DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
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NAVSUPPACT NAPLES INST 1700.9F
N00E

11 JUL 2011

NAVSUPPACT NAPLES INSTRUCTION 1700.9F

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

Subj: NAVSUPPACT NAPLES SAILOR OF THE QUARTER/YEAR, JUNIOR SAILOR OF THE QUARTER/YEAR, AND SAILOR OF THE YEAR (SOY) PROGRAM

Ref: (a) OPNAVINST 1700.15 (Series)
(b) OPNAVINST 1700.10 (Series)

Encl: (1) Nomination Format
(2) Nomination Grading Sheet

1. Purpose. To promulgate eligibility and procedures for selection of the NAVSUPPACT Naples SOQ and SOY. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. NAVSUPPACT NAPLES INSTRUCTION 1700.9E

3. Discussion. This program recognizes the Sailor that best represents the large number of superior dedicated professionals in the command. The candidate is typified by sustained superior performance, proven leadership, a proven dedication to self-improvement, outstanding professionalism, and superior personal appearance. When reviewing candidates for selection, a special consideration should be given to those individuals who have excelled in increasingly demanding and challenging assignments. The selection of the candidates is based on nomination package and appearance before a formal board.

4. Eligibility

a. Senior Sailor of the Quarter (SSOQ): E-6 that has completed at least six months on board NAVSUPPACT Naples. Member must have a clear record with no non-judicial punishments or letters of indebtedness for the past six months. Past NJP and/or letters of indebtedness will be considered but will not exclude consideration. Additionally, nominees must have successfully passed the most recent PFA cycle and be within Navy height and weight standards.

b. Sailor of the Quarter (SOQ): As in 4a above , except paygrade E-5.

c. Junior Sailor of the Quarter (JSOQ): As in 4a above, except paygrade E-4.

d. Bluejacket of the Quarter (BJOQ): As in 4a above, except paygrades E-1 through E-3.

e. Senior Sailor of the Year (SSOY): E-6 that was nominated as SOQ during the previous calendar year, and other E-6's with at least 12 months on board NAVSUPPACT Naples.

f. Sailor of the Year (SOY): As in 4a above, except paygrade E-5.

g. Junior Sailor of the Year (JSOY): As in 4a above, except paygrade E-4.

h. Bluejacket of the Year (BJOY): As in 4a above, except paygrades E-1 through E-3.

5. Action. The following procedures will be utilized:

a. Nominations. Each department LCPO may submit one nomination from their respective department to the Command Master Chief.

(1) Submit all nominations using enclosure (1) no later than the last Tuesday of March, June, September, and December.

(2) Submit all nominations using enclosure (2), no later than the first Friday in January.

b. Boards

(1) The Command Master Chief chairs the SSOQ, SOQ, JSOQ, SSOY, SOY, and JSOY boards utilizing enclosure (2). All department LCPOs and Special Assistant LCPO's are voting members. SSOQ, SOQ, and JSOQ boards are held in April, July, October, and January. SSOY, SOY and JSOY boards will be held no later than 21 January.

(2) The President, First Class Petty Officer Association chairs the BJOQ and BJOY boards utilizing enclosure (2). All Department Leading Petty Officers are voting members. BJOQ board is held the first Tuesday of April, July, October, and January. BJOY board is held the second Tuesday in January.

c. Departments. The SOQ/SOY's department will prepare a nomination package for the area SOQ/SOY competition respectively per reference (a).

d. Commanding Officer. The Commanding Officer, NAVSUPPACT Naples, makes the final selection in all cases.

e. Recognition

(1) SSOQ, SOQ, JSOQ and BJOQ:

Items	Responsibility
- CO Letters of Commendation	(DEPT)
- Picture on NAVSUPPACT Quarterdeck	(PAO/CMAA)
- Recognition at official awards ceremony	(ADMIN)
- Nomination for Naples area SOQ	(DEPT)
- Four day special liberty	(DEPT)
- PANORAMA newspaper article	(PAO)
- NAVSUPPACT Naples plaque with Engraving	(CMC)
- Parking at Navy Exchange for three months (SSOQ only)	(SECURITY)

(2) SSOY:

- To include all of paragraph 5 e. (1)	
- One year off NAVSUPPACT Naples watchbill	(SWO)
- Submission for Naples Area SOY	(DEPT)
- A personalized nametag denoting NAVSUPPACT Naples SSOY	(CMAA)
- Parking at Navy Exchange for calendar year (SECURITY)	
- CO's Navy Achievement Medal (withheld if selected as Naples Area SOY)	(DEPT)

(3) SOY, JSOY, BJOY:

- To include all of paragraph 5 e. (1) (except parking)	
- A personalized nametag denoting NAVSUPPACT Naples JSOY/BJOY	(CMAA)
- Six months off NAVSUPPACT Naples watchbill	(SWO)
- CO's Navy Achievement Medal	(DEPT)

C. S. GRAY

Distribution:
NAVSUPPACT NAPLES INST 5216.4Y
Lists: I & IV
http://www.cnic.navy.mil/Naples/About/Departments/Administration/AdministrativeService/Instructions/index.htm

GRADING FORMAT

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: JUNIOR SAILOR OF THE QUARTER NOMINATION ICO YNSN JOHN P. JONES, USN, XXX-XX-2520

Ref: (a) OPNAVINST 1700.15 (Series)
(b) OPNAVINST 1700.10 (Series)

Encl: (1) CO LOC

1. Per reference (a), YNSN John P. Jones, USN, XXX-XX-2520 is nominated for Junior Sailor of the Quarter for the period of (PERIOD).

2. Supporting justification are as follows:

a. Responsibilities. Brief description if any.

b. Performance. Brief description if any.

c. Military Behavior. Brief description if any.

d. Command Climate. Brief description if any.

e. Military Education.

f. Off Duty Education. Brief description if any.

g. Community Involvement. Brief description if any.

h. Collateral Duties. Brief description if any.

i. Peer Group Involvement. Brief description if any.

3. Additional comments.

K. SAILOR
QMC USN

Enclosure (1)

11 JUL 2011

NOMINATION GRADING SHEET

Use a point system to rate each nominee on a scale of 1-5
(1 being the lowest and 5 being the highest)

Max Pts.	Boardmanship / Nominees								
25	Nomination Package, Uniform Appearance, Presentation, Military Knowledge								
	Scope of Responsibility								
30	Leadership/Management Number of Subordinates, Fiscal Responsibilities, Job Performance/Assignments, Advancement, Subordinate Development and Mentorship								
	Command/Sailor Support								
15	Dept/Div Career Counselor, P.O. Indoc., CFS, CFL, NIRC								
	Navy Programs and Support								
15	CMEO, CAT, CTT, DAPA, Urinalysis, NMCRS, CFC								
	Self-Improvement								
10	Off-Duty Education (Degrees, Certifications, Courses), Apprenticeship Programs								
	Community Involvement								
5	COMRELS, Scouts, Coaching, PTA, etc.								
	Grand Total								
	Nominee Rank								

Board Member:

_____/_____

Print (Include Date and Warfare Quals) Signature

Enclosure (2)