



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
2531 JEFFERSON DAVIS HWY
ARLINGTON VA 22242-5160

IN REPLY REFER TO
NAVSEAINST 1700.1D
Ser 09M/099
30 Nov 99

NAVSEA INSTRUCTION 1700.1D

From: Commander, Naval Sea Systems Command

Subj: SAILOR OF THE YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10K

Encl: (1) Sample Nomination Format

1. Purpose. To reissue eligibility criteria and guidelines for submitting nominations for the Naval Sea Systems Command Sailor of the Year (SOY) Program.

2. Cancellation. NAVSEAINST 1700.1C of 5 September 1996.

3. Background. This program is open to all active duty personnel in paygrades E-4, E-5, and E-6. Personnel selected for E-7 are ineligible. A member serving on temporary additional duty should be considered along with other personnel from the member's permanent duty station.

4. Action

a. Headquarters organizations will submit SOY nominations directly to the NAVSEA Command Master Chief (SEA OOF). All nominees must meet eligibility requirements of reference (a). Nomination packages must be submitted in the format of enclosure (1) and include the last three annual performance evaluation reports.

b. Field activities will submit their SOY nominations to SEA OOF via their chain of command. Activities with multiple Unit Identification Codes (UICs) are encouraged to consolidate and submit one activity nomination. All nominees must meet the eligibility requirements of reference (a). Nomination packages must be submitted in the format of enclosure (1).

5. Selection Factors. SOY screening board members will be selected by SEA OOF and will be comprised of a minimum of five Master Chief Petty Officers. The screening board will consider, but not be restricted to, the following factors as observed during the past year:

- a. Performance.
- b. Leadership.
- c. Military Appearance.

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- d. Behavior.
 - e. Meritorious or commendatory achievement above the scope of duties.
 - f. Educational Accomplishments.
 - g. Participation in civic and community affairs.
 - h. Adaptability.
 - i. Application of Navy Core Values.
6. Coordination. The NAVSEASYSKOM point of contact is SEA 00F, DSN 332-1464 or Commercial (703) 602-1464.
7. Submission dates. SEA 00F will establish submission dates annually by message.
8. Form. OPNAV 1650/3 (Rev 1-94), Personal Award Recommendation, S/N 0107-LF-017-5800, may be obtained through normal supply channels under NAVSUP P-2002.


G. P. NANOS, JR

Distribution:
See next page

Distribution:

NAVSEA Special List Y2

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SAMPLE NOMINATION FORMAT

SSIC
Originator's Code

From:
To:
Via:

Subj: 19___/20___ SHORE SAILOR OF THE YEAR NOMINATION IN THE
CASE OF _____

Ref: (a) OPNAVINST 1700.10K

Encl: (1) Information to support nomination (include copies of
evaluations, Letters of Appreciation, and/or
Commendation/Sailor of the Month/Quarter, etc.)
(2) Biography (narrative format, starting with date and
place of birth, schooling, military service, current
assignment, personal awards and medals, and family,
etc.). Limit: two typewritten pages, double spaced.
(3) OPNAV 1650/3 (1-94), Personal Award Recommendation
for Navy Commendation Medal
(4) 5x7 color photograph (one each front and side view,
full length, light blue or grey background, Service
Dress Blue uniform, uncovered)

1. In accordance with reference (a), _____ is
nominated as the 19___/20___ Shore Sailor of the Year.

2. Full name, address, and complete telephone number of
nominating command.

3. The following information is provided:

- a. Name: _____ SSN: _____
- b. Date of Birth: _____
- c. Date enlisted in Navy: _____
- d. Advancement history (give dates):
 - (1) E-4: _____
 - (2) E-5: _____
 - (3) E-6: _____

Enclosure (1)

SAMPLE NOMINATION FORMAT

e. Currently selected for advancement (if yes, date to be advanced):

f. Family members (list full names and dates of birth):

g. If previously selected as Sailor of the Month/Quarter/Year, give date(s) and command(s):

h. Brief synopsis of significant professional achievements, which warrant selection: (Limit to one typewritten page)

i. Personal Awards:

j. Nominee's community involvement:

k. List educational background:

(1) Years of formal schooling completed/degree attained:

(2) Navy schools completed:

(3) Other self-study educational achievements attained while on active duty (include correspondence courses, extension courses, United States Armed Forces Institute (USAFI) courses, Defense Activity for Non-Traditional Education Support (DANTES) courses, Navy-sponsored courses, etc. Exclude training courses required for advancement):