



**DEPARTMENT OF THE NAVY**

U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY

PSC 817 BOX 1

FPO AE 09622-0001

NAVSUPPACTNAPLESINST 1700.9L  
N00E

22 May 23

NAVSUPPACT NAPLES INSTRUCTION 1700.9L

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

Subj: SAILOR OF THE QUARTER AND YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10P, Sailor of the Year Program  
(b) CNICINST 1700.1D, Commander, Navy Installations Command Sailor of the Year Program  
(c) COMNAVREGEURAFCENTINST 1700.2D, Region Shore Sailor of the Year Program

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 references (a) through (c).

2. Cancellation. NAVSUPPACTNAPLESINST 1700.9K

3. Background. The SOQ/SOY programs recognize Sailors who represent the best throughout the Navy by demonstrating both professional and personal dedication to their installation and the Navy.

4. Discussion. Characteristics considered during the SOQ and SOY selection process include a history of sustained superior performance, command impact, mission contribution, proven leadership, dedication to self-improvement, outstanding professionalism, and superior personal appearance that epitomizes the expectations of Sailors at the installation.

5. Eligibility

a. Qualifying factors for SOQ and SOY nominees

(1) Demonstrate superb professional performance during the quarter or year of nomination cycle.

(2) Demonstrated leadership, strong military bearing, and behavior (including appearance).

(3) Professional/personal development (correspondence courses, off-duty education, etc)

(4) Command/community involvement.

(5) Meets health and physical readiness requirements with no Physical Fitness Assessment (PFA) failures or waivers.

(6) Service on board for the entire three months of the quarter for which the SOQ is nominated and the entire year for which the SOY is nominated.

(7) If selected to SOQ during the competing year, the member will not be eligible for an additional quarter.

b. Disqualifying factors for SOQ or SOY:

(1) Non Judicial Punishment (NJP) within the past 12 months to include the entire meritorious period of the quarter/year the Sailor is nominated for.

(2) Pending legal issues.

(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 to include the entire meritorious period of the quarter/year the Sailor is nominated for.

(6) Sailors selected to Chief Petty Officer or for any commissioning program are ineligible to compete in the SOQ/SOY programs.

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

a. Blue Jacket of Quarter/Year (BJOQ/BJOY). Sailors in pay grades E-1 through E-3.

b. Junior Sailor of the Quarter/Year (JSOQ/JSOY). Sailors in pay grade E-4.

c. SOQ/SOY. Sailors in pay grade E-5.

d. Senior Sailor of the Quarter/Year (SSOQ/SSOY). Sailors in pay grade E-6.

7. Procedures

a. All quarter winners will be automatically eligible for the year competition.

b. All quarter and year 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) by 31 October of the nominated fiscal year.

#### 8. 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. The department selection board will normally be held the last week of March, June, September, and December. The DLCPO will keep their Department Head apprised 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. All questions that the board asks Sailors will be opinionated of nature and not be factually based questions. For example, "Which NAVADMIN removed PFA failures," is an inappropriate question. Rather, "How do you think the NAVADMIN that removed PFA failures affected morale in the Navy," is an appropriate board question.

#### 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 mission requirements. SOQ board dates are as follows:

<b>Period</b>	<b>Due to CMC</b>	<b>SOQ Board</b>
1 October – 31 December (1 <sup>st</sup> Qtr)	2 <sup>nd</sup> Friday in January	3 <sup>rd</sup> week in January
1 January – 31 March (2 <sup>nd</sup> Qtr)	1 <sup>st</sup> Friday in April	2 <sup>nd</sup> week in April
1 April – 30 June (3 <sup>rd</sup> Qtr)	1 <sup>st</sup> Friday in July	2 <sup>nd</sup> week in July
1 July – 30 September (4 <sup>th</sup> Qtr)	4 <sup>th</sup> Friday in September	1 <sup>st</sup> week in October

(2) The SOY board will meet annually in the new fiscal year of October. The SOY packages will be due to the CMC on the second Friday of October. These board dates are subject to change due to mission requirements. SOY board dates are as follows:

<b>Period</b>	<b>Due to CMC</b>	<b>SOQ Board</b>
1 October – 30 September	2 <sup>nd</sup> Friday in October	3 <sup>rd</sup> Week in October

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

(1) Board Review. The selection board will review departmental quarter/year 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. 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.

9. Awards

a. SSOQ, SOQ, JSOQ, and BJOQ:

(1) CO's Letter of Commendation per enclosure (4) and a 96 hour special liberty chit.

(2) Command engraved plaque.

(3) Recognition in the Plan of the Week.

(4) All SOQs/SOYs will have their photo displayed in the command's roster board on the Quarterdeck.

b. SSOY, SOY, JSOY, and BJOY:

(1) JSOY and BJOY will receive a NAM.

(2) SSOY and SOY 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.

10. Action

a. CMC

(1) Supervise the program and periodicity of boards. Ensure adequate preparation, review, and submittal of packages.

(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.

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

12. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

13. 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 be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

STEWART.JAMES  
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J. W. STEWART

Releasability and distribution:

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Lists: I and II

Electronic via NAVSUPPACT Naples website:

<https://cnreurafcen.navy.afpims.mil/Installations/NSA-Naples/About/Installation-Guide/Department-Directory/N1-Administration-Department/Instructions/>

**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 1700.10P  
(c) CNREURAFSWAINST 1700.2C

Encl: (1) CO's 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. Scope and impact of leadership.
- b. Institutional and technical expertise.
- c. Special qualifications.

Enclosure (1)

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

- d. Collateral duties.
- e. History of assignments.
- f. Educational and professional development.

(1) Years of formal civilian schooling completed and any degree attained:

(Degree) (School) (YYMMDD)

(2) Navy "A", "B", "C", and or "F" schools completed:

(School) (YYMMDD)

(3) Other self-study educational achievements attained (include United States Armed Forces Institute courses, Defense Activity for Non-Traditional Education Support courses, etc.). Do not include training courses required for advancement or annual general military training.

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

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

I. M. SAILOR  
QMC, USN

**NOMINATION FORMAT FOR 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: SAILOR OF THE YEAR NOMINATION ICO AS2 JOE NAVY, USN

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

Encl: (1) Copies of last three years of performance evaluations (most recent first)  
(2) Biography  
(3) Personal Award Recommendation & certificate (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: (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)

Enclosure (2)



Subj: SAILOR OF THE YEAR NOMINATION ICO AS2 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. Scope and impact of leadership.
- b. Institutional and technical expertise.
- c. Special qualifications.
- d. Collateral duties.
- e. History of assignments.
- f. Educational and professional development.

(1) Years of formal civilian schooling completed and any degree attained:

(Degree) (School) (YYMMDD)

(2) Navy "A", "B", "C", and or "F" schools completed:

(School) (YYMMDD)

(3) Other self-study educational achievements attained (include United States Armed Forces Institute courses, Defense Activity for Non-Traditional Education Support courses, etc.). Do not include training courses required for advancement or annual general military training.

Subj: SAILOR OF THE YEAR NOMINATION ICO AS2 JOE NAVY, USN

- g. Off-duty community involvement: (Brief description)
  - h. Awards: (List only if received during competitive cycle)
  - i. Educational accomplishments: (Brief description)
5. Additional comments: Petty Officer Joe Navy is an inspiring Sailor who epitomizes Navy Core Values.

I. M. SAILOR  
QMC, USN

<b>SAILOR OF THE YEAR GRADING SHEET</b>		
NOTE: Ensure a one year performance review and a five year sustained superior performance review is completed.		
BOARD MEMBER'S NAME <i>(Printed)</i> :	BOARD MEMBER'S SIGNATURE:	
SAILOR'S NAME:	COMMAND:	
GRADING		
CATEGORIES	POINTS	REMARKS
<b>A. SCOPE AND IMPACT OF LEADERSHIP</b> <i>(Max points 50)</i>  - Primary job and impact at command, area, and fleet - Demonstrated skill in enhancing teamwork and individual performance - Unit warfighting readiness and accomplishments (Battle E, INSURV, etc.) - Timed served as LCPO/LPO - Successful management of major collateral duties		
<b>B. INSTITUTIONAL AND TECHNICAL EXPERTISE</b> <i>(Max points 55)</i>  - Level of rating knowledge. (Inspection scores) - Exam profile sheet review - Completion of required and recommended institutional and technical training curriculums - Sustained superior performance duration and performance in challenging operational/arduous assignments		
<b>C. SPECIAL QUALIFICATIONS</b> <i>(Max points 10)</i>  - Above rank and in and out of rating, beyond minimum requirements. - Impact on mission effectiveness		
<b>D. EDUCATION AND PROFESSIONAL DEVELOPMENT</b> <i>(Max points 5)</i>  - PPME/SEJPME/Leadership Development - Advanced Civilian Education related to rating		
<b>E. HISTORY OF ASSIGNMENTS</b> <i>(Max points 5)</i>  - Normal Sea/Shore Flow - Special programs/arduous/selective assignments - Overseas assignment		
<b>F. APPEARANCE/MILITARY BEARING/BOARDMANSHIP</b> <i>(Max points 25)</i>  - Overall appearance/military bearing/eye contact - Answers to Questions - Communication skills/comfort speaking with board members		
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 2px 5px; text-align: center;">Add Category</div> <div style="border: 1px solid black; padding: 2px 5px; text-align: center;">Delete Category</div> <div style="text-align: right;"> <b>TOTAL POINTS:</b>  <b>(150 Max points)</b> </div> </div>		

**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

TOP MARGIN SET AT 1.5”  
BOTTOM MARGIN SET AT 0.56”  
RIGHT AND LEFT MARGINS SET AT 1”  
18-22 COMPLETE LINES/MAX 22 LINES  
BODY SHOULD BE PREPARED IN BOLD, TIMES NEW ROMAN FONT, IN ITALIC AT 12 PITCH WITH  
FULL JUSTIFICATION

NAVSUPPACTNAPLESINST 1700.L  
22 May 23

**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 NAVSUPPACT 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.

Enclosure (5)