



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

Canc frp: Aug 05

REFER TO:

COMSCINST 1700

COMSC NOTICE 1700

Subj: COMMANDER, MILITARY SEALIFT COMMAND 2005 SHORE SAILOR OF THE YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10K
(b) COMSCINST 1700.3G
(c) COMSCINST 1650.2E

Encl: (1) Sample Nomination Format

1. Purpose. To implement the Commander, Military Sealift Command Shore Sailor of the Year (COMSC SOY) program and to provide eligibility criteria and organizational responsibilities.

2. Background. Reference (a) provides details of the Chief of Naval Operations (CNO) SOY program. Reference (b) provides details of the Military Sealift Command (MSC) SOY program. The Vice Chief of Naval Operations (VCNO) Shore SOY board convenes in April 2005. Commander, Military Sealift Command selects one candidate to represent MSC at the VCNO shore competition.

3. Eligibility. The period of eligibility for COMSC SOY is 1 January to 31 December 2004. MSC area commanders (MSCPAC, MSCFE, MSCEUR, MSCCENT, COMSEALOGLANT) and MSCHQ are the primary nominating commands for the COMSC Shore SOY, with the exception of those attached to a command under Commander, Naval Reserve Force (inactive duty Naval Reservists in an active drill status) which conducts a separate selection processes.

a. The following individuals in pay grades E-4, E-5 and E-6 are eligible to compete for COMSC Shore SOY:

(1) Active duty Navy serving on type 1, 3, or 6 duty.

(2) Navy personnel serving as Full Time Support (FTS) serving on type 1, 3, or 6 duty.

b. The following persons are not eligible to compete for COMSC Shore SOY:
COMSCNOTE 1700

(1) Those in pay-grade E-6 selected for E-7.

(2) Those attached to Commander, Naval Reserve Force (inactive duty Naval Reservists in an active drill status).

(3) Those serving on type 2 or 4 duty.

4. Responsibility

a. Commander, Military Sealift Command shall select the COMSC Shore Sailor of the Year with assistance of the COMSC Shore SOY board.

b. Military Sealift Command CNO-Directed Command Master Chief shall establish a board to include the Senior Enlisted representatives from the MSC area commands to interview and provide recommendations to COMSC for the COMSC Shore SOY.

5. Action

a. MSC area commands must submit their nomination packages to:

(1) Commander Military Sealift Command, Attn: MSC CNO-Directed Command Master Chief, 914 Charles Morris Court, Building 210 Room 485 Washington Navy Yard, Washington DC 20398.

(2) Nomination packages must arrive no later than 1600, 14 January 2005. Packages must be sent via Federal Express, courier or regular mail. Questions concerning packages may be addressed to the MSC CNO-Dir CMC at (202) 685-5008 or DSN 325-5008. The 2005 COMSC Shore SOY board will convene 3 February 2005 at Commander, Sealift Logistics Command, Atlantic, Norfolk Virginia. Area Command Shore SOYs will be assigned Temporary Additional Duty to Commander, Sealift Logistics Command, Atlantic 1-4 February 2005 for personal interviews leading to selection of the 2005 COMSC Shore SOY.

b. All official travel coats and per diem associated with the COMSC Shore SOY competition will be funded by the primary nominating command.

6. Nominating Format. Enclosure (1) provides a sample of the correct nomination format. Each nominating command must forward an original package plus six complete copies of entire package as well as a 3.5" disk containing the complete package, including endorsements, and the contact information of the Commanding Officer and CMC/SEL. Nomination packages shall include a Personal Award Recommendation (OPNAV 1650/3 Rev 1-04) for a Navy and Marine Corps Commendation Medal. A separate Personal Award Recommendation for a Navy and Marine Corps Achievement Medal shall also be included but not part of the nomination package. Nominees not selected as the COMSC Shore SOY will receive the Navy and Marine Corps Achievement Medal at the COMSC Shore SOY ceremony. Award recommendations will be written per reference (c).

/s/

D. A. LOEWER

Distribution:

COMSCINST 5215.5

List I (Case A, B, C, D)
SNDL 41B (MSC Area Commanders)
41D (MSC Offices)
41E (APMC)
41J (OICMILDEPTs)
41K (COMAPSRON FOUR)
41L (COMPSRONs)
41M (TAGOS Project Office)

**FOR OFFICIAL USE ONLY
(WHEN FILLED IN)**

SAMPLE NOMINATION FORMAT

1700
Serial Number

From: (Nominating Commanding Officer)
To: Commander Military Sealift Command, Attn: MSC CNO-
Directed Command Master Chief, 914 Charles Morris
Court, SE Washington Navy Yard, Washington DC 20398-5540

Subj: COMMANDER, MILITARY SEALIFT COMMAND 2005 SHORE SAILOR
OF THE YEAR (SOY) PROGRAM

Ref: (a) COMSCNOTE 1700

Encl: (1) Information to support nomination (Include copies of
last three performance evaluations, page 4's covering
last 3 years; letters of appreciation, commendation,
or awards received during nominative period.
(2) Biography (Narrative format, starting with date and
place of birth, civilian schooling, military service,
current assignment, personnel awards and medals,
immediate family members, etc.) Limit one type
written page single-spaced.
(3) Personal Award Recommendation (OPNAV 1650/3 Rev 1-04)
for Navy and Marine Corps Commendation Medal.
(4) Two 5x7 color glossy photographs (one-front and side
view), plain background, Service Dress Blue uniform,
uncovered.

1. Per reference (a), _____ is nominated for
2005 Commander, Military Sealift Command Shore Sailor of the
Year.

2. Full name, address, and complete telephone number (work and
home) of nominating command and service member.

a. Name (Last, First MI):

b. Rate/Rank: SSN:

COMSCNOTE 1700

- c. Present Duty Station:
- d. Address: (W) (H)
- e. Telephone: (W) (H)
- f. Facsimile: (W) (H)
- g. E-mail:

3. The Following additional information is provided:

- a. Date of Birth (YYMMDD):
- b. Active Duty Service Date (ADSD):
- c. Advancement History (give dates):
 - (1) E-4:
 - (2) E-5:
 - (3) E-6:
- d. Currently selected for advancement (if **yes**, date to be advanced).
- e. Family members (list names, age and dates of birth).
- f. If selected as Sailor of the Month/Quarter/Year, give date(s) and commands(s).
- g. Brief synopsis of significant professional achievements justifying selection.

4. Personal awards.

- a. Nominee's off-duty community involvement.
- b. List education background.
 - (1) Years of formal civilian schooling completed; include degree if attained.

(2) Navy "A", "B", and/or "C" schools completed.

(3) Other self-study educational achievements attained while on active duty (include correspondence courses, extension courses, United States Armed Forces Institute (USAFI) courses, Defense Activity for Non-Traditional Education Support (DANTE) courses, and PACE I and/or II. Exclude training courses required for advancement.

5. Commanding Officer remarks.

(Signature)
(No "By direction")