



DEPARTMENT OF THE NAVY  
COMMANDER NAVY REGION SOUTHWEST  
937 NO. HARBOR DR.  
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:

COMNAVREGSWINST 1700.10E  
Code NOORM  
9 January 2002

COMNAVREGSWINST 1700.10E

Subj: COMMANDER, NAVY REGION SOUTHWEST, STAFF SAILOR OF THE  
QUARTER (SOQ)/STAFF AND REGION SAILOR OF THE YEAR (SOY)

Ref: (a) OPNAVINST 1700.10K

Encl: (1) Worksheet for Nomination  
(2) OPNAV Sailor of the Year Nomination Format

1. Purpose. To establish criteria for the selection of the Commander, Navy Region Southwest (COMNAVREGSW) Staff sailor of the Quarter/Staff Sailor of the Year (SOQ/SOY) and Region Sailor of the Year.

2. Cancellation. COMNAVBASESANDIEGOINST 1700.10D

3. Background. The Navy's program for individual commands to recognize excellence and initiative in their enlisted personnel has been a long-standing tradition. COMNAVREGSW will recognize one outstanding staff performer each quarter. The SOQ provides wide recognition to those staff enlisted personnel who have demonstrated qualities of superior professional performance, outstanding dedication, exceptional display of leadership and are exemplary examples of what today's Bluejacket should be. Additionally, the Chief of Naval Operations (CNO) annually recognizes the very best all-around Sailor from nominees submitted via Commander in Chief, U.S. Pacific Fleet (CINCPACFLT) per reference (a). In consonance with this policy, COMNAVREGSW staff will recognize one outstanding Sailor yearly to compete for selection as Commander, Navy Region Southwest Sailor of the Year. The selected Sailor will then be nominated for CINCPACFLT's Shore Sailor of the Year (SSOY) competition.

4. Eligibility. To provide increased recognition for all enlisted staff personnel, the board shall select an outstanding enlisted Sailor for each quarter. Staff members are not eligible to be nominated for two consecutive quarters following their selection. The four SOQs selected during the year will be automatically included in the SOY selection process. To be eligible for the Region SOY the member must have been selected as the Command SOY for that calendar year.

5. Responsibilities. The Regional Command Master Chief (CMC) is charged with the overall responsibility for ensuring all facets

of the program are coordinated and all plaques and correspondence are ready for the quarterly formal presentation.

6. Board Members.

a. Staff SOQ board members: Staff CMC; and a minimum of four leading Chief Petty Officers (LCPO) from within the staff as selected by the Staff CMC.

b. Staff SOY board members: Staff CMC, and the LCPO from each department of staff.

c. Regional SOY board members: Regional CMC, all COMNAVREGSW subordinate CMCs.

7. Criteria for Selection. Staff SOQ is recognition of the best all-around individual from all eligible nominees. Sustained superior performance, military bearing, uniform appearance, leadership, self improvement, command and/or community involvement are all key facets of the best Sailor to be recognized. Criteria for the SOY remain the same as that of SOQ, however more emphasis will be placed on command/community involvement and an overall positive attitude towards the Naval Service. Criteria for the Region SOY will remain the same as that of the Staff SOY.

8. Action. To ensure all eligible personnel have the opportunity to participate in the process, the following procedures are established:

a. Sailor of the Quarter

(1) ACOSs and Special Staff Assistants will forward worksheet nomination (enclosure 1), of their respective eligible nominees to the CMC on the fifth working day of the month following the quarter for which the nomination is being recommended.

(2) Selection boards will meet on the third Wednesday of the month following the quarter for which the nomination is being recommended. The CMC will advise all personnel concerned of the time and place of the two meetings.

(3) The Staff CMC will forward the name of the recommended SOQ to the Chief of Staff for approval.

(4) Quarterly competition for the SOQ shall run on a calendar year in association with the CNO SOY schedule and be as per the following schedule:

(a) 1st Quarter - January, February, March -  
Nominations due on 15 April.

(b) 2nd Quarter - April, May, June - Nominations due  
on 15 July.

(c) 3rd Quarter - July, August, September -  
Nominations due on 15 October.

(d) 4th Quarter - October, November, December -  
Nominations due on 15 January.

(5) In the event of only one staff SOQ candidate NO staff  
SOQ will be forwarded to the Chief of Staff.

b. Staff Sailor of the Year

(1) The COMNAVREGSW SOY board will convene annually in  
the month of January.

(2) The four SOQs are automatically nominated for  
consideration as SOY. Additional nominations may be submitted as  
ACOSs and Special Staff Assistants deem appropriate. ACOSs and  
Special Staff Assistants should forward nomination work sheets  
(enclosure 2) for SOQ and new nominations to the Staff CMC by 15  
January. One nominee per department.

(3) The Staff CMC will ensure the OPNAV SOY nomination  
package is completed and submitted.

c. Regional Sailor of the Year

(1) Subordinate commands will submit nomination packages  
to reach the Regional CMC no later than 21st of January.

(2) Nomination packages will be completed as per  
enclosure (2).

(3) The selection process will coincide with the  
scheduled Region CMC Conference.

(4) Members forwarded for CINCPACFLT SOY competition that  
are ultimately selected will not be awarded any medal at  
intermediate competition levels.

9. Awards

a. Selectee for Staff SOQ will receive a Letter of  
Commendation at a presentation ceremony and the following  
recognition;

(1) A 72-hour liberty at a time of their choice. (note - the 72-hour liberty must include two consecutive non-work days such as Friday, Saturday, Sunday or Saturday, Sunday, Monday.)

(2) Have their picture displayed on the Quarterdeck area of Headquarters for three months.

(3) Be assigned a reserved parking space for three months.

(4) Appropriate media coverage will be coordinated through the Public Affairs Office by the Staff CMC.

(5) Excused from all watchbills for three months.

(6) Other incentives as available.

b. Selectee for Staff SOY will receive a Navy Achievement Medal (provided nominee was not selected beyond this level of competition) and a COMNAVREGSW plaque at a presentation ceremony and the following recognition:

(1) A 96-hour liberty at a time of their choice. (note - The 96-hour liberty must include two consecutive non-work days such as Friday, Saturday, Sunday and Monday.)

(2) Have their picture displayed on the Quarterdeck area of Headquarters for the year.

(3) Be assigned a reserved parking space for one year.

(4) Appropriate media coverage will be coordinated through the Public Affairs Office by the Staff CMC.

(5) Excused from all watchbills for one year.

(6) Other incentives as available.

c. Selectee for Region SOY will receive a COMNAVREGSW plaque at a presentation ceremony and the following recognition:

(1) Awarded a Navy Commendation Medal (provided nominee was not selected beyond the intermediate competition level).

(2) A 96-hour liberty at a time of their choice. Requested through member's chain of command. (Note - The 96-hour liberty must include two consecutive non-work days such as Friday, Saturday, Sunday and Monday.)

(3) Have their picture displayed on the Quarterdeck area of Headquarters for the year.

(4) Appropriate media coverage will be coordinated through the COMNAVREGSW Public Affairs and local Public Affairs Offices.

(5) Other incentives as available.



D. C. KENDALL  
Deputy and  
Chief of Staff

Distribution:  
[www.cnrsw.navy.mil/admin/menu.htm](http://www.cnrsw.navy.mil/admin/menu.htm)

NOMINATION WORKSHEET  
SAILOR OF THE QUARTER (SOQ)

\_\_\_\_\_  
INCLUSIVE DATES

\_\_\_\_\_  
QUARTER DATE

\_\_\_\_\_  
RATE/  
RANK

\_\_\_\_\_  
LAST NAME

\_\_\_\_\_  
FIRST

\_\_\_\_\_  
MIDDLE

\_\_\_\_\_  
SSN

\_\_\_\_ YRS \_\_\_\_ MOS  
LENGTH OF SERVICE

\_\_\_\_ YRS \_\_\_\_ MOS  
TIME IN SW REGION

JOB DESCRIPTION/TITLE: (USE REVERSE AS NECESSARY)  
\_\_\_\_\_  
\_\_\_\_\_

EXTRACURRICULAR ACTIVITIES: (USE REVERSE AS NECESSARY)  
\_\_\_\_\_  
\_\_\_\_\_

SELF-IMPROVEMENT/EDUCATION:  
\_\_\_\_\_  
\_\_\_\_\_

REMARKS: (USE REVERSE AS NECESSARY)  
\_\_\_\_\_  
\_\_\_\_\_

SUBMITTED BY:

\_\_\_\_\_  
RATE/RANK

\_\_\_\_\_  
NAME

\_\_\_\_\_  
CODE

\_\_\_\_\_  
EXT.

OPNAV SAILOR OF THE YEAR (SOY) SAMPLE NOMINATION FORMAT

SSIC  
Orig. Code

From:  
To:

Subj: 20-- SHORE SAILOR OF THE YEAR (SOY) NOMINATION IN THE CASE  
OF \_\_\_\_\_

Ref: (a) OPNAVINST 1700.10K

Encl: (1) Information to support nomination (include "certified  
true" copies of evaluations, letters of Appreciation/  
Commendation/Sailor of the Month, etc.)  
(2) Biography (narrative format, starting with date and  
place of birth, schooling, military service, current  
assignment, awards and medals, and family, etc.).  
Limit: two typewritten pages, double-spaced  
(3) OPNAV 1650/3 (1-94), Personal Award Recommendation for  
Navy Commendation Medal  
(4) 5x7 color glossy photograph (one each front and side  
view, full length, plain background, Service Dress  
Blue uniform, uncovered)

1. Per reference (a), \_\_\_\_\_ is nominated as the 20--  
Shore Sailor of the Year.

2. Commander Naval Southwest Region  
937 North Harbor Drive  
San Diego, CA 92132-0058  
(619) 532-\_\_\_\_\_  
DSN 522-\_\_\_\_\_

3. The following information is provided:

a. Name: \_\_\_\_\_ SSN: \_\_\_\_\_

b. Date of birth: \_\_\_\_\_

c. Date enlisted in the Navy: \_\_\_\_\_

d. Advancement history (give dates):

(1) E-4:

(2) E-5:

Enclosure (2)

(3) E-6:

e. Currently selected for advancement (if yes, date to be advanced):

f. Dependents (List names, dates of birth and SSN's, if applicable):

g. If previously selected as Sailor of the Month/Quarter/Year, give date(s) and command(s):

h. Brief synopsis of significant professional achievements that warrant selection:

i. Awards:

j. Nominee's off-duty community involvement:

k. List educational background:

(1) Years of formal schooling completed/degree attained:

(2) Navy schools completed:

(3) Other self-study educational achievements attained while on active duty (include correspondence courses, extension courses, United States Armed Forces Institute (USAFI) courses, Defense Activity for Non-Traditional Education Support (DANTES) courses, Program for Afloat Colleges Education Support (PACE), Navy-sponsored courses, etc. Exclude training courses required for advancement.):