



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

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OPNAVNOTE 1700  
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OPNAV NOTICE 1700

From: Chief of Naval Operations

Subj: FISCAL YEAR 2014 NAVAL SHORE ACTIVITIES SAILOR OF THE  
YEAR PROGRAM

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

Encl: (1) Naval Shore Activities Primary Nominating Commands  
(2) Command Contact Cover Sheet

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

2. Background. Reference (a) provides details of the Navy SOY program. The Naval Shore Activities SOY Board selects one candidate to compete in the Navy Shore SOY competition.

3. Eligibility. The period of eligibility for the Naval Shore Activities SOY is 1 October 2013 to 30 September 2014. Each command listed in enclosure (1) or other commands as approved by Director, Navy Staff (DNS) will be a primary nominating command for the Naval Shore Activities 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 Naval Shore Activities SOY program:

(1) Active-duty Sailors.

(2) Full-time support (FTS) Sailors.

(3) Active duty and FTS Sailors attached to joint or specific Navy commands listed in enclosure (1).

(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 Navy Shore Activities 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, Navy Reserve Force (inactive duty Navy Reserve in an active drill status); Commander, U.S. Fleet Forces Command; Commander, U.S. Pacific Fleet; Commander, U.S. Naval Forces Europe-U.S. Naval Forces Africa/U.S. 6<sup>th</sup> Fleet; and Commander, Manpower, Personnel, Training and Education; all of which conduct separate selection processes and compete at the Navy Shore 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 Naval Shore Activities SOY from nominees of primary nominating commands listed in enclosure (1).

#### 5. Action

a. Commands listed in enclosure (1) must submit their nomination packages via email to Information System Technician Senior Chief (ITCS) Matthew Naragon at [matthew.naragon@navy.mil](mailto:matthew.naragon@navy.mil).

(1) Nomination packages must arrive no later than 1600, 12 February 2015. Packages should be sent digitally per reference (a), including high-resolution photos. If package is not received by the due date, it will not be considered by the board. If package cannot be sent digitally, contact the coordinator, ITCS Matthew Naragon, via e-mail at [matthew.naragon@navy.mil](mailto:matthew.naragon@navy.mil).

(2) Questions concerning packages may be addressed to the OPNAV CMC, CMDCM Christopher Welch, at commercial: (703) 614-2262/DSN: 224-2262, or email at [christopher.c.welch@navy.mil](mailto:christopher.c.welch@navy.mil).

b. The Naval Shore Activities SOY Review Board will convene Wednesday, 18 February 2015.

(1) The OPNAV CMC will chair the review board which will consist of a panel of four command master chiefs and or senior enlisted leaders from commands listed in enclosure (1).

(2) The board members will evaluate all packages per OPNAV 1650/17 Sailor of the Year Grading Sheet and select five finalists from initial entries by Thursday, 19 February 2015.

(3) Notification of the five finalists will be made to respective commanding officers and command master chiefs by Friday, 20 February 2015.

c. The five finalists will be interviewed by the same panel of board members via video teleconference on Thursday, 26 February 2015. Panel members will recuse themselves if a subordinate is selected as a finalist and a new panel member will be selected by the chair from commands listed in enclosure (1).

6. Nomination Packages. Each command must electronically submit their package per reference (a). This package must be prepared in Microsoft Word format, with images included as attachments; high-resolution photos are recommended to ensure photos are usable, as they are considered as a part of the package. Submit packages in Adobe Acrobat format with the proposed award provided separately in Microsoft Word, but original documents must be readily available if requested, as modifications must be made to the winner's package in order to forward. Provide a cover sheet with the phone numbers and email addresses of the commander or commanding officer and command master chief, per enclosure (2).

7. Finalists. Per reference (a), the Sailor selected to advance to the Navy Shore SOY competition will not be recognized with a personal award pending the outcome of that competition.

a. Nominees not selected to advance as one of the five finalists for Naval Shore Activities SOY will receive a Navy and Marine Corps Commendation Medal drafted and issued by their primary nominating command.

b. The four Naval Shore Activities SOY finalists not selected to advance to the Navy Shore SOY competition will receive a Navy and Marine Corps Commendation Medal from DNS.

8. Records Management. Records created as a result of this notice, regardless of media or format, shall be managed per Secretary of the Navy Manual 5210.1 of January 2012.

9. Forms and Reports Control

a. OPNAV 1650/17 Sailor of the Year Grading Sheet is available for download on Naval Forms OnLine <https://navalforms.documentservices.dla.mil/>.

b. The reporting requirement contained in paragraph 6 is exempt from reports control by SECNAV Manual 5214.1 of December 2005.



S. H. SWIFT  
Director, Navy Staff

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NAVAL SHORE SOY PRIMARY NOMINATING COMMANDS

The below listed commands as outlined in OPNAVINST 5400.45, Standard Navy Distribution List, with exception of those that are type duty codes 2 and 4 per reference (b), or commands attached to Commander, Navy Reserve Force (inactive duty Navy Reserve in an active drill status); Commander, U.S. Fleet Forces Command; Commander, U.S. Pacific Fleet Command; and Commander, Navy Personnel Command, are eligible to nominate a Service Member to Naval Shore Activities SOY Board.

1. Chairman, Joint Chiefs of Staff
2. Secretary of The Navy
3. Chief of Naval Operations
4. Commander, Navy Reserve Forces Command
5. Commander, U.S. Strategic Command
6. Commander, U.S. Pacific Command
7. Commander, U.S. Naval Forces Southern Command
8. Commander, U.S. Northern Command
9. Commander, Naval Special Warfare Command
10. Commander, U.S. Fleet Cyber Command
11. Commander, U.S. Naval Forces Central Command
12. Commander, Navy Installations Command
13. Chief, Bureau of Medicine and Surgery
14. Commander, Naval Sea Systems Command
15. Commander, Naval Air Systems Command
16. Commander, Naval Supply Systems Command
17. Commander, Naval Facilities Engineering Command

18. Commander, Space and Naval Warfare Systems Command
19. Director, Strategic Systems Programs
20. Superintendent, U.S. Naval Academy
21. Commander, Naval Legal Service Command
22. Commander, Naval Safety Center
23. President, Naval War College
24. President, Naval Postgraduate School
25. Commander, Operational Test and Evaluation Force
26. Director, Defense Information Systems Agency
27. Commander, Naval History and Heritage Command
28. Commanding Officer, USS CONSTITUTION
29. Director, Navy Band
30. Commander, Office of Naval Intelligence

**FOR OFFICIAL USE ONLY  
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COMMAND CONTACT COVER SHEET

**SOY Nominee**

Name:

Rate:

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

Name:

Rank:

Title:

E-mail:

Phone Number:

**Command Master Chief**

Name:

Rate:

E-mail:

Phone Number:

**Command**

Full Name:

Message PLAD: