



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-0000

BUPERSINST 1700.22D
PERS-00M
31 Aug 2016

BUPERS INSTRUCTION 1700.22D

From: Chief of Naval Personnel

Subj: SAILOR OF THE YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10M

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

1. Purpose

a. To provide Bureau of Naval Personnel (BUPERS) and its field activities (less Navy Recruiting Command) eligibility criteria and guidelines for submitting nominations for the Sailor of the Year (SOY) Program.

b. This revision restricts SOY eligibility to E-6 personnel only and directs brigs and personnel support detachments to compete amongst themselves and provide one nominee each for BUPERS SOY competition. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUPERSINST 1700.22C.

3. Scope and Applicability. The provisions of this instruction are applicable throughout Bureau of Naval Personnel (less Navy Recruiting Command) and its field commands.

4. Background. The Chief of Naval Operations 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; however, in 1973, the program was expanded to recognize one outstanding Sailor to represent the many superior petty officers serving in shore establishments Navy-wide. In 1982, the program was further expanded to include the Navy Enlisted Reservist of the Year (inactive).

5. Eligibility

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

(1) Enlisted personnel permanently assigned to BUPERS Millington, Navy Personnel Command (NAVPERSCOM), or a BUPERS field activity (less Navy Recruiting Command).

(2) Active Component Sailors.

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

(4) Reserve Component Sailors serving as Selected Reservists. Selected Reserve 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.

(5) Have been onboard for a minimum of 6 months.

(6) Have no record of disciplinary action within the last 12 months.

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 (e.g., 1 October 2014 through 30 September 2015 will be the 2015 SOY cycle). Each BUPERS field activity may submit an SOY nomination (one per activity) to NAVPERSCOM, Force Master Chief (PERS-00M) by the first Friday in November. All nominations must meet eligibility requirements and be submitted in the format specified in enclosure (1). Each activity will complete enclosure (2) and submit as an enclosure to enclosure (1). BUPERS Millington/NAVPERSCOM will conduct a screening board on or about the third week of November to select an SOY, who will continue to compete for the Deputy Chief of Naval Operations (Manpower, Personnel, Training, and Education (MPT&E) (CNO N1)) SOY. Packages will be submitted in hardcopy format and accompanied with an electronic copy of the complete package on a compact disc-read only memory (CD-ROM) (Microsoft (MS) Word version 95 or higher for text, a PDF file of entire package, and JPG format for photos.

a. All brigs will compete against each other to provide one nominee for BUPERS SOY competition.

b. All personnel support detachments will compete against each other to provide one nominee for BUPERS SOY competition.

7. Selection Factors. The screening board will consider, but not be restricted to, the following factors as observed during the past fiscal year:

(1) Performance

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- (2) Leadership
- (3) Initiative
- (4) Adaptability
- (5) Military Bearing
- (6) Volunteerism

8. Recognition. BUPERS SOY will receive the Navy and Marine Corps Commendation Medal and be advanced to compete for the MPT&E SOY. The award will be held in abeyance until the member's final level of competition.

9. Coordination. NAVPERSCOM (PERS-00M) is the point of contact for this program and board membership and can be reached at comm (901) 874-3024 or DSN 882.

10. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual M-5210.1 of January 2012.

11. Review and Effective Date. Per OPNAVINST 5215.17A, NAVPERSCOM (PERS-00M) will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.



K. R. WHITESELL
Deputy Chief of Naval Personnel

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via BUPERS Web site <http://www.npc.navy.mil/>

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SAMPLE NOMINATION FORMAT

1700
Originator's Code
Date

From:

To: Deputy Chief of Naval Personnel

Via:

Subj: 20XX BUREAU OF NAVAL PERSONNEL SAILOR OF THE YEAR NOMINATION
IN THE CASE OF (RATING, WARFARE, LAST NAME, FIRST NAME, MIDDLE
INITIAL)

Ref: (a) BUPERSINST 1700.22D

Encl: (1) Copies of last 5 years performance evaluations
(2) SOY nominee biography
(3) Signed OPNAV 1650/3 Personal Award Recommendation for Navy and Marine Corps
Commendation Medal
(4) Two 5x7 color glossy photographs
(5) Past 5 years Physical Readiness Information Management System (PRIMS) data sheet
(6) Command cover sheet
(7) OPNAV 1650/17 SOY Grading Sheet
(8) Electronic copy of complete package on CD-ROM

1. Per reference (a), RATE (WARFARE) first name, middle initial, last name is nominated as the 20XX Bureau of Naval Personnel Sailor of the Year.

2. Complete contact information of member nominated:

a. Name:

b. Rate:

c. Present Duty Station:

d. Address: (Work)
(Home)

e. Telephone: (Work)
(Cell)

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Enclosure (1)

Subj: 20XX BUREAU OF NAVAL PERSONNEL SAILOR OF THE YEAR NOMINATION
IN THE CASE OF (RATING, WARFARE, LAST NAME, FIRST NAME, MIDDLE
INITIAL)

f. Facsimile: (Work)

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:

<u>Command</u>	<u>Month/Quarter</u>	<u>YYMMDD-YYMMDD</u>
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4. Reporting senior's justification of nomination

- 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 award (not unit awards):

<u>Decoration/Award</u>	<u>Command</u>	<u>YYMMDD-YYMMDD</u>
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6. Educational accomplishments

- a. Years of formal civilian schooling completed and any degree attained:
- b. Navy "A" and "C" schools completed:

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IN THE CASE OF (RATING, WARFARE, LAST NAME, FIRST NAME, MIDDLE
INITIAL)

c. Other self-study education achievements attained:

7. Reporting senior's remarks (limit to one type written page).

(CO's signature)
(By direction not authorized)

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COMMAND COVER SHEET

SOY NOMINEE

Name:

Rate:

REPORTING SENIOR

Name:

Rate:

Title:

E-mail:

Phone Number:

COMMAND MASTER CHIEF

Name:

Rate:

E-mail:

Phone Number:

COMMAND

Full Name:

Message plain language address: