



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 1700.3B
CMDM
23 APR 2014

I MARINE EXPEDITIONARY FORCE ORDER 1700.3B

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 1700.8B
(c) COMPACFLTNOTE 1700

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

1. Purpose. 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 1700.3A.

3. Mission. In accordance with the references, identify, recognize, and reward those Sailors who distinguish themselves through exceptional performance of duty.

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. SOQ boards will be package reviews without an interview.

(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) MEU SEL

(3) I MHG, MSCs, and the MEUs will submit nomination packages and award recommendations in accordance with enclosures (2) through (4) 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.

(f) 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.

1. SOY packages for MEU Command Element (CE) Sailors will be submitted directly to the I MEF SOY board for boarding.

2. SOY packages for Sailors temporarily attached to the MEU must be submitted to parent unit for consideration.

5. Administration and Logistics

a. I MEF CMDCM

(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.



M. J. GOUGH
Chief of Staff

DISTRIBUTION LIST: I, II

SAMPLE NOMINATION FORMAT

SSIC
 Originator's Code
 Date

From:
 To:
 Via:

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

Ref: (a) IMEFO 1700.3B

- Encl:
- (1) Copies of last 5 years of performance evaluations
 (most recent first, 2 Year for SOQ)
 - (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 (4 years for SOQ)
 - (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__ I MEF Sailor of the Quarter/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__ I MEF SAILOR OF THE QUARTER/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

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

BLUE JACKET SAILOR OF THE YEAR NAVY AND MARINE CORPS ACHIEVEMENT MEDAL DRAFT

DEPARTMENT OF THE NAVY

THIS IS TO CERTIFY THAT

THE SECRETARY OF THE NAVY HAS AWARDED THE

NAVY AND MARINE CORPS ACHIEVEMENT MEDAL

TO

SEAMAN JOHN A. SAILOR
UNITED STATES NAVY

FOR

PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HIS DUTIES WHILE SERVING AS (BASIC JOB DESCRIPTION), MILITARY SUBORDINATE ELEMENT, MILITARY SUBORDINATE COMMAND, I MARINE EXPEDITIONARY FORCE, FROM MONTH 20XX TO MONTH 20XX. DURING THIS PERIOD, SEAMAN SAILOR'S PROFESSIONALISM RESULTED IN HIS SELECTION AS THE I MARINE EXPEDITIONARY FORCE BLUE JACKET SAILOR OF THE YEAR, FISCAL YEAR 20XX. COMPETING AGAINST SEVERAL OTHER SAILORS ELIGIBLE FOR THIS DISTINCTION, SEAMAN SAILOR DISPLAYED SUPERIOR ABILITY AND RELENTLESS DETERMINATION. HIS STANDARD OF DEPENDABILITY AND "CAN DO" SPIRIT ARE AN EXAMPLE FOR ALL MARINES AND SAILORS TO EMULATE. SEAMAN SAILOR'S INITIATIVE, PERSEVERANCE, AND TOTAL DEDICATION TO DUTY REFLECTED CREDIT UPON HIMSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

GIVEN THIS DAY OF

J. A. TOOLAN
LIEUTENANT GENERAL, U.S. MARINE CORPS
COMMANDING GENERAL
I MARINE EXPEDITIONARY FORCE

Enclosure (4)

BLUE JACKET SAILOR OF THE QUARTER CERTIFICATE OF COMMENDATION DRAFT

COMMANDING GENERAL
I MARINE EXPEDITIONARY FORCE

HOSPITALMAN JOHN A. SAILOR
UNITED STATES NAVY

OUTSTANDING ACHIEVEMENT IN THE PERFORMANCE OF HIS DUTIES AS (BASIC JOB DESCRIPTION), MILITARY SUBORDINATE ELEMENT, MILITARY SUBORDINATE COMMAND, I MARINE EXPEDITIONARY FORCE, FROM MONTH 20XX TO MONTH 20XX. DURING THIS PERIOD, HOSPITALMAN SAILOR PERFORMED HIS DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER. HIS REMARKABLE ACCOMPLISHMENTS THIS QUARTER CLEARLY SET HIM APART FROM HIS PEERS. AS A DIRECT RESULT OF HIS PROFESSIONAL DEMONOR AND UNTIRING DEVOTION TO DUTY, HOSPITALMAN SAILOR WAS SELECTED AS THE I MARINE EXPEDITIONARY FORCE "BLUE JACKET OF THE QUARTER" FOR THE XXX QUARTER, FISCAL YEAR 20XX. HIS STANDARD OF DEPENDABILITY AND "CAN DO" SPIRIT ARE AN EXAMPLE FOR ALL MARINES AND SAILORS TO EMULATE. HOSPITALMAN SAILOR'S INITIATIVE, PERSISTENCE, AND TOTAL DEDICATION TO DUTY REFLECTED CREDIT UPON HIMSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND UNITED STATES NAVAL SERVICE.

XX MONTH 20XX

JOHN A. TOOLAN
LIEUTENANT GENERAL, U.S. MARINE CORPS
COMMANDING GENERAL
I MARINE EXPEDITIONARY FORCE

Enclosure (4)

BLUE JACKET SAILOR OF THE QUARTER CERTIFICATE OF COMMENDATION DRAFT

COMMANDING GENERAL,
I MARINE EXPEDITIONARY FORCE

HOSPITALMAN JOHN A. SAILOR
UNITED STATES NAVY

OUTSTANDING ACHIEVEMENT IN THE PERFORMANCE OF HIS DUTIES AS (BASIC JOB DESCRIPTION), MILITARY SUBORDINATE ELEMENT, MILITARY SUBORDINATE COMMAND, I MARINE EXPEDITIONARY FORCE, FROM MONTH 20XX TO MONTH 20XX. DURING THIS PERIOD, HOSPITALMAN SAILOR PERFORMED HIS DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER. HIS REMARKABLE ACCOMPLISHMENTS THIS QUARTER CLEARLY SET HIM APART FROM HIS PEERS. AS A DIRECT RESULT OF HIS PROFESSIONAL DEMEANOR AND UNTIRING DEVOTION TO DUTY, HOSPITALMAN SAILOR WAS SELECTED AS THE I MARINE EXPEDITIONARY FORCE "BLUE JACKET OF THE QUARTER" FOR THE XXX QUARTER, FISCAL YEAR 20XX. HIS STANDARD OF DEPENDABILITY AND "CAN DO" SPIRIT ARE AN EXAMPLE FOR ALL MARINES AND SAILORS TO EMULATE. HOSPITALMAN SAILOR'S INITIATIVE, PERSISTENCE, AND TOTAL DEDICATION TO DUTY REFLECTED CREDIT UPON HIMSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND UNITED STATES NAVAL SERVICE.

XX MONTH 20XX

JOHN A. TOOLAN
LIEUTENANT GENERAL, U.S. MARINE CORPS
COMMANDING GENERAL,
I MARINE EXPEDITIONARY FORCE

Enclosure (4)