SOQ/SOY GRADING SHEET

NOTE: Ensure a one year performance review and a two year sustained superior performance review are used.

BOARD MEMBER'S NAME (Printed):	BOARD MEMBER'S SIGNATURE:
SAILOR'S NAME:	COMMAND: FLELOGSUPPRON SIX FOUR (VR-64)

GRADING		
CATEGORIES	POINTS	REMARKS
A. PRIMARY RESPONSIBILITIES (Max points 20) - Depth of responsibilities (Job Scope) - Volunteering/Assuming additional Job duties - Major command watch stations		
B. JOB PERFORMANCE (Max points 20) - Sustained superior performance - Professional knowledge and rating expertise - Navy, command, mission impact		
C. LEADERSHIP (Max points 15) - Department LCPO, Division LCPO, WCS - Teamwork - Communication (Oral and/or written)		
D. COMMAND CLIMATE/SAILORIZATION (Max points 15) - Training, qualifying, advancing, retaining - Equal Opportunity - Camaraderie, esprit de corps		
E. MERITORIOUS ACHIEVEMENTS (Max points 10) - Navy Commendation Medal or higher - Navy Achievement Medal - Flag Letter of Commendation - Previous SOQ		
F. COLLATERAL DUTIES (Max points 10) - Command-wide collateral positions - Division or in-rate collateral positions - Comments that support performance duties		
G. EDUCATIONAL ACCOMPLISHMENTS (Max points 5) - Navy school completed or NEC obtained - College degree obtained - Correspondence or college courses		
H. PEER GROUP/COMMUNITY INVOLVEMENT (Max points 5) - Elected Official/member in peer group - Elected Official member civilian organizations - Participation in civic/community affairs		
I. PERSONAL APPEARANCE/MILITARY BEARING (Max points 25) - Uniform, ribbons, shoes, etc... - Grooming standards - Marching, hand salute, posture		
J. BOARDMANSHIP (Max points 25) - Sailor's Creed - Answers to questions, communication skills - Eye contact, comfort with board members		
TOTAL POINTS: (150 Max points)		

VR-64 1700/1 (Rev. 11/11)