



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

OPNAVINST 1700.10N
N00D
12 Feb 2016

OPNAV INSTRUCTION 1700.10N

From: Chief of Naval Operations
Subj: SAILOR OF THE YEAR PROGRAM
Ref: (a) 5 CFR 16-2635.204
Encl: (1) Sample Nomination Format
(2) Command Cover Sheet

1. Purpose

a. To provide guidelines and procedures for the Sailor of the Year (SOY) Program. This instruction has been completely revised and provides overarching guidance for all subordinate SOY instructions.

b. This revision provides guidance regarding all gifts presented to the selected SOY and other participants of the program; it should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1700.10M.

3. Background. The Chief of Naval Operations (CNO) established the SOY Program to recognize one Sailor who represents the best of the Navy by demonstrating both professional and personal dedication. In 1972, the SOY Program only recognized Atlantic and Pacific Fleet Sailors; however, in 1973, the program was expanded to recognize one outstanding Sailor to represent the many superior petty officers serving in shore establishments Navywide. In 1982, the program was further expanded to include the Navy Enlisted Reservist of the Year.

4. Discussion. The SOY Program recognizes Sailors who best represent the large number of superior dedicated professionals serving in a particular type of duty as assigned. The SOY candidate is typified by a history of sustained superior performance, command impact, mission contribution, proven leadership, dedication to self-improvement, outstanding professionalism, superior personal appearance; epitomizes the

expectations of a first class petty officer and Navy core values; and shows the ability to exercise and lead as a chief petty officer following the chief petty officer mission, vision, and guiding principles. When reviewing candidates for selection as SOY, additional consideration should be given to those individuals who have excelled in increasingly demanding, challenging, and unique assignments which typify naval service.

5. Eligibility

a. Sailors who have displayed sustained superior performance and meet the criteria in subparagraphs 5a(1) through 5a(4) are eligible to compete for SOY.

(1) Active Component Sailors.

(2) Reserve Component Sailors serving as full-time support.

(3) Reserve Component Sailors serving as Selective Reserve (SELRES). SELRES Sailors serving on active duty for operational support will be considered with other personnel from their permanent reserve unit instead of the command to which they are assigned for temporary additional duty (TAD).

(4) Sailors working outside of the traditional Navy chain of command (e.g., joint commands, Federal agencies).

b. The Sailors in subparagraphs 5b(1) and 5b(2) are ineligible to compete.

(1) Sailors selected for advancement to chief or officer commissioning (unless formal declination has been approved).

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

6. Action. The competitive cycle will run from 1 October to 30 September every year (i.e., 1 October 2015 through 30 September 2016 will be the 2015 SOY cycle). All nominating commands must ensure packages are in the format specified in enclosure (1) and must include command cover document per enclosure (2).

a. Each SOY category coordinator will forward competition dates to the Office of the Master Chief Petty Officer of the Navy (MCPON) no later than 15 December each year.

b. Navywide, all commands selecting a SOY must have their selection boards completed and packages ready for submission to their respective force commander by 15 December each year to allow adequate time for subsequent levels of competition.

c. All TAD and travel requests for SOY nominees must be supported by the successive nominating command at each level of competition. Commands are encouraged to utilize video teleconference or other technological means to conduct SOY candidate interviews as appropriate.

d. Each designated commander in subparagraphs 6d(1) through 6d(4) will select a final Navy SOY and establish competition requirements through local notices.

(1) Atlantic Fleet SOY. Coordinated by U.S. Fleet Forces fleet master chief and conducted with SOYs from all deployable forces within the Atlantic Fleet.

(2) Pacific Fleet SOY. Coordinated by Commander, U.S. Pacific fleet master chief and conducted with SOYs from all deployable forces within the Pacific Fleet.

(3) Navy Reserve Force. Coordinated by the Navy Reserve force master chief and conducted with SOYs from all Navy SELRES personnel in an active drill status.

(4) Navy Shore SOY. Coordinated by the Office of the Chief of Naval Operations (OPNAV) command master chief and conducted with the selected shore SOYs from: OPNAV direct report naval shore activities; U.S. Fleet Forces Command; U.S. Pacific Fleet; U.S. Naval Forces Europe, U.S. Naval Forces Africa; and Deputy Chief of Naval Operations, Manpower, Personnel, Training and Education (CNO(N1)).

e. All Sailors that fall under joint assignments will compete together under the direction of the Navy senior enlisted leader (SEL) for the Joint Staff. The selected SOY will be forwarded to the OPNAV command master chief. Joint assignments include but are not limited to: White House Communications

Agency, Camp David, White House Staff, Embassies, State Department, and other joint combatant commands and joint component commands.

f. Commands desiring to nominate an individual who served during the majority of the competitive cycle (for example, 1 October 2015 through 30 September 2016), but has since transferred, may nominate them for the command SOY regardless of the type of duty category the candidate may be serving in at the time of nomination.

g. All SOY selection board chairs will ensure the warfare communities of the SOY candidates are represented in the makeup of the selection board members.

h. Each SOY selection board will conduct both a performance review and a sustained superior performance review to remain consistent with the chief petty officer selection board process, as the final candidates will be advanced to chief petty officer upon selection.

i. The OPNAV 1650/17 Sailor of the Year Grading Sheet will be used at all levels of competition. The initial nominating command's command master chief will provide a completed OPNAV 1650/17 as an enclosure to the SOY nomination package.

j. A Sailor will only compete in one of the four categories as referenced in paragraph 6d. Fleet force and immediate superior in command SELs will clearly identify the correct competitive path for commands prior to the start of the SOY competitive cycle.

7. Recognition. The four Navy SOYs will receive:

- a. An engraved plaque.
- b. Awards.

(1) The awarding of the Navy and Marine Corps Commendation Medal is authorized for all Sailors who compete at the force level of competition and above. Presentation of award will be at the Sailor's final level of competition.

(2) All selected SOYs below the force level of competition will be awarded Navy and Marine Corps Achievement Medals by respective echelons.

c. Meritorious advancement to the next higher pay grade.

d. A choice of coast assignment duty upon completion of their tour.

8. Advancement

a. SOYs selected for advancement to chief petty officer will be assigned as students at the Senior Enlisted Academy (SEA) at the earliest opportunity following their advancement; either TAD if command-supported, or at first permanent change of station transfer. All SEA screening requirements must be met prior to attendance.

b. Fleet master chiefs are encouraged to utilize their respective SOY throughout the course of the year at events and functions that will facilitate their growth and development, as well as provide training and mentoring opportunities to junior Sailors. Fleet commanders will have latitude to assign a SOY to the office of a fleet master chief. Funding for the SOY's attendance at these events is the responsibility of the applicable fleet command.

9. Gifts and Donations by Sponsors. While the generous support of non-Federal entities (NFE), nonprofit organizations (NPO), and civilian sponsors is greatly appreciated, it is requested that all gifts presented to the selected SOY and other participants of the program be reasonable in cost and value to meet the spirit and intent of the SOY Program. Excessive or overly costly gifts, while very generous, are not expected in support of the recognition of each SOY and SOY participant.

a. It is recommend items donated, presented, or awarded on behalf of a NFE, NPO, or civilian sponsors not exceed \$200.00 per year, per SOY or SOY participant.

b. Each respective command will be accountable for totals of monies, gifts, awards, or other means of SOY support accepted from NFEs, NPOs, or civilian sponsoring agencies. Records must be maintained at each command documenting all items accepted by

each SOY and SOY participant and must include: a brief description of the item accepted; the aggregate value of the item accepted; the associated NFE, NPO, or civilian sponsor who has donated the money, gift, award, or other means of support; and a point of contact from each NFE, NPO, or civilian sponsoring agency who has facilitated the presentation of the money, gift, award, or other means of support.

c. Commands should refrain from soliciting or accepting gifts from prohibited sources as outlined in reference (a), and must ensure all gifts or awards accepted by NFEs, NPOs, or civilian sponsoring agencies are reviewed, via written determination, by an agency ethics official to include justification that the award was made as part of an established program of recognition incident to a bona fide award as explained in reference (a).

10. Coordination. CNO coordinator for the SOY Program is the Office of the MCPON, 2000 Navy Pentagon, 4E392, Washington, DC 20350-2000.

11. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

12. Forms and Information Collections

a. Forms

(1) OPNAV 1650/3 Personal Award is available for download from <https://awards.navy.mil>. On the site go to the "Approval Authority" tab, when page comes up scroll down to bottom right there is a section titled "Forms".

(2) OPNAV 1650/17 Sailor of the Year Grading Sheet is available for download from Form Naval Forms Online <https://navalforms.documentservices.dla.mil/web/public/home>

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b. Information Collections. Reports contained within this instruction are exempt from reports control per SECNAV M-5214.1 of December 2005, part IV, subparagraph 7k.



R. L. THOMAS
Director, Navy Staff

Distribution:

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<http://doni.documentservices.dla.mil>

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12 Feb 2016

SAMPLE NOMINATION FORMAT

SSIC
Originator's Code
Date

From:
To:
Via:

Subj: 20__ (FORCE) SAILOR OF THE YEAR NOMINATION IN THE CASE OF
(RATING, WARFARE, LAST NAME, FIRST NAME, MIDDLE INITIAL)

Ref: (a) OPNAVINST 1700.10N

- Encl:
- (1) Copies of last 5 years of performance evaluations (most recent first)
 - (2) Personal Awards received during the nominative period (1 October to 30 September)
 - (3) SOY nominee biography (one page 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 for Navy and Marine Corps Commendation Medal (forwarded, including summary of action and completed unsigned 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 (completed by command master chief)
 - (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 reference (a) (rating, warfare, last name, first name, middle initial) is nominated as the 20__ (Force) Sailor of the Year.

Enclosure (1)

Subj: 20__ (FORCE) SAILOR OF THE YEAR NOMINATION IN THE CASE OF
(RATING, WARFARE, LAST NAME, FIRST NAME, MIDDLE INITIAL)

2. Complete contact information of member nominated:

- a. Name: (last, first, middle initial)
- b. Rate and rank:
- c. Present duty station:
- d. Address: (work) (home)
- e. Telephone: (work) (home or 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 and 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)

Subj: 20__ (FORCE) SAILOR OF THE YEAR NOMINATION IN THE CASE OF
(RATING, WARFARE, LAST NAME, FIRST NAME, MIDDLE INITIAL)

6. List 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 (include United States Armed Forces Institute courses, Defense Activity for Non-Traditional Education Support courses, etc.). Do not include training courses required for advancement or annual general military training.

7. Reporting senior's remarks (limit to one typewritten page).

(Signature)
("By direction" not authorized)

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

COMMAND COVER SHEET

SOY 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: