



DEPARTMENT OF THE NAVY
FLEET AVIATION SPECIALIZED OPERATIONAL
TRAINING GROUP PACIFIC FLEET
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NAS NORTH ISLAND
SAN DIEGO, CALIFORNIA 92135-7068

FASOTRAGRUPACINST 1700.5D
N008
11 Sep 02

FASOTRAGRUPACINST 1700.5D

Subj: FASOTRAGRUPAC SAILOR OF THE QUARTER/YEAR (SOQ/SOY)
PROGRAM

Ref: (a) OPNAVINST 1700.10K

Encl: (1) SOQ Nomination Format
(2) SOQ Board Ranking Sheet Example
(3) Letter of Commendation Format
(4) Letter of Congratulations Format

1. Purpose. To publish FASOTRAGRUPAC SOQ/SOY program policies and procedures.

2. Cancellation. FASOTRAGRUPACINST 1700.5C

3. Background. The SOQ/SOY program is intended to publicly recognize and reward an individual's exceptional superior performance during a specific period of time. The program selects the SOQs and SOYs from Detachment and Department nominations.

4. Eligibility

a. Permanently assigned personnel in pay grades E-1 through E-6 are eligible for command SOQ/SOY. However, per reference (a), only Navy personnel are eligible for submission to higher authority as a candidate for SOY.

b. Previous selection as SOQ is not required for nomination as SOY.

c. Personnel previously selected as SOQ are ineligible for subsequent selection as SOQ for one calendar year. SOY selected is ineligible for subsequent selection as SOQ for one calendar year.

5. Selection Criteria. Personnel nominated for consideration, as SOQ/SOY will be evaluated for the following traits and characteristics:

- a. Professional and military performance during the period under consideration.
- b. Specific accomplishments and achievements during the period under consideration.
- c. Leadership and counseling qualities.
- d. Contributions to command morale and welfare.
- e. Personal behavior, military bearing, and appearance.
- f. Attitude.
- g. Reliability.
- h. Integrity.
- i. Continuing educational achievements and community and/or command involvement.
- j. Any other information pertinent to selection that should be considered.

6. Procedures

a. Nominations. Officers-in-Charge/Department Heads shall establish procedures within their detachment/department to select one eligible individual for nomination as SOQ/SOY. SOQ nominations shall be for fiscal year quarters (Oct-Dec, Jan-Mar, Apr-Jun and Jul-Sep). SOY nominations shall be for the Fiscal Year (Oct-Sep).

(1) The SOQ program is a command-wide program administered via electronic mail (E-Mail).

(2) Detachment/Department SOQ nominations shall be in the format shown in enclosure (1) and submitted as an E-Mail attachment to the Command Master Chief (CMC). Hardcopy nominations, in the absence of exceptional circumstances, will not be considered. Nominations shall be submitted not later than close of business on the first Wednesday of October, January, April, and July. Specific dates will promulgate via the Planning Board for Training Calendar.

(3) SOY nomination packages shall be in the format specified in reference (a), including photographs. Packages will also include a disk containing all files making up the package. SOY nomination packages shall be submitted to reach the CMC not later than close of business on the first Friday of October. Submissions not in strict compliance with reference (a) will not be considered.

b. Selection Boards

(1) Composition. The SOQ and SOY Selection Boards are chaired by the CMC and include all Detachment Senior Enlisted Advisors (SEA) and Department Leading Chief Petty Officers (LCPO). The CMC is responsible for the timely, smooth flow of nomination packages to the board members once they are received at HQ North Island.

(2) Process. All Detachment/Department nominations received for a specific quarter will be assembled by the CMC and sent via E-Mail to respective SEA's and LCPO's. SEA's and LCPO's shall review all nominations and return a completed SOQ/SOY Board Ranking sheet to the CMC by the date specified in the SOQ/SOY Board E-Mail. A sample ranking sheet is shown in enclosure (2). The CMC will tally the individual ranking sheets and the nominee with the lowest total will be the board's selection as SOQ/SOY. The CMC will only vote to break a tie.

(3) Convening Dates

(a) The SOQ Selection Board process shall be completed within two weeks of the submission deadline.

(b) The SOY Selection Board shall be accomplished at the direction of the CMC.

c. Final Approval/Announcement. The CMC shall submit the board's recommendations to the Commanding Officer via the Executive Officer for concurrence and approval. When approved, board results will be announced to the command via E-Mail from the CMC.

7. Awards/Recognition. The CMC shall coordinate and ensure the following awards and recognition are prepared for selected individuals.

a. Sailor of the Quarter/Year Certificate (Prepared by N19).

b. Commanding Officer's Letter of Commendation (Enclosure (3)) for Sailor of the Quarter and for non-selected Sailor of the Year nominees.

c. FASOTRAGRUPAC plaque (laser cut logo for SOQ and non-select SOY nominees; brass logo for selected SOY) with appropriately engraved brass plate.

d. Recognition in the Plan of the Week at HQ and all Detachments.

e. Portrait photograph in service dress uniform displayed on Quarterdecks of FASOTRAGRUPAC HQ and all Detachments.

f. Seventy-two hour Special Liberty (SOQ and non-selected SOY nominees)/96 hour Special Liberty (SOY).

g. The FASOTRAGRUPAC Sailor of the Year (USN only) will be placed in competition for COMNAVAIRPAC Sailor of the Year. The FASOTRAGRUPAC Sailor of the Year will, at a minimum, receive a Navy-Marine Corps Achievement Medal.

8. Recognition for SOQ non-select nominees. Personnel failing to select as the Command SOQ will be provided with a letter of congratulations from the Commanding Officer as shown in enclosure (4).

9. Presentation Ceremony. The Commanding Officer/Officer-in-Charge will present all awards at an appropriate ceremony.



M. R. ALLEN

Distribution:
FASOTRAGRUPACINST 5216.3A
Lists A and B

SOQ Nomination Format

EXAMPLE

From: Department Head/Officer-in-Charge
To: Chairman, Sailor of the Quarter Selection Board
Subj: SAILOR OF THE QUARTER NOMINATION FOR _____ QUARTER FOR
FY-YYYY

Ref: (a) FASOTRAGRUPACINST 1700.5D

1. I hereby nominate _____ for
FASOTRAGRUPAC Sailor of the Quarter for the _____ Quarter
_____.

2. The following background information is provided:

a. Date reported aboard:

b. Nominee's job description:

c. Collateral duties:

d. Warfare Qualification: EAWS ESWS OTHER NONE

e. For Instructors: MTS Qualification: YES/NO

f. Specific accomplishments and achievements during quarter
under consideration:

g. Continuing educational achievements, community/command
involvement or other pertinent information during quarter under
consideration:

3. Personal recommendation:

(Department Head/Officer-in-Charge)

SOQ Board Ranking Sheet
EXAMPLE



**FLEET AVIATION SPECIALIZED OPERATIONAL TRAINING GROUP,
 PACIFIC FLEET**

1ST QUARTER FY-02 SAILOR OF THE QUARTER BOARD RANKING SHEET

FILL IN THE TABLES BELOW WITH THE APPROPRIATE INFORMATION, ADD COMMENTS IF YOU DESIRE, SAVE THIS FILE (USING **"SAVE AS FILE"** WITH A FILENAME **RANKXXXX**) AND RETURN TO THE COMMAND MASTER CHIEF VIA E-MAIL BY THE DATE SPECIFIED IN THE PROMULGATING E-MAIL.

NOMINATIONS REVIEWED AND RANKED BY: _____

DETACHMENT OR DEPARTMENT: _____

NOMINEES	RANKING (#1 TO #X)
Nominee 1	
Nominee 2	
Nominee 3	
Nominee 4	
Nominee 5	
Nominee 6	

NOTE: IN THIS RANKING, YOUR TOP PICK IS **#1**, THEN RANK THE REMAINING NOMINEES FROM **2 TO X**. THE NOMINEE WITH THE **LOWEST** VOTE TALLY BE NOMINATED AS THE SOQ.

Comments (as desired):

LETTER OF COMMENDATION
EXAMPLE

This letter will be sent from the Commanding Officer to command SOQ and to all nominees who fail to select for command SOY.

Commanding Officer
Fleet Aviation Specialized Operational Training Group
United States Pacific Fleet

The Commanding Officer takes pleasure in commending

**FULL RATE / GRADE SPELLED OUT IN UPPER CASE
(WARFARE DESIGNATOR)
FULL NAME IN UPPER CASE
UNITED STATES NAVY / UNITED STATES MARINE CORPS**

For service as set forth in the following

CITATION:

For superior professional performance and leadership while assigned as _____ in Fleet Aviation Specialized Operational Training Group, Pacific Fleet from _____ to _____. Your outstanding professionalism, superior performance, and steadfast devotion to duty led to your selection as FASOTRAGRUPAC Sailor of the Quarter for (xth Quarter FY-yyyy / Year for FY-yyyy). Your selection from among a highly competitive group of outstanding professionals singles you out as the "Best of the Best" and is a true testament to your direct and substantial contributions to FASOTRAGRUPAC's mission. I take great pleasure in commending you for your dedication and hard work as a key member of the FASOTRAGRUPAC Team. WELL DONE!

I.M. COMMANDING
Captain
United States Navy

Enclosure (3)

Letter of Congratulations Format

EXAMPLE

This letter will be sent from the Commanding Officer to all nominees who fail to select for command SOQ.

FLEET AVIATION SPECIALIZED OPERATIONAL
TRAINING GROUP PACIFIC FLEET
BOX 357068
SAN DIEGO, CALIFORNIA 92135-7068

1650
Ser N00/

From: Commanding Officer, Fleet Aviation Specialized
Operational Training Group, Pacific Fleet
To: (Nominees Full Rate/Name)

Subj: LETTER OF CONGRATULATIONS

1. Your (Officer-in-Charge/Department Head) recently nominated you for FASOTRAGRUPAC Sailor of the Quarter for **xth** Quarter FY-YYYY.
2. Although you were not selected as Sailor of the Quarter for this period, your nomination is a great testament of your outstanding performance, dedication, knowledge, and support of our Navy Core Values. Your documented professionalism and devotion to duty have directly contributed to the successful completion of the command's mission in support of Naval Air Force, U.S. Pacific Fleet units.
3. I wish to congratulate you on your superb performance and express my sincere appreciation for a job "WELL DONE". It is a pleasure to have a professional, dedicated Sailor of your high caliber in my command.

I. M. COMMANDING

Enclosure (4)