



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

Canc frp: Oct 2012

OPNAVNOTE 1700
Ser DNS-C/11U106105
28 Oct 2011

OPNAV NOTICE 1700

From: Chief of Naval Operations

Subj: FISCAL YEAR 2011 VICE CHIEF OF NAVAL OPERATIONS NAVAL
SHORE ACTIVITIES SAILOR OF THE YEAR PROGRAM

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

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

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 of the Chief of Naval Operations (CNO) SOY program. The CNO Shore SOY board will convene in April 2012. 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 October 2010 to 30 September 2011. 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).

(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, Naval Forces Europe/Commander, 6th 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 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 via e-mail to mistie.marcucci@navy.mil and j.long@navy.mil.

(1) Nomination packages must arrive no later than 1600, 10 February 2012. 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.

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

b. A preliminary VCNO NSA SOY board will convene Thursday, 23 February 2012. The board will review all packages and select five finalists from initial entries by Friday, 24 February 2012. Notification of finalists will be made to respective commanding officer and CMC.

c. The five finalists will travel on temporary additional duty (TAD) orders to Washington, DC from 6 to 9 March 2012 for personal interviews leading to selection of the 2011 VCNO NSA SOY.

(1) Information for TAD assignments will be communicated to finalist parent command 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. 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 CMC, per enclosure (2). Nomination packages shall 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. Finalists. 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.

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

b. Of the five finalists for VCNO NSA 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.

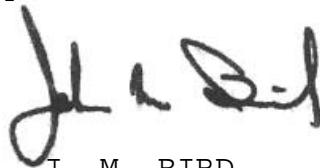
8. Records Management. Records created as a result of this notice, regardless of media or format, shall be managed per Secretary of the Navy Manual 5210.1 of November 2007.

9. 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 the U.S. Navy Awards Site at [https://awards.navy.mil/awards/webbas01.nsf/\(vwWebPage\)/home.htm?OpenDocument](https://awards.navy.mil/awards/webbas01.nsf/(vwWebPage)/home.htm?OpenDocument).

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.



J. M. BIRD
Vice Admiral, U.S. Navy
Director, Navy Staff

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NAVAL SHORE ACTIVITIES PRIMARY NOMINATING COMMANDS

The below listed 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 Personnel Command, are eligible to nominate a Service member to VCNO NSA 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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(WHEN FILLED IN)**

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: