



U. S. NAVAL SEA CADET CORPS

TOP HATTERS SQUADRON
9225 THIRD AVE BOX 14
NORFOLK VIRGINIA 23511

IN REPLY REFER TO:

TOPHATTERSRONINST 1700.1

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15 Jan 17

TOPHATTERSRON INSTRUCTION 1700.1A

Subj: SEA CADET OF THE QUARTER/YEAR, LEAGUE CADET OF THE QUARTER/YEAR, OFFICER OF THE YEAR, INSTRUCTOR OF THE YEAR PROGRAM

Ref: (a) NSCC/NLCC Awards Manual
(b) NSCC/NLCC Physical Readiness Testing Notebook
(c) Medical Reference, Policy, and Procedures Manual
(d) NSCC/NLCC Awards Manual

Encl: (1) Of the Quarter/Year Unit Sample Nomination Package
(2) Of the Quarter/Year Sample Board Grading Sheet
(3) Of the Quarter/Year Nomination and Award Schedule
(4) Of the Year Regional Sample Nomination Package

1. Purpose. To provide guidelines and procedures for the Sea Cadet of the Quarter/Year (SCOQ/Y), League Cadet of the Quarter/Year (LCOQ/Y), Officer of the Year (OOY), and Instructor of the Year (IOY) programs within Top Hatters Squadron.

2. Discussion. This program was established to recognize superior performance of Top Hatters Squadron personnel with emphasis on outstanding achievements, exemplary personal conduct and military bearing, and demonstrated initiative in the performance of duty.

3. Eligibility

a. This program is open to all unit personnel meeting the included minimum requirements. The nominee must:

(1) Be an actively enrolled Sea Cadet to compete for SCOQ/Y, an enrolled League Cadet to compete for LCOQ/Y.

(2) Have been on board with 100% drill attendance for the entire awarding quarter.

(3) Have satisfactory academic standing.

(4) Have no record of NJP/EMI during the awarding period.

4. Of the Year Eligibility

a. The OTY program is open to all OTQ awardees within the previous fiscal year. Additionally, nominees must:

(1) Meet all eligibility requirements for OTQ with the exception of 3.a(1)

(2) Have satisfactory minimum (75%) attendance during the entire awarding period

5. Action

a. The competitive cycle will run from 1 October to 30 September each year. All nominating officers shall ensure nomination packages are formatted as specified in enclosure (1). Nomination packages will be submitted during drill in hardcopy format in accordance with the nomination and awarding schedule specified in enclosure (3). An electronic copy in MS Word format shall be saved on the THS Drive under Admin/Awards/Inbox.

b. Of the Quarter results will be forwarded to the Commanding Officer via the chain of command immediately following completion of the board. A citation ribbon award nomination shall be included.

c. Of the Year results will be forwarded to the Commanding Officer via the chain of command, formatted per reference (a) as specified in enclosure (3). An award nomination per reference (a) and board Chairman judgment shall be included.

6. Nomination Procedures

a. Any officer may make a nomination for any of the awarding categories provided it is done in accordance with enclosure (1). All nominations will be sent to the operations officer via the chain of command. All nominations must be received per enclosure (3)

7. Selection Procedures

a. The operations officer shall serve as chairman of the board for all OTQ and OTY nominations. He/she shall:

(1) Assemble a board of no less than 3 officers per enclosure
(3)

(2) Ensure board is conducted fairly and utilizing enclosure
(2)

(3) Forward award results, and recommendation for ribbon/personal awards, in proper format, to the Commanding Officer via the chain of command per enclosure (3).

(4) In the case that the Operations Officer is a nominee, recuse him/herself and request a new chairman to be assigned by the executive officer.

8. Selection Criteria

a. The chairman of the board and all board members shall use the following criterion categories to make appropriate selection for awards. Only information during the awarding period may be considered.

- (1) Responsibilities
- (2) Performance
- (3) Leadership
- (4) Meritorious or commendatory achievements or recognition
- (5) Educational accomplishments and standing
- (6) Civic/community service (non-sea cadet related)
- (7) Physical Readiness Results (per references (b) and (c))
- (8) Personal interview; military bearing, uniform, answers to questions

9. Recognition

- a. OTQ/OTY awardee names will be listed on POM
- b. Whenever possible, awardees will not be required to stand watch during following quarter.
- c. Awardees will also be awarded in accordance with board recommendations.
- d. Of the Year awardees will have their photo placed on the Quarterdeck.
- d. Of the Quarter awardees will receive a citation ribbon. Of the Year awardees will receive awards and merits above the citation ribbon as approved by the chain of command.


A. S. RULLO

Distribution:
Electronic only, via THS Web site

TOPHATTERSRONINST 1700.1
15 Jan 17

DD MMM YY

From: (Recommending Officer)
To: OTQ/OTY Board Chairman

Subj: NOMINATION FOR TOP HATTERS SQUADRON (SEA CADET/LEAGUE
CADET/OFFICER/INSTRUCTOR) OF THE (QUARTER/YEAR) ICO
(LAST, FIRST MI, RATE/RANK)

Ref: (a) TOPHATTERSRONINST 1700.1
(b) NSCC/NLCC Awards Manual
(c) NSCC/NLCC Physical Readiness Testing Notebook
(d) Medical Reference, Policy, and Procedures Manual
(e) NSCC/NLCC Awards Manual

Encl: (1) Ribbon Award Citation
(2) Letter of Appreciation

1. Per reference (a) and (e), (Rate/Rank, Last Name) is in all respects eligible and hereby nominated for THSRON (Sea Cadet/League Cadet/Officer/Instructor) Of The (Quarter/Year) for (Quarter/Year).

2. Comments on specific attributes as demonstrated during this quarter and applicable to this nomination are as follows:

- a. Responsibilities:
- b. Performance:
- c. Leadership:
- d. Meritorious or commendatory achievements or recognition:
- e. Educational accomplishments and standing:
- f. Civic/community service (non-sea cadet related):
- g. Physical Readiness Results (per references (c) and (d)):
- h. Information considered pertinent to nomination and/or selection:

SIGNATURE

Enclosure (1)

Of the Quarter/Year Evaluation Guide

Nominee Name: _____ Evaluator Name: _____

Subject	Comments	Grade
Responsibility (10 points max)		
Performance (10 points max)		
Leadership (15 points max)		
Meritorious or commendatory achievements or recognition (10 points max)		
Educational accomplishments and standing (15 points max)		
Civic/community service (non-sea cadet related) (10 points max)		
Physical Readiness Results (IAW references (b) and (c)) (15 points max)		
Personal interview; military bearing, uniform, answers to questions (15 points max)		Total Points

Evaluator Signature: _____ Date: _____

Of the Quarter/Year Nomination and Award Schedule

December- 1st Quarter Nominations (Friday)
1st Quarter Boards (Saturday)
Of the Year Unit Awards

January- 1st Quarter Awards

March- Of the Year National Announcement (NLT 1 Mar)
Of the Year National Awards (Friday)
2nd Quarter Nominations (Friday)
2nd Quarter Boards (Saturday)

April- 2nd Quarter Awards

June- 3rd Quarter Nominations (Friday)
3rd Quarter Boards (Saturday)
3rd Quarter Awards (Sunday)

September-4th Quarter Nominations (Friday)
4th Quarter Boards (Saturday)

October- 4th Quarter Awards
Of the Year Boards (Saturday)
Of the Year National Package (NLT 25 October)

November- Of the Year National Packages due to NHQ (1 Nov)

Of the Year Regional Sample Nomination Package

The following documents are required to be sent as a nomination package to the Regional Director no later than 1 November.

NLCC/NSCC of the Year

1. Cover Letter
2. NSCADM 011 (Sea Cadet) NSCADM 012 (League Cadet)
3. NSCADM 009 Record of Advancement
4. Current photo in an appropriate uniform is required
5. Endorsements by the Chain of Command are strongly encouraged
6. Any supporting documentation

Instructor/Officer/Midshipman of the Year

1. Cover Letter
2. NSCADM 013
3. Current NSCADM 017
4. Current photo in an appropriate uniform is required
5. Endorsements by the Chain of Command are strongly encouraged
6. Endorsements by the sponsoring
7. Organization/NSCC Committee Chair are strongly encouraged, especially if the nominee is a Unit Commanding Officer
8. Any supporting documentation