



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

Canc frp: Dec 09

IN REPLY REFER TO:  
OPNAVNOTE 1700  
Ser DNS/8U10395  
23 Dec 08

OPNAV NOTICE 1700

From: Chief of Naval Operations

Subj: 2008 VICE CHIEF OF NAVAL OPERATIONS NAVAL SHORE  
ACTIVITIES SAILOR OF THE YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10K  
(b) MILPERSMAN 1306-102

Encl: (1) Naval Shore Activities Primary Nominating Commands  
(2) Command Contact Cover Sheet  
(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 on the Chief of Naval Operations (CNO) SOY program. The CNO Shore SOY board will convene in May 2009. The VCNO NSA SOY Board selects one candidate to compete in the CNO Shore SOY competition.

3. Eligibility. The period of eligibility for VCNO NSA SOY is 1 January to 31 December 2008. Each command listed in enclosure (1) will be a primary nominating command for the VCNO NSA SOY.

a. Sailors in pay grades E-4, E-5 and E-6 serving in type duty codes 1, 3, or 6, per reference (b), who meet the following criteria are eligible to compete for VCNO NSA SOY:

(1) Active Duty Sailors.

(2) Full Time Support Sailors.

(3) Sailors working outside the traditional Navy chain of command (i.e., Joint commands, Combatant commands, Federal agencies, etc.), per enclosure (1).

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(4) Sailors fully eligible for advancement to the next higher pay grade except for time in rate.

(5) Navy Reserve Sailors serving on Active Duty for Special Work (ADSW). ADSW personnel will be considered along with other personnel from their permanent duty station instead of the unit to which assigned for ADSW.

b. The following Sailors are not eligible to compete for the VCNO NSA SOY:

(1) Sailors selected for an officer commissioning program or an E-6 selected for advancement to E-7.

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

(3) Sailors serving on type duty codes 2 or 4, or if they are attached to Commander, U.S. Fleet Forces Command; Commander, U.S. Pacific Fleet Command; Commander, Navy Reserve Force (inactive duty Navy Reserve in an active drill status); and Commander, Military, Personnel, Training and Education; all of which conduct separate selection processes and compete at CNO NSA SOY Board.

4. Responsibility. Office of the Chief of Naval Operations (OPNAV) Command Master Chief (CMC) will establish a board to interview and select the VCNO NSA SOY from nominees of primary nominating commands listed in enclosure (1).

5. Action

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

(1) Director, Navy Staff, ATTN: OPNAV Command Master Chief (DNS-C), 2000 Navy Pentagon, Room 5E489A, Washington, DC 20350-2000.

(2) Nomination packages must arrive no later than 1600, 20 March 2009. Electronic submissions or faxed copies will not be accepted.

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(3) Questions concerning packages may be addressed to the OPNAV CMC at commercial (703) 614-2262 or DSN: 224-2262.

b. A preliminary VCNO NSA SOY board will convene 1 April 2009. The board will review all packages and select five finalists from initial entries by 3 April 2009.

(1) Notification of finalists will be made to respective commanding officer and CMC.

c. The five finalists will receive Temporary Additional Duty (TAD) orders to Director, Navy Staff, Washington, DC, from 22 to 24 April 2009 for personal interviews leading to selection of the 2008 VCNO NSA SOY.

(1) Information for TAD assignments will be communicated to via separate correspondence.

(2) All official travel costs and per diem associated with the VCNO NSA SOY competition will be funded by the primary nominating command.

6. Nominating Format. Enclosure (3) provides a sample of the correct nomination format. Each command must forward original copy of entire package plus a compact disk containing the complete package in either Microsoft Word or Adobe Acrobat format (not a scanned copy). Attach cover sheet with the phone numbers and email addresses of the commander/commanding officer and CMC, per enclosure (2). Nomination packages will include a completed OPNAV 1650/3 Personal Award Recommendation for a Navy and Marine Corps Commendation Medal. Do not use highlighting, double-spacing, bold, or special print fonts.

7. Per reference (a), the Sailor selected to advance to the CNO SOY competition will not be awarded any medal pending the outcome of that competition. Nominees not selected to advance as finalists for NSA VCNO SOY will receive a Navy and Marine Corps Commendation Medal drafted and issued by their primary nominating command. Of the five finalists for NSA VCNO SOY, the four not selected to advance to the CNO NSA SOY competition will receive a Navy and Marine Corps Commendation Medal from the VCNO.

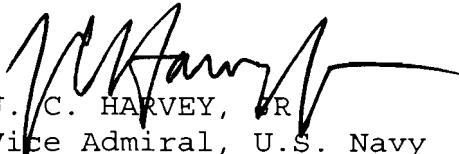
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8. Report and Form

a. The reporting requirement contained in paragraph 6 is exempt from reports control by Secretary of the Navy Manual 5214.1.

b. OPNAV 1650/3 (Rev 7-04), Personal Award Recommendation, may be downloaded from Naval Forms Online <https://navalforms.daps.dla.mil/web/public/home>.

9. Cancellation Contingency. This notice is in effect for 1 year or until changed by the Director, Navy Staff, whichever occurs first.

  
J. C. HARVEY, JR.  
Vice Admiral, U.S. Navy  
Director, Navy Staff

Distribution:

Electronic only, via Department of the Navy Issuances Web site <http://doni.daps.dla.mil/>

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NAVAL SHORE ACTIVITIES PRIMARY NOMINATING COMMANDS

All commands as outlined in OPNAVNOTE 5400, Standard Navy Distribution List, with exception of those that are type duty codes 2 and 4 per reference (b), or commands attached to Commander, U.S. Fleet Forces Command; Commander, U.S. Pacific Fleet Command; Commander, Navy Reserve Force (inactive duty Navy Reserve in an active drill status); and Commander, Navy Manpower, Training and Education Command.

1. CHAIRMAN, JOINT CHIEFS OF STAFF - WASHINGTON, DC
2. SECRETARY OF THE NAVY - WASHINGTON, DC
3. CHIEF OF NAVAL OPERATIONS - WASHINGTON, DC
4. COMMANDER, U.S. STRATEGIC COMMAND - OMAHA, NE
5. COMMANDER, U.S. PACIFIC COMMAND - PEARL HARBOR, HI
6. COMMANDER, U.S. NAVAL FORCES SOUTHERN COMMAND - MIAMI, FL
7. COMMANDER, U.S. NORTHERN COMMAND - COLORADO SPRINGS, CO
8. COMMANDER, NAVAL SPECIAL WARFARE COMMAND, CORONADO, CA
9. COMMANDER, U.S. NAVAL FORCES EUROPE - NAPLES, IT
10. COMMANDER, U.S. NAVAL FORCES CENTRAL COMMAND - MANAMA, BA
11. COMMANDER, MILITARY SEALIFT COMMAND - WASHINGTON, DC
12. COMMANDER, NAVY INSTALLATIONS COMMAND, WASHINGTON, DC
13. CHIEF, BUREAU OF MEDICINE AND SURGERY - WASHINGTON, DC
14. COMMANDER, NAVAL SEA SYSTEMS COMMAND - WASHINGTON, DC
15. COMMANDER, NAVAL AIR SYSTEMS COMMAND - PATUXENT RIVER, MD
16. COMMANDER, NAVAL SUPPLY SYSTEMS COMMAND - MECHANICSBURG, PA
17. COMMANDER, NAVAL FACILITIES ENGINEERING COMMAND - W  
DC

**A**

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18. DIRECTOR, STRATEGIC SYSTEMS PROGRAMS - ARLINGTON, VA
19. SUPERINTENDENT, UNITED STATES NAVAL ACADEMY - ANNAPOLIS, MD
20. COMMANDER, OFFICE OF NAVAL INTELLIGENCE - SUITLAND, MD
21. COMMANDER, NAVAL LEGAL SERVICE COMMAND - WASHINGTON, DC
22. COMMANDER, NAVAL SAFETY CENTER - NORFOLK, VA
23. PRESIDENT, NAVAL WAR COLLEGE - NEWPORT, RI
24. PRESIDENT, NAVAL POSTGRADUATE SCHOOL - MONTEREY, CA
25. COMMANDER, OPERATIONAL TEST AND EVALUATION FORCE - NORFOLK, VA
26. DIRECTOR, DEFENSE INFORMATION SYSTEMS AGENCY - FT MEADE, MD

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Final Nominating Command Cover Sheet

**SOY Nominee**

Name:

Rate:

**Director/Commander/Superintendent/Commanding Officer**

Name:

Rank:

Title:

Email:

Phone Number:

**Command Master Chief**

Name:

Rate:

Email:

Phone Number:

**Command**

Full Name:

Message PLAD:

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SAMPLE NOMINATION FORMAT

1700  
Serial Number  
Date

From: (Nominating Commander/Commanding Officer)  
To: Director, Navy Staff  
Via:

Subj: 2008 VCNO NAVAL SHORE ACTIVITIES SAILOR OF THE YEAR  
NOMINATION ICO (RATE(WARFARE) LAST NAME, FIRST NAME MI)

Ref: (a) OPNAVNOTE 1700, Ser DNS/\_\_\_\_, of \_\_ December 2008

- Encl: (1) Information to support nomination. Include copies of all the following received **during nominative period**: performance evaluations, page 4's, letters of appreciation/commendation, military decorations, degree certificates, PRIMS document with result of last two PFA cycles, SMART Transcript (unofficial is acceptable) and print out of Navy Knowledge Online courses completed.
- (2) Biography (Narrative format, starting with date and place of birth, civilian schooling, military service, current assignment, personal awards and medals). **Limit one type written page single-spaced.**
- (3) Personal Award Recommendation (OPNAV 1650/3) for Navy Commendation Medal.
- (4) Two 5x7 color photographs (one each front and side view, full length, light blue or grey background, Service Dress Blue uniform, uncovered).
- (5) Compact disk with complete package and completed OPNAV 1650/3 in Microsoft Word or Adobe Acrobat format (not a scanned copy).

1. Per reference (a), (RATE(WARFARE) LAST NAME) is nominated for the 2008 VCNO Naval Shore Activities Sailor of the Year.

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

Enclosure (3)

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Subj: 2008 VCNO NAVAL SHORE ACTIVITIES SAILOR OF THE YEAR  
NOMINATION ICO (RATE(WARFARE) LAST NAME, FIRST NAME MI)

- a. Command Name:
- b. Command Address:
- c. PLAD:
- d. Command Phone Number COMM:                      DSN:

3. The following additional information on nominee is provided.

- a. Date of Birth: (YYMMDD)
- b. Active Duty Service Date (ADSD): (YYMMDD)
- c. Advancement History:
  - (1) E-4: (YYMMDD)
  - (2) E-5: (YYMMDD)
  - (3) E-6: (YYMMDD)
- d. Currently selected for advancement (to E-5 or E-6).  
(Yes/No: YYMMDD)
- e. Family members (list name, relationship, age and date of birth):

(Name)            (Relationship)            (Age)            (DOB - YYMMDD)

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

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

g. Utilizing the following format, write a brief synopsis justifying selection (**limit to one typewritten page**).

- (1) Primary responsibilities

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Subj: 2008 VCNO NAVAL SHORE ACTIVITIES SAILOR OF THE YEAR  
NOMINATION ICO (RATE(WARFARE) LAST NAME, FIRST NAME MI)

- (2) Job performance
- (3) Leadership
- (4) Command climate/Sailorization
- (5) Collateral duties
- (6) Peer group and off-duty community involvement

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

(Decoration/Award)      (Command)      (YMMDD - YMMDD)

i. List educational accomplishments.

(1) Years of formal civilian schooling completed and any degree attained:

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

(3) Other self-study educational achievements attained (include United States Armed Forces Institute (USAFI) courses, Defense Activity for Non Traditional Education Support (DANTES) courses, etc.). Do not include training courses required for advancement.

4. Commanding Officer's remarks (limit to one typewritten page).

(Signature)  
(No "By direction")