



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT NEW YORK
990 STEWART AVENUE
2ND FLOOR, SUITE 220
GARDEN CITY, NY 11530-4858

NAVCRUITDISTNYINST 1700.3G
012

7 Apr 16

NAVCRUITDISTNYINST 1700.3G

Subj: JUNIOR/SENIOR SAILOR OF THE QUARTER (SOQ)/YEAR (SOY)

Ref: (a) OPNAVINST 1700.10N
(b) COMNAVCRUITCOMINST 1650.6S
(c) COMNAVCRUITCOMINST 1700.3L

Encl: (1) SOQ/SOY Nomination Format
(2) Sample Navy and Marine Corps Achievement Medal (NA)
(3) Sample Letter of Commendation (LOC)
(4) Notification Memorandum
(5) NRDNY SOQ/SOY Score Sheet

1. Purpose. To promulgate command policies and procedures for the nomination, selection and recognition of command Sailors for Junior/Senior Sailor of the Quarter/Year (JSOQ/JSOY and SSOQ/SSOY) per reference (a) and utilizing enclosures (1) through (5).

2. Cancellation. NAVCRUITDISTNYINST 1700.3F

3. Discussion. The JSOQ/SSOQ and the JSOY/SSOY programs are designed to recognize the very best Navy Recruiting District New York (NRD NY) Sailors. Reference (a) will be used as a guide for all nominations. Sailors who have excelled in demanding and challenging assignments will be nominated. Particular emphasis should be placed on sustained superior performance, leadership, self-improvement, command and community involvement, and professional achievement. SSOY selections will compete for NRC, Navy Region East SSOY. This program will run on a fiscal year schedule from 1 October to 30 September. The SOY/JSOY selection must be completed prior to 1 November.

4. Categories/Eligibility

a. The JSOQ/Y is open to all eligible Active, Full-Time Support and Reserve Third Class and Second Class Petty Officers. SSOQ/Y is open to all eligible First Class Petty Officers. Nominees for SOQ and SOY must have served onboard NRD NY for a minimum of six to nine months respectively by the end of the quarter/year. Nominees for JSOQ/SSOQ in a frocked status may compete at either the higher or lower level, depending on how long they have been in a frocked status.

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b. Nominees must meet height/weight requirements and have passed the most recent Physical Fitness Assessment (PFA). Sailors medically waived or assigned to the Fitness Enhancement Program (FEP) are eligible for the competition; however, the candidate must have passed the most recent official PFA subsequent to their assignment to FEP and meet body composition standards. Candidates must not have any documented Non-Judicial Punishment in the last 24 months. All JSOQ/SSOQ selectees will be nominated for JSOY/SSOY respectively, together with up to three other candidates as selected by the Division Leadership, Chief Recruiter (CR) and Command Master Chief (CMC).

c. The following Sailors are ineligible to compete:

(1) Sailors selected for advancement to Chief Petty Officer or Commissioning (unless formal declination is approved).

(2) Canvasser Recruiters or Support Personnel eligible for Enlisted Recruiter of the Year.

5. Responsibilities

a. The Commanding Officer (CO) is responsible for monitoring the SOY and SOQ programs.

b. The CMC will serve as the Program Manager and will appoint and maintain direct oversight over the Command Coordinator.

c. The Command Coordinator will:

(1) Ensure selection of a Board Chairperson and members for each review board are approved by the CMC.

(2) Provide nomination packages to board members.

(3) Publish time, place and interview schedule for review boards using enclosure (4).

(4) Assign topic questions to selected board members.

(5) Serve as the recorder for the NRD NY boards.

(6) Forward soft award copies to the Administrative Officer (AO).

d. The Board Chairperson will:

(1) Brief board members on conduct and processes of the board.

(2) Select the best candidate ensuring there is board consensus on the final recommendation to the chain-of-command. Coordinate the minutes of the board and keep all votes for the year.

e. The Board members will use enclosure (5) to objectively evaluate candidates on the merits of their nomination package, appearance before the board and knowledge of the material selected by the board.

f. The AO is responsible for formatting the drafted awards.

g. The Public Affairs Officer is responsible for the pictures, picture board, and website entries of the winners.

6. Selection Boards

a. All selection boards will consist of a representative from each Division/Support element. The board structure will be as follows:

(1) SSOQ/Y

(a) Chairman – SSOQ/SSOY Coordinator

(b) Board Members – Selected Chief Petty Officers

(2) JSOQ/Y

(a) Chairman – First Class Petty Officer Association (FCPOA) President

(b) Board Members – Selected First Class Petty Officers

b. Each board member will have one vote, with the Chairman voting only in the event of a tie.

c. The JSOQ/Y Chairman will, immediately upon completion of the board, forward individual grading sheets to the CMC for final tally.

d. Board participants WILL NOT reveal board proceedings or results to anyone external to the board. Board selections serve ONLY as recommendations to the Commanding Officer.

e. The SOY will be the number one First Class Petty Officer and SOY package will be completed per references (b) and (c) and submitted to Region EAST.

f. Selection recommendations will be forwarded through the CMC to the CO for final approval.

7. Awards/Recognition

a. NRD NY JSOQ/SSOQ will receive:

- (1) CO Letter of Commendation
- (2) 3-Day Special Liberty
- (3) Photograph displayed on the HQ Picture Board
- (4) Command coin presented by the CO

b. NRD NY JSOY/SSOY will receive:

(1) Navy and Marine Corps Achievement Medal. Presentation of the SOY award will only occur after non-selection as NRC Region East SOY

- (2) Nomination for the Region/NRC SOY competition (SSOY only)
- (3) 4-Day Special Liberty
- (4) Photograph displayed on the HQ Picture Board
- (5) Command coin presented by the CO

8. Action

a. Division (LCPO)/Support CPOs will prepare nomination packages and submit a copy of the nomination package to the Command Coordinator in advance of Board convening date.

b. Each Division/Support element may submit one candidate per category. Nomination packages will be submitted to the CMC via the Command Coordinator. All supervisors are encouraged to hold oral selection boards when choosing a candidate. This not only prepares candidates for command-level competition, but also exposes more Sailors to the process. Deadlines to submit nomination package for SOQ will be 1600 on the 15th of December, March, June and September unless modified by the CMC or Command Coordinator. The SOY package and board dates may change as affected by Region/NRC schedules.

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c. The CMC and Command Coordinator will ensure SOQ selection recommendations are made to the CO at least three days prior to All Hands the first month of each quarter.

d. Use the format contained in enclosures (1) through (3), as appropriate, to prepare nomination packages. Include accomplishments that occurred or were awarded within applicable reporting period only.

9. Review. The Command Coordinator will review and update this instruction annually.

J. W. STICHT

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From: _____

To: Command Master Chief

Subj: NAVY RECRUITING DISTRICT NEW YORK SAILOR OF THE
QUARTER/YEAR NOMINATION ICO NC2 JOE B. SAILOR

Ref: (a) NAVCRUITDISTNYINST 1700.3G

1. Per reference (a), NC2 Joe B. Sailor, is nominated as Navy Recruiting District New York's **Junior/Senior** Sailor of the **Quarter/ Year FY XX**. All accomplishments are from THIS PERIOD; however, list accomplishments from PREVIOUS periods if member was nominated but not selected.

- a. Name/Rate/Rank:
- b. Current Position:
- c. Last two PFA Scores:
- d. Time in rate. Is PO1 nominee Board eligible?
- e. Awards:
- f. Education and non-required CBTs taken, name of each course:
- g. Command Involvement, collateral duties:
- h. Job accomplishments last quarter/year and demonstrated leadership:

2. **Brief summary (required) of nominee's accomplishments during past quarter/year** that will distinguished him/her from others.

SUPERVISOR
SIGNATURE

Enclosure (1)

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SAMPLE NA

NAVY AND MARINE CORPS ACHIEVEMENT MEDAL
(SILVER STAR IN LIEU OF XXXX AWARD)
TO

NAVY COUNSELOR FIRST CLASS (WARFARE DESIGNATION) (FIRST MI LAST
NAME), UNITED STATES NAVY

**SUPERIOR PERFORMANCE OF DUTY WHILE SERVING AT NAVY RECRUITING
DISTRICT NEW YORK FROM XX JANUARY 20XX TO XX DECEMBER 20XX.
PETTY OFFICER SAILOR PERFORMED HIS/HER DUTIES IN AN EXEMPLARY
AND HIGHLY PROFESSIONAL MANNER, CULMINATING IN HIS/HER SELECTION
AS SAILOR OF THE YEAR, CALENDAR YEAR 20XX. (Specifics here) PETTY
OFFICER SAILOR'S SUPERIOR PROFESSIONALISM AND TOTAL DEVOTION TO
DUTY REFLECTED CREDIT UPON HIM/HERSELF AND WERE IN KEEPING WITH
THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.**

CO SIGNATURE

(Note: citation must be no more than 7 1/2 lines in length)

Enclosure (2)

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SAMPLE LETTER OF COMMENDATION

MACHINIST MATE FIRST CLASS (WARFARE DESIGNATION)
(FIRST MI LAST NAME)
UNITED STATES NAVY

FOR COMMENDABLE ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HIS/HER DUTIES WHILE SERVING AS (JOB TITLE) AT NAVY RECRUITING DISTRICT NEW YORK FROM (MONTH) THROUGH (MONTH/YYYY). PETTY OFFICER (INSERT LAST NAME) PERFORMED HIS/HER DUTIES IN A HIGHLY PROFESSIONAL MANNER, CULMINATING IN HIS/HER SELECTION AS THE SAILOR OF THE QUARTER, XX QUARTER CY 20XX. (SPECIFICS HERE) PETTY OFFICER (INSERT LAST NAME) EXCEPTIONAL PERFORMANCE WAS IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

CO SIGNATURE

(Note: citation must be 15 lines in length)

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NOTIFICATION

MEMORANDUM

DATE

From: Command SOQ/Y Coordinator

To: Distribution

Subj: (As appropriate) OF THE QUARTER/YEAR, XX QUARTER FY YYYY

1. The SOQ/SOY boards will convene as listed below for each competition category. Specifics listed below.

SOQ

(list with time of interview)

Board Members

(list)

JSOQ

(list with time of interview)

Board Members

(list)

Uniform:

Board Members – Uniform of the Day

Candidates – Appropriate Dress Uniform

2. Board members will review package prior to each nominee's appearance. Categories for questions include but are not limited to:

Chain of Command
Educational Programs
Situation Questions
Current Events
Leadership

Command Programs
Policy/Regulations
Naval Heritage
Navy Core Values
Commissioning Programs

SIGNATURE

NRDNY 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) (1pt)

1st QTR _____ 2nd QTR _____
3rd QTR _____ 4th QTR _____

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)

F. PERFORMANCE

- Early Promote _____ (0-3 pts)
- Must Promote _____ (0-3 pts)
- Promotable _____ (0-3 pts)

G. SCOPE/LEADERSHIP (Validated Performance)

Department LPO _____ (0-3 pts)
Teamwork _____ (0-3 pts)
Communication _____ (0-3 pts)

H. AWARDS (During period)

Any medals above N&MC Commendation Medal _____ (0-3 pts)
Navy & Marine Corps Commendation Medal _____ (0-3 pts)
Navy & Marine Corps Achievement Medal _____ (0-3 pts)
Letter of Commendation _____ (0-3 pts)
Letter of Appreciation _____ (0-3 pts)

I. MILITARY BEARING

Uniform _____ (0-3 pts)
Grooming _____ (0-3 pts)

J. INTERVIEW

Speaking _____ (0-3 pts)
Question _____ (0-3 pts)
Attitude _____ (0-3 pts)

TOTAL SCORE: _____

Board Member: _____

Date: _____