



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-284

NSTCINST 1700.1B
CMC
29 Feb 12

NSTC INSTRUCTION 1700.1B

From: Commander, Naval Service Training Command

Subj: NAVAL SERVICE TRAINING COMMAND SAILOR OF THE YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10L
(b) NETCINST 1700.1

Encl: (1) [Nomination Format](#)
(2) [Nominating Command Cover Sheet](#)
(3) [OPNAV 1650/17 SOY Grading Sheet](#)
(4) [SOY/JSOY/BJOY Check-Off Sheet](#)

1. Purpose. To provide eligibility criteria and organizational responsibilities for the Naval Service Training Command (NSTC) Sailor of the Year (SOY) Program, in accordance with references (a) and (b).

2. Cancellation. NSTCINST 1700.1A.

3. Discussion. The NSTC SOY program recognizes the top Senior, Junior, and Bluejacket Sailors who best represent the large number of dedicated professionals within the NSTC domain. 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 Sailors. When reviewing candidates for selection as SOY, special consideration should be given to those Sailors who have excelled in increasingly demanding and challenging assignments.

4. Eligibility. The NSTC SOY program includes the Bluejacket of the Year, Junior Sailor of the Year, and Senior Sailor of the Year is for all Navy personnel in ranks of E-4 and below, E-5, and E-6, respectively, including those serving as Full Time Support (FTS), 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 (i.e. joint commands, special warfare) within NSTC claimancy. Personnel selected for advancement to E7 are ineligible to compete, and Sailors serving on ADSW should be considered along

with other personnel from their permanent reserve unit instead of the command to which assigned for temporary additional duty.

5. Action. Competition will occur during the period of 1 October to 30 September each year. Commands submitting nominations shall use enclosures (1) through (4).

a. Commander, Naval Service Training Command (CNSTC) shall: Establish and convene the SOY selection boards. The boards will review packages, interview all candidates, rank the candidates, and make recommendations to CNSTC for selection.

b. NSTC Command Master Chief (CMDCM) shall:

(1) Coordinate the NSTC SOY program.

(2) Promulgate the due date for nomination package submission, board convening date, pre-board screening, interview schedule, location, and uniform requirements.

(3) Serve as Chairman for the SOY Boards.

(4) Provide guidance and advice to SOY Selection Board members.

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

(6) Schedule and coordinate the NSTC SOY recognition ceremonies.

c. Commanding Officers/Officers in Charge/Directors shall:

(1) Select and nominate SOY candidates (Bluejacket, Junior, and Senior SOYs) using enclosures (1) through (4).

(2) SOY packages will be forwarded to NSTC CMDCM, to include the original nomination package and the electronic file in its entirety.

d. NSTC Public Affairs Officer. Provide media coverage on the NSTC SOYs to the Great Lakes Bulletin and Fleet Hometown News system.

6. Recognition

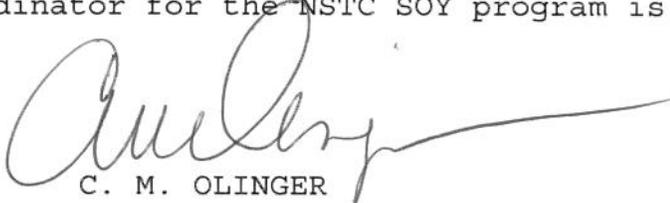
a. The NSTC Senior SOY will be recognized through the following:

- (1) Recognition during a formal ceremony.
- (2) CNSTC shall prepare a Navy and Marine Corps Commendation Medal. The award will be held in abeyance until results of the Naval Education Training Command (NETC) SOY competition is complete. If the NSTC Senior SOY Selectee is not selected as NETC SOY, then the NSTC Selectee will be recognized with a Navy and Marine Corps Commendation Medal from NETC.
- (3) Four-day liberty pass.
- (4) Photo displayed in NSTC passageway.
- (5) News release to the Fleet Hometown News system and to the Great Lakes Bulletin.
- (6) Gifts from local area vendors.

b. The NSTC Bluejacket and Junior SOY will be recognized through the following:

- (1) Awarded a Navy and Marine Corps Achievement Medal.
- (2) Four-day liberty pass.
- (3) Photo displayed in NSTC passageway.
- (4) News release to the Fleet Hometown News system and to the Great Lakes Bulletin.
- (5) Gifts from local area vendors.

7. Coordination. NSTC coordinator for the NSTC SOY program is the NSTC CMDCM.


C. M. OLINGER
Acting

Distribution: (NSTCINST 5216.1B)
List 4

NSTCINST 1700.1B
29 Feb 12

NOMINATION FORMAT

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

Subj: NAVAL SERVICE TRAINING COMMAND 20__ SAILOR OF THE YEAR
NOMINATION ICO (RATE, FIRST, MIDDLE, LAST, USN(R))

Ref: (a) OPNAVINST 1700.10L
(b) NSTCINST 1700.1B

Encl: (1) Copies of last 5 years of performance evaluations
(2) Personal awards received during the nomination period
(3) SOY nominee biography (narrative format, starting with date and place of birth, civilian schooling, military service, current assignment, personal awards and medals
(4) Signed OPNAV 1650/3 Personal Award Recommendation and draft citation
(5) Two 5x7 color glossy photographs, plain background, service dress blue uniform, uncovered, (one full length front and one full length side view, both with name, rate, command, date data boards)
(6) Past 5 years of Physical Readiness Information Management System (PRIMS) on PRIMS data sheet
(7) Command cover sheet
(8) OPNAV 1650/17 SOY Grading Sheet (blank)
(9) Electronic copy of complete package on CD-ROM (MS Word version 95 or higher for text and JPG format for glossy photos)

1. Per references (a) and (b), (Rate, First, Middle Initial, Last, USN(R)) is nominated as the 20__ Naval Service Training Command Sailor of the Year.

2. Complete contact information of member nominated:

a. Name: (Last, First, Middle Initial)

b. Rate/Rank:

c. Present Duty Station:

d. Address: (Work) (Home)

Enclosure (1)

Subj: NAVAL SERVICE TRAINING COMMAND 20__ SAILOR OF THE YEAR
NOMINATION ICO (RATE, FIRST, MIDDLE, LAST, USN(R))

- e. Telephone: (Work) (Home/Cell)
- f. Facsimile: (Work) (Home)
- g. E-mail Address: (Work) (Home)

3. If previously selected as Sailor of the Month or Quarter, list command, selection and period in chronological order:

(Command) (Month/Quarter) (YYMMDD - YYMMDD)

4. Reporting Senior's justification of nomination utilizing the following format **(limit to two typewritten pages)**.

- a. Primary responsibilities
- b. Job performance
- c. Leadership
- d. Command climate/Sailorization
- e. Collateral duties
- f. Peer group and off-duty community involvement

5. Military decorations and awards (not unit awards). List in chronological order:

(Decoration/Award) (Command) (YYMMDD - YYMMDD)

6. Educational accomplishments:

a. Years of formal civilian schooling completed and any degree attained:

(Degree) (School) (YYMMDD)

b. Navy "A", "B", "C", and or "F" schools completed:

(School) (YYMMDD)

c. Other self-study educational achievements attained while on active duty: United States Armed Forces Institute (USAFI) courses, Defense Activity for Non-Traditional Education Support

NSTCINST 1700.1B
29 Feb 12

Subj: NAVAL SERVICE TRAINING COMMAND 20__ SAILOR OF THE YEAR
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(DANTES) courses, Program for Afloat College Education (PACE) and any Navy-sponsored courses. (Provide completion date). Exclude training courses required for advancement.

6. Any other information to distinguish nominee from peers.

CO's SIGNATURE BLOCK
(By direction not authorized)

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

Nominating Command Cover Sheet

Nominee

Name:

Rate:

Reporting Senior

Name:

Rank:

Title:

e-mail:

Phone Number:

Command Master Chief

Name;

Rate:

E-mail:

Phone Number:

Command

Full Name:

Message PLAD:

SOY/JSOY/BJOY CHECK OFF SHEET

- _____ : Copies of last 5 years of performance evaluations
(most recent first)
- _____ : Nominee biography
- _____ : A signed Personal Award Recommendation (OPNAV 1650/3)
- _____ : A draft citation
- _____ : 5" x 7" color photographs
- _____ : Past 5 years of Physical Readiness Information Management
System (PRIMS) on PRIMS data sheet
- _____ : Command cover sheet
- _____ : OPNAV 1650/17 SOY Grading Sheet
- _____ : A Compact Disk containing the following:
 - _____ : An electronic copy of complete SOY package on
CD-ROM 9MS Word version 95 or higher for text)
 - _____ : A PDF copy of the signed Personal Award
Recommendation (OPNAV 1650/3)
 - _____ : An electronic version of the Personal Award
Recommendation (OPNAV 1650/3)
 - _____ : An electronic version of the draft citation
 - _____ : 5" x 7" color photographs in JPG format