



## DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
NAVAL BASE SAN DIEGO  
3455 SENN ROAD  
SAN DIEGO, CALIFORNIA 92136-5084

NAVBASESANDIEGOINST 1650.1H  
N00MC

AUG 31 2010

### NAVBASE SAN DIEGO INSTRUCTION 1650.1H

Subj: NAVAL BASE SAILOR OF THE QUARTER (SOQ)

Encl: (1) Nomination for Naval Base Senior/Junior/Blue Jacket of  
the Quarter

(2) Naval Base San Diego SSOQ/SOQ/BJOQ Worksheet

1. Purpose. To provide appropriate recognition of outstanding enlisted personnel in pay grades E-1 through E-6 assigned to Naval Base San Diego (NBSD) through the SOQ Program.

2. Cancellation. NAVBASESANDIEGOINST 1650.1G. This is a complete revision and should be read in its entirety.

3. Pay grade categories. The NBSD SOQ shall be divided into three categories: E-1 through E-3, Blue Jacket of the Quarter (BJOQ); E-4 and E-5, Junior Sailor of the Quarter (JSOQ); and E-6, Senior Sailor of the Quarter (SSOQ).

#### 4. Eligibility prerequisites and selection criteria

a. Eligibility prerequisites. To provide well deserved recognition for enlisted staff personnel, the board shall select an outstanding Sailor quarterly from those who meet the following:

- (1) Pay grades E-1 through E-6
- (2) Onboard for at least six months
- (3) No civil or military offense within the proceeding 12 months (minor traffic violations excluded)

(4) Not selected in the past year for the same award

(5) Be permanently assigned to NBSD

b. Selection criteria. Criteria for selection will include:

- (1) Sustained Superior Performance
- (2) Demonstrated leadership
- (3) Readiness to accept responsibility

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- (4) Significant collateral duties
- (5) Initiative
- (6) Command/community involvement
- (7) Awards (within past six months)
- (8) Military bearing (PFA/appearance)
- (9) Military correspondence courses (excluding mandatory courses)
- (10) Off-duty education
- (11) Interview

5. Awards and Privileges. During the scheduled monthly Awards Ceremony, the NBSD BJOQ/JSOQ/SSOQ will be recognized.

a. Selectee for BJOQ will receive a BJOQ certification and the following recognition:

- (1) A 24-hour liberty pass (to be coordinated with Department Head).
- (2) Picture displayed on the quarterdeck building and other appropriate locations throughout NBSD.
- (3) Reserved parking space at the building assigned for duty (signs will be provided by the First Lieutenant Division).
- (4) News release in hometown newspaper coordinated by the Public Affairs Officer (PAO).
- (5) A one-month exemption from the watchbill (at selectee's option during the quarter).
- (6) Engraved NBSD plaque.
- (7) Head of the mess line privileges.

b. Selectee for JSOQ will receive a JSOQ certificate and the following recognition:

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- (1) A 48-hour liberty pass (to be coordinated with department head/staff assistant).
- (2) Picture displayed on the quarterdeck building and other appropriate locations throughout NBSD.
- (3) Reserved parking space at the building assigned for duty (signs will be provided by the First Lieutenant Division).
- (4) News release in hometown newspaper coordinated by the Public Affairs Officer (PAO).
- (5) Excused from watch bill for one month (at selectee's option during the quarter).
- (6) Engraved NBSD plaque.

c. Selectee for SSOQ will receive a SSOQ certificate and the following recognition:

- (1) A 72-hour liberty pass (to be coordinated with department head/staff assistant).
- (2) Picture displayed on the quarterdeck and other appropriate locations throughout NBSD.
- (3) Reserved parking space at the building assigned for duty (signs will be provided by the First Lieutenant Division).
- (4) News release in hometown newspaper.
- (5) Excused from watch bill for one month (at selectee's option during the quarter).
- (6) Engraved NBSD plaque.

6. Selection board SSOQ. The board shall meet at the request of the Chairman, approximately one week after the end of the quarter. The board shall interview each nominee in open session. All board members will vote, with the exception of the chairman, who will vote only in the event of a tie. All voting and discussion conducted in the closed session shall be strictly confidential. The board will scrutinize each nominee's service record prior to conducting the formal interview. After the board has selected the SSOQ, their recommendation shall be forwarded to the Commanding Officer (CO) via the Executive Officer (XO) for approval. The selection board shall be comprised of:

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- a. Chairman: Command Master Chief (CMC)
- b. Recorder: Command Career Counselor (CCC)
- c. One Master/Senior Chief/Chief from each department

7. Selection board JSOQ. The First Class Petty Officer Association (FCPOA) will meet at the request of the Chairman approximately one week after the end of the quarter. The board will initially interview each nominee in open session; thereafter, the board shall vote. Only in the event of a tie shall the Chairman vote. All voting and all discussion conducted in closed session shall remain confidential. After the FCPOA has selected the JSOQ, the board shall notify the CMC. The selection board will be comprised of:

- a. FCPOA President or Vice President (Chairman)
- b. First Class Petty Officer as a recorder
- c. One First Class Petty Officer from each department

8. Selection board BJOQ. The Future First Class Petty Officer Association (FFCPOA) will meet at the request of the Chairman approximately one week after the end of the quarter. The board will initially interview each nominee in open session; thereafter, the board shall vote. Only in the event of a tie shall the Chairman vote. All voting and all discussion conducted in closed session shall remain confidential. After the FFCPOA has selected the BJOQ, the board shall notify the CMC. The selection board will be comprised of:

- a. FFCPOA President or Vice President (Chairman)
- b. Second Class Petty Officer as a recorder
- c. One Second Class Petty Officer from each department

9. Action

a. Department heads may nominate one eligible individual each quarter as their candidate for each of the of the BJOQ, SOQ and SSOQ categories. Nominations must be submitted to the CMC no later than the date indicated in the following table.

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Quarter	Inclusive Dates	Date Package Due	SOQ Boards
Q1	1 OCT - 31 DEC	5 JAN	10 JAN
Q2	1 JAN - 31 MAR	5 APR	10 APR
Q3	1 APR - 30 JUN	5 JUL	10 JUL
Q4	1 JUL - 30 SEP	5 OCT	10 OCT

b. The CMC, FCPOA President, and FFCPOA President shall convene a board upon receipt of nominations for BJOQ, JSOQ, and SSOQ and publish a memorandum with pertinent facts. Upon selection of the individuals to be designated as BJOQ, JSOQ, FCPOA President, and FFCPOA President shall forward all information pertaining to the selectees to the CMC's Office.

c. The CMC's Assistant shall prepare the BJOQ, JSOQ and SSOQ certificates. The CO reserves the right to approve final results and to notify all Department Heads of selections. The BJOQ, JSOQ, and SSOQ shall be recognized by the CO in an appropriate ceremony. Additionally, an appropriately engraved plaque, PAO coverage, and certificates are prepared for the selectees.

  
R. L. WILLIAMSON

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NOMINATION FOR NAVAL BASE  
SENIOR SAILOR/JUNIOR SAILOR/BLUE JACKET OF THE QUARTER

Category: (BJOQ/JSOQ/SSOQ)

Quarter: (Q1, Q2, Q3, Q4)

(Rating/Rank)

(Warfare)

(Last, First, Middle)

Dept: \_\_\_\_\_

Date Reported: \_\_\_\_\_

Number of years on Active Duty \_\_\_\_\_

1. Primary Duty \_\_\_\_\_  
\_\_\_\_\_

2. Performance Traits

a. Overall Performance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Demonstrated Leadership: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. Readiness to Accept Responsibility: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d. Significant Collateral Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e. Initiative: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

f. IA Assignments (within last six months): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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g. Command/Community Involvement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

h. Awards (LOA, LOC, NAM, NCM within last six months): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

i. Military Bearing (PFA/Appearance): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

j. Off-Duty Education: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

k. Interview (department): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Remarks Relevant to Nomination: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Department Head)