



DEPARTMENT OF THE NAVY
NAVAL DENTAL CENTER SOUTHWEST
2310 CRAVEN ST.
SAN DIEGO, CALIFORNIA 92136-5596

NDCSWINST 1650.1H
00CMC
28 January 1999

NAVDENCEN SOUTHWEST INSTRUCTION 1650.1H

Subj: COMMAND SAILOR OF THE QUARTER AND COMMAND SAILOR
OF THE YEAR

Encl: (1) Information Sheet
(2) Proposed Citation for Senior Sailor of the Quarter
(3) Proposed Citation for Junior Sailor of the Quarter
(4) Proposed Letter of Appreciation
(5) Procedure for Selection of Sailor of the Quarter

1. Purpose. To publish procedures for nomination and selection of personnel for subject awards.
2. Cancellation. NAVDENCENSIEGOINST 1650.1G.
3. Information. The Navy has long recognized individuals who have exemplified unusual dedication to duty in the service of their country and concern for their shipmates. In keeping with this tradition, Naval Dental Center Southwest will select outstanding enlisted personnel (E-6 and below) as recipients of the subject awards. The following policies apply:
 - a. Nominees will be in pay grade E-6 and below.
 - b. One E-5 or E-6 will be selected as the Command Senior Sailor of the Quarter each quarter.
 - c. One E-4 or below will be selected as the Command Junior Sailor of the Quarter each quarter.
 - d. One E-5 or E-6 will be selected each year as the Command Sailor of the Year.
 - e. One E-4 or below will be selected each year as the Command Junior Sailor of the Year.
4. Branch Program. Branch dental clinics and Headquarters departments with sufficient numbers of enlisted personnel may establish a Dental Technician of the Quarter/Year Program. If established, the program should follow the general guidelines of this instruction. Branch Dental Technicians of the Quarter/Year are authorized a 72 hour special liberty.
5. General Guidelines
 - a. Submission of Nominations

(1) Department heads will submit nominations to the respective Director not later than the 31st of October for the Command Sailor of the Year and Junior Sailor of the Year. Directors will submit the name of only one person for each category to the Command Master Chief not later than the tenth day of the first month of each quarter and not later than the first of December, for Sailor of the Year and Junior Sailor of the Year. The writer's statements on enclosure (1) are extremely important as they provide the main source of information on which the selection committee bases their selection for the Senior Sailor of the Quarter, Junior Sailor of the Quarter, Sailor of the Year and Junior Sailor of the Year and Junior Sailor of the Year. A copy of page 13 or page service record four entries should be attached to show course completions and awards for Sailor of the Quarter and Junior Sailor of the Quarter. All significant page 13 entries and all page four entries should be submitted for Sailor of Year and Junior Sailor of the Year nominations.

(2) Reporting Officers should exercise a fine degree of selectivity in identifying only the highest quality, top-performing personnel.

(3) Reporting Officers are:

- | | |
|------------------------------------|----------------|
| (a) Director, Branch Dental Clinic | ASW |
| (b) Director, Branch Dental Clinic | MCRD |
| (c) Director, Branch Dental Clinic | NAS NI |
| (d) Director, Branch Dental Clinic | NAB |
| (e) Director, Branch Dental Clinic | NAVSTA |
| (f) Director, Branch Dental Clinic | El Centro/FISC |
| (g) Director, Branch Dental Clinic | Sub Base |
| (h) Director, Branch Dental Clinic | China Lake |
| (i) Director, Branch Dental Clinic | Point Mugu |
| (j) Director, Branch Dental Clinic | Port Hueneme |
| (k) Director, Branch Dental Clinic | Fallon |
| (l) Director, Branch Dental Clinic | Lemoore |
| (m) Director, Branch Dental Clinic | Monterey |

- (n) Director, Area Dental Laboratory Naval Station
- (o) Director, Dental Center Administration Headquarters

(4) Nomination and information sheet, enclosure (1), should be typed and contain outstanding achievements of the individual and should include contributions to both the command and to the civilian community. Supporting documentation may be attached to the nomination, if applicable. Documentation for **Sailor of the Quarter should be limited to the particular quarter the individual is being nominated for.** Sailor of the Year and Junior Sailor of the Year information shall be for the entire fiscal year (01Oct-31Sep). If an individual is a prosthetic laboratory technician and is nominated as a branch clinic nominee, that nominee will not compete for the ADL's SOQ nominee.

(5) Each nomination package submitted shall include a proposed citation prepared by the nominating officer or branch director. Enclosures (2) and (3) are provided as examples.

b. Selection Committee. The selection committee for Senior Sailor of the Quarter and Sailor of the Year shall consist of the Chairperson (Command Master Chief (CMC)) and voting members assigned by the CMC. The committee meets at the call of the Chairperson, evaluates nominees, and submits its recommendations to the Commanding Officer for approval. The selection committee for Junior Sailor of the Quarter shall be conducted by the First Class Petty Officer Association and be chaired by the President. The committee will be as directed by the President with a minimum of five members voting. The results will be forwarded to the Commanding Officer via the CMC and Executive Officer.

c. Notification of Award Winners. Award winners will be notified immediately after approval of the Commanding Officer.

6. Awards

a. Sailor of the Quarter

- (1) A Letter of Commendation.
- (2) Selectee's picture shall be displayed on Naval Dental Center's Quarterdeck and in each branch dental clinic.
- (3) A 96 hour special liberty,
- (4) A command plaque.
- (5) A reserved parking space at appropriate clinic.
- (6) Other honors deemed appropriate.

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b. Sailor of the Year

(1) Nomination for the Navy Achievement Medal .

(2) Selectee's picture shall be permanently displayed in Naval Dental Center Southwest, Headquarters. Additionally, a picture will be prominently displayed at all clinics.

(3) A 96 hour liberty.

(4) A command plaque.

(5) A reserved parking space at appropriate clinic.

(6) Nomination for the Commander, Naval Base San Diego Sailor of the Year.

(7) Other honors deemed appropriate.

c. Junior Sailor of the Year

(1) Nomination for the Navy Achievement Medal

(2) Selectee's picture shall be displayed in Naval Dental Center Southwest, Headquarters. Additionally, a picture will be displayed at all clinics.

(3) A 96 hour special liberty.

(4) A command plaque.

(5) A reserved parking spot at appropriate clinic.

(6) Other honors deemed appropriate.

d. All nominees for Senior Sailor of the Quarter/Junior Sailor of the Quarter and Junior/Senior Sailor of the year will receive:

(1) A Letter of Appreciation

(2) A 72 hour special liberty

7. Action

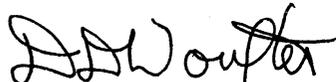
a. Responsible reporting officers in paragraph 5.a.(3) will ensure the timely submission of nominations as outlined in this instruction; negative reports are required.

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b. The Command Master Chief will be responsible for ensuring nomination packages are made available to the selection committee.

c. The selection committee will review the nominations of each candidate and make recommendations to the Commanding Officer.

d. The Command Master Chief will ensure letters and award recommendations are properly prepared and submitted, and coordinate the scheduling of appropriate ceremonies.


D. D. WOOFTER

Distribution:
List 1, Case 1, 2

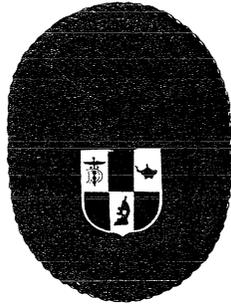
SAILOR OF THE YEAR & SAILOR OF THE QUARTER

1. First, MI Suffix)	2. Rate	3. Warfare Quals
4. Quarter <input type="checkbox"/> Second Quarter <input type="checkbox"/> Third Quarter <input type="checkbox"/> Fourth Quarter <input type="checkbox"/>		6. Date of Rate
5. Sailing Senior (Last, FI MI)		7. Date Reported
8. Period of the Year <input type="checkbox"/>		9. Physical Readiness
		10. Period Covering From: _____ To: _____
		12. Grade
Primary/ Collateral/ Watchstanding duties. (_____) (Enter Primary duty abbreviation in space above.)		

14. Awards, Qualifications, and Education (given during this quarter--S.O.Y.'s are exempted)

PERFORMANCE TRAITS	Standards	Bullet form justification for each standard checked
15. PROFESSIONAL KNOWLEDGE: Technical Knowledge and practical application.	<input type="checkbox"/> - Recognized expert, sought out by all for technical knowledge. <input type="checkbox"/> - Uses knowledge to solve complex technical problems. <input type="checkbox"/> - Meets advancement/PQS requirements early/ with distinction.	
16. QUALITY OF WORK: Standard of work; value of end product.	<input type="checkbox"/> - Needs no supervision. <input type="checkbox"/> - Always produces exceptional work. No rework required. <input type="checkbox"/> - Maximizes resources.	
17. MILITARY BEARING/ CHARACTER: Appearance, conduct, physical fitness, adherence to Navy Core Values.	<input type="checkbox"/> - Exemplary personal appearance. <input type="checkbox"/> - Model of conduct, on and off duty. <input type="checkbox"/> - Excellent or outstanding PRT. A leader in physical readiness. <input type="checkbox"/> - Exemplifies Navy Core Values.	
18. PERSONAL JOB ACCOMPLISHMENT/ INITIATIVE: Responsibility, quantity of work.	<input type="checkbox"/> - Energetic self-starter. Completes tasks or qualifications early, far better than expected. <input type="checkbox"/> - Plans/ prioritizes wisely and with exceptional foresight. <input type="checkbox"/> - Seeks extra responsibility and takes on the hardest jobs.	

Last, First, MI Suffix)		Rate	Warfare Quals
PERFORMANCE TRAITS	Standards	Bullet form justification for each standard checked	
19. TEAMWORK: Contributions to team building and team results.	<input type="checkbox"/> - Team builder, inspires cooperation and progress. <input type="checkbox"/> - Focuses goals and techniques for teams. <input type="checkbox"/> - The best at accepting and offering team direction.		
20. COMMUNITY INVOLVEMENT: Acknowledged through community affairs/events.	<input type="checkbox"/> - Recognized as a leader in the community. <input type="checkbox"/> - Inspirational in the planning and implementation of morale enhancing events. <input type="checkbox"/> - Sought out to represent the command in civic activities. <input type="checkbox"/> - Volunteers off-duty hours to assist in community events.		
21. LEADERSHIP: Number of personnel that member has direct influence over ().	<input type="checkbox"/> - Inspiring motivator and trainer, consistently builds winners. <input type="checkbox"/> - Superb organizer, great foresight, gets ahead of problems. <input type="checkbox"/> - Leadership achievements significantly further command mission. <input type="checkbox"/> - Perseveres through the toughest challenges and inspires others. <input type="checkbox"/> - Exceptional communicator. <input type="checkbox"/> - Makes subordinates safety-conscious, has top safety record.		
	23. Signature of Submitting Senior :	24. PROMOTION RECOMMENDATION: (From most recent evaluation) P () MP () EP ()	
25. NARRATIVE:			



The Commanding Officer, Naval Dental Center, Southwest takes pleasure in presenting a LETTER OF COMMENDATION to :

**DENTAL TECHNICIAN FIRST CLASS
JOE DON BAKER
UNITED STATES NAVY**

For services as set forth in the following

CITATION:

For professional achievement in the superior performance of your duties while serving as Leading Petty Officer, Headquarters, Material Management Department, Naval Dental Center, Southwest from 01 July 1998 to 31 September 1998. On selection as "Senior Sailor of the Quarter", I take pleasure in personally commending you for your outstanding performance. You demonstrated superb initiative and devotion to duty and commitment to the command and the community.

You can be proud of your contributions to this command, and the United States Navy. Again, I commend you for sustained superior performance and a job well done!

**SAN DIEGO
D. D. WOOFER
CAPTAIN, DENTAL CORPS
UNITED STATES NAVY
COMMANDING OFFICER**



The Commanding Officer, Naval Dental Center, Southwest takes pleasure in presenting a LETTER OF COMMENDATION to :

**DENTAL TECHNICIAN SECOND CLASS
JOE DON BAKER
UNITED STATES NAVY**

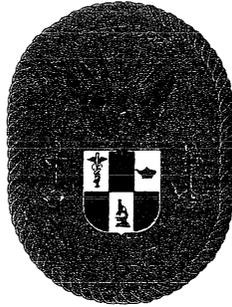
For services as set forth in the following

CITATION:

For professional achievement in the superior performance of your duties while serving as Leading Petty Officer, Headquarters, Material Management Department, Naval Dental Center, Southwest from 01 July 1998 to 31 September 1998. On selection as "Junior Sailor of the Quarter", I take pleasure in personally commending you for your outstanding performance. You demonstrated superb initiative and devotion to duty and commitment to the command and the community.

You can be proud of your contributions to this command, and the United States Navy. Again, I commend you for sustained superior performance and a job well done!

**SAN DIEGO
D. D. WOOFER
CAPTAIN, DENTAL CORPS
UNITED STATES NAVY
COMMANDING OFFICER**



**DENTAL TECHNICIAN THIRD CLASS
PATTI S. SMITH
UNITED STATES NAVY**

LETTER OF APPRECIATION

I take this opportunity to commend you for your nomination as Commanding Officer, Naval Dental Center Southwest Junior/Senior Sailor of the Quarter. Although not selected, you can be justifiably proud of your accomplishments. Among your accomplishments this quarter were:

Your professionalism and devotion to duty reflected great credit upon yourself and were in keeping with the highest traditions of the United States Naval Service. Congratulations on your highly deserved selection. Well Done!

**D. D. WOOFER
CAPTAIN, DENTAL CORPS
UNITED STATES NAVY
COMMANDING OFFICER**

Procedure for selection of Sailor of the Quarter

