



DEPARTMENT OF THE NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND
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CNICINST 1700.3
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MAY 9 2012

CNIC INSTRUCTION 1700.3

From: Commander, Navy Installations Command

Subj: CNIC HEADQUARTERS SAILOR OF THE QUARTER/YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10L

1. Purpose. To provide guidelines and procedures for the Commander, Navy Installations Command (CNIC) Headquarters (HQ) Sailor of the Quarter (SOQ), Junior Sailor of the Quarter (JSOQ), Sailor of the Year (SOY), and Junior Sailor of the Year (JSOY) in accordance with reference (a). For the purposes of this instruction, SOQ and SOY will also pertain to JSOQ and JSOY.

2. Background. The SOQ and SOY program was established to recognize superior performance of enlisted personnel who contribute significantly to the mission of their respective department, to the Command, and to the Navy with emphasis on outstanding achievements, exemplary personal conduct, military bearing, and demonstrated initiative in the performance of duty.

3. Policy. As established by reference (a).

a. Timeframe. The SOQ and SOY award timeframes are based on the fiscal year of 1 October through 30 September.

b. Eligibility. This program is open to all Navy personnel in paygrades E-6 and below, including Active Duty, Full Time Support, Active Duty for Special Work, and Navy Reserve Inactive Duty personnel assigned to CNIC HQ.

(1) Sailors in the paygrades of E-6 and E-5 will compete for SOQ and SOY. Personnel in paygrades E-4 and below will compete for JSOQ and JSOY.

(2) Nominees must have at least 90 days on board; no record of disciplinary action or derogatory counseling during the previous 6 months for SOQs or 12 months for SOYs; must have

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successfully passed the most recent Physical Fitness Assessment (PFA) cycle and be within Navy height and weight standards.

c. Selection Criteria. The selection criteria should include, but is not limited to, the following demonstrated traits and qualifications during the nominative period:

(1) Noteworthy achievements that contribute to the mission of the command.

(2) Demonstrated sustained excellence in leadership, military bearing, and personal behavior.

(3) Professional and technical proficiency.

(4) Demonstrated motivation, pride, and patriotism.

(5) Participation in community affairs or off-duty activities that enhance the Navy's image.

(6) Awards, letters of commendation and/or appreciation, and acts of heroism.

(7) Off-duty education as well as professional education through Navy schools and correspondence courses.

d. Personal interview. Candidates will be scored in the areas of:

(1) Knowledge (ie. current events, Naval history, etc).

(2) Military bearing and demeanor

(3) Appearance (ie. uniform, haircut regulations, etc.)

e. Selection Boards

(1) SOQ and SOY boards will convene no later than the second week of the new quarter.

(2) The SOQ, JSOQ, SOY and JSOY selection boards will be chaired by Force Master Chief (FORCM) and will consist of Chief Petty Officers (CPOs) selected by FORCM.

(3) Each board member will participate in asking questions. Questions must be associated with Naval history, command mission, Uniform Code of Military Justice, current events, Navy Core Values, and other questions that the chairperson deems appropriate. The same questions must be asked of all candidates. Once the board has selected and collectively agreed upon questions, no other questions will be allowed.

f. Board members will use the "Sailor of the Quarter and Sailor of the Year Evaluation Sheet" to effectively evaluate each nominee. The evaluation sheet is available on the Gateway 2.0 (G2) Sailor of the Quarter teamsite at:

<https://g2.cnic.navy.mil/teamsites/SoQ/default.aspx>.

The G2 SOQ teamsite is linked from the CNIC HQ teamsite at:

<https://g2.cnic.navy.mil/TSCNICHQ/default.aspx>.

g. The chairperson will be a non-voting member unless a tie-breaker vote is required.

h. FORCM will submit selection recommendations to the Chief of Staff (COS). Upon concurrence from the COS, the FORCM will advise the board members of the results.

i. Recognition. The SOQ and SOY will be announced at the next All Hands call/awards ceremony.

(1) SOQ will be recognized with:

(a) Flag Letter of Commendation

(b) A 3-day special liberty certificate. A sample special liberty certificate is available on the G2 SOQ teamsite.

(c) A command coin from CNIC Commander and FORCM.

(2) SOQ non-selects will receive a Letter of Appreciation.

(3) SOY will be recognized with:

(a) Navy-Marine Corps Commendation Medal (Navy-Marine Corps Achievement Medal for JSOY).

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(b) A 4-day special liberty certificate. A sample special liberty certificate is available on the G2 SOQ teamsite.

(c) A command coin from CNIC Commander and FORCM.

(4) The SOY award will use the format provided on the G2 SOQ teamsite. However, he or she will not receive an award during the awards ceremony. His or her package will be forwarded to the next higher level of competition. He or she will receive a 4-day special liberty certificate from the N-code/SA. If the CNIC SOY is not selected at the next higher level of competition, he or she shall be awarded a Navy and Marine Corps Commendation Medal after notification of results.

(5) SOY non-selects will receive a Flag Letter of Commendation.

4. Responsibilities. FORCM is responsible for the successful operation, integrity, and administration of the SOQ and SOY program.

5. Action

a. The COS shall serve as the principal host for the SOQ and SOY program.

b. FORCM shall:

(1) Serve as chairperson of the SOQ and SOY selection boards.

(2) Solicit nominations and screen all nomination packages for completeness.

(3) Identify members to participate in the SOQ and SOY selection boards.

(4) Arrange a time and place to hold selection boards.

(5) Notify board members of meeting time and place.

(6) Ensure selected SOQ and SOY obtain 5X7 photograph in appropriate uniform.

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c. Public Affairs Office shall take pictures to update the command board immediately following the awards ceremony.

d. Nominating officials shall:

(1) Submit nominations to FORCM using the nomination format provided in the "Sample Nomination for SOQ and JSOQ" provide on the Gateway 2.0 (G2) Sailor of the Quarter teamsite at: <https://g2.cnic.navy.mil/teamsites/SoQ/default.aspx>.

(2) Submit nominations for SOQ and JSOQ no later than the tenth day of the month following the last day of the quarter (e.g., nominations for the period of 1 through 31 December must be submitted no later than 10 October or next business day).

(3) Submit nomination packages for SOY and JSOY to FORCM no later than 20 October for selection board consideration using the format found in reference (a).


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Distribution:

Electronic only, via Gateway 2.0

<https://g2.cnic.navy.mil/CNICHQ/Pages/Default.aspx>