



DEPARTMENT OF THE NAVY  
U. S. NAVAL SUPPORT ACTIVITY NAPLES ITALY  
PSC 817 BOX 1  
FPO AE 09622-0001

NAVSUPPACTNAPLESINST 1700.9K CH-1  
N00E

-- 8 SEP 2021

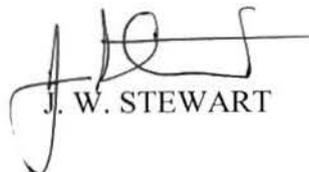
NAVSUPPACT NAPLES INSTRUCTION 1700.9K CHANGE TRANSMITTAL 1

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

Subj: SAILOR OF THE QUARTER AND YEAR PROGRAM

Encl: (1) Revised page 4

1. Purpose. To promulgate change transmittal 1 to subject instruction.
2. Action. Replace page 4 of the basic instruction with revised page 4 of this change transmittal to take out the verbiage that awards the Senior Sailor of the Quarter (SSOQ) a Navy and Marine Corps Achievement Medal (NAM).
3. 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).
4. 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.

  
J. W. STEWART

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I and II

Electronic via NAVSUPPACT Naples website:

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

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(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

### a. SSOQ, SOQ, JSOQ, and BJOQ

- (1) CO's Letter of Commendation per enclosure (4) and 96-hour special liberty.
- (2) Command engraved plaque.
- (3) Recognition in the Plan of the Week.
- (4) 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 Navy and Marine Corps Achievement Medal (NAM).
- (2) SSOY will receive a NAM, 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 submittal of packages for NAVSUPPACT Sailors.
- (2) Supervise the processing and presentation of awards and plaques.



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N00E  
23 NOV 2020

NAVSUPPACT NAPLES INSTRUCTION 1700.9K

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 1700.10P  
(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. NAVSUPPACTNAPLESINST 1700.9J

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.

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(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.

(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.

(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).

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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:

<b>Period</b>	<b>Due to CMC</b>	<b>SOQ Board Held</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 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:

<b>Period</b>	<b>Due to CMC</b>	<b>SOQ Board Held</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. 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.

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(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 15<sup>th</sup> 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 submittal of packages for NAVSUPPACT Sailors.

(2) Supervise the processing and presentation of awards and plaques.

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(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.

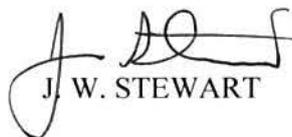
10. Review. The CMC is responsible for the annual update and review of this instruction.

11. Records Management

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).

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 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.



J. W. STEWART

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NAVSUPPACTNAPLESINST 1700.9K  
23 NOV 2020

**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/NAM  
(2) Supporting Documents

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.

Enclosure (1)

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

- 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.

- 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

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**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 5 years of performance evaluations (most recent first)  
(2) Personal Awards received during the nominative period  
(3) SOY nominee biography  
(4) Signed OPNAV 1650/3 Personal Award Recommendation for Navy and Marine Corps Commendation Medal (forwarded, including summary of action and completed unsigned citation)  
(5) Past 5 years of Physical Readiness Information Management System (PRIMS) on PRIMS data sheet  
(6) Last 5 years of exam profile sheets (as applicable)

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)

3. If previously selected as Sailor of the Month/Quarter list Command, selection and period:

(Command) (Month/Quarter) (YYMMDD-YYMMDD)

4. Supporting justification:

- a. Scope and impact of leadership.

Enclosure (2)

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

- 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.

- 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

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SAILOR OF THE YEAR GRADING SHEET		
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 <i>(Max points 50)</i></b> - 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 <i>(Max points 55)</i></b> - 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 <i>(Max points 10)</i></b> - Above rank and in and out of rating, beyond minimum requirements. - Impact on mission effectiveness		
<b>D EDUCATION AND PROFESSIONAL DEVELOPMENT <i>(Max points 5)</i></b> - PPME/SEJPME/Leadership Development - Advanced Civilian Education related to rating		
<b>E HISTORY OF ASSIGNMENTS <i>(Max points 5)</i></b> - Normal Sea/Shore Flow - Special programs/arduous/selective assignments - Overseas assignment		
<b>F APPEARANCE/MILITARY BEARING/BOARDMANSHIP <i>(Max points 25)</i></b> - 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; font-size: small;">Add Category</div> <div style="border: 1px solid black; padding: 2px 5px; font-size: small;">Delete Category</div> <div style="text-align: right; font-weight: bold; font-size: small;">TOTAL POINTS: (150 Max points)</div> </div>		

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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

Enclosure (4)

23 NOV 2020

**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.