.nsf/\(vwWebPage\)/Home.htm?OpenDocument](https://ucstcdom02.ahf.nmci.navy.mil/awards/webbas01.nsf/(vwWebPage)/Home.htm?OpenDocument)


DAVID F. STEINDL

Distribution: (NSTCINST 5216.1B)
List 1, 2, and 3

INSTRUCTOR OF THE YEAR NOMINEE GRADING SHEET

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

| Criteria | Possible Points | Awarded Points | Comments |
|---|------------------------|-----------------------|-----------------|
| Quality of Instructional Performance: | 55 | | |
| <ul style="list-style-type: none"> • Delivery/ Projection (confidence) • Technical competence/SME • Answer content | 35 | | |
| <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** | | | |
| Awards/Recognition/Civic | 20 | | |
| MTS qualification and performance | 10 | | |

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| Letters, and other written recognition (Instructor of Quarter/Sailor of the Quarter) | 5 | | |
| Awards received in current duty assignment (NAM 1 pts or higher 3 pts) | 3 | | |
| Citizenship (civic/off-duty/community) must involve use of instructional, educational, or mentoring skills | 2 | | |
| Education: college/vocational courses, degrees awarded | 5 | | |
| Other: | | | |
| Total Points | | | |
| | | | |

Board Member: _____

INSTRUCTOR EVALUATION

NAME/RATE/RANK: _____ DATE: _____

COURSE/SHORT TITLE/CIN: _____

TOPIC/EXERCISE#: _____

EVALUATION TYPE

- | | | | |
|------------------------------------|--|------------------------------------|--------------------------------------|
| <input type="checkbox"/> ANNUAL | <input type="checkbox"/> QUALIFICATION | <input type="checkbox"/> QUARTERLY | <input type="checkbox"/> TECHNIQUE |
| <input type="checkbox"/> TECHNICAL | <input type="checkbox"/> MTS | <input type="checkbox"/> SCHEDULED | <input type="checkbox"/> UNSCHEDULED |

TYPE CLASSROOM

- PRESENTATION LABORATORY FACILITATION

Evaluate each item on the checklist. (Check each item Satisfactory, Needs Improvement, Unsatisfactory, Not Observed or Not Applicable.)

1. INTRODUCTION

- a. Displayed topic/name, introduced self
- b. Read objectives
- c. Motivation
 - (1) Gained learners' attention
 - (2) Explained importance/relevance of topic material
 - (3) Motivated learners to do their best
 - (4) Safety objective (specific to objectives)
- d. Stressed importance of safety/posted as applicable/TTO/DOR
- e. Provided lesson overview
- f. Ensured workstations/materials ready
- g. Related classroom instruction to on-the-job performance

| SAT | NI | UNSAT | NO | NA |
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2. PRESENTATION

- a. Used lesson plan effectively
 - (1) Personalized lesson plan
 - (2) Taught all discussion points
 - (3) Transitioned/chained effectively
 - (4) Used examples/analogies
- b. Used effective communication skills
 - (1) Maintained learner attention
 - (2) Encouraged participation/questions
 - (3) Demonstrated active listening
- c. Asked questions
 - (1) Required number (if applicable)

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NETC 1650/7 (7-10)

Enclosure (2)

- (2) Used effective questioning technique
- (3) Provided effective feedback
- d. Handled learner questions
- e. Used technology/visual information effectively
- f. **FACILITATION**
 - (1) Used room movement effectively
 - (2) Transitioned from CBT effectively
 - (3) Kept discussion moving
 - (4) Debriefed activity/exercise effectively
 - (5) Recognized opportunities for intervention
- g. **LABORATORY**
 - (1) Demonstrated lab procedures correctly
 - (2) Reviewed lab procedures correctly
 - (3) Provided related instruction as needed
 - (4) Safety devices/equipment were in good condition
 - (5) Issued tools/material expeditiously
 - (6) Monitored learner safety practices/evaluated risks
 - (7) Co-instructors assisted learners as necessary

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| | SAT | NI | UNSAT | NO | NA |
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3. INSTRUCTOR/LEARNER INTERACTION

- a. Maintained facilitator/instructor-learner relationship
- b. Learners sought help when needed
- c. Learners used tools/materials correctly
- d. Recognized individual learner differences

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4. SUMMARY AND REVIEW

- a. Reviewed objectives
- b. Recapped key points
- c. Questions checked/learner understanding
- d. Re-emphasized the importance of risk assessment

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5. PERSONAL CHARACTERISTICS

- a. Professional appearance/demeanor
 - (1) Used appropriate language
 - (2) Used inclusive language
 - (3) Displayed enthusiasm
- b. Used instructor traits effectively
 - (1) Voice
 - (2) Eye contact
 - (3) Gestures
 - (4) Attitude

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6. OVERALL GRADE

- SATISFACTORY
- MTS RECOMMENDATION
- UNSATISFACTORY
- ANNUAL EVALUATION RECOMMENDATION

7. EVALUATOR REMARKS. *Include a brief description of overall performance (strengths and areas requiring improvement). A statement concerning safety evaluation procedures and risk mitigation should be included in this section. All behaviors evaluated as NI, NO or NA will be explained in this section.*

[Empty box for evaluator remarks]

I have been debriefed on this evaluation.

Instructor Evaluated *(print name and sign)*:

Instructor Evaluator *(print name and sign)*:

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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 digital video 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.

[Type text]

Enclosure (3)

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

12. Off-duty education: college courses, vocational education, degrees awarded.

Sample Command Letter

From: Commanding Officer/Officer in Charge (Command)
To: Commander, Naval Education and Training
Via: Commander, Naval Service Training Command

Subj: MILITARY INSTRUCTOR OF THE YEAR NOMINATION ICO YN1 JOHN
B. SAILOR, USN

Ref: (a) NETCINST 1650.1D
(b) NSTCINST 1650.1C

Encl: (1) Military Instructor of the Year Nomination
(2) Unclassified Digital Video
(3) OPNAV 1650/3
(4) 5x7 color photographs
(5) Evaluations/FITREPS (last 2 only)
(6) One-page summary of student's critiques
(7) Nominee's statement describing strengths and
weaknesses
(8) SMART Transcript

1. Per references (a) and (b), I have reviewed enclosures (1) through (7) and hereby nominate YN1(SW) John B. Sailor as Naval Education and Training Command's Military (*Junior, Mid-grade, or Senior*) (*Enlisted or Officer*) Instructor of the Year.

2. Commanding Officer's recommendations/comments.

CO's signature (no by direction)

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Sample Nomination Format

Military Instructor of the Year Nomination

1. Command competition category (optional).
2. Nominee's name.
3. Date enlisted/commissioned in Navy or Marine Corps.
4. Date reported to current command.
5. Number of months assigned to qualified billet at current command (must be at least 12 months).
6. Master Training Specialist qualification date.
7. Promotion/advancement history (provide dates). If nominee is currently selected for promotion or advancement, list the effective date.
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 (years of formal schooling completed; degrees awarded; other self-study educational achievements attained while on active duty, excluding training courses required for advancement).
12. Any other information that distinguishes nominee from contemporaries (optional).