



DEPARTMENT OF THE NAVY

NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-2845

NTCGLAKESINST 1700.12B
00E
13 Nov 00

NTC GREAT LAKES (SIMPLEX) INSTRUCTION 1700.12B

From: Commander, Naval Training Center, Great Lakes

Subj: NAVAL TRAINING CENTER (SIMPLEX) JUNIOR/SENIOR SAILOR OF
THE QUARTER/YEAR PROGRAM

Ref: (a) NTCGLAKESINST 1700.11

Encl: (1) Sailor of Quarter Nomination Format
(2) Sailor of Year Nomination Format
(3) Nominee Ranking Form
(4) NAVSO 5724/1 (Rev 8-88) - Hometown News Release Form

1. Purpose. To provide eligibility criteria and organizational responsibilities for the NTC (Simplex) Junior/Senior Sailor of the Quarter/Year programs.

2. Cancellation. NTCGLAKESINST 1700.12A. This instruction has been substantially revised and should be reviewed in its entirety.

3. Discussion. The JSOQ/SOQ and JSOY/SOY programs recognize the very best all around Sailors from all eligible paygrades. Sustained superior performance, leadership, self-improvement, command/community involvement, self-expression and appearance are all key facets of the best all around Sailors. The Chief of Staff, Operations, Naval Training Center will select the NTC (Simplex) Junior and Senior Sailor of the Quarter in January, April, July, and October for the calendar year. The Junior/Senior SOY will normally be selected in February.

4. Eligibility. This program is open to all permanently assigned active duty personnel (including Training and Administration of Reserve (TAR) and Selected Reserve (SELRES)) assigned to NTC (Simplex) including the Navy Band and EEAP. The Junior SOQ will be selected from nominated E-1 through E-4 personnel. The Senior SOQ will be selected from nominated E-5

and E-6 personnel. Personnel who have been selected for E-7 or a commissioning program are ineligible. Personnel who competed at the E-1 through E-4 level for JSOQ then are selected to E-5 during the year are still eligible for competition for JSOY. Individuals selected as NTC (Simplex) JSOY/SOY are ineligible for the following year's competition in the same category. However, if an individual has been promoted from E-4 to E-5 then they are eligible to compete at the next level for the following year. EXAMPLE: A Sailor selected as JSOY (E-4) promoted to E-5 during the year may compete in SOY competition. The following requirements must be met:

- a. Must have a minimum of six months time on station.
- b. Have no record of non-judicial punishment/courts-martial within the past year.
- c. Have a record of outstanding performance of military duties as reflected by evaluation (most recent) with no less than 3.0 mark in any category.
- d. Maintain exceptional military appearance and bearing including having successfully completed latest PRT cycle.
- e. All nominees will be interviewed by a command selection board as part of the selection process.

5. Action

a. Chief of Staff, Operations, Naval Training Center, Great Lakes shall:

(1) Establish a selection board for JSOQ and JSOY to convene as requested by the Chairperson. A selected First Class Petty Officer will serve as Chairperson.

(2) Establish a selection board for SOQ and SOY to convene as requested by the Chairperson. NTC (Simplex) Command Master Chief (CMC) will serve as Chairperson. The board will review packages, interview each candidate, rank the candidates and then make a recommendation to Chief of Staff, Base Operations, Naval Training Center for selection.

b. NTC (Simplex) Command Master Chief will:

(1) Coordinate the NTC (Simplex) SOQ/SOY programs.

(2) Serve as Command Selection Board Chairman for both NTC (Simplex) SOQ/SOY Selection Board. Membership will consist of four Chief Petty Officers including one from the nominated Sailor's chain-of-command. Board members will be nominated by the CMC to include one CPO from the nominated Sailor's chain-of-command.

(3) Provide the recommendations of the Selection Board to Chief of Staff, Operations via Assistant Chief of Staff, Operations for approval.

(4) Promulgate due dates for nomination package submission, pre-board screen, interview schedule and board convening date.

(5) Schedule and coordinate the NTC (Simplex) quarterly/yearly awards presentation ceremonies.

(6) Designate Chairperson of the NTC (Simplex) JSOQ/JSOY Board.

(7) Provide guidance and advice to Chairperson and Selection Board members of the JSOQ/JSOY programs to ensure continuity.

(8) Ensure expeditious input of publicity material on the NTC (Simplex) Junior/Senior SOQ/SOY selectees to the Great Lakes Bulletin and Fleet Hometown News system.

c. Chairperson of Junior Sailor of the Quarter/Year Board will:

(1) Coordinate the NTC (Simplex) JSOQ/JSOY programs.

(2) Convene and designate the NTC (Simplex) JSOQ/JSOY Selection Board as required. Membership will consist of four First Class Petty Officers including one from the nominated Sailor's chain-of-command.

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(3) Promulgate due dates for nomination package submission, pre-screen, pre-board screen, interview schedule and board convening date.

(4) Provide the recommendations of the Selection Board chairperson for approval via the NTC (Simplex) Command Master Chief and Chief of Staff, Operations.

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(5) Schedule and coordinate with NTC (Simplex) Command Master Chief, the NTC (Simplex) JSOQ/JSOY awards presentation ceremonies.

d. Department Leading Chief Petty Officers with the concurrence of their Department Head shall:

(1) Nominate one SOQ and one Junior SOQ candidate and a Junior Sailor and Sailor of the Year as forwarded by respective Sailor's supervisor in compliance with the format provided in enclosure (1) or (2) as appropriate.

(2) Ensure the signing and submission of the appropriate award for both SOY and SOQ for signature by Chief of Staff, Base Operations. The award recommendation will be in paper copy and also submitted on 3 1/2" diskette for both SOQ/SOY nominees.

(3) Ensure all nomination packages are submitted IAW enclosure (1) or (2), as appropriate.

e. Ranking will be accomplished utilizing enclosure (3). Criteria for consideration in selection includes:

(1) Review service records of all nominees.

(2) Conduct personal interviews with all nominees.

6. Recognition

a. The NTC (Simplex) Junior Sailor of the Quarter will be recognized through the following:

(1) Chief of Staff, Operations, Naval Training Center Great Lakes, Letter of Appreciation, designating the individual as the NTC (Simplex) Junior Sailor of the Quarter. **Award will be submitted as outlined in reference (a).**

(2) Engraved plaque, presented by Chief of Staff, Operations.

(3) One-day liberty pass to be utilized during tenure as JSOQ.

(4) Use of specified Recreational Services facilities/equipment during tenure.

(5) Photograph displayed on NTC headquarters building passageway.

(6) Publicity release to the Fleet Hometown News system and to the Great Lakes Bulletin utilizing the form provided in enclosure (4).

(7) Nomination to NTC (Complex) Junior Sailor of the Quarter competition.

b. The NTC (Simplex) Sailor of the Quarter will be recognized through the following:

(1) Chief of Staff, Operations, Naval Training Center Great Lakes, Letter of Commendation, designating the individual as the NTC (Simplex) SOQ. **Award will be submitted as outlined in reference (a).**

(2) Engraved plaque, presented by Chief of Staff, Operations.

(3) Two-day liberty pass to be utilized during tenure as SOQ.

(4) Use of specified Recreational Services facilities/equipment during tenure.

(5) Photograph displayed on NTC headquarters building passageway.

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(6) Publicity release to the Fleet Hometown News system and to the Great Lakes Bulletin.

(7) Nomination to NTC (Complex) SOQ competition.

c. NTC (Simplex) Sailor/Junior Sailor of the Year will be recognized through the following:

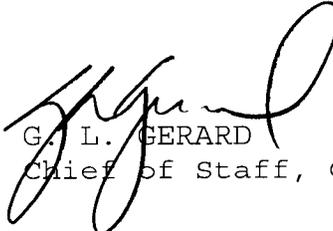
(1) Commander, Naval Training Center Great Lakes, Navy and Marine Corps Achievement Medal/Letter of Commendation, designating the individual as the NTC (Simplex) SOY/JSOY, respectively. **Award will be submitted as outlined in reference (a).**

(2) Three-day liberty pass to be utilized during tenure as SOY.

(3) Nomination to NTC (Complex) Sailor/Junior Sailor of the Year competition.

(4) All other items of recognition listed for SOQ/JSOQ will apply.

7. Forms. Forms for liberty periods will be generated locally.


G. L. GERARD
Chief of Staff, Operations

Distribution:
NTCGLAKESINST 5216.5M
List I

NTCGLAKESINST 1700.12B

Subj: SAILOR (OR JUNIOR SAILOR) OF THE QUARTER NOMINATION FOR THE PERIOD JAN THROUGH MAR 2000 ICO SAILOR, SAMPLE, T., QM2, 333-44-5555

f. Advancement history:

(1) E-3: 01 JUL 1989

(2) E-4: 01 JAN 1991

(3) E-5: 01 JUL 1993

g. Not currently selected (or Selected) for advancement.

h. Family members:

(1) Wife; Cynthia A. Sailor

(2) Son; Sample T. Sailor, Jr.

i. Not previously (or Previously) selected as Sailor (Junior Sailor) of the Month/Quarter/Year.

j. Brief synopsis of significant professional achievements which warrant selection:

(1) Petty Officer Sailor is an outstanding Sailor who performs his duties and responsibilities as a facility maintenance supervisor with zeal and enthusiasm. His eagerness to accomplish mission objectives is unmatched.

(2) Constantly under the scrutinizing eyes of recruits he leads by example with an impeccable uniform appearance. Timely and extremely reliable, I can count on PO Sailor to train, motivate and provide positive direction to the more than thirty recruits he supervises on a daily basis. The effectiveness of his leadership is evident by the timeliness, cleanliness and orderliness of his assigned spaces. When presented with challenges to overall mission accomplishment from customers with conflicting missions QM2 Sailor maintains a cool military bearing and works to successfully resolve the situation.

(3) Walked on water in heavy thunderstorms.

(4) Gathered food valued in excess of \$4,600.00 for the base-wide food drive.

Subj: SAILOR (OR JUNIOR SAILOR) OF THE QUARTER NOMINATION FOR THE PERIOD JAN THROUGH MAR 2000 ICO SAILOR, SAMPLE, T., QM2, 333-44-5555

(5) Produced a 100% retention rate as departmental career counselor by developing a greater awareness of Navy incentives through GMT.

(6) As departmental Navy Relief Representative, Petty Officer Sailor managed a 100% contact goal and obtained a \$95,000 contribution level. This is a new departmental record.

k. Personal Awards: Navy Achievement Medal (fourth award)
Good Conduct Medal (third award)

l. Community involvement: Donates over 10 hours per month in support of his community's Neighborhood Watch program.
Youth Soccer Coach and League organizer.

m. Educational Background:

(1) Received High School Diploma from: Navy High School, Annapolis, MD.

(2) Attended the following Navy schools:

a. AN/FN/SN General Skills Training, December 1998

b. QM "A" School

c. Command Financial School

d. Command Assessment Training

(3) Other self-study educational achievements attained while on active duty:

a. Completed 45 of 62 hours in pursuit of Associate Degree at local Stonewall College.

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Subj: SAILOR (OR JUNIOR SAILOR) OF THE QUARTER NOMINATION FOR
THE PERIOD JAN THROUGH MAR 2000 ICO SAILOR, SAMPLE, T.,
QM2, 333-44-5555

4. Your consideration for Petty Officer Sailor's selection as
Sailor of the Quarter is sincerely appreciated.

G. L. GERARD
Chief of Staff, Operations

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From: Chief of Staff, Operations
Naval Training Center, Great Lakes

To: Commander, Naval Training Center, Great Lakes

Subj: STATEMENT IN SUPPORT OF SAILOR OF THE QUARTER NOMINATION
IN THE CASE OF QM2 SHINY T. SAILOR, 333-44-5555

1. QM2 Sailor is a professional, apt, dedicated Sailor who exemplifies hard work and accomplishment. He stands above his second class peers as a model of what today's Sailor should be. Petty Officer Sailor has my strongest possible recommendation for selection as Commander, Naval Training Center Sailor of the Quarter.

G. L. GERARD
Chief of Staff, Operations

ENCL (1)

Quarter Master Second Class
SAMPLE T. SAILOR
UNITED STATES NAVY

Petty Officer Sailor is a graduate of Navy High School, Annapolis, MD. He joined the Navy on 01 July 1987.

He completed Recruit Training, Seaman Apprenticeship Training and Quarter Master A School at Service School Command, Great Lakes, IL.

His initial assignment in January 1988 was in USS SACRAMENTO (AOE-1), Bremerton, WA.

He transferred to Shore Intermediate Maintenance Activity, San Diego, CA in January of 1993. Here he served as Special Projects Leading Petty Officer.

Reporting for duty in USS CONSTELLATION (CV-64) in February of 1996 he performed as Leading Petty Officer until transferred.

He currently serves as Facilities Maintenance Supervisor for Naval Training Center (NTC), Great Lakes, IL.

His personal awards include the Navy Achievement Medal with three Gold stars and the Navy Good Conduct Medal with two Bronze stars.

He is married to the former Cynthia Army of Saratoga, Texas. They have one child; Sample, Jr.

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Subj: SAILOR (OR JUNIOR SAILOR) OF THE YEAR NOMINATION FOR
THE PERIOD JAN THROUGH DEC 2000 ICO SAILOR, SAMPLE, T.,
QM2, 333-44-5555

e. EAOS: 2001, OCT

f. Advancement history:
(1) E-3: 01 JUL 1989
(2) E-4: 01 JAN 1991
(3) E-5: 01 JUL 1993

g. Not currently selected (or Selected) for advancement.

h. Family members:
(1) Wife; Cynthia A. Sailor
(2) Son; Sample T. Sailor, Jr.

i. Not previously (or Previously) selected as Sailor
(Junior Sailor) of the Month/Quarter/Year.

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which warrant selection:

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Subj: SAILOR (OR JUNIOR SAILOR) OF THE YEAR NOMINATION FOR
THE PERIOD JAN THROUGH DEC 2000 ICO SAILOR, SAMPLE, T.,
QM2, 333-44-5555

(3) Walked on water in heavy thunderstorms.

(4) Gathered food valued in excess of 4,600 for the
base-wide food drive.

(5) Produced a 100% retention rate as departmental
career counselor by developing a greater awareness of Navy
incentives through GMT.

(6) As departmental Navy Relief Representative, Petty
Officer Sailor managed a 100% contact goal and obtained a
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l. Community involvement: Donates over 10 hours per month
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OOE

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THE PERIOD JAN THROUGH DEC 2000 ICO SAILOR, SAMPLE, T.,
QM2, 333-44-5555

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Chief of Staff, Operations

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Naval Training Center, Great Lakes

To: Commander, Naval Training Center, Great Lakes

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Name						
Service Record Review						
Military Bearing						
Military Appearance						
Command Involvement (Current)						
Community Involvement (Current)						
Personal Endorsement						
Education (Current)						
Civilian						
Military						
Correspondence						
Knowledge of Topics						
1						
2						
3						
4						
Expression						
Personal Awards						
Special Qualifications						
Total Points						
Comments:						

Assign a numerical grade to each candidate on a scale of 0-5 for each trait listed (0=poor; 1=fair; 2=average; 3=good; 4=superior; 5=outstanding)

Enclosure (3)

Fleet Home Town News Release Form

- 1. Instructions on Back.
- 2. Print in Ink or Type.
- 3. For Additional Remarks Use Block 23.

1. From: Command/Address			2. Command Releasing Authority Print Name Signature _____ Duty Phone _____			3. RUC/UIC/OPFAC			
Homeport/Base (not FPO etc.)			4. Circle Branch or Service Active - Reserve USN - USMC - USCG - USA - USAF			5. Date of Event MM/DD/YY			
6. Rank	7. Pay Grade	8. Date Entered Service MM/YY	9. Date Reported this Command	10. Sex M ___ F ___	11. Married Yes ___ No ___	12. Social Security Number			
13. Your First, Mi., Last Name				14. Spouse's Name (If Married)					
Your Living Parents/or if Guardians or other Relatives Show Relationship - If Military Include Rank/Service									
15. Your Father's First, Mi., Last Name			Address (Number and Street)				ZIP Code		
			City		State				
16. Your Mother's First, Mi., Last Name			Address (Number and Street)				ZIP Code		
			City		State				
17. Wife/Husband's Father's First, Mi., Last Name			Address (Number and Street)				ZIP Code		
			City		State				
18. Wife/Husband's Mother's First, Mi., Last Name			Address (Number and Street)				ZIP Code		
			City		State				
19. High School - Complete Name			Year Graduated	City	State	ZIP Code			
20. College/University/Complete Name			City	State	Type Degree/Year	FHTNC Use Only			
21. College/University/Complete Name			City	State	Type Degree/Year	FHTNC Use Only			
22. Duty to Which Assigned/Job Title - If Designated a Plane Captain, etc.--List Type Aircraft, Etc.									
23. Event-Check Appropriate Box or List Complete Details-Use extra Paper or attach copy of citation, etc.									
<input type="checkbox"/> Reported		<input type="checkbox"/> Promoted to Above Rank		<input type="checkbox"/> Meritoriously		<input type="checkbox"/> Medal/Award Attach Copy		<input type="checkbox"/> Reenlisted Years	<input type="checkbox"/> Retired Years
24. PRIVACY ACT STATEMENT - AUTHORITY: 5 U.S.C. 301, and 14 U.S.C. 93f and 10 U.S.C. 8012 and 8034, and EO 9397. PRINCIPAL PURPOSE: To prepare news stories and news releases for distribution and publication by civilian news media to recognize the achievements of sea service members. SSAN is used for positive identification. ROUTINE USE: Information may be disclosed to civilian news media representatives. Once published, information is considered "Public Domain." DISCLOSURE IS VOLUNTARY: Failure to provide the information may mean little or no public news release material can be produced, thus denying the individual public recognition for personal achievements.									
25. I certify that the above information is correct and I have no objection to its publication.									
Signature _____					Date _____				
For Reserve Use Only - See Instructions on Back									
26. Your Address (Number and Street)			City		State		ZIP Code		
27. Company Name			Address (Number and Street)				Position/Years with Company		
			City		State				ZIP Code
28. Company Publication			Address (Number and Street)				FHTNC Use Only		
			City		State				ZIP Code