



DEPARTMENT OF THE NAVY

NAVAL WEAPONS STATION YORKTOWN

P.O. DRAWER 160

YORKTOWN, VA 23691-0160

WPNSTA YORKTOWNINST 1650.1N

OOM

19 Nov 01

NAVAL WEAPONS STATION YORKTOWN INSTRUCTION 1650.1N

From: Commanding Officer, Naval Weapons Station Yorktown

Subj: NAVAL WEAPONS STATION YORKTOWN SAILOR AND JUNIOR SAILOR
OF THE QUARTER/SAILOR OF THE YEAR

Ref: (a) OPNAVINST 1700.10K
(b) OPNAVNOTE 1700

Encl: (1) Nomination for Sailor and Junior Sailor of the
Quarter/Sailor of the Year Board Memorandum
(2) Selection Memorandum
(3) Sailor of the Quarter Sample Letter of
Commendation
(4) Junior Sailor of the Quarter Sample Letter of
Commendation
(5) Sailor of the Year Sample Letter of Commendation

1. Purpose. To establish policy and prescribe procedures for the Naval Weapons Station Yorktown Sailor and Junior Sailor of the Quarter/Sailor of the Year Programs.

2. Cancellation. WPNSTA YORKTOWNINST 1650.1M

3. Background. It is necessary to emphasize pride and professionalism in the Navy and recognize and reward deserving personnel. This award is to recognize and reward the outstanding Sailor who works within the boundaries of Naval Weapons Station Yorktown (WPNSTA) and Cheatham Annex (CAX). These awards are solely a WPNSTA award and will not be forwarded to the WPNSTA Immediate Superior in Command (ISIC), Commander Navy Region Mid-Atlantic, for consideration of an award at the regional level. The process also provides a pool of candidates to consider for local area civilian awards which occur frequently.

4. Eligibility

a. WPNSTA Yorktown staff, all tenant commands, and all storefronts are eligible to submit nominees for this award.

b. Junior Sailor of the Quarter:

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(1) Pay grade: E-1/E-4

(2) Time on Station: Must have been on Station a minimum of the entire quarter for which the individual is being nominated.

(3) Disciplinary action: No non-judicial punishments (NJPs), courts-martial, or civil convictions during the previous 18 months.

(4) Fitness: Must meet the Navy's body fat requirements and have passed the latest physical readiness test (PRT).

c. Sailor of the Quarter:

(1) Pay grade: E-5/E-6

(2) Time on Station: Must have been on Station a minimum of the entire quarter for which the individual is being nominated.

(3) Disciplinary action: No NJPs, courts-martial, or civil convictions during the past 18 months.

(4) Fitness: Must meet the Navy's body fat requirements and have passed the latest PRT.

d. Sailor of the Year:

(1) Pay grade: E-1/E-6

(2) Time on Station: Must have been on Station a minimum of the entire year.

(3) Disciplinary action: No NJPs, courts-martial, or civil convictions during the past 18 months.

(4) Fitness: Must meet the Navy's body fat requirements and have passed the latest PRT.

5. Time Frame. The Sailor/Junior Sailor of the Quarter and Sailor of the Year will be selected on calendar year basis.

a. Calendar year quarters:

- (1) First quarter - January/February/March
- (2) Second quarter - April/May/June
- (3) Third quarter - July/August/September
- (4) Fourth quarter - October/November/December

b. Nominations for the Sailor and Junior Sailor of the Quarter are due to the WPNSTA Command Master Chief by the last Friday of each quarter. The Selection Board will meet on the first Wednesday of the next quarter at WPNSTA Headquarters Building (Bldg 1959) in the Yorktown Room. Time of meeting will be 0900.

c. Nominations for the Sailor of the Year are due to the WPNSTA Command Master Chief by the first Friday of the new year following WPNSTA Christmas stand-down period. The Selection Board will meet the following Friday at the same time and location as Sailor of the Quarter meetings.

6. Nominations. Commands/units are to submit no more than one nomination for each award. All Sailor/Junior Sailor of the Quarter nominations are to be submitted in the format per enclosure (1). Nominations for Sailor of the Year should be prepared per references (a) and (b). Nominations should be based on job performance, watchstanding, military appearance, community involvement (on and off Station), and education (correspondence courses and off-duty education). Specific facts are important; generalities should be avoided.

7. Selection.

a. The Selection Board will consist of the WPNSTA Command Master Chief and the Command Master/Senior Chief or senior enlisted from each tenant and storefront command. Each board member will vote for three candidates as follows:

- (1) First place - five points.
- (2) Second place - three points.
- (3) Third place - one point.

b. The WPNSTA Command Master Chief will vote only in case of a tie.

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c. Nominees for Sailor of the Year will be present to be interviewed by the selection board. Uniform will be Service Dress Blues.

d. The WPNSTA Command Master Chief will submit the Selection Board's results to the Commanding Officer, Naval Weapons Station Yorktown via the WPNSTA Executive Officer, per enclosure (2).

e. The WPNSTA Command Master Chief will retain packages and use them to identify Sailors for local area civilian awards and recognition. The scoring from the selection boards will be retained and used for this purpose.

8. Awards.

a. Sailor and Junior Sailor of the Quarter Nominees: All receive a command coin except for individuals already in receipt of coin due to being previously nominated.

b. Sailor and Junior Sailor of the Quarter Selectees:

(1) Letter of Commendation from the Commanding Officer, Naval Weapons Station Yorktown per enclosures (3) and (4), respectively.

(2) Station Plaque.

(3) Write up and picture for the base newspaper, "The Booster." Write up and picture to be forwarded to the region newspaper.

(4) Three day/night Cheatham Annex Recreation Cabin Certificate.

(5) Congratulations message on base marquee.

c. Sailor of the Year:

(1) Letter of Commendation from the Commanding Officer, Naval Weapons Station Yorktown per enclosure (3).

(2) Station Plaque.

(3) Three day/night Cheatham Annex Recreation Cabin Certificate.

(4) Top choice for local civilian awards for the coming year.

(5) Congratulations message on base marquee.

(6) Write up and picture for the base newspaper, "The Booster." Write up and picture to be forwarded to the region newspaper.

d. Local Area Civilian Awards: Local organizations provide recognition.

9. Directive Review. The WPNSTA Command Master Chief is responsible for the annual review and update of this instruction.



K. L. SKUDIN

Distribution: (WPNSTA YORKTOWNINST 5216.2X)
List I, II, III (Case A)

1650
Orig Code
Date

MEMORANDUM

From:

To: Chairperson, Sailor of the Quarter/Year Board

Subj: NOMINATION FOR SAILOR AND JUNIOR SAILOR OF THE QUARTER/
SAILOR OF THE YEAR

Ref: (a) WPNSTA YORKTOWNINST 1650.1N

1. Per reference (a), (nominee's name) is nominated as the (name of command/storefront) candidate for Naval Weapons Station Yorktown Sailor and Junior Sailor of the Quarter/Sailor of the Year.

2. The following pertinent data is submitted for consideration:

- a. Time in service:
- b. Time in rate:
- c. Date Reported:
- d. Job/Position Title:
- e. Married: (yes/no) if yes number of children.
- f. Advancement eligibility:
- g. Special qualifications and collateral duties:
- h. PRD:
- i. Leadership:
- j. Community Involvement:
- k. Education:
- l. PRT: (Pass/Fail/Medical Waiver)

3. Justification: (Evaluation Format)

4. Awards:

(Signature)

1650
OOM

MEMORANDUM

From: Command Master Chief
To: Commanding Officer
Via: Executive Officer

Subj: SAILOR AND JUNIOR SAILOR OF THE QUARTER/SAILOR OF THE
YEAR BOARD

1. The Sailor and Junior Sailor of the Quarter/Sailor of the Year Board met on (date) at the WPNSTA Yorktown Headquarters, Bldg. 1959, Yorktown Room to interview nominees and review packages to select the Sailor and Junior Sailor of the Quarter for (month) through (month and year)/Sailor of the Year for (year).

2. The results of the Board in the order of selection are as follows:

SAILOR OF THE QUARTER

<u>NAME</u>	<u>RATE</u>	<u>COMMAND/STOREFRONT</u>
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JUNIOR SAILOR OF THE QUARTER

<u>NAME</u>	<u>RATE</u>	<u>COMMAND/STOREFRONT</u>
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SAILOR OF THE YEAR

<u>NAME</u>	<u>RATE</u>	<u>COMMAND/STOREFRONT</u>
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Very respectfully,

(Signature)

Enclosure (2)

COMMANDING OFFICER

NAVAL WEAPONS STATION YORKTOWN

TAKES GREAT PLEASURE IN COMMENDING

(GUNNER'S MATE SECOND CLASS JACK E. TAR)

UNITED STATES NAVY

for services as set forth in the following
CITATION:

Your selection as "Sailor of the Quarter" for the (first, second, third, or fourth) Quarter of Fiscal Year (date) provides recognition for your outstanding technical competence, military behavior, and positive "can-do" attitude. You successfully competed with the very best of your contemporaries throughout the Naval Weapons Station Yorktown and have been judged as the individual who best reflects, on a daily basis, all those desirable attributes.

In your primary role as (job title), you consistently displayed the natural leadership qualities, superior technical competence, and abundant personal enthusiasm that are essential in "OUR NAVY" today. It is only through your devotion to duty, attention to detail, and enthusiastic response to every challenge that this high level of achievement is obtained. You contributed significantly to the mission of this Command and to the United States Navy. Your unsurpassed military behavior, exceptional standards of appearance, respect for authority, and Command loyalty have not gone unnoticed and have generated respect, confidence, and enthusiasm among all your shipmates.

Your outstanding performance of duty is a credit to you and is in keeping with the highest traditions of the Naval Service. It gives me great pleasure to commend you for your selection as the Naval Weapons Station Yorktown "Sailor of the Quarter."
WELL DONE!

K. L. SKUDIN

Enclosure (3)

COMMANDING OFFICER

NAVAL WEAPONS STATION YORKTOWN

TAKES GREAT PLEASURE IN COMMENDING

(WEAPONS TECHNICIAN SEAMAN JEAN E. SEAMAN)

UNITED STATES NAVY

for services as set forth in the following
CITATION:

Your selection as "Junior Sailor of the Quarter" for the (first, second, third, or fourth) Quarter of Fiscal Year (year) provides recognition for your superb job performance, military behavior, and positive "can-do" attitude. You successfully competed with the very best of your contemporaries throughout the Naval Weapons Station Yorktown and have been judged as the individual who best reflects, on a daily basis, all those essential qualities.

Your superb performance of duty is a credit to you and is in keeping with the high traditions and standards of the Naval Service. It gives me great pleasure to commend you for your selection as the Naval Weapons Station Yorktown "Junior Sailor of the Quarter." WELL DONE!

K. L. SKUDIN

Enclosure (4)

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COMMANDING OFFICER

NAVAL WEAPONS STATION YORKTOWN

TAKES GREAT PLEASURE IN COMMENDING

(STOREKEEPER FIRST CLASS JAMES A. SAILOR)

UNITED STATES NAVY

for services as set forth in the following
CITATION:

Your selection as "Sailor of the Year" for (date) provides recognition for your outstanding technical competence, military behavior, and positive "can-do" attitude. You successfully competed with the very best of your contemporaries throughout the Naval Weapons Station Yorktown and have been judged as the individual who best reflects, on a daily basis, all those essential qualities.

Your outstanding performance of duty is a credit to yourself and the Naval Weapons Station Yorktown and is in keeping with the high traditions and standards of the Naval Service. It gives me great pleasure to commend you for your selection as the Naval Weapons Station Yorktown "Sailor of the Year." WELL DONE!

K. L. SKUDIN

Enclosure (5)