



**DEPARTMENT OF THE NAVY**  
NAVY RECRUITING DISTRICT, NEW ORLEANS  
400 RUSSELL AVE BLDG 192  
NEW ORLEANS, LOUISIANA 70143-5077

NAVCRUITDISTNOLAINST 1650.2E  
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16 Apr 2015

NAVCRUITDIST NEW ORLEANS INSTRUCTION 1650.2E

From: Commanding Officer, Navy Recruiting District New Orleans

Subj: SENIOR/JUNIOR/SUPPORT SAILOR OF THE QUARTER/YEAR

Ref: (a) OPNAVINST 1700.10M  
(b) COMNAVCRUITCOMINST 1650.6R(HQ)

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

1. Purpose. To establish procedures for nomination, selection, and designation of the Senior/Junior/Support Sailor of the Quarter/Year for Navy Recruiting District New Orleans.

2. Cancellation. NAVCRUITDISTNOLAINST 1650.2D.

3. Discussion. The Senior/Junior/Support Sailor of the Quarter/Year Program is established as a means of recognizing those individuals whose accomplishments, technical performance, and military bearing during the previous quarter have been above the normal standards of excellence.

4. Eligibility. All Navy personnel in pay-grades E-6 and below assigned to Navy Recruiting District New Orleans are eligible for this program. All divisions are encouraged to nominate deserving candidates.

a. All E1 - E5 personnel are eligible for JSOQ/JSOY. Only one person per division/department may be nominated.

b. All E6 personnel billet are eligible for SSOQ. Only one person per division/department may be nominated

c. E1 - E6 personnel in a Support or Classifier Billet not selected as SSOQ or JSOQ remain eligible for Support Person of the Quarter/Year. All E1 - E6 personnel in a Support or classifier billet are eligible for support person of the year.

d. All previous fiscal year Senior/Junior/Support Sailor of the Quarter nominees and qualified personnel will be considered for the Senior/Junior/Support/Sailor of the Year competition if:

- (1) The member is still onboard.
- (2) The Department Head considers the individual eligible.
- (3) There has been no disciplinary issues since selection as SSOQ.
- (4) They are the only nominee for their division/department.

5. Ineligibility. All Navy personnel E6 and below, that are assigned to NAVCRUITDISTRICT New Orleans who:

- a. Failed the latest Physical Readiness Test/Body Fat.
- b. Failed the latest Navy Advancement Exam.
- c. Are not recommended for advancement on current evaluation.

6. Criteria. Use the following criteria in nominating personnel for these awards:

- a. Personnel must be on board for a minimum of 180 days.
- b. Personnel must have no record of disciplinary action and/or derogatory counseling during the past 12 months.
- c. Proficiency in rating and military duties.
- d. Military bearing and appearance.
- e. Contributions to "Esprit de Corps".
- f. Efforts made toward advancement and other self-improvement.
- g. Leadership or leadership potential.
- h. Praiseworthy off-duty activities (i.e., community involvement).
- i. Awards during this quarter/year.
- j. Continuing education (School/NKO/GMT).

7. Nominations.

a. Division Officers are urged to nominate one deserving individual for each award category to the Department Head by submitting written justification or description of the nominee's outstanding traits and accomplishments using the above criteria. Submit nomination packages to the Command Master Chief (CMDCCM) by the **third Friday of December (1st Qtr), March (2nd Qtr), June (3rd Qtr), and September (4th Qtr)**.

b. Department Heads collect, review, and forward nomination packages from the divisions to the CMDCCM, who will present the nominees to the Selection Board.

8. Nomination Packages. Nomination packages will contain the following information:

a. Cover letter from the Division Officer via Department Head to the CMDCCM.

b. Copy of last evaluation.

c. Proposed award recognizing the nominee for achievements accomplished during the Quarter.

9. Selection Board.

a. The Selection Board will be chaired by the CMDCCM or an E-7 and above representative designated by the CMDCCM and will consist of a minimum of five additional members in pay grades E-7 through E-9 for Senior Sailor of the Quarter/Year and E-6 for Junior Sailor of the Quarter/Year. Distribution will be as broad as possible among divisions.

b. The Selection Board will meet as announced during the first week of January, April, July, and October. Sailors appearing before the board will wear the service dress uniform.

c. The Selection Board will submit its selection to the Commanding Officer for approval.

d. Senior/Junior/Support Sailor of the Quarter. The Selection Board shall consist of a minimum of five Chief Petty Officers for Senior Sailor of the Quarter and five First Class Petty Officers for Junior Sailor of the Quarter. The CMDCCM or an E-7 and above representative designated by the CMDCCM shall serve

as a non-voting permanent advisor to the board and shall appoint the members of the SOQ Board each Quarter. Selection board will convene within 15 days following the last day of the Quarter or as announced.

e. Senior/Junior/Support Sailor of the Year. The Selection Board shall consist of a minimum of five Chief Petty Officers for Senior Sailor of the Year and five First Class Petty Officers for Junior Sailor of the Year. The CMDCM or an E-7 and above representative designated by the CMDCM shall serve as a non-voting permanent advisor to the board and shall appoint the members of the SOY Board. Selection board will convene the first week of October or as announced.

(1) Board Members. Shall ask questions which must be associated with naval history, command mission, Uniform Code of Military Justice, current events (Newspaper articles, publications, etc.), Navy Core Values, and other questions that the Chairperson deems appropriate. The same questions must be asked of all candidates. Once the board has convened and selected questions, no other questions will be allowed except to elicit a more detailed response.

(2) The Chairperson of each board will provide the tie-breaker vote, as required. Feedback will be provided to Leading Chief Petty Officers regarding ways to improve chances for selection.

10. Notification of Selection. If the CO chooses to, notify the member(s) in person. The Public Affairs Officer and the Administrative Officer will publish the information as appropriate.

11. Awards.

a. The Senior/Junior/Support Sailor of the Quarter/Year award will be presented to the selectees at the first awards ceremony following the selection.

b. The Senior Sailor of the Quarter will receive:

- (1) A Letter of Commendation from the Commanding Officer
- (2) 4-day special liberty
- (3) Photo on photo board at Head Quarters

c. The Junior Sailor of the Quarter will receive:

- (1) A Letter of Commendation from the Commanding Officer
- (2) 4-day special liberty
- (3) Photo on photo board at Head Quarters

d. The Support Sailor of the Quarter will receive:

- (1) A Letter of Commendation from the Commanding Officer
- (2) 4-day special liberty
- (3) Photo on photo board at Head Quarters
- (4) Top Dog and/or Plaque

e. The Senior/Junior/Support Sailor of the Year will receive all benefits listed above and a Command-Authorized Navy Achievement Medal. The Senior Sailor of the Year will receive nomination for the NRC Region East Sailor of the Year competition.

13. Publicity. The Public Affairs Officer will make news releases locally and to the Fleet Home Town News Center.

/s/  
C. A. WYNTER

Distribution List:  
Electronic only, via  
<http://www.cnrc.navy.mil/neworleans/>

NAVCRUITDISTNOLAINST 1650.2E  
16 Apr 2015

Nomination Format

From: Department Head  
To: CMC

Subj: NOMINATION FOR NRD NEW ORLEANS SENIOR/JUNIOR/SUPPORT  
SAILOR OF THE (QUARTER/FISCAL YEAR) ICO (LAST, FIRST MI,  
RATE, WARFARE)

Ref: (a) NAVCRUITDISTNOLAINST 1650.2C

Encl: (1) Draft Letter of Commendation (Quarter Only)  
(2) Draft Navy Achievement Medal (Year Only)  
(3) Copy of Last Evaluation

1. Per reference (a), (Rate, Warfare, Last Name) is in all respects eligible and hereby nominated for NRD New Orleans Sailor of the Quarter/Year for the (1st, 2nd, 3rd, 4th) Quarter/Fiscal Year. The following information is provided:

2. Comments on specific attributes as demonstrated during this quarter/year and applicable to this nomination are as follows:

a. Responsibilities:

b. Performance:

**NOTE: Provide specific quantitative data related to position and mission accomplishment. (ie: production numbers, admin reports, COB's etc...)**

c. Leadership:

d. Command climate/Sailorization:

e. Meritorious or commendatory achievements:

f. Collateral duties:

g. Educational accomplishments:

h. Participation in civic/community affairs:

i. PRT Results (past two cycles):

j. Personal Awards: Award Command Date

3. No more than one paragraph of comments on any other information considered pertinent to nomination and/or selection.

Enclosure (1)

The Commanding Officer, Navy Recruiting District New Orleans takes pleasure in commending

**RATE RANK**  
**(AVIATION WARFARE/SURFACE WARFARE)**  
**FIRST MI. LAST**  
**UNITED STATES NAVY**

For commendable achievement in the performance of **his/her** duties while serving as the **Leading Petty Officer/Recruiter/etc** at Navy Recruiting Station **XXXXXX** for Navy Recruiting District New Orleans from **Month Year** to **Month Year**. Petty Officer **LAST NAME** performed **his/her** demanding duties in a highly professional manner.

**His/her** enthusiasm, teamwork, and professionalism have made a positive impact on command readiness and Sailor quality of life, earning **him/her** recognition as Navy Recruiting District New Orleans' **Senior/Junior/Support** Sailor of the Quarter for **First/Second/Third/Fourth** Quarter FY-**YR**. Petty Officer **LAST NAME's** exceptional performance was in keeping with the highest traditions of the United States Naval Service.

C. A. WYNTER  
Commanding Officer  
Navy Recruiting District New Orleans

NAVCRUITDISTNOLAINST 1650.2E  
16 Apr 2015

**NAVY COUNSELOR FIRST CLASS (SURFACE WARFARE) FIRST NAME/MIDDLE INIT/LAST NAME, UNITED STATES NAVY**

**PROFESSIONAL ACHIEVEMENT AS \_\_\_\_\_ AT STATION/LOCATION IN NRD NEW ORLEANS FROM MONTH TO MONTH 20\_\_\_. PETTY OFFICER \_\_\_\_\_ CONSISTENTLY PERFORMED HIS/HER DEMANDING DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER. HIS/HER UNFAILING TEAM SPIRIT CONTRIBUTED SIGNIFICANTLY TO HIS/HER SELECTION AS SENIOR/JUNIOR/SUPPORT SAILOR OF THE YEAR, FOR NAVY RECRUITING DISTRICT NEW ORLEANS FOR FISCAL YEAR 20\_\_\_. PETTY OFFICER \_\_\_\_\_ PERSONAL INITIATIVE AND UNSELFISH DEVOTION TO DUTY REFLECTED GREAT CREDIT UPON HIMSELF/HERSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.**

**XX TH                      MONTH      20XX**

**FOR THE  
C. A. WYNTER  
COMMANDER, UNITED STATES NAVY  
COMMANDING OFFICER  
NAVY RECRUITING DISTRICT NEW ORLEANS**

SOQ/SOY Score Sheet

Name \_\_\_\_\_ Rate \_\_\_\_\_ Dept/Div \_\_\_\_\_

**Note:** Score on a scale of 0-3, with 1 indicating weak/below average and 3 indicating strong/above average.

**A. JOB PERFORMANCE**

- Sustained superior performance \_\_\_\_\_ (0-3 pts)
- Professional knowledge and rating expertise \_\_\_\_\_ (0-3 pts)
- Navy, command, mission impact \_\_\_\_\_ (0-3 pts)

**B. SAILOR OF THE QUARTER**

(Only applies for SOY nominees for current calendar year) (1 pt)

1<sup>st</sup> QTR \_\_\_\_\_ 3<sup>rd</sup> QTR \_\_\_\_\_  
2<sup>nd</sup> QTR \_\_\_\_\_ 4<sup>th</sup> QTR \_\_\_\_\_ (4 pts)

**C. COMMAND/COLLATERAL**

- Command Collateral Duty \_\_\_\_\_ (0-3 pts)
- Department Collateral Duty \_\_\_\_\_ (0-3 pts)
- Division Collateral Duty \_\_\_\_\_ (0-3 pts)

**D. COMMUNITY INVOLVEMENT** \_\_\_\_\_ (0-3 pts)

**E. EDUCATION** (Completed this Quarter/Year) (Max of 6 pts)

- Correspondence Courses (.5 pts each) \_\_\_\_\_ (0-3 pts)
- Other than in rate (.5 pts each) \_\_\_\_\_ (0-3 pts)
- Non-Accredited (.5 pts each) \_\_\_\_\_ (0-3 pts)

- College Education:  
- College/Vocation (1 pt each) \_\_\_\_\_ (0-3 pts)  
(completed/certification)

Degree: AA/BA/BS/Higher \_\_\_\_\_ (0-3 pts)  
(1) (2) (3) pts

**F. PERFORMANCE**

- Early Promote \_\_\_\_\_ (3 pts)
- Must Promote \_\_\_\_\_ (2 pts)
- Promotable \_\_\_\_\_ (1 pts)

**G. SCOPE/LEADERSHIP** (Validated Performance)

- Department LPO \_\_\_\_\_ (0-3 pts)
- Teamwork \_\_\_\_\_ (0-3 pts)
- Communication \_\_\_\_\_ (0-3 pts)

**H. AWARDS** (during period)

- Any medal above Comm. Medal \_\_\_\_\_ (3 pts)
- Comm. Medal \_\_\_\_\_ (3 pts)
- Achv. Medal \_\_\_\_\_ (2 pts)
- LOC \_\_\_\_\_ (1 pts)
- LOA \_\_\_\_\_ (1 pts)

**I. MILITARY BEARING**

- Uniform \_\_\_\_\_ (1-3 pts)
- Grooming \_\_\_\_\_ (1-3 pts)

**J. INTERVIEW**

- Speaking ability \_\_\_\_\_ (0-3 pts)
- Questions \_\_\_\_\_ (0-3 pts)
- Attitude \_\_\_\_\_ (0-3 pts)

OVERALL SCORE \_\_\_\_\_

Board Member \_\_\_\_\_ Date \_\_\_\_\_