



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY
PSC 817 BOX 1
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NAVSUPPACTNAPLESINST 1700.9N
N00E
13 Jan 2026

NAVSUPPACT NAPLES INSTRUCTION 1700.9N

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

Subj: SAILOR OF THE QUARTER AND YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10Q
(b) CNICINST 1700.1D
(c) COMNAVREGEURAFCENTINST 1700.2E
(d) BUPERSINST 1430.16G
(e) NAVSUPPACTNAPLESINSTR 1650.1H CH-1
(f) OPNAVINST 6110.1K

Encl: (1) Nomination Format for Sailor of the Quarter
(2) Nomination Format for Sailor of the Year
(3) Sailor of the Quarter/Year Grading Sheet
(4) Board Results Memorandum

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 (f).

2. Cancellation. NAVSUPPACTNAPLESINST 1700.9M

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. 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. Supervisors are encouraged to provide maximum support for this program.

4. Scope and Applicability. This instruction applies to all U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy personnel, active and reserve component enlisted military members.

- a. Military members in rank of E6 are eligible for SOQ/SOY
- b. Military members in rank of E5 are eligible for JSOQ/JSOY
- c. Military members in rank of E4 or junior are eligible for BJOQ/BJOY.

d. Nominees must have passed their last two Physical Fitness Assessments (PFA). For verification purposes, a PFA report generated from the Physical Readiness Information Management System listing PFA scores of the Sailor's last two PFAs will be included in the nomination packages for all Sailors.

e. Active Duty and Reserve Component members are required to be onboard for the full quarter and entirety of the yearly nominees.

f. Quarterly and yearly nominees must not have record of non-judicial punishment, courts-martial, Alcohol Related Incidents (ARIs), pending legal actions, delinquent PQS, or adverse marks/comments on any evaluation within the past 12 months.

g. All nominees who are selected for SOQ, JSOQ, and BJOQ within the applicable competitive cycle and have maintained superior performance are automatically eligible for consideration for SOY, JSOY, and BJOY.

h. Sailors promoted during the quarter/year for which they were nominated will compete at the level of the paygrade they were assigned at the time nomination packages were due. Frocked Sailors are considered as their frocked title's paygrade for this purpose.

i. Military members selected for an officer commissioning program and E6 military members selected for advancement to E7 are ineligible.

j. SOY finalist will meet all advancement eligibility requirements for Chief Petty Officer (CPO), per reference (d).

5. Action:

a. The competitive cycle must coincide with the fiscal year (1 October to 30 September). Quarters are defined as follows:

- (1) First Quarter: 1 October – 31 December
- (2) Second Quarter: 1 January – 31 March
- (3) Third Quarter: 1 April – 30 June
- (4) Fourth Quarter: 1 July – 30 September

b. All Department Heads and Department Leading Chief Petty Officers will ensure fully qualified members are nominated through their chain of command using enclosures (1) and (2).

c. Each Department may nominate one SOQ, JSOQ, and BJOQ candidate for each quarterly competition cycle.

d. Quarterly nominees must appear before respective boards in the Navy Service Uniform. Nomination packages and oral boards will be evaluated and scored using enclosure (3). Board members will also be in the Navy Service Uniform equivalent.

e. Yearly nominees must appear before respective boards in Service Dress Blue Uniform. Nomination packages and oral boards will be evaluated and scored using enclosure (3). Board members will also be in the appropriate Service Dress Uniform.

f. SOQ winner of any quarter in the same fiscal year will not be able to compete in any remaining quarters.

6. Procedures:

a. All quarter and year nomination packages will be submitted to the SOQ Coordinator IAW the Command SOQ/SOY package timeline table using enclosures (1) and (2).

b. SOY/JSOY nomination package for Region level will be submitted to CMC utilizing reference (c), enclosure (1) within one month of Command SOY (E-6) / JSOY (E-5 and Junior) board results.

7. Selection Boards:

a. Department Selection. Each Department will hold their own selection board prior to the command boards to nominate up to one qualifying Sailor in each category to compete at the command level. SOY/JSOY/BJOY selection boards for all nominees will be conducted uniformly and professionally. The selection board process should be a positive experience for the nominee, one that supports their personal and professional growth and exemplifies the Navy's core values. Upon completion each Department will nominate their eligible candidates using enclosures (1) or (2), signed by the Department Head.

b. Command Board Chairs. All Board Chairpersons for command level boards must have served previously as a board member at NSA Naples. Board Chairs will:

(1) Ensure all required correspondence, timelines, and other pertinent data are promulgated in a timely and accurate manner in the notification of board memorandum, enclosure (4).

(2) Compile a list of board members. Each nominating department will have a representative as a board member.

(3) Receive nomination packages from Program Coordinator. Once board members are identified and packages received the Chair must promulgate enclosure (4). Additionally, the Chair will disseminate the packages received with enclosure (3) to the board members for grading. Ensure board members do not deviate from the prescribed grading criteria. Board results must not be shared or discussed.

(4) Assign board question topics, such as Naval History, current military events, Uniform policy, military policy, gather questions from the board members, and review for accuracy and appropriateness for the respective boards.

(5) Will at all times include the Program Coordinator on all correspondence, progress, or issues that arise concerning the command level boards. Also discuss and agree on any abnormal grading criteria prior to start of boards, i.e. grading for candidate not present for board.

(6) Conduct all boards in a professional manner that objectively considers each candidate and fairly selects the best candidate.

c. Board Procedures:

(1) Nominees will smartly enter the meeting room, covered, using proper facing movements and come to attention before the board. Each nominee will officially report by stating their rate, rank, and name followed by “reporting to the Sailor of the Year/Quarter Board as instructed.” The nominee will then recite the Sailor’s Creed. The board will conduct an inspection of the nominee’s uniform. The nominee will be instructed to uncover and be seated.

(2) Board members will introduce themselves and congratulate nominees on their nominations. Each board member will ask prepared questions of the nominees. To maintain consistency and fairness, the same board members must remain present for each nominee’s board and will ask the same questions to each nominee. Each session will conclude with the Chair dismissing the nominee. The nominee will rise and smartly exit the meeting room using proper facing movements.

(3) When all candidates have been interviewed and voting is completed, the Chair will report the results to the Sailor Recognition Program Coordinator using enclosure (4).

d. Command SOQ/SOY packages and boards timeline

(1) The SOQ boards conducted quarterly. 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 Wednesday in January	3rd week of January
1 January – 31 March (2 nd Qtr)	2nd Wednesday in April	3rd week of April
1 April – 30 June (3 rd Qtr)	2nd Wednesday in July	3rd week of July
1 July – 30 September (4 th Qtr)	2nd Wednesday in October	3rd week of October

(2) The SOY board conducted annually. 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 Wednesday in October	4rd Week of October

e. Command Board Review, Uniform, and Packages

(1) Command 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 enclosure (3). Upon completion of board the chair will collect signed grade sheets from each board member and will ensure all information required is annotated on enclosure (4) memo prior to board chair signing and emailing memo to Program Coordinator.

(2) Uniform. SOQ candidates and SOQ board members uniform will be Navy Service Uniform (NSU) / Khaki's (CPO). SOY Candidates and SOY board members uniform will be Service Dress Blue.

(3) Board Results. The Program Coordinator will compile results from each board chair into one email for results submission to the Command Master Chief for routing through Executive Officer (XO) and to Commanding Officer (CO) for final approval.

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

a. SOQ, JSOQ, and BJOQ

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

(2) Selected Department coordinate with Admin for Command engraved plaque.

(3) Recognition in the Plan of the Week.

(4) Selected Department coordinate with PAO to have photos taken to be displayed on the Command SOQ board on the Quarterdeck. As well as optional home town press release.

b. SOY, JSOY, and BJOY

(1) JSOY, and BJOY will receive a NA.

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

(3) Selected Department coordinate with Admin for Command engraved plaque.

(4) Recognition in the Plan of the Week.

(5) Selected Department coordinate with PAO to have photos taken to be displayed on the Command SOY board on the Quarterdeck. As well as optional home town press release.

9. Responsibilities:

a. CMC

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

(2) Coordinate awards ceremony with the Administration Officer, coordinate photographer with Public Affairs Office.

(3) Coordinate submission of packages to ISIC.

(4) Advise the Commanding Officer of all significant developments regarding nominations, selections, and recognition of awardees.

(5) Manage, coordinate, and assign board members. Board composition must follow standards prescribed in table below.

Board	Quarterly Board	Yearly Board
Bluejacket	Chair: FCPO (Approved by CMC) Board members: FCPOs/Previous Command JSOQ winners	Chair: FCPO Selected by the CMC
Junior Sailor	Chair: SCPO or CPO (Approved by the CMC) Board members: FCPOs/Previous SOQ winners	Chair: DLCPO Selected by the CMC
Sailor	Chair: SCPO/CPO (Approved by the CMC) Board members: SCPOs and CPOs	Chair: CMC Board members: DLCPO

b. DLCPO

(1) Identify nominees within the respective department through department selection boards. Ensure nominee to packages utilizing enclosure (1) or (2) is signed by Department Head.

(2) Submit Departments nominee packages utilizing enclosure (1) or (2) with award recommendation, IAW reference (e) to the program coordinator IAW timeline in this directive.

(3) Ensure Department representative is present as a board member.

(4) Ensure nominees are available and present for the respective board.

(5) Ensure nominees are in the proper inspection ready uniforms.

c. Program Coordinator

(1) Advertise SOQ/SOY timeline to give departments ample time for Department boards, meet package deadlines, and prepare for boards.

(2) Oversee Command Boards to ensure processes in this directive are carried out.

(3) Ensure proper records of command boards are maintained with in Program Binder.

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

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Releasability and distribution:

This instruction is cleared for public release and is available via the NSA Naples website: <https://cnreurafcnt.cnicy.navy.mil/Installations/NSA-Naples/About/Installation-Guide/Department-Directory/N1-Administration-Department/Instructions/>

NOMINATION FORMAT FOR SOQ/JSOQ/BJOQ

Date

From: Department Head, U.S. Naval Support Activity, Naples, Italy
To: Command Master Chief, U.S. Naval Support Activity, Naples, Italy
Subj: SAILOR OF THE QUARTER NOMINATION ICO AS1 JOE NAVY, USN
Ref: (a) OPNAVINST 1700.10Q
(b) CNICINST 1700.1D
(c) CNREURAFCENTINST 1700.2E
Encl: (1) CO'S LOC/NA 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) Awards

1. Per reference (a), AS1 Joe Navy, USN, is nominated for Sailor/Junior/Bluejacket 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. E-mail: (Work)
3. Supporting justification: (Not to exceed two pages)
 - a. Scope and impact of leadership.
 - b. Outcome focused leadership.

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

- c. Institutional and technical expertise.
 - d. Special qualification.
 - e. History of assignments.
 - f. Educational and professional development. (Degree) (School) (YYMMDD)
 - 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.

Signature

NOMINATION FORMAT FOR SOY/JSOY/BJOY

Date

From: Department Head, U.S. Naval Support Activity, Naples, Italy
To: Command Master Chief, U.S. Naval Support Activity, Naples, Italy

Subj: 20__ SAILOR OF THE YEAR NOMINATION IN THE CASE OF
[RATING(WARFARE) LAST NAME, FIRST NAME AND MIDDLE INITIAL]

Ref: (a) OPNAVINST 1700.10Q
(b) CNICINST 1700.1D
(c) CNREURAFCENTINST 1700.2E

Encl: (1) CO'S LOC/NA citation
(2) Personal Award Recommendation (OPNAV 1650/3)
(3) Last three years of performance evaluations (most recent first)
(4) PRIMS data sheet for past five years
(5) Awards

1. Per reference (a), [RATING(WARFARE) Last Name Middle Initial] is nominated as the 20__ Sailor/Junior/Bluejacket of the Year.

2. The following information is provided:

- a. Name: (Last Name, First, and Middle Initial)
- b. Rate/Rank:
- c. Present Duty Station:
- d. Address: (Work
- e. Telephone: (Work)
- f. E-mail: (Work)

3. Supporting justification: (Not to exceed two typewritten pages)

- a. Scope and impact of leadership.
- b. Outcome focused leadership.

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Subj: 20__ SAILOR OF THE YEAR NOMINATION IN THE CASE OF
[RATING(WARFARE) LAST NAME, FIRST NAME AND MIDDLE INITIAL]

- c. Institutional and technical expertise.
 - d. Special qualification.
 - e. History of assignments.
 - f. Educational and professional development. (Degree) (School) (YYMMDD)
 - 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.

Signature

13 Jan 2026

SAILOR OF THE QUARTER / YEAR GRADING SHEET		
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 (Job Scope) - Assuming additional Job duties - Major command watch stations		
B. INSTITUTIONAL AND TECHNICAL EXPERTISE (Max pts 40) - 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 - Impact on mission effectiveness		
D. EDUCATIONAL AND PROFESSIONAL DEVELOPMENT (Max pts 10) - PPME/SEJPME/Leadership development (1pt per course) - Advanced Civilian Education (2pts each college course)		
E. HISTORY of ASSIGNMENTS (Max 5 Points) SOY ONLY/ NA SOQ -Normal Sea/Shore Flow -Special Programs/arduous/selective assignments -Overseas assignments		
F. OFF DUTY PEER GROUP/COMMUNITY INVOLVEMENT (Max pts 10) - Elected Official/member in peer group (2 pts each position) - Elected Official member civilian organizations (2 pts each position) - Participation in civic/community affairs (1 pt each event)		
G. AWARDS (Max pts 5) - Navy Commendation or higher (3 pts each within current QTR) - Navy Achievement Medal (2 pts each within current QTR) - Flag Letter of Commendation (1 pt each within current QTR) - Letter of Commendation (1 pt each within current QTR)		
H. PERSONAL APPEARANCE/MILITARY BEARING/BOARDMANSHIP (Max pts 30) - Sailor's Creed - Overall appearance/military bearing/eye contact - Answers to questions - Communication skills/comfort speaking with board members - Grooming standards, uniform, ribbons, shoes, etc... - Marching, posture		
TOTAL POINTS: (150 Max points)		

BOARD RESULTS MEMORANDUM

DD MMM YY

MEMORANDUM

From: Chairman, Nth Quarter FYXX Sailor/Junior Sailor/Bluejacket of the Quarter/Year Board
To: Sailor Periodic Recognition Program Coordinator

Subj: NSA NAPLES FYXX QTR X BJOQ/JSOQ/SOQ/SOY RESULTS

Ref: (a) NAVSUPPACTNAPLESINST 1700.9N

1. Per reference (a), this memorandum encompasses the final results of the Nth Quarter FYXX Sailor/Junior Sailor/Bluejacket of the Quarter/Year Board.

2. Board Composition

Rate Last Name Chairman

Rate Last Name Dept

Rate Last Name Dept

3. Board Candidates

Rate (Warfare) Last, First Dept

Rate (Warfare) Last, First Dept

4. Board Questions

Question 1:

Question 2:

5. Conclusion. Winner: Rate (Warfare) and Full Name [First MI Last]

Provide summary of board conclusions. Be sure to explain key deliberation and voting information if selected winner is different from raw score rankings.

F. M. LAST

Enclosure (4)