



DEPARTMENT OF THE NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND
2713 MITSCHER ROAD, SW
ANACOSTIA ANNEX, DC 20373-5802

CNICINST 1700.1
NOO

JUN 05 2006

CNIC INSTRUCTION 1700.1

From: Commander, Navy Installations Command
To: All Regions and Installations

Subj: COMMANDER, NAVY INSTALLATIONS COMMAND SAILOR OF THE YEAR
PROGRAM

Ref: (a) OPNAVINST 1700.101

Encl: (1) CNIC Nominating Commands
(2) Sample Nomination Format

1. Purpose. To update the Commander, Navy Installations Command (CNIC) 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 convenes in May each year. CNIC selects one candidate to represent CNIC in the Vice CNO shore competition.

3. Eligibility. The period of eligibility is for the current calendar year. Each Region will be a primary nominating command for CNIC SOY selection process. Enclosure (1) lists the Regions within the CNIC claimancy.

a. The following individuals in pay grades E-4, E-5, and E-6 are eligible to compete for CNIC SOY:

- (1) Active duty Navy
- (2) Navy personnel serving as Full Time Support (FTS).
- (3) Be eligible in all respects for the next higher paygrade.

b. The following Sailors are not eligible to compete for CNIC SOY:

- (1) Those in pay grade E-6 selected for E-7.
- (2) Those attached to command under Fleet Commanders, Commander, Naval Reserve Force (inactive duty Naval Reservists in an active drill status), and other commands under the guidance of separate selection processes.

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4. Responsibility

a. CNIC Force Master Chief shall establish a board to review the packages of each CNIC nominating command's SOY nominee and select the top five candidates. Initial notification of finalists will be made through Region Master Chiefs.

b. CNIC Force Master Chief shall establish a board to interview and select the CNIC SOY from the five selected candidates.

5. Award. The Sailor selected as the CNIC SOY will be awarded a Navy and Marine Corps Commendation Medal in recognition of their outstanding performance during the course of the year. This award will be presented at the final level of competition at which the Sailor competes. All other Regional finalists will be awarded the appropriate recognition at the region level.

6. Action

a. Commands listed in enclosure (1) must submit their nomination packages to:

- (1) COMMANDER, NAVY INSTALLATIONS COMMAND
ATTN: FORCE MASTER CHIEF
2713 MITSCHER ROAD SW STE 300
ANACOSTIA ANNEX, DC 20373-5802

(2) Nomination packages must arrive no later than date announced in yearly message. Packages must be sent via Express mail, courier or regular mail service. Electronic submissions or faxed copies will not be accepted. Questions concerning packages may be addressed to the CNIC Force Master Chief at (202) 433-4976 or DSN: 288-4976.

b. Finalists will receive TAD orders to CNIC Headquarters for personal interviews leading to selection of the CNIC SOY. Information for TAD assignments will be issued by separate correspondence. All official travel costs and per diem associated with of the military nominees for CNIC SOY competition will be funded by Headquarters, CNIC.

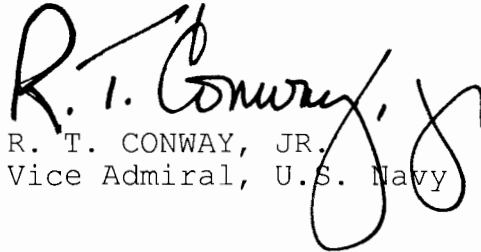
c. Nominating Format. Enclosure (2) provides a sample of the correct nomination format. Nomination packages shall include a Personal Award Recommendation (OPNAV 1650/3) for a Navy and Marine Corps Commendation Medal. Each nominating command must forward an original package plus six complete copies of entire package, as well as a 3.5" disk containing the complete package, including endorsements and e-mail address of the Commanding Officer and Command Master Chief. Per reference (a), Sailors selected to advance to the next level of competition will not be awarded any medal pending outcome of competition. Nominees not selected to advance, as finalists will receive a Navy and Marine Corps Commendation Medal drafted and issued by their primary nominating command. Do not use highlighting, double-spacing, bold, or special print fonts.

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7. Report and Form

a. The reporting requirement contained in paragraph 6 is exempt from reports control by SECNAVINST 5214.23.

b. OPNAV 1650/3 Form, Personal Award Recommendation, S/N 0107-LF-128-0900, may be obtained through the Awards web site <https://awards.navy.mil>.


R. T. CONWAY, JR.
Vice Admiral, U.S. Navy

Distribution:
All Regional Commanders

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NAVAL SHORE ACTIVITIES PRIMARY NOMINATING COMMANDS

All Commands as outlined in CNICNOTE 5400

1. COMMANDER, NAVY REGION NORTHEAST
2. COMMANDER, NAVAL DISTRICT WASHINGTON
3. COMMANDER, NAVY REGION MID-ATLANTIC
4. COMMANDER, NAVY REGION SOUTHEAST
5. COMMANDER, NAVY REGION GULF COAST
6. COMMANDER, NAVY REGION MIDWEST
7. COMMANDER, NAVY REGION NORTH CENTRAL
8. COMMANDER, NAVY REGION SOUTH
9. COMMANDER, NAVY REGION NORTHWEST
10. COMMANDER, NAVY REGION SOUTHWEST
11. COMMANDER, NAVY REGION HAWAII
12. COMMANDER, NAVY REGION GUAM
13. COMMANDER, NAVY REGION JAPAN
14. COMMANDER, NAVY REGION KOREA
15. COMMANDER, NAVY REGION SOUTHWEST ASIA
16. COMMANDER, NAVY REGION EUROPE
17. AREA COORDINATOR, SINGAPORE

JUN 23 2005

FOR OFFICIAL USE ONLY (WHEN FILLED IN)

"SAMPLE NOMINATION FORMAT"

1700

Originator's Code

From: (Nominating Regional Commander)
To: (Refer to CNICINST 1700.1, paragraph 5b)
Via:

Subj: 200 NAVAL SHORE ACTIVITIES SAILOR OF THE YEAR (SOY) NOMINATION PACKAGE IN CASE OF _____

Ref: (a) CNICNOTE 1700.1 of 22 Dec 04

- Encl: (1) Information to support nomination (Include copies of last three performance evaluations, page 4's covering last 3 years; Letters of Appreciation, Commendation, or awards received during nominative period)
- (2) Biography (Narrative format, starting with date and place of birth, civilian schooling, military service, current assignment, personal awards and medals, immediate family members, etc). Limit one type written page single-spaced.
- (3) Personal Award Recommendation (OPNAV 1650/3) for Navy and Marine Corps Commendation Medal in smooth format.
- (4) Two 5x7 color glossy photographs (one-front and side view), plain background, Service Dress Blue uniform, uncovered.

1. Per reference (a), _____ is nominated for 200_ Naval Shore Activities Sailor of the Year.

2. Full name, address, and complete telephone number (work and home) of nominating command and service member.

a. Name (Last, First MI):

b. Rate/Rank: SSN:

c. Present Duty Station:

d. Address: (W) (H)

e. Telephone: (W) (H)

f. Facsimile: (W) (H)

g. E-mail:

Enclosure (2)

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3. The following additional information is provided:

a. Date of Birth (YYMMDD):

b. Active Duty Service Date (ADSD):

c. Advancement History (give dates)

- (1) E-4: _____
- (2) E-5: _____
- (3) E-6: _____

d. Family members (list names, age and dates of birth.):

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

f. Brief synopsis of significant professional achievements justifying selection:

g. Personal awards:

h. Nominee's off-duty community involvement:

i. List education background:

(1) Years of formal civilian schooling completed; include degree if attained:

(2) Navy "A", "B" and/or "C" 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 (DANTE) courses, and PACE I and/or II. Exclude training courses required for advancement.)

4. Commanding Officer remarks/signature (No "By direction).