



## DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY  
PSC 817 BOX 1  
FPO AE 09622-0001

NAVSUPPACT NAPLES INST 1700.9H  
NOOE

12 SEP 2016

### NAVSUPPACT NAPLES INSTRUCTION 1700.9H

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

Subj: NAVSUPPACT NAPLES SENIOR SAILOR OF THE QUARTER/YEAR,  
SAILOR OF THE QUARTER/YEAR, JUNIOR SAILOR OF THE  
QUARTER/YEAR, AND BLUE JACKET OF THE QUARTER/YEAR PROGRAM

Ref: (a) OPNAVINST 1700.15B  
(b) OPNAVINST 1700.10M  
(c) CNREURAFSWAINST 1700.2C

Encl: (1) Nomination Format for SSOQ/SOQ/JSOQ/BJOQ  
(2) Nomination Format for SSOY/SOY/JSOY/BJOY  
(3) NAVSUPPACT NAPLES SOQ/SOY Grading Sheet

1. Purpose. To promulgate eligibility and procedures for selection of U.S. Naval Support Activity (NAVSUPPACT), Naples Senior Sailor of the Quarter/Year (SSOQ/SSOY), Sailor of the Quarter (SOQ/SOY), Junior Sailor of the Quarter/Year (JSOQ/JSOY), and Blue Jacket of the Quarter/Year (BJOQ/BJOY). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. NAVSUPPACT NAPLES INST 1700.9G

3. Discussion. This program recognizes the Sailor that best represents the ideals of their competitive category. Candidates are identified by their chain of command for sustained superior performance, leadership, dedication to self-improvement, outstanding professionalism, and superior personal appearance. When reviewing candidates for selection, special consideration should be given to individuals who excel in demanding and challenging assignments. A formal board will make the final selection based on the nomination package and each candidate's personal interview before the board.

#### 4. Eligibility

a. E-6 Sailors compete for SSOQ/SSOY, E-5 Sailors compete for SOQ/SOY, E-4 Sailors compete for JSOQ/JSOY, and E-1 to E-3 Sailors compete for BJOQ/BJOY.

b. SSOQ/SOQ/JSOQ/BJOQ nominees must have completed at least six months on board NAVSUPPACT Naples.

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c. SSOY/SOY/JSOY/BJOY nominees must have completed at least 12 months on board NAVSUPPACT Naples or have been previously nominated as SSOQ/SOQ/JSOQ/BJOQ while onboard NAVSUPPACT Naples.

d. All nominees must have a clear record with no non-judicial punishment (NJP) or letter of indebtedness (LOI) for the past six months. An NJP or LOI that occurred older than six months ago will not exclude consideration. Additionally, members must have passed the most recent PFA cycle.

5. Action. The following procedures apply:

a. Nominations. The competitive cycle runs from 1 October to 31 December for the first quarter, 1 January to 31 March for the second quarter, 1 April to 30 June for the third quarter, and 1 July to 30 September for the fourth quarter. Each department LCPO may nominate one candidate in each category with the exception of Security Department, which can nominate two candidates to the Command Master Chief.

(1) Submit all nominations for SSOQ/SOQ/JSOQ/BJOQ using enclosure (1) no later than the first Monday of January, April, July and October.

(2) Submit all nominations for (SSOY/SOY/JSOY/BJOY) using enclosure (2), no later than the third Monday of October.

b. Boards

(1) The Command Master Chief will chair the SSOQ/SOQ/JSOQ and SSOY/SOY/JSOY boards utilizing enclosure (3). Security, Operations, Admin, Housing and NAVSUPPACT Naples Detachment (NSAND), Gaeta, Italy LCPOs are voting members. SSOQ/SOQ/JSOQ boards will be held within the first two weeks of January for First Quarter, April for Second Quarter, July for Third Quarter and October for Fourth Quarter. SSOY/SOY/JSOY boards will be held no later than 30 October.

(2) BJOQ/BJOY boards will be conducted utilizing enclosure (3). Department Leading Petty Officer's from Security, Operations, Admin, Housing and NAVSUPPACT Naples Detachment (NSAND), Gaeta, Italy are voting members. BJOQ boards will be held within the first two weeks of January for First Quarter, April for Second Quarter, July for Third Quarter and October for Fourth Quarter. The BJOY board will be held no later than 30 October.

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c. Commanding Officer. The Commanding Officer, NAVSUPPACT Naples, approves the final selection in all cases.

d. Departments. The winning Sailor's department will prepare a nomination package for submission to the area SOQ/SOY competition per reference (a).

e. Recognition

(1) SSOQ/SOQ/JSOQ/BJOQ

Items	Responsibility
CNREURAFSWA Letter of Commendation	DEPT
Picture on NAVSUPPACT Quarterdeck	PAO
Recognition at official awards ceremony	ADMIN
Four day special liberty	DEPT
Panorama newspaper article	PAO

(2) SSOY

To include all of paragraph 5.e.(1)	
Submission for CNREURAFSWA SOY	DEPT
Parking at Navy Exchange for fiscal year	CMC
Navy Commendation Medal	DEPT

(3) SOY/JSOY/BJOY

To include all of paragraph 5 e. (1)	
Navy Achievement Medal	DEPT

  
D. W. CARPENTER

Distribution:

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Lists: I through IV

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[https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa\\_naples/about/departments/administration\\_n1/administrative\\_services/instructions.html](https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html)

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**NOMINATION FORMAT FOR SSOQ/SOQ/JSOQ/BJOQ**

Date

From: DEPT LCPO (Title), U.S. Naval Support Activity, Naples, Italy  
To: Command Master Chief, U.S. Naval Support Activity, Naples, Italy  
Via: Department Head (Title), U.S. Naval Support Activity, Naples, Italy

Subj: SENIOR SAILOR OF THE QUARTER NOMINATION ICO AS1 JOE NAVY, USN

Ref: (a) OPNAVINST 1700.15B  
(b) OPNAVINST 1700.10M  
(c) CNREURAFSWAINST 1700.2C

Encl: (1) CO LOC

1. Per reference (a), AS1 Joe Navy, USN, is nominated for Senior Sailor of the Quarter for the period of (PERIOD).

2. The following information is provided:

- a. Name: (Last Name, First, and Middle Initial)
- b. Rate/Rank: (AS1/E-6)
- c. Date Reported: (DDMMYY)
- d. Present Duty Station: (Current command)
- e. Address: (Work)
- f. Telephone: (Work)
- g. Facsimile: (Work)
- h. E-mail: (Work)

3. Supporting justification:

- a. Primary responsibilities: (List in bullet format)

(1) Example: As INDOC coordinator, he scheduled and coordinated five indoctrination classes for newly reporting command personnel.

- b. Job performance: (List in bullet format)

Enclosure (1)

Subj: SENIOR SAILOR OF THE QUARTER NOMINATION ICO AS1 JOE NAVY, USN

(1) Example: In preparation of command IG inspection AS1 Joe Navy expertly gathered data for numerous command programs.

- c. Leadership: (Brief description)
- d. Command climate/Sailorization: (Brief description)
- e. Collateral duties: (List in bullet format)

(1) Example: As ACFL, he directed four weekly FEP sessions.

- f. Peer group involvement: (Brief description)
- g. Military behavior: (Brief description)
- h. Off-duty community involvement: (Brief description)
- i. Educational accomplishments: (Brief description)
- j. Awards: (List only if received during competitive cycle)

4. Additional comments: Petty Officer Joe Navy is an inspiring Sailor who epitomizes Navy Core Values.

I. M. SAILOR  
QMC USN

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**NOMINATION FORMAT FOR SSOY/SOY/JSOY/BJOY**

Date

From: DEPT LCPO (Title), U.S. Naval Support Activity, Naples, Italy  
To: Command Master Chief, U.S. Naval Support Activity, Naples, Italy  
Via: Department Head (Title), U.S. Naval Support Activity, Naples, Italy

Subj: SENIOR SAILOR OF THE YEAR NOMINATION ICO AS1 JOE NAVY, USN

Ref: (a) OPNAVINST 1700.15B  
(b) OPNAVINST 1700.10M  
(c) CNREURAFSWAINST 1700.2C

Encl: (1) Copies of last three years of performance evaluations (most recent first)  
(2) Biography  
(3) Personal Award Recommendation (OPNAV 1650/3)  
(4) PRIMS data sheet for past three years

1. Per reference (a), AS1 Joe Navy, USN, is nominated for Senior Sailor of the Year for the period of 1 October to 30 September.

2. The following information is provided:

- a. Name: (Last Name, First, and Middle Initial)
- b. Rate/Rank: (AS1/E-6)
- c. Date Reported: (DDMMYY)
- d. Present Duty Station: (Current command)
- e. Address: (Work)
- f. Telephone: (Work)
- g. Facsimile: (Work)
- h. E-mail: (Work)

3. The following additional information is provided:

- a. ADSD: (DDMMYY)

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Subj: SENIOR SAILOR OF THE YEAR NOMINATION ICO ASI JOE NAVY, USN

b. Advancement history:

- (1) E-3: (DDMMYY)
- (2) E-4: (DDMMYY)
- (3) E-5: (DDMMYY)
- (4) E-6: (DDMMYY)

c. Currently selected for advancement or commission: (Yes or No)

d. If previously selected as Sailor of the Month/Quarter/Year list from first to last:

- (1) Example: USS Essex, JSOQ 1<sup>st</sup> QTR, CY-99

e. Personal awards:

- (1) Example: FLOC, USS Essex, date awarded (DDMMYY)

4. Supporting justification:

a. Primary responsibilities: (List in bullet format)

(1) Example: As INDOC coordinator, he scheduled and coordinated five indoctrination classes for newly reporting command personnel.

b. Job performance: (List in bullet format)

(1) Example: In preparation of command IG inspection, ASI Joe Navy expertly gathered data for numerous command programs.

c. Leadership: (Brief description)

d. Command climate/Sailorization: (Brief description)

e. Collateral duties: (List in bullet format)

- (1) Example: As ACFL, he directed four weekly FEP sessions.

f. Peer group involvement: (Brief description)

g. Military bearing: (Brief description)

h. Off-duty community involvement: (Brief description)

i. Education accomplishments: (Brief description)

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Subj: SENIOR SAILOR OF THE YEAR NOMINATION ICO ASI JOE NAVY, USN

j. Awards: (List only if received during competitive cycle)

5. Additional comments: Petty Officer Joe Navy is an inspiring Sailor who epitomizes Navy Core Values.

I. M. SAILOR  
QMC USN

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**NAVSUPPACT NAPLES SOQ/SOY GRADING SHEET**

NOTE: Ensure a one year performance review and a five year sustained superior performance review is completed.

BOARD MEMBER'S NAME (Printed):		BOARD MEMBER'S SIGNATURE:	
SAILOR'S NAME:		COMMAND:	
GRADING			
CATEGORIES		POINTS	REMARKS
<b>A. PRIMARY RESPONSIBILITIES (Max points 20)</b> - Depth of responsibilities (Job Scope) - Volunteering/Assuming additional Job duties - Major command watch stations			
<b>B. JOB PERFORMANCE (Max points 20)</b> - Sustained superior performance - Professional knowledge and rating expertise - Navy, command, mission impact			
<b>C. LEADERSHIP (Max points 15)</b> - Department LCPO, Division LCPO, WCS - Teamwork - Communication (Oral and/or written)			
<b>D. COMMAND CLIMATE/SAILORIZATION (Max points 15)</b> - Training, qualifying, advancing, retaining. - Equal Opportunity - Camaraderie, esprit de corps			
<b>E. MERITORIOUS ACHIEVEMENTS (Max points 10)</b> - Navy Commendation Medal or higher - Navy Achievement Medal - Flag Letter of Commendation - Previous SOQ			
<b>F. COLLATERAL DUTIES (Max points 10)</b> - Command-wide collateral positions - Division or in-rate collateral positions - Comments that support performance duties			
<b>G. EDUCATIONAL ACCOMPLISHMENTS (Max points 5)</b> - Navy school completed or NEC obtained - College degree obtained - Correspondence or college courses			
<b>H. PEER GROUP/COMMUNITY INVOLVEMENT (Max points 5)</b> - Elected Official/member in peer group - Elected Official member civilian organizations - Participation in civic/community affairs			
<b>I. PERSONAL APPEARANCE/MILITARY BEARING (Max points 25)</b> - Uniform, ribbons, shoes, etc... - Grooming standards - Marching, hand salute, posture			
<b>J. BOARDMANSHIP (Max points 25)</b> - Sailor's Creed - Answers to questions, communication skills - Eye contact, comfort with board members			
<b>TOTAL POINTS: (150 Max points)</b>			