



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U.S. MARINE CORPS FORCES, PACIFIC
BOX 555300
CAMP PENDLETON, CA 92055-5300

IN REPLY REFER TO:
IMEFO 1700.3A
CMDCM

09 MAY 2012

I MARINE EXPEDITIONARY FORCE ORDER 1700.3A

From: Commanding General, I Marine Expeditionary Force
To: Distribution List

Subj: SENIOR, JUNIOR, AND BLUE JACKET SAILOR OF THE QUARTER/YEAR (SOQ/SOY) PROGRAM

Ref: (a) OPNAVINST 1700.10L
(b) MARFORPACO 1700.8A
(c) COMPACFLTNOTE 1700

Encl: (1) Sample Nomination Format Requirements
(2) Nominating Command Cover Sheet
(3) OPNAV 1650/17 Grading Sheet

1. Situation. To provide guidelines and procedures for the SOQ/SOY program. This instruction has been completely revised and provides overarching guidance for all subordinate SOQ/SOY instructions.

2. Cancellation. IMEF Order 1700.2.

3. Mission. To recognize United States (U.S.) Navy personnel for performance of duty, which is noteworthy or commendable in nature.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Navy personnel have served in the Fleet Marine Force with distinction both during peace and war. Nomination and/or selection as "Senior, Junior, and Blue Jacket of the Quarter/Year," further highlights enduring attributes such as: leadership, character, integrity, influence and professionalism, which are the bedrock principles of the Navy and Marine Corps team's core values in building leadership and trust amongst each service member. The primary goal of the recognition is to acknowledge those individuals who have contributed significantly to the mission effectiveness of their unit while concurrently displaying the ethical framework of goodwill and ambassadorship. In addition to job performance, nominees shall be evaluated on the basis of their efforts toward self-improvement, leadership qualities, and potential. Nominees must have one or more outstanding attributes, and sustained superior performance throughout the quarter and the year.

(2) Concept of Operations. The SOQ will be selected by fiscal quarter and the SOY by fiscal year through nomination submissions of the I Marine Expeditionary Force Headquarters Group (I MHG), Major Subordinate Commands (MSCs), and the Marine Expeditionary Units (MEUs) to Commanding General (CG), I Marine Expeditionary Force (I MEF) via the Command Master Chief (CMDCM). Sailors in pay grades E6 will compete for Senior Sailor of the Quarter/Senior Sailor of the Year (SSOQ/SSOY); Sailors in pay grades E4

and E5 will compete for Junior Sailor of the Quarter/Junior Sailor of the Year (JSOQ/JSOY); Sailors in pay grades E3 and below will compete for Blue Jacket of the Quarter/Blue Jacket of the Year (BJOQ/BJOY).

b. Subordinate Element Missions. Comply with the intent and content of this Order.

c. Coordinating Instructions

(1) The I MEF Senior, Junior, and Blue Jacket of the Quarter boards will convene on the third Thursday of the month following the end of each fiscal-quarter. Submit nomination packages no later than the second Thursday of the month using Microsoft Word Document format and forward via electronic transmission to the office of the CMDCM. Nominees will report in person before the board in the appropriate uniform as designated by the board Chair.

(2) The SOQ/SOY board Chairperson is the I MEF CMDCM or an appointed designee by the incumbent. The following Senior Enlisted Leaders (SEL) are permanent members of the board:

- (a) 1st Marine Division CMDCM.
- (b) 1st Marine Logistics Group CMDCM.
- (c) 3d Marine Aircraft Wing CMDCM.
- (d) I MHG SEL.
- (e) 13th or 15th MEU SEL.

(3) I MHG, MSCs, and the MEUs will submit nomination packages and award recommendations in accordance with enclosures (2) and (3) to the Chairperson no later than one week prior to the board's convening date. Ensure packages meet the following minimum requirements:

(a) Nominees must be assigned to the Command Element I MEF, I MHG, MSCs or MEUs, including temporary additional duty personnel assigned for a minimum of 90 days when nominated/recommended.

(b) If being nominated for SSOQ/JSOQ/BJOQ, nominees must have served with I MEF for a minimum of 90 days.

(c) If eligible for promotion, First Class Petty Officers must be Chief Petty Officer board eligible, have not been selected for Chief Petty Officer, and have no record of non-judicial punishment, court-martial, documented adverse matters, or any other disciplinary action for the previous twelve months.

(d) If eligible for advancement, E5 and below nominees must have demonstrated a Pass but Not Advanced occupational proficiency on the previous Navy advancement exam, and have no record of non-judicial punishment, court-martial, documented adverse matters, or any other disciplinary action for the previous twelve months.

(e) Senior, Junior, and Blue Jacket of the Quarter/Year nominees must demonstrate tangible progress towards their Enlisted Fleet Marine Force Warfare designation.

(4) I MEF SSOY/JSOY/BJOQ boards will convene at a determined date assigned by the I MEF CMDCM that aligns with the convening dates for the Marine Forces Pacific (MARFORPAC) and Pacific Fleet SOY boards.

(a) Nominees will report in person before the board in the appropriate uniform as directed by the Chairperson. If nominee is unavailable, commands are encouraged to utilize teleconference and/or other audio-visual means to conduct the interview as practicality permits. As a final consideration, the board will review the candidate's nomination submission and the Chairperson will provide the board mitigating guidance to reconcile the candidate's inability to interview without being disadvantaged.

(b) To be eligible for SOY, the nominee must have served with I MEF at least 12 months, and must have been selected during one of the previous quarters.

5. Administration and Logistics

a. I MEF CMDMC.

(1) Preside as Chairperson of the I MEF Senior, Junior, and Blue Jacket of the Quarter/Year boards.

(2) Coordinate the I MEF Senior, Junior, and Blue Jacket of the Quarter/Year in collaboration with the I MEF Adjutant and SEL of the MSC's and I MHG.

(3) Publish board convening dates and uniform of the day for both nominees and board members.

(4) Convene, execute, and adjourn the SOQ/SOY board.

(5) The Chairperson will provide the CG, I MEF with a memorandum immediately after board adjournment that delineates candidates, board members, board rules, interview topics covered, and board selection recommendation for CG consideration and final disposition.

b. I MHG, MSCs and MEUs Commander's will publish local policies and ensure compliance with the intent of this Order.

c. Sailors selected as the I MEF Senior, Junior, Bluejacket of the Quarter/Year will be recognized with the following award:

(1) SSOQ.

(a) Navy/Marine Corps Achievement Medal.

(b) CG, I MEF Congratulatory Letter.

(2) JSOQ.

(a) Navy/Marine Corps Achievement Medal.

(b) CG, I MEF Congratulatory Letter.

(3) BJOQ.

(a) CG Certificate of Commendation

(b) CG, I MEF Congratulatory Letter.

(4) SSOY.

(a) Navy/Marine Corps Commendation medal (If not selected as MARFORPAC board).

(b) CG, MARFORPAC Congratulatory Letter.

(5) JSOY.

(a) Navy/Marine Corps Commendation Medal.

(b) CG, I MEF Congratulatory Letter.

(6) BJOY.

(a) Navy/Marine Corps Achievement Medal.

(b) CG, I MEF Congratulatory Letter.

6. Command and Signal

a. Signal. This Order is effective the date signed.

b. Command. This I MEF Order is applicable to the I MHG and MSCs within the MEF and is not applicable to reserve units.



R. F. CASTELLVI
Chief of Staff

DISTRIBUTION LIST: I, II

SAMPLE NOMINATION FORMATSSIC
Originator's Code
DateFrom:
To:
Via:Subj: 20__ SAILOR OF THE YEAR NOMINATION IN THE CASE OF (RATING, WARFARE,
LAST NAME, FIRST NAME, MIDDLE INITIAL)

Ref: (a) IMEFO 1700.3

- Encl: (1) Copies of last 5 years of performance evaluations
-
- (most recent first)
-
- (2) Personal Awards received during the nominative period
-
- (1 October to 30 September)
-
- (3) SOY nominee biography (one page narrative format, starting with
-
- date and place of birth, civilian schooling, military service,
-
- current assignment, personal awards, and medals)
-
- (4) Signed OPNAV 1650/3 Personal Award Recommendation for Navy and
-
- Marine Corps Commendation Medal (forwarded, including summary
-
- of action and completed unsigned citation)
-
- (5) Two 5x7 color glossy photographs, plain background, service dress
-
- blue uniform, uncovered (one full length front and one full length
-
- side view, both with name, rate, command, and date data boards)
-
- (6) Past 5 years of Physical Readiness Information Management System
-
- (PRIMS) on data sheet
-
- (7) Command cover sheet
-
- (8) OPNAV 1650/17 SOY Grading Sheet (completed by Command Master
-
- Chief)
-
- (9) Electronic copy of complete package on CD-ROM (MS Word version 95
-
- or higher for text and JPG format for glossy photos)

1. Per reference (a) (rating, warfare, last name, first name, middle
initial) is nominated as the 20__ Sailor of the Year.

2. Complete contact information of member nominated:

- a. Name: (Last, first, Middle Initial)
- b. Rate/Rank:
- c. Present Duty Station:
- d. Address: (Work) (Home)
- e. Telephone: (Work) (Home/Cell)
- f. Facsimile: (Work) (Home)
- g. E-mail Address: (Work) (Home)

Enclosure (1)

Subj: 20__SAILOR OF THE YEAR NOMINATION IN THE CASE OF (RATING, WARFARE,
LAST NAME, FIRST NAME, MIDDLE INITIAL)

3. If previously selected as Sailor of the Month or Quarter, list command, selection and period in chronological order:

(Command) (Month/Quarter) (YYMMDD - YYMMDD)

4. Reporting Senior's justification of nomination utilizing the following format (**limit to two typewritten pages**).

- a. Primary responsibilities
- b. Job performance
- c. Leadership
- d. Command climate/Sailorization
- e. Peer group and off-duty community involvement

5. Military decorations and awards (not unit awards). List in chronological order):

(Decoration/Award) (Command) (YYMMDD - YYMMDD)

6. List educational accomplishments.

a. Years of formal civilian schooling completed and any degree attained:

(Degree) (School) (YYMMDD)

b. Navy "A", "B", and/or "C" schools completed:

(School) (YYMMDD)

c. Other self-study educational achievement attained (include United States Armed Forces Institute (USAFI) courses, Defense Activity for Non-Traditional Education Support (DANTES courses, etc.). Do not include training courses required for advancement or annual general military training.

7. Reporting Senior's remarks (**limit to one typewritten page**).

(Signature)

("By direction" not authorized)

**FOR OFFICIAL USE ONLY
(WHEN FILLED IN)**

Nominating Command Cover Sheet

SOY Nominee

Name:

Rate:

Reporting Senior

Name:

Rank:

Title:

E-mail:

Phone Number:

Command Master Chief

Name:

Rate:

E-mail:

Phone Number:

Command

Full Name:

Message Plain Language Directory (PLAD):

SAILOR OF THE YEAR GRADING SHEET

NOTE: Ensure a one year performance review and a five year sustained superior performance review is completed.

BOARD MEMBER'S NAME (Printed):		BOARD MEMBER'S SIGNATURE:	
SAILOR'S NAME:		COMMAND:	
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			
<input type="button" value="Add Category"/>	<input type="button" value="Delete Category"/>	TOTAL POINTS: (150 Max points)	



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

OPNAVINST 1700.10L
N00D
23 JUN 2010

OPNAV INSTRUCTION 1700.10L

From: Chief of Naval Operations

Subj: SAILOR OF THE YEAR PROGRAM

Ref: (a) BUPERSINST 1430.16F

Encl: (1) Sample Nomination Format
(2) Command Cover Sheet

1. Purpose. To provide guidelines and procedures for the Sailor of the Year (SOY) Program. This instruction has been completely revised and provides overarching guidance for all subordinate SOY instructions; it should be reviewed in its entirety.
2. Cancellation. OPNAVINST 1700.10K.
3. Background. The Chief of Naval Operations (CNO) established the SOY Program to recognize one Sailor who represents the best of Navy by demonstrating both professional and personal dedication. In 1972, the SOY Program only recognized Atlantic and Pacific Fleet Sailors; however, in 1973, the program was expanded to recognize one outstanding Sailor to represent the many superior petty officers serving in shore establishments Navywide. In 1982, the program was further expanded to include the Navy Enlisted Reservist of the Year (inactive).
4. Discussion. The SOY Program recognizes Sailors who best represent the large number of superior dedicated professionals serving in a particular type of duty as assigned. The SOY candidate is typified by a history of sustained superior performance, command impact, mission contribution, proven leadership, dedication to self-improvement, outstanding professionalism, superior personal appearance; epitomizes the expectations of a first class petty officer and Navy core values, and shows the ability to exercise and lead as a chief petty officer following the chief petty officer mission, vision,

and guiding principles. When reviewing candidates for selection as SOY, additional consideration should be given to those individuals who have excelled in increasingly demanding, challenging, and unique assignments which typify naval service.

5. Eligibility

a. Sailors who have displayed sustained superior performance and meet the following criteria are eligible to compete for SOY:

- (1) Active component Sailors.
- (2) Reserve component Sailors serving as full-time support.
- (3) Reserve component Sailors serving as Selective Reserve (SELRES). SELRES Sailors serving on active duty for operational support will be considered with other personnel from their permanent reserve unit instead of the command to which they are assigned for temporary additional duty (TAD).
- (4) Sailors working outside of the traditional Navy chain of command (e.g., Joint commands, Federal agencies, etc.).

b. The following Sailors are ineligible to compete:

- (1) Sailors selected for advancement to chief or officer commissioning (unless formal declination has been approved).
- (2) Canvasser recruiters or support personnel eligible for Enlisted Recruiter of the Year.

6. Action. The competitive cycle will run from 1 October to 30 September every year (i.e., 1 October 2009 through 30 September 2010 will be the 2010 SOY cycle). All nominating commands shall ensure packages are in the format specified in enclosure (1). Packages will be submitted in hardcopy format and accompanied with an electronic copy of the complete package on compact disc-ready only memory (CD-ROM) (Microsoft (MS) Word version 95 or higher for text and JPG format for photos). Include in nomination package command cover sheet per enclosure (2).

a. Each SOY category coordinator will forward competition dates to the Office of the Master Chief Petty Officer of the Navy (MCPON) no later than 15 December each year.

b. Navywide, all commands selecting a SOY will have their selection boards completed and packages ready for submission to their respective force commander by 1 December each year to allow adequate time for subsequent levels of competition.

c. All TAD and travel requests for SOY nominees will be supported by the successive nominating command at each level of competition. Commands are encouraged to utilize video teleconference and or other technological means to conduct SOY candidate interviews as appropriate.

d. Each designated commander below will select a final Navy SOY and establish competition requirements through local notices:

(1) Atlantic Fleet SOY. Coordinated by U.S. Fleet Forces Fleet Master Chief and conducted with SOYs from all deployable forces within the Atlantic Fleet.

(2) Pacific Fleet SOY. Coordinated by Commander, U.S. Pacific Fleet Master Chief and conducted with SOYs from all deployable forces within the Pacific Fleet.

(3) Navy Reserve Force. Coordinated by the Navy Reserve Force Master Chief and conducted with SOYs from all Navy SELRES personnel in an active drill status.

(4) CNO Shore SOY. Coordinated by the Office of the Chief of Naval Operations (OPNAV) Command Master Chief and conducted with the selected shore (type 1 and type 6) SOYs from the following: Vice Chief of Naval Operations (VCNO) naval shore activities; U.S. Fleet Forces Command; U.S. Pacific Fleet; U.S. Naval Forces Europe; and Deputy Chief of Naval Operations, Manpower, Personnel, Training and Education (N1).

e. Commands desiring to nominate an individual who served during the majority of the competitive cycle (1 October to 30 September), but has since transferred, may nominate them for command SOY regardless of the type of duty category the candidate may be serving in at the time of nomination.

f. All SOY selection board chairs will ensure that the warfare communities of the SOY candidates are represented in the makeup of the selection board members.

g. Each SOY selection board will conduct a 1-year performance review and a 5-year sustained superior performance review to remain consistent with a chief petty officer selection board process, as the final candidates will be advanced to chief petty officer.

h. OPNAV 1650/17 Sailor of the Year Grading Sheet will be used at all levels of competition. The initial nominating command's command master chief will provide a completed OPNAV 1650/17 as an enclosure to the SOY nomination package.

7. Recognition. The four Navy SOYs will receive:

a. An engraved plaque.

b. Awards

(1) The awarding of the Navy and Marine Corps Commendation Medal is authorized for all Sailors who compete at the force level of competition and above. Presentation of award will be at the Sailor's final level of competition, or by the respective fleet or force commander for those Sailors that are to compete at either the VCNO or CNO levels of competition.

(2) All selected SOYs below the force level of competition will be awarded Navy and Marine Corps Achievement Medals by respective echelons.

c. Meritorious advancement to the next higher pay grade.

d. SOYs selected for advancement to chief petty officer will be assigned as students at the Senior Enlisted Academy (SEA) at the earliest opportunity following their advancement, either TAD if command supported or at first permanent change of station transfer. All SEA screening requirements must be met prior to attendance.

e. SOYs will be guaranteed a choice of coast assignment duty upon completion of their tour.

23 Jun 2010

f. Fleet and force master chiefs are encouraged to utilize their respective SOYs throughout the course of the year at events and functions that will facilitate their growth and development, as well as provide training and mentoring opportunities to junior Sailors. Funding for the SOYs attendance at these events is the responsibility of the applicable fleet or force command.

8. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy (SECNAV) Manual (M-15210.1 of November 2007.

9. Coordination. CNO coordinator for the SOY program is the MCPON, 2000 Navy Pentagon, 4E392, Washington, DC 20350-2000.

10. Forms and Reports Control

a. The following forms are available for download from Form Naval Forms OnLine
<https://navalforms.daps.dla.mil/web/public/home>.

(1) OPNAV 1650/3 Personal Award

(2) OPNAV 1650/17 Sailor of the Year Grading Sheet

b. Reports contained within this instruction are exempt from reports control per SECNAV M-5214.1 of December 2005.


M. E. FERGUSON III
Vice Admiral, U.S. Navy
Deputy Chief of Naval Operations
(Manpower, Personnel, Training
and Education)

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OPNAVINST 1700.10L
23 JUN 2010

SAMPLE NOMINATION FORMAT

SSIC
Originator's Code
Date

From:
To:
Via:

Subj: 20__ (FORCE) SAILOR OF THE YEAR NOMINATION IN THE CASE OF
(RATING, WARFARE, LAST NAME, FIRST NAME, MIDDLE INITIAL)

Ref: (a) OPNAVINST 1700.10L

- Encl:
- (1) Copies of last 5 years of performance evaluations (most recent first)
 - (2) Personal Awards received during the nominative period (1 October to 30 September)
 - (3) SOY nominee biography (one page narrative format, starting with date and place of birth, civilian schooling, military service, current assignment, personal awards, and medals)
 - (4) Signed OPNAV 1650/3 Personal Award Recommendation for Navy and Marine Corps Commendation Medal (forwarded, including summary of action and completed unsigned citation)
 - (5) Two 5x7 color glossy photographs, plain background, service dress blue uniform, uncovered, (one full-length front and one full-length side view, both with name, rate, command, date data boards)
 - (6) Past 5 years of Physical Readiness Information Management System (PRIMS) on PRIMS data sheet
 - (7) Command cover sheet
 - (8) OPNAV 1650/17 SOY Grading Sheet (completed by command master chief)
 - (9) Electronic copy of complete package on CD-ROM (MS Word version 95 or higher for text and JPG format for glossy photos)

1. Per reference (a) (rating, Warfare, last name, first name, middle initial) is nominated as the 20__ (Force) Sailor of the Year.

Enclosure (1)

Subj: 20__ (FORCE) SAILOR OF THE YEAR NOMINATION IN THE CASE OF
(RATING, WARFARE, LAST NAME, FIRST NAME, MIDDLE INITIAL)

2. Complete contact information of member nominated:

- a. Name: (Last, First, Middle Initial)
- b. Rate/Rank:
- c. Present Duty Station:
- d. Address: (Work) (Home)
- e. Telephone: (Work) (Home/Cell)
- f. Facsimile: (Work) (Home)
- g. E-mail Address: (Work) (Home)

3. If previously selected as Sailor of the Month or Quarter,
list command, selection and period in chronological order:

(Command) (Month/Quarter) (YYMMDD - YYMMDD)

4. Reporting Senior's justification of nomination utilizing the
following format (**limit to two typewritten pages**).

- a. Primary responsibilities
- b. Job performance
- c. Leadership
- d. Command climate/Sailorization
- e. Collateral duties
- f. Peer group and off-duty community involvement

5. Military decorations and awards (not unit awards). List in
chronological order):

(Decoration/Award) (Command) (YYMMDD - YYMMDD)

Subj: 20__ (FORCE) SAILOR OF THE YEAR NOMINATION IN THE CASE OF
(RATING, WARFARE, LAST NAME, FIRST NAME, MIDDLE INITIAL)

6. List educational accomplishments.

a. Years of formal civilian schooling completed and any degree attained:

(Degree) (School) (YYMMDD)

b. Navy "A," "B," "C," and or "F" schools completed:

(School) (YYMMDD)

c. Other self-study educational achievements attained (include United States Armed Forces Institute (USAFI) courses, Defense Activity for Non-Traditional Education Support (DANTE) courses, etc.). Do not include training courses required for advancement or annual general military training.

7. Reporting Senior's remarks (limit to one typewritten page).

(Signature)

("By direction" not authorized)

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(WHEN FILLED IN)**

Nominating Command Cover Sheet

SOY Nominee

Name:

Rate:

Reporting Senior

Name:

Rank:

Title:

E-mail:

Phone Number:

Command Master Chief

Name:

Rate:

E-mail:

Phone Number:

Command

Full Name:

Message PLAD:

SAMPLE