NAVSUPPACT NAPLES INSTRUCTION 1700.9J

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

Subj: SAILOR OF THE QUARTER AND YEAR PROGRAM

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

Encl: (1) Nomination Format for SSOQ/SOQ/JSOQ/BJOQ
      (2) Nomination Format for SOY/JSOY/BJOY
      (3) NAVSUPPACT Naples SOQ/SOY Grading Sheet
      (4) Letter Of Commendation Template
      (5) Navy and Marine Corps Achievement Medal Template

1. Purpose. To establish and provide guidelines and procedures for U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, Sailor of the Quarter (SOQ) and Sailor of the Year (SOY) programs and to officially recognize deserving personnel for outstanding performance as outlined in reference (a). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. NAVSUPPACTNAPLESINSTR 1700.9H

3. Discussion. Characteristics considered during the SOQ and SOY selection process include sustained superior performance, mission essential, leading Sailors and command impact. Proven leadership, dedication to self-improvement, command and/or community involvement and appearance are key factors for selection. Special consideration will be given to those Sailors who have excelled in demanding and challenging mission-related contributions during the competitive cycle. Selection will be based on performance above and beyond the expected commensurate with the individual’s position within the command.

4. Eligibility

   a. Qualifying factors for SOQ and SOY nominees:
      
      (1) Demonstrate superior performance during the quarter or year of nomination cycle.
      
      (2) Demonstrates extraordinary character and leads by example both on and off duty.
      
      (3) Displays exceptional military appearance and bearing.
      
      (4) Qualified or actively pursuing in-rate qualifications.
(5) Meets health and physical readiness requirements with no Physical Fitness Assessment (PFA) failures or waivers.

(6) Service on board for a minimum of three months for SOQ and nine months for SOY during the competitive cycle.

b. Disqualifying factors for SOQ or SOY:

(1) Non Judicial Punishment (NJP) within the past 12 months.

(2) Pending legal issues or NJP.

(3) Alcohol Related Incidents (ARI) within the past 12 months.

(4) Delinquent in Personnel Qualification Standards (PQS) at time of board.

(5) Failed PFA or Body Composition Assessment within the past 12 months.

5. Category criteria. SOQ and SOY pay grade categories are as follows:

a. Blue Jacket of Quarter/Year (BJOQ/BJOY). Sailors in pay grades E1 through E3 are eligible for the BJOQ and BJOY.

b. Junior Sailor of the Quarter/Year (JSOQ/JSOY). Sailors in pay grade E4 are eligible for the JSOQ and JSOY.

c. SOQ/SOY. Sailors in pay grade E5 are eligible for the SOQ and SOY.

d. Senior Sailor of the Quarter/Year (SSOQ/SSOY). Sailors in pay grade E6 are eligible for the SSOQ and SSOY.

6. Procedures

a. All NAVSUPPACT, Naples, Italy, Sailors of the category winners will be automatically eligible for the SOY competition.

b. All NAVSUPPACT, Naples, Italy, SOQ packages and BJOY, JSOY and SOY nomination packages will be submitted to the Command Master Chief (CMC) using enclosure (1).

c. SSOY nomination package will be submitted to Commander, Navy Region Europe, Africa, Southwest Asia per reference (a), enclosure (5).
7. Selection Boards

a. **Department Selection.** Department Leading Chief Petty Officers (DLCPOs) will meet with their respective Division Leading Chief Petty Officers (LCPOs) to select a department representative. Their department selection board will normally be held the last week of March, June, September, and December. DLCPO will keep their Department Head apprise of their selection and provide awareness of nomination package prior to the Command Selection Board.

b. **Command Selection.** The SOQ/SOY selection boards will be chaired by the CMC or as designated by the CMC.

c. **The SOQ and SOY board dates**

   (1) The SOQ boards will meet quarterly. The competitive cycle and board dates are subject to change due to the NAVSUPPACT, Naples, Italy, mission. SOQ board dates are as follows:

<table>
<thead>
<tr>
<th>Period</th>
<th>Due to CMC</th>
<th>SOQ Board Held</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 October – 31 December</td>
<td>2\textsuperscript{nd} Friday in January</td>
<td></td>
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<tr>
<td>(1\textsuperscript{st} Qtr)</td>
<td></td>
<td>3\textsuperscript{rd} week in January</td>
</tr>
<tr>
<td>1 January – 31 March</td>
<td>1\textsuperscript{st} Friday in April</td>
<td></td>
</tr>
<tr>
<td>(2\textsuperscript{nd} Qtr)</td>
<td></td>
<td>2\textsuperscript{nd} week in April</td>
</tr>
<tr>
<td>1 April – 30 June</td>
<td>1\textsuperscript{st} Friday in July</td>
<td></td>
</tr>
<tr>
<td>(3\textsuperscript{rd} Qtr)</td>
<td></td>
<td>2\textsuperscript{nd} week in July</td>
</tr>
<tr>
<td>1 July – 30 September</td>
<td>4\textsuperscript{th} Friday in September</td>
<td>1\textsuperscript{st} week in October</td>
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<tr>
<td>(4\textsuperscript{th} Qtr)</td>
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</tbody>
</table>

   (2) The SOY boards will meet annually in the new fiscal year of October. The competitive period is 1 October of the previous year to 30 September of the current year. The SOY packages will be due to the CMC on the second Friday of October. These board dates are subject to change due to NAVSUPPACT, Naples, Italy, mission. SOY board dates are as follows:

<table>
<thead>
<tr>
<th>Period</th>
<th>Due to CMC</th>
<th>SOQ Board Held</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 October – 30 September</td>
<td>2\textsuperscript{nd} Friday in October</td>
<td>3\textsuperscript{rd} Week in October</td>
</tr>
</tbody>
</table>

   d. **Board Review, Uniform, and Packages**

   (1) **Board Review.** Selection Boards will review both the SOQ and SOY department’s nominee packages and supporting documents and will ensure candidates meet the criteria set forth in this directive and per reference (a). The grading criteria will be assessed using enclosure (2).
(2) Uniform. All candidates will appear before the SOQ board in the uniform of the day as designated by the chairman. SOY selection boards will normally take place during the third week of October. Candidates will appear before the board in Service Dress Blue uniform.

(3) Board Results. The results of the SOQ or SOY selection board will be forwarded to the Commanding Officer (CO) via the Executive Officer for final approval.

8. Awards. SOQ and SOY will receive the following awards:

a. SSOQ, SOQ, JSOQ, and BJOQ:

   (1) BJOQ, JSOQ, and SOQ will receive CO’s Letter of Commendation per enclosure (4) and 96-hour special liberty.

   (2) SSOQ will receive a Navy and Marine Corps Achievement Medal (NAM) per enclosure (5). SOQ winners are only eligible for one NAM per fiscal year.

   (3) Command engraved plaque.

   (4) Recognition in the Plan of the Week.

   (5) 96-hour special liberty granted by the CO for SOQ, JSOQ, and BJOQ not in conjunction with a holiday weekend. Special liberty must be used prior to announcement of the next SOQ winner, normally the 15th of the month in January/April/July/December.

   (6) All SOQs will have their photo displayed in the command’s roster board on the Quarterdeck.

b. SSOY, SOY, JSOY, and BJOY:

   (1) SOY, JSOY, and BJOY will receive a NAM.

   (2) SSOY will receive a Navy and Marine Corps Commendation Medal, and will be presented once SSOY is no longer competitive at the ISIC or TYCOM level.

   (3) Command engraved plaque.

   (4) Recognition in the Plan of the Week.

   (5) All SOYs will have their photo displayed in the command’s roster board on the Quarterdeck.
9. Action
   a. CMC
      (1) Supervise the program and periodicity of boards. Ensure adequate preparation, review, and submission of packages for NAVSUPPACT Sailors.
      (2) Supervise the processing and presentation of awards and plaques.
      (3) Coordinate submission of packages to ISIC.
   b. DLCPO
      (1) Identify nominees within the respective department and submit SOQ or SOY packages using the required format in accordance with this directive and references and via Department Heads.
      (2) Submit the SOQ or SOY awards recommendation using enclosures (4) and (5) as appropriate.
      (3) Submit winning package and supporting documents to CMC immediately upon completion of board proceedings.

10. Review. The CMC is responsible for the annual update and review of this instruction.

11. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV-M 5210.1.

12. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 10 years after effective date unless reissued or canceled prior to the 10-year anniversary date, or an extension has been granted.

T. A. ABRAHAMSON

Releasability and distribution:
NAVSUPPACTNAPELSEINST 5216.4CC
Lists: I and II
Electronic via NAVSUPPACT Naples website:
https://www.cnic.navy.mil/regions/cnreuralfswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html
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 1700.10N
(c) CNREURAFSWAINST 1700.2C

Encl: (1) CO’S LOC/NAM

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: (DDMMMYY)
   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.

Enclosure (1)
Subj: SENIOR SAILOR OF THE QUARTER NOMINATION ICO AS1 JOE NAVY, USN

b. Job performance: (List in bullet format)
   
   (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
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: SAILOR OF THE YEAR NOMINATION ICO AS2 JOE NAVY, USN

Ref: (a) OPNAVINST 1700.15B
     (b) OPNAVINST 1700.10N
     (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), AS2 Joe Navy, USN, is nominated for Sailor of the Year for the period of 1 October to 30 September 20XX.

2. The following information is provided:
   a. Name: (Last Name, First, and Middle Initial)
   b. Rate/Rank: (AS2/E-5)
   c. Date Reported: (DDMMMYY)
   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: (DDMMMYY)
Subj: SAILOR OF THE YEAR NOMINATION ICO AS2 JOE NAVY, USN

b. Advancement history:

(1) E-3: (DDMMMYY)
(2) E-4: (DDMMMYY)
(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 1st 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, AS2 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)
Subj: SAILOR OF THE YEAR NOMINATION ICO AS2 JOE NAVY, USN

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

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
# NAVSUPPACT NAPLES SOQ/SOY GRADING SHEET

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

<table>
<thead>
<tr>
<th>BOARD MEMBER'S NAME (Printed):</th>
<th>BOARD MEMBER'S SIGNATURE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAILOR'S NAME:</td>
<td>COMMAND:</td>
</tr>
</tbody>
</table>

## GRADING

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

**TOTAL POINTS:**

**(150 Max points)**
SAMPLE COMMANDING OFFICER’S SOQ LETTER OF COMMENDATION

takes pleasure in commending

YEOMAN THIRD CLASS (Warfare Designator if applicable)
SEAMAN N. JONES
UNITED STATES NAVY

for service as set forth in the following

CITATION:

“For commendable performance of duty as (TITLE/POSITION), while assigned to
U.S. Naval Support Activity, Naples, Italy from __________ to __________. Petty Officer
Jones consistently performed his demanding duties in an exemplary and highly professional
manner resulting in his selection as the NAVSUPPACT Sailor of the Quarter, _____ Quarter,
Fiscal Year _____.

(Total lines in the citation must be between 18-22 lines, Times New Roman 12 Font)

Petty Officer Jones’ exceptional ability, personal initiative, and loyal devotion to duty reflected
credit upon him/herself and the United States Naval Service.”

I. M. SAILOR
Captain, United States Navy
SAMPLE NAVY AND MARINE CORPS ACHIEVEMENT MEDAL CITATION

(GOLD STAR IN LIEU OF SECOND AWARD)

MASTER-AT-ARMS FIRST CLASS (SURFACE WARFARE) SEAMAN N. JONES
UNITED STATES NAVY

PROFESSIONAL ACHIEVEMENT AS (TITLE) WHILE ASSIGNED TO DEPARTMENT, U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY FROM TO . PETTY OFFICER JONES CONSISTENTLY PERFORMED HIS DEMANDING DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER RESULTING IN HIS SELECTION AS THE NAVSUPPORT SENIOR SAILOR OF THE QUARTER, QUARTER, FISCAL YEAR . (DESCRIBE ACTION). (DESCRIBE RESULTS OF ACTION AND HOW IT IMPROVED THE COMMAND). (DISPLAYING//EXHIBITING/Demonstrating/THROUGH (ADDITIONAL TRAIT) HE/SHE (DESCRIBE ACTION), WHICH RESULTED IN (DESCRIBE ADDITIONAL ACTION/RESULTS).

(A MAXIMUM OF 7 1/2 LINES FOR ENTIRE CITATION)

PETTY OFFICER JONES’ MANAGERIAL ABILITY, PERSONAL INITIATIVE, AND UNSWERVING DEVOTION TO DUTY REFLECTED CREDIT UPON HIMSELF/HERSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

FOR THE,
I. M. SAILOR
CAPTAIN, U.S. NAVY
COMMANDING OFFICER
U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY

NOTE: Awardee’s information is typed in Courier New font 12 pt, all upper case bold. Citation text is typed in Courier New font 10 pt, all upper case, bold, one inch left and right margin, with top set at 4.1 inch and bottom set at 0.3 inch full justification, and single spaced.