



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

OPNAVINST 1700.10M  
N00D  
05 NOV 2012

OPNAV INSTRUCTION 1700.10M

From: Chief of Naval Operations

Subj: SAILOR OF THE YEAR PROGRAM

Encl: (1) Sample Nomination Format  
(2) Command Cover Sheet

1. Purpose. To provide guidelines and procedures for the Sailor of the Year (SOY) Program. This instruction has been completely revised and provides overarching guidance for all subordinate SOY instructions; it should be reviewed in its entirety.
2. Cancellation. OPNAVINST 1700.10L.
3. Background. The Chief of Naval Operations (CNO) established the SOY Program to recognize one Sailor who represents the best of Navy by demonstrating both professional and personal dedication. In 1972, the SOY Program only recognized Atlantic and Pacific Fleet Sailors; however, in 1973, the program was expanded to recognize one outstanding Sailor to represent the many superior petty officers serving in shore establishments Navywide. In 1982, the program was further expanded to include the Navy Enlisted Reservist of the Year (inactive).
4. Discussion. The SOY Program recognizes Sailors who best represent the large number of superior dedicated professionals serving in a particular type of duty as assigned. The SOY candidate is typified by a history of sustained superior performance, command impact, mission contribution, proven leadership, dedication to self-improvement, outstanding professionalism, superior personal appearance; epitomizes the expectations of a first class petty officer and Navy core values; and shows the ability to exercise and lead as a chief petty officer following the chief petty officer mission, vision, and guiding principles. When reviewing candidates for selection as SOY, additional consideration should be given to those individuals who have excelled in increasingly demanding, challenging, and unique assignments which typify Naval service.

5. Eligibility

a. Sailors who have displayed sustained superior performance and meet the following criteria are eligible to compete for SOY:

(1) Active Component Sailors.

(2) Reserve Component Sailors serving as full-time support.

(3) Reserve component Sailors serving as Selective Reserve (SELRES). SELRES Sailors serving on active duty for operational support will be considered with other personnel from their permanent reserve unit instead of the command to which they are assigned for temporary additional duty (TAD).

(4) Sailors working outside of the traditional Navy chain of command (e.g., joint commands, Federal agencies, etc.).

b. The following Sailors are ineligible to compete:

(1) Sailors selected for advancement to chief petty officer or officer commissioning (unless formal declination has been approved).

(2) Canvasser recruiters or support personnel eligible for Enlisted Recruiter of the Year.

6. Action. The competitive cycle will run from 1 October to 30 September every year (i.e., 1 October 2011 through 30 September 2012 will be the 2012 SOY cycle). All nominating commands shall ensure packages are in the format specified in enclosure (1). Packages will be submitted in hardcopy format and 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 JPG format for photos). Include in nomination package command cover sheet per enclosure (2).

a. Each SOY category coordinator will forward competition dates to the Office of the Master Chief Petty Officer of the Navy (MCPON) no later than 15 December each year.

b. Navywide, all commands selecting a SOY will have their selection boards completed and packages ready for submission to their respective force commander by 1 December each year to allow adequate time for subsequent levels of competition.

c. All TAD and travel requests for SOY nominees will be supported by the successive nominating command at each level of competition. Commands are encouraged to utilize video teleconference and or other technological means to conduct SOY candidate interviews as appropriate.

d. Each designated commander below will select a final Navy SOY and establish competition requirements through local notices:

(1) Atlantic Fleet SOY. Coordinated by U.S. Fleet Forces fleet master chief and conducted with SOYs from all deployable forces within the Atlantic Fleet.

(2) Pacific Fleet SOY. Coordinated by Commander, U.S. Pacific Fleet master chief and conducted with SOYs from all deployable forces within the Pacific Fleet.

(3) Navy Reserve Force SOY. Coordinated by the Navy Reserve Force master chief and conducted with SOYs from all Navy SELRES personnel in an active drill status.

(4) Navy Shore SOY. Coordinated by the Office of the Chief of Naval Operations (OPNAV) command master chief and conducted with the selected shore (type 1 and type 6) SOYs from the following: OPNAV direct report naval shore activities; U.S. Fleet Forces Command; U.S. Pacific Fleet; U.S. Naval Forces Europe, U.S. Naval Forces Africa; and Deputy Chief of Naval Operations, Manpower, Personnel, Training and Education (N1).

e. Commands desiring to nominate an individual who served during the majority of the competitive cycle (1 October to 30 September), but has since transferred, may nominate them for command SOY regardless of the type of duty category the candidate may be serving in at the time of nomination.

f. All SOY selection board chairs will ensure that the warfare communities of the SOY candidates are represented in the makeup of the selection board members.

g. Each SOY selection board will conduct a 1-year performance review and a 5-year sustained superior performance review to remain consistent with a chief petty officer selection board process, as the final candidates will be advanced to chief petty officer.

h. OPNAV 1650/17 Sailor of the Year Grading Sheet will be used at all levels of competition. The initial nominating command's command master chief will provide a completed OPNAV 1650/17 as an enclosure to the SOY nomination package.

i. A Sailor will only compete in one of the four categories as referenced in paragraph 6(d). Fleet and force master chiefs will clearly identify the correct competitive path for commands prior to the start of the SOY competitive cycle.

7. Recognition. The four Navy SOYs will receive:

a. An engraved plaque

b. Awards

(1) The awarding of the Navy and Marine Corps Commendation Medal is authorized for all Sailors who compete at the force level of competition and above. Presentation of award will be at the Sailor's final level of competition.

(2) All selected SOYs below the force level of competition will be awarded the Navy and Marine Corps Achievement Medal by respective echelons.

c. Meritorious advancement to the next higher pay grade.

d. SOYs selected for advancement to chief petty officer will be assigned as students at the Senior Enlisted Academy (SEA) at the earliest opportunity following their advancement, either TAD if command supported or at first permanent change of station transfer. All SEA screening requirements must be met prior to attendance.

e. SOYs will be guaranteed a choice of coast assignment duty upon completion of their tour.

f. Fleet and force master chiefs are encouraged to utilize their respective SOYs throughout the course of the year at events and functions that will facilitate their growth and development, as well as provide training and mentoring opportunities to junior Sailors. Funding for the SOYs attendance at these events is the responsibility of the applicable fleet or force command.

8. Coordination. CNO coordinator for the SOY program is the MCPON, 2000 Navy Pentagon, 4E392, Washington, DC 20350-2000.

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

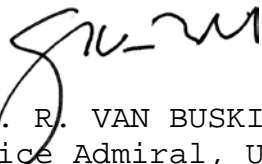
10. Forms and Reports Control

a. The following forms are available for download from Form Naval Forms OnLine  
<https://navalforms.documentservices.dla.mil/web/public/home>.

(1) OPNAV 1650/3 Personal Award

(2) OPNAV 1650/17 Sailor of the Year Grading Sheet

b. Reports contained within this instruction are exempt from reports control per SECNAV M-5214.1 of December 2005.

  
S. R. VAN BUSKIRK  
Vice Admiral, U.S. Navy  
Deputy Chief of Naval Operations  
(Manpower, Personnel, Training  
and Education)

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OPNAVINST 1700.10M  
05 NOV 2012

SAMPLE NOMINATION FORMAT

SSIC  
Originator's Code  
Date

From:  
To:  
Via:

Subj: 20\_\_ (FORCE) SAILOR OF THE YEAR NOMINATION IN THE CASE OF  
(RATING, WARFARE, LAST NAME, FIRST NAME, MIDDLE INITIAL)

Ref: (a) OPNAVINST 1700.10M

- 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 schooling, 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 (completed by command master chief)
  - (9) Electronic copy of complete package on CD-ROM (MS Word version 95 or higher for text and JPG format for glossy photos)

1. Per reference (a) (rating, Warfare, last name, first name, middle initial) is nominated as the 20\_\_ (Force) Sailor of the Year.

Enclosure (1)

Subj: 20\_\_ (FORCE) SAILOR OF THE YEAR NOMINATION IN THE CASE OF  
(RATING, WARFARE, LAST NAME, FIRST NAME, MIDDLE INITIAL)

2. Complete contact information of member nominated:

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

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

(Command)      (Month/Quarter)      (YYMMDD - YYMMDD)

4. Reporting Senior's justification of nomination utilizing the following format (**limit to 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

5. Military decorations and awards (not unit awards). List in chronological order:

(Decoration/Award)      (Command)      (YYMMDD - YYMMDD)

Subj: 20\_\_ (FORCE) SAILOR OF THE YEAR NOMINATION IN THE CASE OF  
(RATING, WARFARE, LAST NAME, FIRST NAME, MIDDLE INITIAL)

6. List 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 (DANTE) 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)



**FOR OFFICIAL USE ONLY  
(WHEN FILLED IN)**

COMMAND COVER SHEET

**SOY Nominee**

Name:

Rate:

**Reporting Senior**

Name:

Rank:

Title:

E-mail:

Phone Number:

**Command Master Chief**

Name:

Rate:

E-mail:

Phone Number:

**Command**

Full Name:

Message PLAD: