



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

I MEFO 1700.3D  
CMDCM

DEC 16 2015

I MARINE EXPEDITIONARY FORCE ORDER 1700.3D

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 Sailor of the Year Grading Sheet  
(4) SSOY/JSOY Award Template  
(5) BJOY Award Template

1. Situation. To provide guidelines and procedures for the I Marine Expeditionary Force (MEF) Sailor of the Quarter/Sailor of the Year (SOQ/SOY) program. This instruction has been completely revised and provides overarching guidance for all subordinate SOQ/SOY instructions.

2. Cancellation. I MEFO 1700.3C.

3. Mission. In accordance with (IAW) 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.

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(2) Concept of Operations. The SOY will be selected by fiscal year through nomination submissions by the I Marine Expeditionary Force Headquarters Group (MHG), Marine Expeditionary Units (MEUs), and the Major Subordinate Commands (MSCs) to the Commanding General (CG), I MEF via the I MEF Command Master Chief (CMDCM). Sailors in pay grades E6 will compete for Senior Sailor of the Year (SSOY); Sailors in pay grades E4 and E5 will compete for Junior Sailor of the Year (JSOY); Sailors in pay grades E3 and below will compete for Blue Jacket of the Year (BJSOY). SOQ boards will not be conducted at the MEF level. Each MSC and MEU will conduct SOQ boards IAW with the references and local policy.

b. Subordinate Element Missions

(1) I MEF CMDCM

(a) Preside as Chairperson of the I MEF SSOY, JSOY and BJOY boards.

(b) Coordinate the I MEF SSOY, JSOY and BJOY board in collaboration with the I MEF Adjutant and SEL of the MSC's and I MHG.

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

(d) Convene, execute and adjourn the SOY board.

(e) 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.

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

(3) Sailors selected as the I MEF SSOY, JSOY and BJOY will be recognized with the following award:

(a) SSOY

1. Navy/Marine Corps Commendation Medal (If not selected on the Marine Corps Forces, Pacific (MARFORPAC) board)).

2. Commander, MARFORPAC Congratulatory Letter.

(b) JSOY

1. Navy/Marine Corps Commendation Medal.

2. CG, I MEF Congratulatory Letter.

(c) BJOY

1. Navy/Marine Corps Achievement Medal.

2. CG, I MEF Congratulatory Letter.

c. Coordinating Instructions

(1) I MEF SSOY, JSOY and BJOY boards will convene on the second Thursday of November. Submit nomination packages no later than the first Thursday of the November using the format in enclosure (1) and forward via electronic transmission to the office of the I MEF CMDCM. Nominees will report in person before the board in the appropriate uniform as directed by the Chairperson. If nominee is unavailable, the Chairperson will provide the board mitigating guidance to reconcile the candidate's inability to interview without being disadvantaged.

(2) The 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

(3) MSCs/MEUs will submit nomination packages and award recommendations IAW enclosures (1) through (5) 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 CG, I MEF Command Element (CE), I MHG, MSCs or MEUs CE for a minimum of 12 months when nominated/recommended.

(b) 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 12 months.

(c) 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 12 months.

(d) SSOY, JSOY and BJOY nominees must demonstrate tangible progress towards their Enlisted Fleet Marine Force Warfare designation.

(e) Nominees must have no record of disciplinary action and/or derogatory counseling during the 12 months prior to nomination. Additionally, each nominee must have successfully completed and passed the previous two Physical Fitness Assessments (PFA) and be within Body Composition Assessment (BCA) standards.

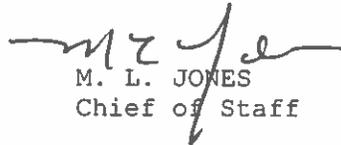
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(4) SOY packages for I MHG and MEU CE Sailors will be submitted directly to the I MHG SEL. The I MHG SEL will conduct a preliminary board to select the best candidate from the MHG and MEUs for final submission at the I MEF board. SOY packages for Sailors assigned to the MEU MSCs must be submitted via their parent unit for consideration of nomination.

5. Administration and Logistics. Distribution will be made by electronic copy to MSCs and I MEF Staff Principals.

6. Command and Signal

- a. Command. This Order is applicable to the I MEF Total Force.
- b. Signal. This Order is effective the date signed.

  
M. L. JONES  
Chief of Staff

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SAMPLE NOMINATION FORMAT REQUIREMENTS

**Unit letterhead**

SSIC  
Originator's Code  
Date

From:  
To:  
Via:

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

Ref: (a) I MEFO 1700.3\_

- Encl:
- (1) Copies of last 5 years of performance evaluations
  - (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 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)

Enclosure (1)

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

g. E-mail Address: (Work) (Home)

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

(Command) (Year/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)

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**Nominating Command Cover Sheet**

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

**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
<b>A. PRIMARY RESPONSIBILITIES <i>(Max points 20)</i></b> - Depth of responsibilities <i>(Job Scope)</i> - Volunteering/Assuming additional Job duties - Major command watch stations		
<b>B. JOB PERFORMANCE <i>(Max points 20)</i></b> - Sustained superior performance - Professional knowledge and rating expertise - Navy, command, mission impact		
<b>C. LEADERSHIP <i>(Max points 15)</i></b> - Department LCPO, Division LCPO WCS - Teamwork - Communication <i>(Oral and/or written)</i>		
<b>D. COMMAND CLIMATE/SAILORIZATION <i>(Max points 15)</i></b> - Training, qualifying, advancing retaining - Equal Opportunity - Camaraderie, esprit de corps		
<b>E. MERITORIOUS ACHIEVEMENTS <i>(Max points 10)</i></b> - Navy Commendation Medal or higher - Navy Achievement Medal - Flag Letter of Commendation - Previous SOQ		
<b>F. COLLATERAL DUTIES <i>(Max points 10)</i></b> - Command-wide collateral positions - Division or in-rate collateral positions - Comments that support performance duties		
<b>G. EDUCATIONAL ACCOMPLISHMENTS <i>(Max points 5)</i></b> - Navy school completed or NEC obtained - College degree obtained - Correspondence or college courses		
<b>H. PEER GROUP/COMMUNITY INVOLVEMENT <i>(Max points 5)</i></b> - Elected Official/member in peer group - Elected Official member civilian organizations - Participation in civic/community affairs		
<b>I. PERSONAL APPEARANCE/MILITARY BEARING <i>(Max points 25)</i></b> - Uniform, ribbons, shoes, etc - Grooming standards - Marching, hand salute, posture		
<b>J. BOARDMANSHIP <i>(Max points 25)</i></b> - Sailor's Creed - Answers to questions, communication skills - Eye contact, comfort with board members		
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 2px 5px; font-size: small;">Add Category</div> <div style="border: 1px solid black; padding: 2px 5px; font-size: small;">Delete Category</div> <div style="border: 1px solid black; padding: 2px 5px; font-size: small;">TOTAL POINTS: (150 Max points)</div> </div>		

# DEPARTMENT OF THE NAVY

THIS IS TO CERTIFY THAT  
THE SECRETARY OF THE NAVY HAS AWARDED THE

## NAVY AND MARINE CORPS COMMENDATION MEDAL

(GOLD STAR IN LIEU OF THE SECOND AWARD)

TO

PETTY OFFICER FIRST CLASS JOHN A. SAILOR  
UNITED STATES NAVY

FOR

MERITORIOUS 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, PETTY OFFICER SAILOR'S PROFESSIONALISM RESULTED IN HIS SELECTION AS THE I MARINE EXPEDITIONARY FORCE SENIOR/JUNIOR SAILOR OF THE YEAR, FISCAL YEAR 20XX. COMPETING AGAINST SEVERAL OTHER SAILORS ELIGIBLE FOR THIS DISTINCTION, PETTY OFFICER 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. PETTY OFFICER SAILOR'S NOTEWORTHY ACCOMPLISHMENTS, PERSEVERANCE, AND DEVOTION TO DUTY REFLECTED CREDIT UPON HIM AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

GIVEN THIS                      DAY OF

D. H. BERGER  
LIEUTENANT GENERAL, U.S. MARINE CORPS  
COMMANDING GENERAL  
I MARINE EXPEDITIONARY FORCE

