



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

OPNAVINST 1700.17
N1
2 Sep 2014

OPNAV INSTRUCTION 1700.17

From: Chief of Naval Operations

Subj: MANPOWER, PERSONNEL, TRAINING, AND EDUCATION SAILOR OF
THE YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10M

Encl: (1) Sample Nomination Format
(2) Nominating Command Cover Sheet
(3) SOY Check-Off Sheet

1. Purpose. To provide guidelines and procedures for the Manpower, Personnel, Training and Education (MPT&E) Sailor of the Year (SOY) Program per guidelines outlined in reference (a).

2. Discussion. The MPT&E SOY Program recognizes the very best all-around Sailor within the MPT&E domain. Sustained superior performance, leadership, self-improvement, command and community involvement, and appearance are keys to the selection process. When reviewing candidates for the MPT&E SOY, special consideration shall be given to individuals who have excelled in the most demanding and challenging assignments.

3. Eligibility Criteria. The MPT&E SOY Program is open to first class petty officers who served in the MPT&E domain during the calendar year of nomination as specified by the nominating command's SOY instruction. This includes active duty, full-time support, and temporary additional duty (TAD) Sailors, including those assigned to duty with other Services. However, E-6 personnel selected for E-7 are ineligible. Sailors serving on TAD should be considered among the personnel in the unit to which they are temporarily assigned.

4. Action. The competitive cycle will run from 1 October to 30 September every year.

a. MPT&E Commanders

(1) Selection of the Chief of Naval Personnel;
Commander, Navy Personnel Command; Commander, Navy Recruiting

Command; and Commander, Naval Education and Training Command SOY finalists will be accomplished using command conducted selection boards to identify finalists to compete at the MPT&E level. Each direct reporting command will conduct one SOY selection board to select one finalist to forward to MPT&E.

(2) Prepare nomination packages consisting of the information designated in paragraph 5.

(3) Forward nomination packages to arrive not later than the second week in January each year for consideration to:

FLEET MASTER CHIEF
MANPOWER, PERSONNEL, TRAINING, AND EDUCATION
701 S. COURTHOUSE ROAD
ARLINGTON, VA 22204

NOTE: Packages received after the deadline will not be considered.

(4) Once MPT&E releases the naval message announcing the SOY finalists and winners, and if nominees were not selected as an MPT&E SOY finalist or winner, present the nominee with a command awarded Navy and Marine Corps Commendation Medal.

b. MPT&E Fleet Master Chief

(1) Coordinate the host site for the MPT&E SOY selection week. The MPT&E SOY selection week host responsibilities will be determined by the MPT&E fleet master chief on an annual basis.

(2) Coordinate and conduct the MPT&E SOY board utilizing representation from the MPT&E domain. The selection board conducted at the host site location will review the SOY nomination packages and conduct a personal interview with each candidate to reach consensus in selecting the MPT&E SOY.

(3) Uniform required for nominees appearing before the board is service dress blue.

(4) The hosting command will ensure nominees receive appropriate recognition through command and local publications.

(5) Prepare and submit SOY board recommendation to the Deputy Chief of Naval Operations, MPT&E (DCNO N1) for approval.

(6) Prepare the appropriate award recommendations, citations, announcement message, and plaques as outlined in paragraph 6 of this instruction.

(7) Prepare the SOY nomination package and forward, with DCNO N1's endorsement, to the OPNAV command master chief for consideration in the CNO shore activities SOY competition.

5. Nomination Packages

a. Nomination package will be prepared in the format specified in enclosure (1) and will consist of the following:

(1) A paper copy of the nomination package accompanied with an electronic copy of the complete package on compact disc-read only memory (CD-ROM) (Microsoft (MS) Word version 95 or higher for text and joint photographic experts group (JPEG) format for photos).

(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) A completed and signed PDF version of OPNAV 1650/3 Personal Award Recommendation accompanied with an electronic copy of the complete package on CD-ROM (MS Word version 95 or higher).

NOTE: Leave block 8 blank, enter "1 Oct YY - 30 Sep YY" in block 25, and review OPNAV 1650/3 in its entirety to ensure it is complete and accurate.

(5) A completed Navy and Marine Corps Commendation Medal "Proposed Citation." The citation must be prepared using MS Word, Courier New font 10, and in upper case letters. The citation will not exceed 7-1/2 typewritten, fully justified, lines with right and left margins of 1 inch. A hard copy of the

citation will be submitted with the package, and an electronic version of the award on CD. The opening and closing lines of the proposed citation MUST read as follows:

(a) Opening line: FOR MERITORIOUS SERVICE WHILE SERVING AS (POSITION SAILOR IS FILLING), (COMMAND NAME), CITY, STATE - do not abbreviate) FROM OCTOBER YYYY THROUGH SEPTEMBER YYYY.

(b) Closing line: ...,LEADING TO HIS/HER SELECTION AS MANPOWER, PERSONNEL, TRAINING AND EDUCATION'S SAILOR OF THE YEAR. BY HIS/HER UNSWERVING DETERMINATION, WISE JUDGMENT, AND COMPLETE DEDICATION TO DUTY, (rank, and last name) REFLECTED CREDIT UPON HIMSELF/HERSELF AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

NOTE: The opening and closing lines are not replaceable nor are they optional.

(6) Two 5 inch by 7 inch color glossy photographs with 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 with reproducible media (i.e., CD with picture files in JPEG format, video graphics array or better resolution)).

(7) Past 5 years of Physical Readiness Information Management System (PRIMS) on PRIMS data sheet.

(8) Command cover sheet (enclosure (2)).

(9) OPNAV 1650/17 SOY Grading Sheet (completed by board member).

(10) Electronic copy of complete package on CD-ROM (MS Word version 95 or higher for text and JPEG format for glossy photos).

b. Enclosure (3) is provided as a check-off sheet to ensure package is complete.

c. Commands will be notified in advance of travel requirements. All TAD costs for SOY nominees and spouses (if approved), where applicable, will be supported by parent command.

d. Additional uniforms and civilian attire requirements will be based on the SOY host site requirements and will be published in advance.

6. Recognition. The MPT&E SOY will receive the following recognition (spouse will be included as appropriate):

a. Coordinate notification of MPT&E SOY winner and finalists by MPT&E message and national press release.

b. Official travel to the location hosting the MPT&E SOY selection week to receive appropriate flag level recognition of achievement.

c. An engraved MPT&E plaque.

d. Awarding of the Navy and Marine Corps Commendation Medal as specified below:

(1) The awarding of the Navy and Marine Corps Commendation Medal to the MPT&E SOY will be awarded at the CNO Shore Activities SOY Ceremony in Washington, DC.

(2) The three finalists and runners-up in the MPT&E SOY competition will be presented the Navy and Marine Corps Commendation Medal by their respective commanders at a later date.

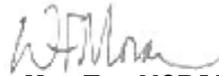
7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of January 2012.

8. Forms. The following forms are available for download online:

a. OPNAV 1650/3 Personal Award Recommendation:
[https://awards.navy.mil/awards/webbas01.nsf/\(vwWebPage/\(home.htm?OpenDocument](https://awards.navy.mil/awards/webbas01.nsf/(vwWebPage/(home.htm?OpenDocument)

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b. OPNAV 1650/17 Sailor of the Year Grading Sheet:
<https://navalforms.documentservices.dla.mil/web/public/home>



W. F. MORAN
Deputy Chief of Naval Operations
(Manpower, Personnel, Training
and Education)

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

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SAMPLE NOMINATION FORMAT

SSIC
Originator's Code
Date

From:
To:

Subj: 20__ MANPOWER, PERSONNEL, TRAINING, AND EDUCATION SAILOR
OF THE YEAR NOMINATION IN THE CASE OF (RATING, WARFARE,
FIRST NAME, MIDDLE INITIAL, LAST NAME)

Ref: (a) OPNAVINST 1700.17

- 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 education, 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
 - (9) Electronic copy of complete package on CD-ROM to include Microsoft word version of OPNAV 1650/3 Personal Award Recommendation JPEG format for glossy photos)

1. Per reference (a), (rating, warfare, last name, first name, middle initial) is nominated as the 20__ Manpower, Personnel, Training, and Education Sailor of the Year.

FOR OFFICIAL USE ONLY (FOUO)-PRIVACY SENSITIVE. Any misuse or unauthorized disclosure may result in both civil and criminal penalties."

Enclosure (1)

Subj: 20__ MANPOWER, PERSONNEL, TRAINING, AND EDUCATION SAILOR
OF THE YEAR NOMINATION IN THE CASE OF (RATING, WARFARE,
FIRST NAME, MIDDLE INITIAL, LAST NAME)

2. Complete contact information of member nominated:

- a. Name: (Last, First, Middle Initial)
- b. Rate/Rank:
- c. Present duty station:
- d. Address: (Work)
- e. Telephone: (Work)
- f. Facsimile: (Work)
- g. E-mail Address: (Work)

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

(Command) (Quarter) (YMMDD - YMMDD)

4. Reporting senior's justification of nomination utilizing the
following format (limit 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

Subj: 20__ MANPOWER, PERSONNEL, TRAINING, AND EDUCATION SAILOR
OF THE YEAR NOMINATION IN THE CASE OF (RATING, WARFARE,
FIRST NAME, MIDDLE INITIAL, LAST NAME)

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
(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 or annual general military training.

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

(Signature)
("By direction not authorized)

NOMINATING COMMAND COVER SHEET

SOY Nominee

Name:

Rate/Rank:

Reporting Senior

Name:

Rate/Rank:

Title:

E-mail:

Phone Number:

Command Master Chief

Name:

Rate/Rank:

E-mail:

Phone Number:

Command:

Full Name:

Message PLAD:

SOY CHECK-OFF SHEET

- ____: Copies of last 5 years of performance evaluations
(most recent first)
- ____: SOY nominee biography
- ____: A signed Personal Award Recommendation (OPNAV 1650/3)
- ____: A completed Navy and Marine Corps Commendation Medal
"Proposed 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 disc containing the following:
 - ____: An electronic copy of complete SOY package on CD-
ROM to include Microsoft word version of OPNAV
1650/3 Personal Award Recommendation and the
Navy and Marine Corps Commendation Medal "Proposed
Citation"
 - ____: 5" x 7" color photographs in JPEG format