



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
ANNAPOLIS, MARYLAND 21402-5000

USNA/AACINST 1700.8
22/CMC
23 February 1990

USNA/AAC INSTRUCTION 1700.8

From: Superintendent, U.S. Naval Academy/Annapolis Area Coordinator

Subj: ANNAPOLIS AREA COMPLEX (AAC) SAILOR OF THE YEAR/QUARTER (SOY/Q)
PROGRAM

Encl: (1) Sample Nomination Package
(2) MWR Benefit Package

1. Purpose. To implement the SOY/Q program within the AAC and to publish nomination and selection procedures.
2. Cancellation. USNA/AACINST 1600.1.
3. Discussion. This program recognizes the very best all-around sailors from all eligible paygrades. Maximum participation by all local commands/units under the coordination of the Superintendent, Naval Academy is directed to make sure the most deserving individuals are selected. In recognition of the different levels of performance and the difficulties in comparing junior and senior personnel, this competition will be in two zones, junior (E1 through E4) and senior (E5 and E6).

4. Nomination criteria and format

a. Each command/unit will determine its own procedures for selecting their nominees considering the following criteria:

- (1) Professional performance.
- (2) Leadership
- (3) Military conduct and bearing.
- (4) Appearance.
- (5) Command and/or community involvement.
- (6) Self-improvement.

b. Frocked nominees will compete within zone as frocked.

c. Petty Officers First Class, selected for Chief, are ineligible.

d. Each command/unit may submit one nomination for each zone.

e. Nominations will be submitted using the format in enclosure (1).

5. Action

a. Commanding Officer/Officer in Charge. Submit nominations to the AAC Command Master Chief (Stop 23) no later than:

- (1) SOQ - the second Monday of April, July, October, and January.
- (2) SOY - the last working day of January.

b. AAC Command Master Chief

- (1) Schedule selection boards and make sure all members are notified.
- (2) Chair the selection boards.
- (3) Notify Superintendent, nominees, and their commands/units of the selection board's results.
- (4) Obtain award packages and deliver to the Flag Lieutenant.
- (5) Notify selectees and their commands of awards ceremony procedures, when scheduled.

c. Selection Board. The selection board will consist of the AAC Command Master Chief and the senior enlisted member from each command/unit in the AAC. In the event of a tie, the chairperson will cast the deciding vote. This board will meet no later than one week after the nomination deadlines stated in paragraph 5a.

d. Flag Lieutenant. Arrange for an appropriate time consistent with the Superintendent's schedule for the presentation of awards. Coordinate presentation with the CMC and the USNA Public Affairs Officer.

e. Director, Morale, Welfare and Recreation (MWR). The Director, MWR will:

- (1) Provide personalized engraving of AAC plaques.
- (2) Provide MWR benefit packages as described in enclosure (2).

f. USNA Public Affairs Officer (PAO). The PAO will:

- (1) Provide photographic coverage of awards ceremony.
- (2) Display photographs at a suitable location.
- (3) Prepare press and Fleet Hometown News Releases.

6. Recognition

a. SOY:

(1) Senior. Nominated as AAC's representative in Naval District Washington SOY competition which will include a nomination for a Navy Commendation Medal. If not selected at a higher level of competition, nominee will be awarded the Navy Achievement Medal from the Superintendent, Naval Academy.

(2) Junior. Awarded a Navy Achievement Medal by the Superintendent, Naval Academy.

(3) Both awardees will receive:

- (a) An AAC plaque with personalized engraving.
- (b) MWR benefit package.
- (c) One year reserved parking for designated parking at the Navy Exchange/Commissary.
- (d) Congratulatory letter from the Superintendent, Naval Academy to the selectees' families.

(4) Nonslected nominees will receive a Letter of Commendation from the Superintendent, Naval Academy.

b. SOQ awardees will receive:

- (1) Letter of Commendation from the Superintendent, Naval Academy.
- (2) AAC plaque with personalized engraving.
- (3) MWR benefit package.
- (4) Three month reserved parking pass for designated parking at the Navy Exchange/Commissary.
- (5) At the discretion of the selectee's command/unit, a 96 hour special liberty.



B. A. SPOFFORD
Deputy for Operations

Distribution:
AA

SAMPLE NOMINATION PACKAGE

From: _____

To: Chairperson, Annapolis Area Complex SOY/SOQ Board, Stop 23

Subj: NOMINATION FOR SAILOR OF THE YEAR/QUARTER

Ref: (a) USNA/AACINST 1700.8

- Encl: (1) Information to support nomination (include copies of last 3 evaluations, Letters of Appreciation/Commendation, 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) Personal Award Recommendation (OPNAV 1650/3), for Navy Commendation Medal (senior SOY only); or for Navy Achievement Medal with double spaced rough of proposed citation (junior SOY only); or a double spaced rough of proposed Letter of Commendation to be presented (SOQs)

1. Per reference (a), _____ is nominated as the (19_ Sailor of the Year) or (_ QTR CY _ Sailor of the Quarter).

2. Full name, address, and complete telephone number of nominating command/unit.

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: _____

(3) E-6: _____

(Note: For Junior SOY/SOQ, give dates for E-1 through E-4)

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

f. Dependents (list names, dates of birth and SSNs 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 which warrant selection: _____

i. Awards: _____

j. Nominees off duty involvement: _____

k. Educational background:

(1) Years of formal school completed/degree attained: _____

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(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, Navy-sponsored courses, etc. Exclude training courses required for advancement):

I. Any other information to distinguish nominee from contemporaries (Limit: one typewritten page):

MWR BENEFIT PACKAGE

1. SAILORS OF THE YEAR will each receive an expense paid "GET AWAY" weekend (two nights) for two in Baltimore or Washington, DC to be taken within three months.
2. SAILORS OF THE QUARTER will each receive:
 - a. \$50.00 check.
 - b. Dinner for two at the Clipper Club.
 - c. Lunch for two at the Clipper Club.
 - d. Ten free games of bowling (not to interfere with league play).