DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-1300

USNAINST 1700.10
1/CMC
21 SEP 2006

USNA INSTRUCTION 1700.10

From: Superintendent, United States Naval Academy

Subj: UNITED STATES NAVAL ACADEMY SAILOR OF THE YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10K

Encl: (1) Sample Nomination Format

1. Purpose. To provide eligibility criteria and organizational responsibilities for the United States Naval Academy (USNA) Sailor of the Year (SOY) program.

2. Cancellation. This is a new instruction and should be reviewed in its entirety.

3. Discussion. The SOY program recognizes the one enlisted Sailor who best represents the large number of superior dedicated professionals within the Naval Academy. Sustained superior performance, proven leadership, self-improvement, command/community involvement, self-expression, military bearing, and appearance are all key facets of the best all-around Sailors. When reviewing candidates for selection as SOY, special considerations should be given to those Sailors who have excelled in increasingly demanding and challenging assignments.

4. Eligibility. All Navy personnel including those serving as Training and Administration of Reserve, Active Duty for Special Work (ADSW) personnel, United States Naval Reserve Inactive duty personnel, and all Navy personnel working outside the traditional Navy chain of command (i.e. joint commands and special warfare) within the Naval Academy (UIC 00161) are eligible. The following personnel are ineligible to compete: Personnel selected for advancement to E7, Canvasser Recruiters eligible for Enlisted Recruiter of the Year, or Enlisted Reserve Recruiter of the Year. A Sailor serving on ADSW should be considered along with other personnel from their permanent reserve unit instead of the command to which assigned for temporary additional duty.

5. Action. The SOY Selection Board will convene during the period of 1 January - 1 March, covering the preceding calendar year (1 January - 31 December). Commands submitting nominations shall ensure packages are in the format specified in enclosure (1).

a. USNA Deputy Superintendent/Chief of Staff shall establish and convene the SOY Selection Board. The Board will review packages, interview each candidate, rank the candidates, and then make a recommendation to Superintendent, United States Naval Academy for selection.

b. USNA Command Master Chief (CMC) will:

(1) Coordinate the USNA SOY programs.

(2) Designate and convene the USNA SOY Selection Board as directed. Promulgate due date for nomination package submission, board convening date, pre-board screening, interview schedule, location, and uniform requirements.

(3) Serve as Chairman for the SOY Board.

(4) Provide guidance and advice to SOY Selection Board members to ensure continuity.

(5) Forward the Selection Board recommendation to the Superintendent USNA, via the Deputy Superintendent/Chief of Staff for approval.

(6) Schedule and coordinate the USNA SOY recognition week events and announcement banquet.

c. Division/Department Heads shall:

(1) Select and nominate a SOY candidate in compliance with format provided in enclosure (1).

(2) Forward to the USNA CMC, one nomination package (original and five copies); and a file copy of the complete package, including member's biography on a 3 ½" disk or CD.

d. The USNA Public Affairs Officer shall provide media coverage on the USNA SOY to the *Trident* Newspaper and Fleet Hometown News system.

6. Recognition. The USNA SOY will be recognized through the following:

a. Recognition during a formal ceremony announcing selection.

b. Nominated as USNA SOY representative in Vice Chief Naval Operations (VCNO) SOY competition which will include a nomination for a Navy and Marine Corps Commendation Medal. If not selected as VCNO SOY, nominee will be awarded the Navy and Marine Corps Achievement Medal from the Superintendent, Naval Academy.

c. Engraved plaque.

d. Four-day liberty pass

e. Designated SOY parking pass. Photo displayed on the Quarterdeck.

f. News release to the Fleet Hometown News system and to the *Trident* Newspaper.

7. Sailor of the Quarter (SOQ) Program. The SOQ will be conducted similar to that of the SOY program.

a. The USNA CMC will solicit inputs from USNA and Annapolis Navy Band by the 2nd week of January, April, July, and October and conduct the boards during the 3rd week of those months.

b. SOQ, Junior SOQ, and Blue Jacket of the Quarter will receive the following:

(1) Recognition during a formal ceremony announcing selection.

(2) Flag Letter of Commendation

(3) Engraved plaque.

(4) Photo displayed on the Quarterdeck.

(5) News release to the Fleet Hometown News system and to the *Trident* Newspaper.

8. Coordination. USNA CMC is the program coordinator.

HELEN F. DUNN
Deputy Superintendent/Chief of Staff

Distribution:
All Non-Mids (electronically)

Sample Nomination Format

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Date

From: Commanding Officer/Officer in Charge/Department/Division Head
To: Superintendent, United States Naval Academy
Via: Command Master Chief, United States Naval Academy

Subj: UNITED STATES NAVAL ACADEMY 200_ SAILOR OF THE YEAR NOMINATION IN THE CASE OF _____

Ref: (a) OPNAVINST 1700.10K
(b) NSTC 1700.1

Encl: (1) Information to support nomination (include copies of 3 previous year's evaluations, Letters of Appreciation/Commendations/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 type-written pages, double spaced
(3) OPNAV 1650/3, Personal Award Recommendation for Navy Commendation Medal
(4) 5x7 color photograph (one each front and side view, full length, light blue or gray background, Service Dress Blue uniform, uncovered)

1. Per reference (a), _____ is nominated as the 200_ United States Naval Academy 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 the Navy:

d. Advancement history (list dates):

(1) E-4:

(2) E-5:

(3) E-6:

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):

Subj: UNITED STATES NAVAL ACADEMY 200_ SAILOR OF THE YEAR NOMINATION IN THE CASE OF _____

h. Brief synopsis of significant professional achievements which warrant selection: (Limit: one type written page)

i. Personal awards (dates received):

j. Nominee's community involvement (during reporting period):

k. List educational background:

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

(2) Navy schools completed (dates):

(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, Program for Afloat College Education (PACE), other Navy-`sponsored courses, etc.) (Provide completion date.) Exclude training required for advancement.

l. Any other information to distinguish nominee from contemporaries.

Signature Block

Enclosure (1)