



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH VA 22042

BUMEDINST 1700.4E
BUMED-N01C5
5 Mar 2025

BUMED INSTRUCTION 1700.4E

From: Chief, Bureau of Medicine and Surgery

Subj: SAILOR OF THE YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10P
(b) MILPERSMAN 1306-102
(c) 5 CFR Part 2635.204
(d) COMNAVRESFORINST 1700.1R

Encl: (1) Sample Nomination Format

1. Purpose. To implement the Bureau of Medicine and Surgery (BUMED) Sailor of the Year (SOY) Program per reference (a). This instruction provides overarching guidance for all subordinate SOY instructions. This revision authorizes the BUMED SOY to be meritoriously promoted to chief petty officer (CPO), modifies the SOY competitive cycle dates, provides the competition timelines, and revises the nomination format to align with the CPO selection board precept and convening order. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUMEDINST 1700.4D.

3. Scope and Applicability. This instruction applies to all Navy Medicine Regional Commanders with Active Component (AC), Reserve Component (RC) serving as Full Time Support (FTS), and RC serving as Selective Reserves (SELRES).

4. Discussion. The Surgeon General of the Navy whose duties include Chief, BUMED, is committed to recognizing AC and RC enlisted Sailors through the SOY Program. The program recognizes Sailors who best represent the large number of superior dedicated professionals who excel in their military and professional performance. The SOY candidate is personified 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 expectations of a petty officer first class (E-6) and demonstrate the ability to exercise and 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.

5. Eligibility. Sailors who have displayed sustained superior performance and meet the criteria in subparagraphs 5a through 5c are eligible to compete for the BUMED SOY. The competitive cycle will run from 1 October of the previous fiscal year to 30 September of the current year (e.g., 1 October 2023 to 30 September 2024 is the Fiscal year 2025 SOY cycle).

a. Sailors in the paygrade of E-6 serving in type duty codes 1, 3, or 6, per reference (b), and are permanently assigned to a BUMED unit who meet the Sailors listed in subparagraphs 5a(1) through 5a(3) are eligible to compete for the BUMED SOY:

(1) AC Sailors.

(2) RC 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.

b. Sailors nominated for the BUMED SOY must be CPO board eligible for the following fiscal year's CPO Selection Board (e.g., 1 October 2023 through 30 September 2024 is the fiscal year 2025 SOY cycle, eligible Sailors must be CPO board eligible for the Fiscal Year 2025 CPO Selection Boards).

c. Sailors who served at one command during most of the competitive cycle and has since transferred, that Sailor may be considered either by the command they are currently attached to, or by the command at which the Sailor spent most of the competitive cycle.

d. Sailors working outside the traditional Navy chain of command (e.g., joint command, Federal agencies, direct report commands) will be considered with other personnel under their parent command.

e. SOY nominees are authorized to compete in one of the SOY categories only as listed in reference (a), subparagraph 5c each year. All type command (TYCOM) command senior enlisted leaders will identify correct competitive path for the commands under their jurisdiction prior to the competitive cycle. Sailors who served at two commands during a competitive cycle may be considered as the SOY nominee by either command.

f. Sailors in subparagraphs 5f(1) and 5f(2) are ineligible to compete.

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

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

6. Responsibilities. As outlined in reference (a), BUMED has delegated authority to select a SOY and meritoriously promote the selected nominee to CPO.

a. Program Manager. The BUMED Force Master Chief (FORCM) is designated as the SOY program manager and is responsible for establishing local competition requirements, setting applicable timelines and selecting board members for the SOY competition. The program manager duties include:

(1) Establish competition timelines and inform the Office of the Master Chief Petty Officer of the Navy (MCPON) no later than 15 February for each year. The BUMED SOY boards will be conducted on the 1st week of May of every year.

(2) Establish competition requirements throughout all competitive boards.

(3) Coordinate and approve all board members throughout all competitive boards.

(4) Inform the Surgeon General of the Navy of all nominees, finalist, and SOY winner.

b. Program Coordinators. The program manager will designate in writing two program coordinators, from the Office of the Force Master Chief and the BUMED Headquarters Staff (E-7 or above only). The program coordinators will be responsible for administering the program to include all associated requirements. The SOY program coordinators duties include:

(1) Ensuring all instructions, publications, and references required for the program are current and up to date.

(2) Ensuring solicitation, consolidation, and completion validation is conducted for all nomination packages.

(3) Promulgating all schedules, timeframes, and events for the SOY competition season.

(4) Coordinating all selection board events during the SOY competition season.

(5) Coordinating recognition and awards ceremony for selected finalists and winners.

7. Nomination Procedures. The BUMED SOY competition is open to all commands under the administrative control (ADCON) of the Surgeon General of the Navy. Nominees will compete under one TYCOM SOY Program only. Nomination packages must be completed in accordance with enclosure (1).

a. Echelon III commanders and Director, Headquarters Operations (BUMED-N02B) will establish and conduct their SOY selection board process at the regional and headquarters level no

later than 15 April. All SOY nomination packages are due to the BUMED SOY program manager and program coordinator no later than the last Monday of the month of April. At the conclusion a SOY will be selected as the official nominee to the BUMED SOY.

b. The BUMED SOY Board will be conducted in-person no later than the first week of the month of May at the BUMED, Defense Health Headquarters, Falls Church, Virginia.

c. The OPNAV 1650/17 Sailor of the Year Grading Sheet will be used at all levels of competition.

8. Selection Boards. The BUMED SOY nominees will receive temporary additional duty (TAD) orders to BUMED for in-person boards leading to the selection of the SOY.

a. Funding. All commands with a selected nominee for the BUMED SOY board are required to have a command sponsor attend with their nominee. All associated travel costs for SOY nominees and their command sponsors will be shouldered by their nominating command at each level of competition.

b. Panel. The BUMED SOY Panel will consist of the BUMED FORCM as the Chairperson, echelon 3 command master chiefs, and the BUMED staff senior enlisted leader (or their designated representatives). Board members will review all packages and conduct in-person interviews of the four finalists.

c. Selection. The Surgeon General of the Navy will select the final SOY no later than 15 May of each year to give ample time for the BUMED SOY winner to be removed from the E-7 selection board eligibility list.

d. Selection Notification. At the conclusion of the BUMED SOY board, the FORCM, BUMED will notify the office of the MCPON via official Navy correspondence the results of the SOY boards.

9. Recognition

a. The Navy and Marine Corps Commendation Medal is authorized for all Sailors who competed at the BUMED-level by the awarding authority. All SOYs below the level of BUMED will be awarded the Navy and Marine Corps Achievement Medal by their respective regional commanders.

b. The BUMED SOY will be meritoriously advanced to CPO effective 16 September of the competitive cycle (i.e., for competitive cycle 1 October 2022 to 30 September 2023, the advancement date will be 16 September 2024. SOYs will complete CPO initiation prior to advancement but may be frocked with the other CPOs (those selected through regular selection boards cycle) if the CPO pinning ceremony is conducted before 16 September.

c. Senior Enlisted Academy (SEA). BUMED SOY will automatically obtain a quota as student to the SEA at the earliest opportunity following their advancement provided all SEA screening requirements are met prior to attendance.

d. CPO Heritage Week. BUMED SOY will have the opportunity to attend CPO Heritage Week onboard USS CONSTITUTION. This will be coordinated through the office of the BUMED FORCM (BUMED-N008).

10. Gifts and Donations by Sponsors. While the generous support of non-Federal entities (NFE), nonprofit organizations (NPO), and civilian sponsors are greatly appreciated, all gifts presented to the selected SOY and other participants of the program should be reasonable in cost and value to meet the spirit and intent of the SOY Program. Excessive or overly costly gifts, while very generous, are not expected in support of the recognition of each SOY and SOY participant.

a. It is recommended items donated, presented, or awarded on behalf of a NFE, NPO, or civilian sponsors not exceed \$200.00 per SOY or SOY participant.

b. Per reference (a), the SOY Program competition coordinator, in coordination with BUMED Staff Judge Advocate, will be responsible for documenting and maintaining records for all monies, gifts, awards, or other means of SOY support accepted from NFEs, NPOs, or civilian sponsoring agencies.

c. SOY program coordinator must refrain from soliciting or accepting gifts from prohibited sources as outlined in reference (c) and must ensure all gifts or awards accepted from NFEs, NPOs, or civilian sponsoring agencies receive a written legal ethics determination that includes justification the award was made as part of an established program of recognition incident to a bona fide award as explained in reference (c). Reference (c) available at:
https://www.ecfr.gov/cgi-bin/text-idx?SID=5490a4a8097c58e77d08f2103b2bbed3&mc=true&node=pt5.3.2635&rgn=div5#se5.3.2635_1204.

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 DON 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. Review and Effective Date. Per OPNAVINST 5215.17A, BUMED-N008 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense (DoD), Secretary of the Navy 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.

13. Forms

a. OPNAV 1650/3, enclosure (3), Personal Award is available for download from <https://forms.documentservices.dla.mil/nfol/NONSN22092802.PDF>. On the site go to the "Approval Authority" tab, when page comes up scroll down to bottom right there is a section titled "Forms".

b. OPNAV 1650/17 Sailor of the Year Grading Sheet is available for download from <https://forms.documentservices.dla.mil/nfol/NONSN00004986.PDF>. The initial nominating command's Command Master Chief will provide a completed OPNAV 1650/17 as an enclosure to the nomination package.



D. K. VIA

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Navy Medicine Web site, <https://www.med.navy.mil/directives/>

BUMEDINST 1700.4E
5 Mar 2025

SAMPLE NOMINATION FORMAT

SSIC
Code
Date

From:
To:
Via:

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

Ref: (a) BUMEDINST 1700.4E

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) PRIMS Data Sheet
(7) Command Cover Sheet

1. Per reference (a) [rating(warfare) last name, first name middle initial] is nominated as the
20[Year] [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)

Enclosure (1)

3. If previously selected as Sailor of the Month or Quarter, list command, selection and period in chronological order:

(Command) (Month and Quarter) (YYMMDD to 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

1. SOY Nominee

a. Name:

b. Rate:

2. Reporting Senior

a. Name:

b. Rank:

c. Title:

d. E-mail:

e. Phone Number:

3. Command Master Chief Name:

a. Rate:

b. E-mail:

c. Phone Number:

4. Command

a. Full Name:

b. Message PLAD:

AWARD CITATION FORMAT

CITATIONS FOR NAVY AND MARINE CORPS COMMENDATION MEDALS ARE NO LONGER THAN 7 ½ LINES. USE TIMES ROMAN 10-PITCH LANDSCAPE PAGE SET-UP THAT INCLUDES THE STANDARD OPENING AND CLOSING. MARGINS SHOULD BE FULL JUSTIFICATION AND DO NOT USE ACRONYMS.

(GOLD STAR IN LIEU OF THE SECOND AWARD)

HOSPITAL CORPSMAN FIRST CLASS (FLEET MARINE FORCE) JOHN W. SMITH, UNITED STATES NAVY

MERITORIOUS SERVICE WHILE SERVING AS LEADING PETTY OFFICER, OPERATIONAL MEDICINE AND CAPABILITIES, BUREAU OF MEDICINE AND SURGERY, FALLS CHURCH, VIRGINIA FROM OCTOBER 2012 TO SEPTEMBER 2013. PETTY OFFICER SMITH LED, MENTORED AND TRAINED A TEAM OF 26 OFFICERS, ENLISTED AND CIVILIANS TO SOURCE 2,097 PERSONNEL WITH A 100 PERCENT FILL RATE UNDER COMPRESSED TIMELINES TO SUPPORT 42 MARITIME AND THEATER OPERATIONS. HIS EFFORTS LED TO HIS SELECTION AS THE 2012 BUREAU OF MEDICINE AND SURGERY HEADQUARTERS SAILOR OF THE YEAR. BY HIS NOTEWORTHY ACCOMPLISHMENTS, PERSEVERANCE, AND DEVOTION TO DUTY, PETTY OFFICER SMITH REFLECTED CREDIT UPON HIMSELF AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

D. K. VIA
REAR ADMIRAL, MEDICAL CORPS
UNITED STATES NAVY
SURGEON GENERAL OF THE NAVY
CHIEF, BUREAU OF MEDICINE AND SURGERY