



DEPARTMENT OF THE NAVY

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

NAVSUPPACTNAPLESINST 1700.9M
N00E
2 Jul 24

NAVSUPPACT NAPLES INSTRUCTION 1700.9M

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 1700.2E, 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 Individual Grading Sheet
(4) NAVSUPPACT Naples SOQ/SOY Combined Grading Sheet
(5) Flag Letter of Commendation Recommendation Template
(6) Flag Letter of Commendation Citation Template
(7) 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 1700.9L

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. Command and/or community involvement and appearance are key factors for selection.

5. Eligibility

a. Qualifying factors for SOQ and SOY nominees

- (1) Demonstrate superb professional performance during the quarter or year, exclusively within the nomination period.
- (2) Demonstrates 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 nine months 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. Sailor of the Quarter/Year (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) or the designated program manager using enclosure (1) and (2).

c. SSOY nomination package will be submitted to Commander, Navy Region Europe, Africa, Central per reference (c), enclosure (1) 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. DLCPOs will inform their Department Heads of their selection and receive their concurrence prior to submitting the nomination packages to the CMC.

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 mission requirements. SOQ board dates are as follows:

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

(2) The SOY boards 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:

Period	Due to CMC	SOY Board Held
1 October – 30 September	2nd Friday in November	3rd Week of November

d. Board Review, Uniform, and Packages

(1) Board Review. Selection Boards 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 enclosures (3) and (4).

(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 in writing to the Commanding Officer (CO) via the Executive Officer (XO) for final approval. The

results will be in a standard Navy memorandum for the record with associated packages for review and final approval.

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

a. SSOQ, SOQ, JSOQ, and BJOQ

(1) BJOQ, JSOQ, SSOQ, and SOQ will receive a Flag Letter of Commendation per enclosure (6) and 96-hour special liberty chit.

(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 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.

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 (5), (6) and (7) 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

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J. L RANDAZZO

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I and II

Electronic via NAVSUPPACT Naples website:

https://www.cnic.navy.mil/regions/cnreurfcent/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions

NOMINATION FORMAT FOR SSOQ/SOQ/JSOQ/BJOQ

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 1700.10P, Sailor Of the Year Program
(b) CNICINST 1700.1D, Commander, Navy Installations Command Sailor Of the Year Program
(c) CNREURAFCENTINST 1700.2E, Region Shore Sailor of the Year Program

Encl: (1) CO'S LOC/NAM citation
(2) Personal Award Recommendation (OPNAV 1650/3)
(3) Last three years of performance evaluations (most recent first)
(4) PRIMS data sheet for past three years
(5) Exam profile sheets
(6) Administrative Data Sheet
(7) 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)

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

3. 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.

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

NOMINATION FORMAT FOR SOY/JSOY/BJOY

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 1700.10P, Sailor Of the Year Program
(b) CNICINST 1700.1D, Commander, Navy Installations Command Sailor Of the Year Program
(c) CNREURAFCENTINST 1700.2E, Region Shore Sailor of the Year Program

Encl: (1) Last three years of performance evaluations (most recent first)
(2) Biography
(3) Personal Award Recommendation (OPNAV 1650/3)
(4) CO's NAM/NC citation
(5) PRIMS data sheet for past three years
(6) Exam profile sheets
(7) Administrative Data Sheet
(8) Supporting Documents

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)

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

3. The following additional information is provided:

a. ADSD: (DDMMYY)

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 1st 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)

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

(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)

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

I. M. SAILOR
QMC, USN

SAILOR OF THE QUARTER / 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
A. SCOPE AND IMPACT OF LEADERSHIP (Max pts 40) - Primary job and impact at command/area/fleet - Demonstrated skill in enhancing teamwork and individual performance - Unit warfighting readiness and accomplishments (Battle E., INSURV, CART, RASS, FEP, etc.) - Time served as LPO/ALPO - Depth of responsibilities <i>(Job Scope)</i> - Assuming additional Job duties - Major command watch stations		
B. INSTITUTIONAL AND TECHNICAL EXPERTISE (Max pts 30) - Level of knowledge - Exam profile sheet review - Completion of required and recommended institutional and technical training curriculums - Sustained superior performance - Professional knowledge and rating expertise		
C. SPECIAL QUALIFICATIONS (Max pts 10) - Above rank and in and out of rating, beyond minimum requirement - Impact on mission effectiveness <i>SW, AW, IW, MTS, NSF Pin, Small Craft, ect.</i>		
D. COLLATERAL DUTIES (Max pts 10) - Command-wide collateral positions (2 pts each) - Division or in-rate collateral positions (1 pt each)		
E. HISTORY OF ASSIGNMENTS (Max pts 5) - Normal Sea/Shore Flow - Special programs/arduous/selective assignments - Overseas assignment		
F. EDUCATIONAL AND PROFESSIONAL DEVELOPMENT (Max pts 10) - PPME/SEJPME/Leadership development - Advanced Civilian Education (2pts each college course)		
G. OFF DUTY PEER GROUP/COMMUNITY INVOLVEMENT (Max pts 10) - Elected Official/member in peer group - Elected Official member civilian organizations - Participation in civic/community affairs		
H. AWARDS (Max pts 5) - Navy Commendation or higher (3 pts each within current QTR/FY) - Navy Achievement Medal (2 pts each within current QTR/FY) - Flag Letter of Commendation (2 pts each within current QTR/FY) - Letter of Commendation (1 pt each within current QTR/FY) - Letter of Appreciation (1/2 pt each within current QTR/FY) - Previous SOQ (1 point each within current QTR/ FY)		
I. PERSONAL APPEARANCE/MILITARY BEARING/BOARDMANSHIP (Max pts 30) - Sailor's Creed - Answers to questions, communication skills - Eye contact, comfort with board members - Grooming standards, uniform, ribbons, shoes, etc... - Marching, posture		
TOTAL POINTS: (150 Max points)		

NAVSUPPACT NAPLES SOQ/SOY COMBINED GRADING SHEET

SOQ Chairperson:RANK/RATE LAST NAME

DATE: DD MMM YYYY

Board	Dept.	RATE/RANK LAST NAME - BM#1				RATE/RANK LAST NAME - BM#2				RATE/RANK LAST NAME - BM#3				RATE/RANK LAST NAME - BM#4				TOTAL
3rd Qtr SOQ FY 24																		

Ranked from 1st to last, then numbers will be talleyed across. Lowest number talleyed will be the winner

WINNER: _____

Signature

Board Member #1	
Board Member #2	
Board Member #3	
Board Member #4	
Board Chairperson	

FLAG LETTER OF COMMENDATION RECOMMENDATION TEMPLATE

1650
N00

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy
To: Commander, Navy Region Europe, Africa, Central

Subj: FLAG LETTER OF COMMENDATION SUBMISSION

Ref: (a) COMNAVREGEURAFCENTINST 1650.1E

1. Per reference (a), the person listed below is submitted for consideration.

<u>Rate/Name</u>	<u>Job Title</u>	<u>Date of Action</u>
Rate First M. Last	Leading Petty Officer	Mon YY –Mon YY

3. Occasion: Senior/Sailor/Junior Sailor/Blue Jacket Sailor of the Quarter, FY23, 3rd Qtr.

4. Justification: Description of duties and accomplishments during this quarter.

5. Point of contact is CMDCM Darin Vazquez, who can be reached at DSN: 314-626-5396, COMM: +39-081-568-5396, or e-mail: darin.vazquez.mil@us.navy.mil.

J. L. RANDAZZO

FLAG LETTER OF COMMENDATION CITATION TEMPLATE

takes pleasure in commending

MASTER-AT-ARMS FIRST CLASS

FIRST NAME LAST NAME

UNITED STATES NAVY

for service as set forth in the following

CITATION:

“For outstanding performance of duty as JOB TITLE while assigned to Naval Support Activity, Naples, Italy, MONTH to MONTH 2023. Detailed description of duties and accomplishments.. RATE/NAME exceptional ability, personal initiative, and loyal devotion to duty reflected credit upon herself and the United States Naval Service.”

B. J. COLLINS

Rear Admiral, United States Navy

NAVSUPPACTNAPLESINST 1700.9M
N00E
2 Jul 2024

NAVY AND MARINE CORPS ACHIEVEMENT MEDAL CITATION TEMPLATE

(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/HER SELECTION AS THE NAVSUPPACT SENIOR SAILOR OF THE YEAR, 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

Enclosure (7)

NAVSUPPACTNAPLESINST 1700.9M

N00E

2 Jul 2024

NOTE: AWARDDEE'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 (7)