



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY

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NAVSUPPACT NAPLES INST 1700.10C
N00E

23 JAN 2004

NAVSUPPACT NAPLES INSTRUCTION 1700.10C

From: Commanding Officer, U.S. Naval Support Activity, Naples,
Italy

Subj: NAPLES AREA SAILOR OF THE QUARTER (SOQ) AND SAILOR OF THE
YEAR (SOY)

Encl: (1) Area Sailor of the Quarter Nomination Format
(2) Area Sailor of the Year Nomination Format
(3) Area Sailor of the Quarter/Year Grading Sheet

1. Purpose. To promulgate eligibility and procedures for selection of the Area Sailor of the Quarter/Year. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. NAVSUPPACT NAPLES INSTRUCTION 1700.10B.

3. Discussion. The SOQ/SOY program recognizes the Sailor that best represents the large number of superior, dedicated professionals in the command. The SOQ/SOY candidate is typified by sustained superior performance, exceptional leadership, proven dedication to self-improvement, outstanding professionalism, and superior personal appearance. When reviewing candidates for selection as SOQ/SOY, special consideration should be given to those individuals who have excelled in increasingly demanding and challenging assignments. The selection of the SOQ/SOY is based on the nomination package and appearance before a formal board.

4. Eligibility

a. Area Sailor of the Quarter: An E-6 that was selected as Sailor of the Quarter from any Naples-area command.

b. Area Sailor of the Year: An E-6 that was selected as either Area Sailor of the Quarter for that year or Sailor of the Year from any Naples-area command.

5. Nominations. Each command, including NAVSUPPACT La Maddalena, NAVSUPPACT Gaeta, NAVSUPPACT Naples, COMNAVREGEUR Naples staff, COMFAIRMED, AFSOUTH Navy Element, U.S. Naval Hospital Naples and shore components of COMSIXTHFLEET staff may submit one nomination from their command to the NAVSUPPACT Naples Command Master Chief:

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a. Submit Sailor of the Quarter nominations, using the format provided in enclosure (1), by the first Wednesday of April, July, October, and January.

b. Submit Sailor of the Year nominations, using the format provided in enclosure (2), by the second Wednesday of January.

6. Boards

a. Area Sailor of the Quarter Board will be the third Thursday of the month of nomination.

b. Area Sailor of the Year board will be the fourth Thursday of the month of nomination.

c. Board members:

(1) NAVSUPPACT Naples Command Master Chief (Chairman)

(2) All Naples area Command Master Chiefs are voting members.

d. The Board Chairman will cast the deciding vote in the event of a tie.

7. Recognition

a. Area Sailor of the Quarter will receive the following:

(1) Sailor of the Quarter Certificate;

(2) Plaque provided by individual's command;

(3) Recognition by local U.S. Military news media (Panorama and AFN);

(4) Special parking at the NEX for three months (three additional months of parking not authorized, if awarded at command level).

b. Sailor of the Year will receive the following:

(1) Sailor of the Year Certificate;

(2) Plaque provided by individual's command;

(3) Recognition by local U.S. Military news media (Panorama and AFN);

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(4) Special parking at the NEX for one calendar year;

(5) Nomination for COMUSNAVEUR Sailor of the Year.

c. Other organizations may want to recognize these fine Sailors. This recognition will be coordinated through the NAVSUPPACT Naples Command Master Chief's office.



D. J. FREDERICK

Distribution:
NAVSUPPACT NAPLES INST 5216.4X
Lists I and II

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NOMINATION FORMAT FOR AREA SAILOR OF THE QUARTER

From: Nominating Activity/Command
To: Command Master Chief, U.S. Naval Support Activity, Naples,
Italy

Subj: AREA SAILOR OF THE QUARTER NOMINATION

Ref: (a) NAVSUPPACT NAPLES INST 1700.10C

1. Per reference (a), RATE/WARFARE LAST, FIRST, SSN is
nominated as the Area Sailor of the Quarter for the period
MONTH to MONTH, YR.

2. Supporting justification for this nomination is as follows:

- a. Responsibilities:
- b. Performance:
- c. Military behavior:
- d. Command Climate (EO):
- e. Military education:
- f. Off-duty education:
- g. Community involvement:
- h. Peer group involvement:
- i. Collateral duties:

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AREA SAILOR OF THE YEAR NOMINATION FORMAT

From: Nominating Activity/Command
To: Command Master Chief, U.S. Naval Support Activity, Naples,
Italy
Subj: YEAR NAPLES AREA SAILOR OF THE YEAR NOMINATION IN THE
CASE OF RATE/WARFARE LAST, FIRST, SSN

Ref: (a) NAVSUPPACT NAPLES INST 1700.10C

Encl: (1) Information to support nomination (include "certified true" copies of last three years performance evaluations, letter of appreciation/commendation/Sailor of the Month, etc.)
(2) Biography (narrative format starting with date and place of birth, schooling, military service, current assignment, awards and medals, and family, etc.) Limit two double-spaced, typewritten pages.

1. Per reference (a), RATE/WARFARE LAST is nominated as the YEAR Naples Area Sailor of the Year.

2. Full name, address and complete telephone number of nominating command.

3. Following information is provided:

a. Name: _____ SSN: _____

b. Date of birth: _____

c. Date enlisted in Navy: _____

d. Advancement history (give dates):

(1) E-4: _____

(2) E-5: _____

(3) E-6: _____

e. Currently selected for advancement (if yes, date to be advanced).

f. Dependents (list names, dates of birth and SSNs, if applicable).

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g. Date previously selected as Sailor of the Quarter/Month/Year, and command(s).

h. Brief synopsis of significant professional achievements which warrant selection.

i. Awards.

j. Nominees off-duty community involvement.

k. Educational background.

(1) Years of formal schooling completed and degree attained

(2) Navy schools completed.

(3) Other self-study educational achievements attained while on active duty (include correspondence courses, extension courses, USAFI/DANTES courses, Navy sponsored courses, etc. Exclude training courses required for advancement).

l. Any other information to distinguish nominee from contemporaries (limit to one typewritten page single spaced).

SAILOR OF THE QUARTERYEAR GRADING SHEET

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CATEGORY	NAMES									
NO NJP IN THE LAST 6 MONTHS	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
NO LTR'S OF INDEBT IN 6 MONTHS	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
PASSED PFAs IN LAST QTR/YEAR	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
IN-RATE QUALIFICATIONS SAT	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
ON BOARD MORE THAN 12 MONTHS	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
NOMINATION PACKAGE										
RESPONSIBILITIES										
PERFORMANCE										
MILITARY BEHAVIOR										
COMMAND CLIMATE (EO)										
MILITARY EDUCATION										
OFF-DUTY EDUCATION										
COMMUNITY INVOLVEMENT										
PEER GROUP INVOLVEMENT										
COLLATERAL DUTIES										
MILITARY APPEARANCE										
BOARDMANSHIP										
GRAND TOTAL:										

Board Member:

Print (Include Rate and Warfare Quals)

Signature

NOTE: Use a point system of 1 to 3 for each category. 1 being the LEAST and 3 being the BEST.
 Write your question out on the bottom of this page. Ask your question in the same manner for each candidate.

Enclosure (3)