



DEPARTMENT OF THE NAVY
COMMANDER, NAVY REGIONAL MAINTENANCE CENTER
9170 SECOND STREET, SUITE 245
NORFOLK, VA 23511-2325

CNRMCINST 1700.10A
100C
10 Nov 15

CNRMC INSTRUCTION 1700.10A

From: Commander, Navy Regional Maintenance Center

Subj: SAILOR OF THE YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10M
(b) NAVSEANOTE 1700

Encl: (1) SOY Nomination Format
(2) Command Cover Sheet
(3) Sample SOY Navy and Marine Corps Achievement Medal Citation

1. Purpose. To establish procedures for Commander, Navy Regional Maintenance Center (CNRMC) Sailor of the Year (SOY) Program and set forth guidelines in the nomination, selection and recognition of candidates per references (a) and (b).

2. Cancellation: CNRMCINST 1700.10

3. Discussion. The SOY program has been instituted to provide special recognition to enlisted personnel who have demonstrated a sustained level of exceptional performance throughout the Regional Maintenance Center Enterprise. The CNRMC SOY will be selected from one of the four Regional Maintenance Center (RMC) SOY's. The CNRMC SOY winner will be nominated for the Commander, Naval Sea Systems Command SOY competition.

4. Eligibility. The following pre-requisites apply to all nominees:

- a. Be in the paygrade E6.
- b. Nominees shall be the RMC SOY
- c. Must have been onboard current command for nine months of the competitive cycle.
- d. Must be in compliance with Navy Physical Readiness Program Standards, with no record of disciplinary action and/or derogatory counseling during the past 12 months.
- e. Pass the most recent rating exam if time-in-rate eligible.
- f. Qualified in their primary warfare area except when unusual circumstances prevented member from qualification.

5. Nomination Submission. The competitive cycle will be based on Fiscal Year and will run from 01 October to 30 September of each year.

a. All SOY nomination packages will be prepared using enclosures (1) through (3). Packages will be submitted in hard copy format and accompanied with an electronic copy of the complete package on Compact Disc (CD) (Microsoft Word version 95 or higher for text and JPG format for photos). Annual nominations shall be received by CNRMC no later than 15 November of each year, or as requested by CMC.

b. Mail original nomination packages to Commander, Navy Regional Maintenance Center (Attention: CMC, CNRMC C100C), 9170 Second Street, Norfolk VA 23511.

c. E-mail advanced electronic copy in the form of a Micro Soft Word document/JPG to CNRMC CMC and/or designated CNRMC Admin POC.

6. Selection Criteria. Selection criteria shall include, but is not limited to, the following demonstrated traits during the recommended period:

a. Noteworthy achievements that contributed to command mission and meet or exceed qualification levels.

b. Demonstrated sustained excellence in leadership, military bearing and professional behavior.

c. Professional and technical proficiency.

d. Demonstrated motivation, pride and patriotism.

e. Participation in community affairs off-duty that enhance the Navy's image.

f. Awards, Letters of Commendation and/or Appreciation, and acts of heroism.

g. Off-duty education, as well as professional education through Navy schools, correspondence courses or other professional development courses.

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7. Boards

a. SOY candidates shall be interviewed and have their packages screened by a board to determine final selection. CNRMC CMC will coordinate and chair the SOY Board. Per reference (a), OPNAV 1650/17 shall be used at all levels of competition. The nominating RMC CMC will provide the completed OPNAV 1650/17 as an enclosure to the SOY nomination package.

b. All TAD and travel requests for SOY nominees will be supported by the successive nominating command at each level of competition. Per reference (a), commands are encouraged to utilize video teleconference and or other technological means to conduct SOY candidate interviews as appropriate.

8. Awards

a. Sailors competing as CNRMC SOY will receive the following minimum honors and awards: Navy and Marine Corps Achievement Medal, plaque and CNRMC coin from the Commander. Enclosure (3) contains the sample citation to be utilized. Award write-up shall not duplicate command-level awards.

b. CNRMC SOY will continue to the NAVSEA competition and be awarded at their final level of competition.

c. Nominees not selected as CNRMC SOY will receive an award signed by CNRMC that will be forwarded to nominating command for presentation.


T. A. LAVERGHETTA
Executive Director
By direction

Distribution:

MARMC
SWRMC
SERMC
FDRMC

10 Nov 15

SOY Nomination FormatSSIC
Originator's Code
Date

From: Commanding Officer, (Command)
To: Commander, Navy Regional Maintenance Center
Via: Command Master Chief, Navy Regional Maintenance Center

Subj: 20YY CNRMC SAILOR OF THE YEAR NOMINATION IN CASE OF
(RATING, WARFARE, LAST NAME, FIRST NAME, MI)

Ref: (a) OPNAVINST 1700.10M

- Encl:
- (1) Copies of last 5 years of performance evaluations (most recent first)
 - (2) Personal Awards received during the nominative period (01 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 awards and medals)
 - (4) Signed OPNAV 1650/3 Personal Award Recommendation for Navy and Marine Corps Achievement 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 on data boards)
 - (6) Past 5 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 (Microsoft Word version 95 or higher for text and JPG format for glossy photos)

1. Per reference (a), I have reviewed enclosures (1) through (9) and hereby nominate, (rate, warfare, last name, first name, middle initial) for the 20YY CNRMC Sailor of the Year.

2. Complete contact information of member nominated:

Enclosure (1)

Subj: 20YY CNRMC SAILOR OF THE YEAR NOMINATION IN CASE OF
(RATING, WARFARE, LAST NAME, FIRST NAME, MI)

- a. Name: (Last, First, Middle Initial)
- b. Rate/Rank:
- c. Present Duty Station:
- d. Address: (Work/Home)
- e. Telephone: (Work/Home/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) (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/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)

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b. Navy "A," "B," "C," and or "F" schools completed:

c. Other self-study educational achievements attained (included United States Armed Forces Institute (USAFI) courses, Defense Activity for Non-Traditional Education Support (DANTES) courses, etc.). Do not include training courses required for advancement or annual general military training.

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

(Signature)

("By direction" not authorized)

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:

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(GOLD STAR IN LIEU OF XXXXX AWARD)

YEOMAN FIRST CLASS (AVIATION WARFARE) JOHN L. DOE UNITED STATES NAVY

PROFESSIONAL ACHIEVEMENT AS (JOB TITLE), (COMMAND LONG TITLE, INCLUDING GEOGRAPHIC LOCATION) FROM 1 OCTOBER 20YY TO 30 SEPTEMBER 20YY. PETTY OFFICER DOE'S DEDICATION TO DUTY AND OUTSTANDING PERSONAL PERFORMANCE RESULTED IN PETTY OFFICER DOE'S SELECTION AS COMMANDER, NAVY REGIONAL MAINTENANCE CENTER 20YY SAILOR OF THE YEAR. PETTY OFFICER DOE WAS DIRECTLY RESPONSIBLE FOR (TWO OR THREE LINES OF SPECIFIC ACHIEVEMENT LEADING TO SELECTION AS SOY). PETTY OFFICER DOE'S EXCEPTIONAL PROFESSIONALISM, UNRELENTING PERSEVERANCE, AND LOYAL DEVOTION TO DUTY REFLECTED CREDIT UPON HIM/HER AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

5TH

OCTOBER 20YY

FOR THE

I. M. COMMANDER

REAR ADMIRAL, U.S. NAVY

COMMANDER, NAVY REGIONAL MAINTENANCE
CENTER

Enclosure (3)