



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

Canc frp: Nov 2013

OPNAVNOTE 1700  
Ser DNS-C/12U101084  
8 Nov 2012

OPNAV NOTICE 1700

From: Chief of Naval Operations

Subj: FISCAL YEAR 2012 DIRECT REPORT NAVAL SHORE 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 Direct Report (formally Vice Chief of Naval Operations (VCNO)) Naval Shore Sailor of the Year (SOY) program and to provide eligibility criteria and organizational responsibilities.

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

3. Eligibility. The period of eligibility for Direct Report Naval Shore SOY is 1 October 2011 to 30 September 2012. Each command listed in enclosure (1) will be a primary nominating command for the Direct Report Naval Shore 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 Direct Report Naval Shore 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).

(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 Direct Report 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, U.S. Naval Forces Europe-U.S. Naval Forces Africa/U.S. 6<sup>th</sup> Fleet; 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 the Navy SOY Board.

4. Responsibility. Office of the Chief of Naval Operations (OPNAV) Command Master Chief (CMDCM) will establish a board to interview and select the Direct Report Naval Shore 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 e-mail to [mistie.marcucci@navy.mil](mailto:mistie.marcucci@navy.mil) and [jesse.cuevas@navy.mil](mailto:jesse.cuevas@navy.mil).

(1) Nomination packages must arrive no later than 1600, 4 February 2013. 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, YNC Mistie Marcucci, via e-mail at [mistie.marcucci@navy.mil](mailto:mistie.marcucci@navy.mil).

(2) Questions concerning packages may be addressed to the OPNAV CMDCM Russell Smith, at commercial: (703) 614-2262/DSN: 224-2262, or e-mail at [russell.1.smith2@navy.mil](mailto:russell.1.smith2@navy.mil).

b. A preliminary Direct Report Naval Shore SOY board will convene Monday, 11 February 2013. The board will review all packages and select five finalists from initial entries by Tuesday, 12 February 2013. Notification of the five finalists will be made to respective commanding officer and CMDCM by Wednesday, 13 February 2013.

c. The five finalists will be interviewed by a panel of board members via video teleconference on Thursday, 14 February 2013.

6. Nomination Packages. Each command must electronically submit their package per reference (a). This package must be prepared and submitted 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. Packages may be submitted in Adobe Acrobat format, 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 e-mail addresses of the commander or commanding officer and CMDCM, per enclosure (2).

7. Finalists. Per reference (a), the Sailor selected to advance to the Navy SOY competition will not be awarded a medal pending the outcome of that competition.

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

b. Of the five finalists for Direct Report Naval Shore SOY, the four not selected to advance to the Navy SOY competition will receive a Navy and Marine Corps Commendation Medal from Director, Navy Staff.

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

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

10. Cancellation Contingency. This notice is in effect for 1 year or until changed by the Director, Navy Staff, whichever occurs first. The organization action will remain in effect until changed by Director, Navy Staff.



R. W. HUNT  
Vice Admiral, U.S. Navy  
Director, Navy Staff

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NAVAL SHORE SOY PRIMARY NOMINATING COMMANDS

The below listed commands as outlined in OPNAVNOTE 5400 Ser DNS-3/12U102020 of 1 March 2012, 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 Personnel Command, are eligible to nominate a Service member to Direct Report Naval Shore SOY Board.

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

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

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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: