



DEPARTMENT OF THE NAVY  
COMMANDER NAVY INSTALLATIONS COMMAND  
716 SICARD STREET SE SUITE 1000  
WASHINGTON NAVY YARD DC 20374-5140

CNICINST 1700.1A  
N00  
28 Sep 2017

CNIC INSTRUCTION 1700.1A

From: Commander, Navy Installations Command

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

Ref: (a) OPNAVINST 1700.10N

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. Cancellation. CNICINST 1700.1.
3. Scope and Applicability. This instruction applies to all CNIC Regions and installations.
4. 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 Enterprise.

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) Personnel 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 any other commands under the guidance of separate selection processes.

5. Responsibility

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

b. CNIC Force Master Chief will establish a board to interview and select the CNIC SOY from the three selected candidates. The board will consist of all Region Command Master Chiefs.

6. 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 Region finalists will be awarded the appropriate recognition at the Region level.

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

(1) COMMANDER, NAVY INSTALLATIONS COMMAND  
ATTN: FORCE MASTER CHIEF  
716 SICARD ST SE STE 100  
WASHINGTON NAVY YARD, DC 20374-5140

(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 will be accepted utilizing the G-2 SOY portal. Questions concerning packages may be addressed to the CNIC Force Master Chief at (202) 433-3711 or DSN: 288-3711.

b. The top three 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 nominees for CNIC SOY competition will be funded by CNIC Headquarters.

c. Nominating Format. Enclosure (2) provides a sample of the nomination format. Nomination packages will include a Personal Award Recommendation (OPNAV 1650/3 rev. 4) for a the Navy and Marine Corps Commendation Medal. Each nominating command must forward an original package, including endorsements and e-mail address of the Commanding Officer and Command Master Chief. Per reference (a), Sailors selected to advance in the SOY competition will not be awarded any medal until they are either selected SOY or no longer in competition. If not selected SOY at the highest level, then CNIC's finalist will be awarded the Navy and Marine Corps Commendation Medal. Do not use highlighting, double-spacing, bold or special print fonts.

7. Forms. 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>.
8. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV M-5210.1.
9. Review and Effective Date. Per OPNAVINST 5215.17A, CNIC N00F will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire five years after effective date unless reissued or canceled prior to the five-year anniversary date or an extension has been granted.



M. M. JACKSON

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<https://g2.cnic.navy.mil/CC/Documents/Forms/Directives%20Only.aspx>

CNIC NOMINATING COMMANDS

1. Commander, Navy Region Northwest
2. Commander, Navy Region Southwest
3. Commander, Navy Region Southeast
4. Commander, Navy Region Mid-Atlantic
5. Commander, Navy Region Hawaii
6. Commander, Navy Region Japan
7. Commander, Navy Region Korea
8. Commandant, Naval District Washington
9. Commander, Joint Region Marianas
10. Commander, Singapore Area Coordinator
11. Commander, Navy Region Europe, Africa, Southwest Asia

CNICINST 1700.1A  
28 Sep 2017

SAMPLE NOMINATION FORMAT

SSIC  
Originator's Code  
Date

From:  
To:  
Via:

Subj: 20\_\_ SHORE SAILOR OF THE YEAR NOMINATION IN THE CASE OF  
RATING WARFARE LAST NAME FIRST NAME MIDDLE INITIAL

Ref: (a) OPNAVINST 1700.10N

- Encl:
- (1) Copies of last five 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 award 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 five 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\_\_\_\_ Shore Sailor of the Year.

2. Complete contact information of member nominated:

- a. Name: (last, first, middle initial)
- b. Rate and rank:
- c. Present duty station:

Enclosure (2)

Subj: 20\_\_ SHORE SAILOR OF THE YEAR NOMINATION IN THE CASE OF  
RATING WARFARE LAST NAME FIRST NAME MIDDLE INITIAL

- d. Address: (work) (home)
- e. Telephone: (work) (home or 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 and 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)

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)

Subj: 20\_\_ SHORE SAILOR OF THE YEAR NOMINATION IN THE CASE OF  
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c. Other self-study educational achievements attained (include United States Armed Forces Institute courses, Defense Activity for Non-Traditional Education Support 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: