



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT OHIO

P.O. BOX 3990

COLUMBUS, OHIO 43218-3990

NAVCRUITDISTOHIOINST 1700.1H

011

1 6 JAN 2015

NAVCRUITDISTOHIO INSTRUCTION 1700.1H

From: Commanding Officer, Navy Recruiting District Ohio

Subj: SAILOR OF THE QUARTER AND SAILOR OF THE YEAR  
PROGRAM

Ref: (a) OPNAVINST 1700.10M  
(b) COMNAVCRUITCOMINST 1700.3L

Encl: (1) Grading Sheet  
(2) Selection Memorandum  
(3) Nomination Format  
(4) Sample NRD Ohio Letter of Commendation for Sailor  
of the Quarter/Year

1. Purpose. To establish a program for recognizing outstanding enlisted personnel at Navy Recruiting District (NRD) Ohio.

2. Cancellation. NAVCRUITDISTOHIOINST 1700.1G.

3. Background. Per reference (a), the Department of the Navy established a Navy-wide Sailor of the Year (SOY) program for recognizing top performers with competition afforded from component units. Accordingly, a program has been established that will give inter-command and public recognition to those whose performance of duty is exemplary and therefore deserves such recognition. Through nominations, a selection board will select the Sailor of the Quarter (SOQ) and SOY, subject to the Commanding Officer's approval.

4. Eligibility. Military non-production recruiters assigned to NRD Ohio in the pay grades E5/6 are eligible for selection as the NRD Ohio SOQ.

5. Selection Board

a. Sailor of the Quarter/Year selection board membership will consist of the Command Master Chief (Chairman, non-voting), and a minimum of five Chief Petty Officers as voting board members. The board will meet in mid-January, April, July and September to review nominations, using enclosure (1) as a tool for selection.

b. The board will use enclosure (2) to submit its recommendation to the Commanding Officer.

6. Nomination procedures

a. Sailor of the Quarter. The nominee's Department Head or Division leadership will ensure the nomination is prepared per this instruction using the format in enclosure (3) and submit to the selection Board Chairman no later than the last Thursday in the quarter or as directed. A written negative response to the Chairman is required from any Department Head or Division who does not have a nomination for any given quarter.

b. NRD Ohio Sailor of the Year. The nominee's Department Head or Division leadership will ensure the nomination is prepared using the format in enclosure (3) and submit to the selection Board Chairman no later than the last Thursday in September. The NRD SOY will be selected from among the SOQs and Recruiters of the Quarter of that fiscal year. The selection will be made after the 4th quarter SOQ has been selected. The selection of the NRD Ohio SOY is subject to the Commanding Officer's approval.

c. COMNAVCRUIT Region EAST Sailor of the Year. Upon selection of the NRD Ohio SOY, the respective Department Head will draft a nomination for submission to COMNAVCRUIT Region EAST in the format of enclosure (1) of reference (a). The nomination will be forwarded to the Administrative Department no later than 3 working days after the SOY Board.

7. Selection Criteria. In addition to the requirements explained above, the board will consider the following areas when selecting the SOQ and SOY:

- a. Professional performance.
- b. Leadership and supervisory ability.
- c. Reliability.
- d. Conduct on and off duty.
- e. Military bearing, including physical readiness.
- f. Contribution to command mission.
- g. Personal progress towards advancement.

- h. Participation in command sponsored activities.
- i. Off-duty community involvement during the period.
- j. Off-duty education completed during the period.

8. Recognition

- a. NRD Ohio Sailor of the Quarter will be awarded:

- (1) Letter of Commendation (enclosure (4))
- (2) Engraved Hardware for presentation not to exceed \$25.

- (3) A 72 hour liberty

- b. NRD Ohio Sailor of the Year will be awarded:

- (1) Personal Decoration
- (2) Engraved Hardware for presentation not to exceed \$50.

- (3) A 96 hour liberty

9. Action

- a. Department Head/Division Leadership of selectee: Ensure the selection is documented in the member's annual performance evaluation.

- b. Admin Officer:

- (1) Ensure the nomination for COMNAVCRUIT Region EAST SOY is completed as outlined in reference (b), and forwarded to Region EAST for consideration.

- c. Public Affairs Officer:

- (1) Provide photographic support as required.
- (2) Submit a Fleet Hometown News Release upon selection of NRD Ohio SOQ and SOY.

NAVCRUITDISTOHIOINST 1700.1H  
16 JAN 2015

10. Review responsibility. The Command Master Chief is responsible for the periodic review and updating of this instruction.

  
ERIC A. SHAFER

Distribution:  
Electronic only, via  
<http://www.cnrc.navy.mil/Ohio/Latest-Info.htm>

SAILOR OF THE QUARTER/YEAR GRADING SHEET

Candidate's Name: \_\_\_\_\_ Rate \_\_\_\_\_

<u>CATEGORY</u>	<u>SCORE</u>	<u>MAX SCORE</u>
Primary Duty (performance)	_____	<u>20</u>
Demonstrate Leadership	_____	<u>15</u>
Professional Development	_____	<u>10</u>
Physical readiness	_____	<u>5</u>
Collateral duties - CMD/Divisional	_____	<u>5</u>
Community involvement (off-duty, non-compensated)	_____	<u>5</u>
Awards received	_____	<u>5</u>
Boardsmanship	_____	<u>20</u>
Total:	_____	<u>85</u>

RANKING AMONG CANDIDATES (1 = highest): \_\_\_\_\_

Notes:

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Date

MEMORANDUM

From: Chairman, Sailor of the Quarter/Year  
Selection Board  
To: Commanding Officer  
Via: Executive Officer

Subj: SAILOR OF THE QUARTER/YEAR SELECTION BOARD FOR THE  
\_\_\_\_\_ QUARTER 20\_\_\_\_

Ref: (a) NAVCRUITDISTOHIOINST 1700.1H

1. Per reference (a), the Sailor of the Quarter/Year Selection Board convened on \_\_\_\_\_.

BOARD MEMBERS

MIL SUPPORT / RECRUITER NOMINEES

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. The following personnel were nominated for SOQ/SOY:

3. The selection board's recommendation for Sailor of the Quarter/Year is: \_\_\_\_\_.

4. Approved/disapproved.

\_\_\_\_\_  
CO Signature

NAVCRUITDISTOHIOINST 1700.1H  
16 JAN 2015

NOMINATION FORMAT

Date

From: (Department/Division)  
To: Chairman of the Sailor of the Quarter/Sailor of the Year  
Board, Navy Recruiting District Ohio

Subj: NOMINATION ICO (MEMBER'S RATE/NAME)

Ref: (a) NAVCRUITDISTOHIOINST 1700.1H

Encl: (1) Copy of most recent observed evaluation

1. Per reference (a), enclosure (1) and the following information are provided:

- Primary Duty (performance).
- Demonstrate Leadership.
- Professional Development:  
Educational achievements while on active duty, including military correspondence courses other than those required for advancement (include completion dates).
- Physical Readiness.
- Collateral Duties - CMD Divisional.
- Community involvement (off-duty, non-compensated).
- Awards received.
- DH, DIVO, DLCPO supporting comments.

Signature

Enclosure (3)

# COMMANDING OFFICER, NAVY RECRUITING DISTRICT OHIO

THIS IS TO CERTIFY THAT

*Rank/Rate (Warfare)*

*(Sailors Name)*

UNITED STATES NAVY

HAS BEEN SELECTED AS NAVY RECRUITING DISTRICT OHIO'S  
**SAILOR OF THE QUARTER (PRODUCTION)**  
FIRST QUARTER, FISCAL YEAR 2014

FOR SERVICE AS SET FORTH IN THE FOLLOWING CITATION:

"FOR OUTSTANDING PERFORMANCE OF DUTY WHILE SERVING AS LEADING PETTY OFFICER, NAVY RECRUITING DISTRICT OHIO FROM JULY TO SEPTEMBER 2014. YOU CONSISTENTLY PERFORMED YOUR DEMANDING DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER. YOUR STRONG PERSONAL INITIATIVE, EXPERT TECHNICAL PROFICIENCY, SUPERIOR WORK ETHIC, AND POSITIVE "CAN-DO" ATTITUDE DISTINGUISH YOU AS A TRUE PROFESSIONAL AND A VALUED MEMBER OF THIS COMMAND. THESE ATTRIBUTES PERSONIFY WHAT IT MEANS TO BE A "TEAM PLAYER" AND WAS THE DRIVING FACTOR IN YOUR SELECTION AS NAVY RECRUITING DISTRICT OHIO'S SAILOR OF THE QUARTER. YOUR DILIGENT EFFORTS HAVE BEEN AN EXAMPLE FOR ALL TO EMULATE AND DIRECTLY CONTRIBUTED TO THE COMMANDS OPERATIONAL AND MISSION SUCCESS. YOUR PROFESSIONALISM AND DEVOTION TO DUTY REFLECTED GREAT CREDIT UPON YOURSELF AND ARE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE."