



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

OPNAVINST 1700.10P
N00D
16 Oct 2020

OPNAV INSTRUCTION 1700.10P

From: Chief of Naval Operations

Subj: SAILOR OF THE YEAR PROGRAM

Ref: (a) 5 CFR 16-2635.204

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. This revision expands the number of SOYs meritoriously promoted to chief petty officer (CPO), modifies the SOY competitive cycle dates, provides specifics for SOY competition timelines, and revises the nomination format to align with the CPO selection board precept and convening order; it should be reviewed in its entirety.
2. Cancellation. OPNAVINST 1700.10N.
3. Applicability. This instruction applies to all commands with Active Component, Reserve Component serving as full-time support, Reserve Component serving as Selective Reserve, and all Sailors working outside of the traditional Navy chain of command (e.g., joint commands, Federal agencies).
4. Background. The Chief of Naval Operations (CNO) established the SOY Program to recognize one Sailor who represents the best of the Navy by demonstrating both professional and personal dedication. In 1972, the SOY Program only recognized Atlantic and Pacific Fleet Sailors. The program was expanded in 1973 to recognize one outstanding Sailor representing those serving in shore establishments Navy-wide. In 1982, the program began to include the Navy Enlisted Reservist of the Year.
5. Discussion. The SOY Program recognizes Sailors who best represent the large number of 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, and superior personal appearance. They epitomize the characteristics of a first class petty officer and the Navy core values, and show the ability to lead as a CPO, following the CPO 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 embody naval service.

6. Eligibility

a. Sailors who have displayed sustained superior performance and meet the criteria in subparagraphs 6a(1) through 6a(5) 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.

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

(5) To be selected as a final SOY, and for meritorious promotion to CPO, Sailors will meet all advancement eligibility requirements for CPO, as outlined in BUPERSINST 1430.16(series), and any additional selection board messages and guidance, and be selection board eligible based on the most recent Navy-wide E-7 advancement exam.

b. The Sailors in subparagraphs 6b(1) and 6b(2) are ineligible to compete.

(1) Sailors selected for advancement to CPO or an officer commissioning (unless a formal declination has been approved).

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

7. Action. The competitive cycle will run from 1 October to 30 September every year (e.g., 1 October 2020 through 30 September 2021 is the Fiscal Year 2021 SOY cycle). All nominating commands must ensure packages are submitted in the format specified in enclosure (1), and must include the command cover document in enclosure (2).

a. Each final SOY category coordinator will inform the Office of the Master Chief Petty Officer of the Navy (MCPON) of their specific competition timelines no later than 15 February of each year.

b. All travel requests for SOY nominees must be supported by the successive nominating command at each level of competition. Commands are encouraged to utilize technological means (i.e., video teleconference) to conduct SOY candidate interviews, as appropriate.

c. Each designated commander listed below will select a final Navy SOY and establish local competition requirements, set applicable timelines, and approve board members for the

final level of competition for SOY. The designated commanders will complete the final SOY board no later than 15 May each year in order that those SOY selects can be removed from the E-7 selection board eligibility lists.

(1) Commander, Submarine Force, Atlantic (SUBLANT). Coordinated by the force master chief and conducted with SOYs from all operational forces under the administrative control of SUBLANT.

(2) Commander, Submarine Force U.S. Pacific Fleet (SUBPAC). Coordinated by the force master chief and conducted with SOYs from all operational forces under the administrative control of SUBPAC.

(3) Commander, Naval Surface Force, Atlantic (SURFLANT). Coordinated by the force master chief and conducted with SOYs from all operational forces under the administrative control of SURFLANT.

(4) Naval Surface Force U.S. Pacific Fleet (SURFPAC). Coordinated by the force master chief and conducted with SOYs from all operational forces under the administrative control of SURFPAC.

(5) Commander, Naval Air Force, Atlantic (AIRLANT). Coordinated by the force master chief and conducted with SOYs from all operational forces under the administrative control of AIRLANT.

(6) Naval Air Force U.S. Pacific Fleet (AIRPAC). Coordinated by the force master chief and conducted with SOYs from all operational forces under the administrative control of AIRPAC.

(7) Commander, Naval Information Forces (NAVIFOR). Coordinated by the force master chief and conducted with SOYs from all forces under the administrative control of NAVIFOR.

(8) Commander, Navy Expeditionary Combat Command (NECC). Coordinated by the force master chief and conducted with SOYs from all forces (including SELRES) under NECC.

(9) Reserve Force. Coordinated by the force master chief and conducted with SOYs from all SELRES personnel in an active drill status with the exception of SELRES Sailors in commissioned units under NECC, Commander, Naval Special Warfare Command (NAVSPECWAR), and Chief, Bureau of Medicine and Surgery (BUMED).

(10) Commander, Navy Installations Command (CNIC). Coordinated by the force master chief and conducted with SOYs from all commands under the administrative control of CNIC.

(11) BUMED. Coordinated by the force master chief and conducted with SOYs (including SELRES) from all commands under BUMED.

(12) NAVSPECWAR. Coordinated by the force master chief and conducted with SOYs from all forces (including SELRES) under NAVSPECWAR.

(13) Commander, Naval Education and Training Command (NETC). Coordinated by the force master chief and conducted with SOYs from the commands under the administrative control of NETC.

(14) Commander, U.S. Fleet Forces Command (USFF) Sea. Coordinated by the fleet master chief and conducted with sea SOYs from the direct report commands to USFF not covered by a SOY competition listed in subparagraphs 7c(1) through 7c(13).

(15) USFF Shore. Coordinated by the fleet master chief and conducted with shore SOYs from the direct report commands to USFF not covered by a SOY competition listed in subparagraphs 7c(1) through 7c(13).

(16) Commander, U.S. Pacific Fleet (PACFLT) Sea. Coordinated by the fleet master chief and conducted with sea SOYs from the direct report commands to PACFLT not already covered by a SOY competition listed in subparagraphs 7c(1) through 7c(13).

(17) PACFLT Shore. Coordinated by the fleet master chief and conducted with shore SOYs from the direct report commands to PACFLT not already covered by a SOY competition listed in subparagraphs 7c(1) through 7c(13).

(18) Navy Shore. Coordinated by the Office of the Chief of Naval Operations (OPNAV) Command Master Chief and conducted with the SOYs from:

(a) Commander, U.S. Naval Forces Europe, Commander, U.S. Naval Forces Africa (CNE/CNA). All staff and direct report shore activities under CNE/CNA.

(b) Direct Report Commands. All direct report (echelon 2) commands to the Chief of Naval Operations not listed in subparagraphs 7c(1) through 7c(17).

(c) Joint Staff. Coordinated by the Navy senior enlisted leader (SEL) for the Joint Staff and conducted with SOYs assigned to all joint commands.

(d) Secretary of the Navy (SECNAV). Coordinated by the Navy SEL for SECNAV and conducted with SOYs assigned to all activities under the supervision of SECNAV.

(e) Office of the Secretary of Defense (OSD). Coordinated by the Navy SEL for OSD and conducted with SOYs assigned to all activities under the direct supervision of OSD.

- d. The OPNAV 1750/17 Sailor of the Year Grading Sheet will be used at all levels of competition.
 - e. A Sailor is authorized to compete in only one of the SOY categories listed in subparagraph 7c each year. All fleet, force, and command master chiefs will clearly identify the correct competitive path for the commands under their cognizance prior to the start of the SOY competitive cycle.
 - f. For a Sailor who served at one command during the majority of the competitive cycle and has since transferred, the Sailor may be considered either by the command they are currently attached to, or by the command at which the Sailor spent the majority of the competitive cycle.
8. Recognition. The SOYs selected by the designated commanders listed in subparagraph 7c will receive:
- a. Awards. The Navy and Marine Corps Commendation Medal is authorized for all SOYs selected in the final competitions described in paragraphs 7.c.(1) to 7.c.(18).
 - b. Meritorious advancement to CPO. Final SOYs effective date of advancement to CPO will be 16 September the year of the competition. (e.g., 1 October 2020 through 30 September 2021 is the Fiscal Year 2021 SOY cycle. The competition period will conclude no later than 15 May 2022. For the final SOYs, their effective date of advancement will be 16 September 2022). Final SOYs will complete CPO initiation prior to advancement, but may be frocked with the other CPOs (those selected from the selection boards) if the CPO pinning ceremony is conducted prior to 16 September.
 - c. Duty Assignment. A choice of coast assignment duty upon completion of their tour.
 - d. Senior Enlisted Academy (SEA). The potential to obtain a quota as students to the SEA at the earliest opportunity following their advancement. All SEA screening requirements must be met prior to attendance.
 - e. CPO Heritage Week. The opportunity to attend CPO Heritage Week onboard USS CONSTITUTION. Quotas will be coordinated with their respective fleet or force master chief and the OPNAV Command Master Chief.
 - f. Fleet and force master chiefs are encouraged to utilize their respective SOY 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 SOY's attendance at these events is the responsibility of the applicable command.
9. Gifts and Donations by Sponsors. Commands and individuals must not solicit gifts from any organization, entity or person for the SOY program. Commands and individuals must refrain

from accepting gifts except as outlined in reference (a). Commands must ensure all gifts or awards from non-federal entities (NFEs) offered in connection with the SOY program are reviewed prior to acceptance, via written determination, by a designated agency ethics official. This review will include justification that the award was made as part of an established program of recognition incident to a bona fide award as explained in reference (a).

a. In order to keep within the spirit and intent of the SOY Program, gifts that exceed \$200.00 per year, per SOY or SOY participant should not be accepted. This includes gifts of travel, lodging, and attendance at events sponsored by NFEs (e.g., luncheons).

b. Each respective command will be accountable for totals of monies, gifts, awards, or other means of SOY support accepted from NFEs. Records must be maintained at each command documenting all items accepted by each SOY and SOY participant and must include: a brief description of the item accepted; the aggregate value of the item accepted; the associated NFE who has donated the money, gift, award, or other means of support; and a point of contact from the NFE who has facilitated the presentation of the money, gift, award, or other means of support.

10. Coordination. CNO coordinator for the SOY Program is the Office of the MCPON, 2000 Navy Pentagon, 4E392, Washington, DC 20350-2000.

11. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

12. Forms and Information Collections

a. Forms

(1) OPNAV 1650/3 Personal Award is available for download from <https://awards.navy.mil>. On the site go to the "Approval Authority" tab, when page comes up scroll down to bottom right there is a section titled "Forms".

(2) OPNAV 1650/17 Sailor of the Year Grading Sheet is available for download from <https://forms.documentservices.dla.mil>.

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b. Information Collections. Reports contained within this instruction are exempt from reports control per SECNAV Manual 5214.1 of December 2005, part IV, subparagraph 7k.



ANDREW S. HAEUPTLE
Director, Navy Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <https://www.secnav.navy.mil/doni/default.aspx>.

SAMPLE NOMINATION FORMAT

SSIC
Originator's Code
Date

From:
To:
Via:

Subj: 20__ (CATEGORY) SAILOR OF THE YEAR NOMINATION IN THE CASE OF
[RATING(WARFARE) LAST NAME, FIRST NAME MIDDLE INITIAL]

Ref: (a) OPNAVINST 1700.10P

Encl: (1) Copies of last 5 years of performance evaluations (most recent first)
(2) Personal Awards received during the nominative period
(3) SOY nominee biography
(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) Past 5 years of Physical Readiness Information Management System (PRIMS) on
PRIMS data sheet
(6) Last 5 years of exam profile sheets (as applicable)
(7) Command cover sheet

1. Per reference (a) [rating(warfare) last name, first name middle initial] is nominated as the
20__ (Category) 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:
- d. Address: (work) and (home)

- e. Telephone: (work) and (home or cell)
- f. E-mail Address: (work) and (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 is limited to two typewritten pages and will utilize the BEST-QUALIFIED standards from the most recent CPO selection board precept and convening order (The example below is from the FY-19 CPO convening order).

- a. Scope and impact of leadership.
- b. Institutional and technical expertise.
- c. Special qualifications.
- d. Collateral duties.
- e. History of assignments.
- f. Education and professional development.

(1) Years of formal civilian schooling completed and any degree attained:

(Degree) (School) (YYMMDD)

(2) Navy "A," "B," "C," and or "F" schools completed:

(School) (YYMMDD)

(3) 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.

- g. Reporting senior's remarks.

(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: