



DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
1333 ISAAC HULL AVE SE
WASHINGTON NAVY YARD DC 20376-0001

IN REPLY REFER TO
NAVSEAINST 1700.4
Ser 00/484
10 Jan 2022

NAVSEA INSTRUCTION 1700.4

From: Commander, Naval Sea Systems Command

Subj: NAVAL SEA SYSTEMS COMMAND ENTERPRISE SAILOR OF THE YEAR
PROGRAM

Ref: (a) OPNAVINST 1700.10P
(b) OPNAVINST 5400.45
(c) Joint Travel Regulations

1. Purpose. To provide guidelines and procedures for the Naval Sea Systems Command (NAVSEA) Sailor of the Year (SOY) Program.
2. Background. Reference (a) provides the history of the SOY Program. As the release date of the Chief Petty Officer (CPO) board eligible list is variable, a 5050 notice with confirmed dates, schedule of events, and travel information will be released no later than one week following the release of CPO board eligible list (usually in March). The NAVSEA SOY Board is comprised of members selected by the NAVSEA Command Master Chief (CMC). The board selects one candidate each to compete in both the Vice Chief of Naval Operations (VCNO) and Reserve Force (RESFOR) Shore Sailor of the Year Competition, respectively. NAVSEA Headquarters (HQ), including affiliated Program Executive Officer (PEO), and field activities will select a local SOY winner to compete in the NAVSEA SOY competition.
3. Eligibility Criteria. Sailors must be assigned/attached within a NAVSEA UIC, including affiliated PEOs, and its field activities during the period of 1 October through 30 September every year (i.e., 1 October 2020 through 30 September 2021 will be the 2020 SOY cycle) will be eligible for NAVSEA SOY consideration.
 - a. Active and Full-Time Support component. All commands listed in reference (b) as echelon 3 commands may submit a SOY candidate for consideration. Those with subordinate commands will identify a single candidate to represent them at the echelon 2 competition.
 - b. NAVSEA Reserve Component
 - (1) The NAVSEA Reserve Component will conduct their boards as appropriate and will collectively nominate the finalists for Reserve NAVSEA SOY.

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(2) The Reserve Component is not prohibited from submitting previous year SOY candidates, but it is highly recommended that all candidates from all regions are screened and represented.

(3) The five candidates from the reserve component must be screened by the NAVSEA Reserve CMC and submitted in proper format to the NAVSEA HQ point of contact.

c. Other eligibility criteria. Sailors in pay grade E-6 who meet the following criteria are eligible to compete for NAVSEA SOY:

(1) Active duty Sailors.

(2) Reserve Component Sailors.

(3) Eligible for advancement to the next higher pay grade except for time in rate.

(4) Navy Reserve Sailors serving on Active Duty for Special Work (ADSW). ADSW personnel will be considered along with other personnel from their permanent duty station instead of the unit to which assigned for ADSW.

d. The following Sailors are not eligible to compete for NAVSEA SOY:

(1) Sailors selected for an officer commissioning program.

(2) E-6 selected for advancement to E-7.

(3) Sailors who have been submitted for SOY consideration to another non-NAVSEA command.

4. Action

a. NAVSEA CMC will:

(1) Establish a board to interview and select the NAVSEA SOY from submitted candidates. Five active and five reserve candidates will be selected for personal interviews and considered finalists. Those not selected as a finalist will receive a Navy and Marine Corps Achievement Medal from the nominating command. Per reference (a), Navy and Marine Corps Commendation Medal (NCM) is only authorized for those competing at the echelon 2 level.

(2) Ensure SOY finalists receive, from their parent activity, Temporary Additional Duty (TAD) orders to NAVSEA for the week of the SOY competition.

b. NAVSEA SOY finalists:

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(1) Are authorized to sponsor their spouse or one individual at least 18 years of age, related by blood, marriage, or whose close relationship with the finalist is the equivalent of a family relationship as their guest per reference (c) to attend the SOY events and ceremony. The sponsored individual will receive Invitational Travel Orders (ITO) from the finalist's parent activity. ITO recipients are authorized transportation expenses but per diem and other expenses are not authorized.

(2) One hotel room per finalist will be authorized. Transportation information will be provided via the 5050.

c. Nominating NAVSEA activities will:

(1) Conduct a local SOY competition open to all military personnel who meet eligibility requirements as outlined in paragraph 3.

(2) Submit NAVSEA SOY nomination packages consisting of the information designated in reference (a).

(3) All packages must be signed by the respective Commanding Officer/Officer in Charge and submitted in one total PDF file, pictures may be submitted via separate JPEG files and labeled appropriately.

5. Finalists. The active and reserve winner selected as NAVSEA SOY will advance to the VCNO SOY and RESFOR SOY competition. Their package will be forwarded accordingly. Finalists not selected as NAVSEA SOY will receive a NCM from NAVSEA at the SOY announcement ceremony in recognition of their selection as SOY for their primary nominating command. This award presentation is in lieu of receiving an award for local SOY selection by their primary nominating command. Should the winner not win at the VCNO/RESFOR level, a NCM from NAVSEA will be awarded to the winners at the earliest available opportunity.

6. Points of Contact. For questions or concerns contact NAVSEA CMC.

7. Records Management

a. Records created as a result of this instruction, regardless of format and media, must be maintained and dispositioned per the records dispositioned per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) 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 your local records manager.

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8. Review and Effective Date. Per OPNAVINST 5215.17A, the Office of the Command Master Chief (SEA 00Z) will review this instruction annually on the anniversary of the 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 be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

9. Reports Control and Forms

a. The reporting requirement contained in paragraph 5 is exempt from reports controlled by SECNAV Manual 5214.1 of December 2005.

b. Completing the OPNAV 1650/3 (Rev 03-20) PDF v3 form guide is available at <https://www.mynavyhr.navy.mil/Portals/55/Career/RecordsManagement/NDAWS%20User%20Guide%20-%20APR2021%20signed.pdf>

c. OPNAV 1650/17 Sailor of the Year Grading Sheets is available for download from <https://forms.documentservices.dla.mil/order/>


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Releasability and distribution:

This notice is cleared for public release and is available electronically via NAVSEA Intranet Web site located at <https://navsea.navy.deps.mil/hq/Docs/Instructions/Forms/AllItems.aspx>