



**DEPARTMENT OF THE NAVY**  
COMMANDING OFFICER  
NAS PENSACOLA  
190 RADFORD BLVD  
PENSACOLA, FLORIDA 32508-5217

IN REPLY REFER TO  
NASPNCLAINST 1650.2 *cc*  
Code N00F

SEP 09 2010

NASPNCLA INSTRUCTION 1650.2 *cc*

Subj: BLUE JACKET/JUNIOR SAILOR/SAILOR/SENIOR SAILOR OF THE QUARTER/YEAR  
(BJOQ, BJOY, JSOQ, JSOY, SOQ, SOY, SSOQ, SSOY)

Ref: (a) OPNAVINST 1700.10L  
(b) CNIINST 1700.1  
(c) CNRSENOTE 1700

Encl: (1) Nomination Sheet  
(2) Sample Letter of Nomination  
(3) Sample of Biography (SSOY)  
(4) Sample of Commanding Officer's Letter of Commendation  
(BJOQ/JSOQ/SOQ/SSOQ)  
(5) Sample of Commanding Officer's Navy and Marine Corps Achievement  
Medal (BJOY/JSOY/SOY/SSOY)  
(6) Grading Sheet OPNAVINST 1650/17  
(7) Sample SOY Nomination Format  
(8) Command Cover Sheet (SSOY)

1. Purpose. To establish procedures for quarterly and yearly nomination, selection, and official recognition of outstanding personnel as Blue Jacket of the Quarter (BJOQ), Blue Jacket of the Year (BJOY), Junior Sailor of the Quarter (JSOQ), Junior Sailor of the Year (JSOY), Sailor of the Quarter (SOQ), Sailor of the Year (SOY), Senior Sailor of the Quarter (SSOQ), and Senior Sailor of the Year (SSOY) per references (a), (b), and (c) and enclosures (1) through (8).

2. Cancellation. NASPNCLAINST 1650.1BB.

3. Discussion. The BJOQ, JSOQ, SOQ, SSOQ, BJOY, JSOY, SOY, and SSOY Programs throughout the Navy and on board NAS Pensacola are vital recognition tools that gain visibility and affect the morale of personnel within the command. Therefore, outstanding performance must be recognized and rewarded.

4. Eligibility. All military personnel in pay grades E-1 through E-3 are eligible to compete for BJOQ. All E-4 are eligible to compete for JSOQ, all E-5 personnel are eligible to compete for SOQ, and E-6 personnel are eligible to compete for SSOQ. Only one nominee per category, per Department, will be submitted. Personnel who have been selected in one category are not eligible for selection in the same category during that calendar year. Only military personnel who have been selected for one of the four Sailor's of the Quarters or are ranked number one in their peer group are eligible to compete for BJOY, JSOY, SOY, and SSOY. Frocked and Advanced personnel will compete in Frocked and Advanced pay grade for SOY. Eligibility to participate in the Navy-wide Shore Sailor of the Year is restricted to personnel in pay grade E-6 in accordance with reference (a). The following basic criteria are required for nomination:

a. Must have demonstrated excellent leadership, as well as technical proficiency commensurate with experience/pay grade.

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b. Service record must not reflect any nonjudicial punishment, courts martial, or civilian convictions other than minor traffic violations for the past 12 months.

c. Senior Sailors of the Quarter (SSOQ), Sailors of the Quarter (SOQ), Junior Sailors of the Quarter (JSOQ), and Blue Jackets of the Quarter (BJOQ) are automatic candidates for the SOY and BJOY Program; however, their packages using enclosures (2), (3), (5), (7), and (8) must be resubmitted to the Command Master Chief. Nominations for SSOY, SOY, JSOY, and BJOY must be submitted to the Command Master Chief prior to the end of the first full week in October of each year.

5. Criteria. Selection criteria shall be based solely on the Sailors' performance during the quarter/year nominated. All BJOY/JSOY/SOY/SSOY nominations are based on the Fiscal Year (1 October through 30 September).

6. Recognition

a. Recognition for BJOQ/JSOQ/SOQ/SSOQ selectees will include, but are not limited to, the following:

- (1) Letter of Commendation presented by the Commanding Officer.
- (2) 3-Day Special Liberty.
- (3) Command Plaque
- (4) Benefit Book provided by MWR.
- (5) Various awards made available by private community vendors.
- (6) Receive automatic consideration for the BJOY/JSOY/SOY/SSOY.

b. The BJOY/JSOY/SOY/SSOY recipient will be recognized by all of the above and shall include the following:

- (1) Commanding Officer's Navy and Marine Corps Achievement Medal.

**Note: SSOY -- Navy and Marine Corps Commendation Medal is only authorized for Sailors who compete at the force level of competition and above.**

- (2) 4-Day Special Liberty

c. All nominees for BJOQ/JSOQ/SOQ/SSOQ will receive an LOA from the Commanding Officer.

7. Action

a. Department Heads/Special Assistants having enlisted personnel eligible shall submit nominations for BJOQ/JSOQ/SOQ/SSOQ using enclosure (1), (2), and (4). All nominations must be submitted to the CMC's office, Building 624, prior to the last Friday of the month DEC, MAR, JUN, SEP, unless otherwise notified by the CMC. Negative reports are required.

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b. Department Heads/Special Assistants having enlisted personnel eligible shall submit nominations for BJOY/JSOY/SOY/SSOY using enclosures (2), (3), (5), (7), and (8). All nominations must be submitted to the Command Master Chief's office, Building 624, prior to the end of the first week in October, unless otherwise notified by the Command Master Chief. Negative reports are required.

c. Selection Boards

(1) The SSOQ and SSOY boards will consist of a Chairperson, normally the Command Master Chief, with LCPO's.

(2) The SOQ and SOY boards will consist of a Chairperson, normally the Department LCPO and 3 to 5 CPO's.

(3) The JSOQ and JSOY boards will consist of a Chairperson, normally a Chief Petty Officer and 3 to 5 CPO's.

(4) The BJOQ and BJOY will consist of a Chairperson, normally the SSOY and 3 to 5 First Class Petty Officers.

(5) Results of the Selection Boards will be reviewed by the Command Master Chief, Executive Officer, and approved by the Commanding Officer. Results will be forwarded to the selectee's Department and the award write-up will be sent to the Administration Department for preparation of appropriate award.

(6) Naval Air Station Pensacola's Sailor of the Year package will be prepared by his/her Department for CNRSE competition per reference (a) to include enclosures (2), (3), (5), (7), and (8) and forwarded to the Command Master Chief prior to the end of the first full week in October.

(7) Naval Air Station Pensacola Administration Department will prepare SSOY Package for forwarding to CNRSE prior to the end of October.

(8) Naval Air Station Pensacola Administration Department will set up appointments for photos of all winners.

(9) The Public Affairs Officer will publish an appropriate article with accompanying photograph in the Gosport.

(10) Quarterdeck will update all picture boards.

(11) The Command Master Chief's office will schedule awards ceremony and coordinate with CO/XO and Admin.

  
C. W. PLUMMER

Distribution:

B

(NASPNCLAINST 5216.1V)

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NOMINATION SHEET

(Date)

From: (Department Head/Special Assistant)  
To: Command Master Chief

Subj: BLUE JACKET/JUNIOR SAILOR/SAILOR/SENIOR SAILOR OF THE QUARTER/YEAR  
NOMINATION

Ref: (a) NASPNCLAINST 1650.1CC

Encl: (1) Letter of Commendation (BJOQ/JSOQ/SOQ/SSOQ)/Navy and Marine Corp  
Achievement Medal write-up (BJOY/JSOY/SOY/SSOY)

1. The following information is provided for the (appropriate Department)  
Blue Jacket/Junior Sailor/Sailor/Senior Sailor of the Quarter/Blue  
Jacket/Junior Sailor/Sailor/Senior Sailor of the Year:

a. Rate and Full Name: \_\_\_\_\_ SSN: \_\_\_\_\_

b. DOB: \_\_\_\_\_ Date Reported: \_\_\_\_\_ Warfare Designator: \_\_\_\_\_

c. Advancement History:

|             |             |
|-------------|-------------|
| E-1: (date) | E-4: (date) |
| E-2: (date) | E-5: (date) |
| E-3: (date) | E-6: (date) |

d. List of assigned duties: (Use bullet format.)

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e. Description of job performance/job scope during specified period:  
(Use bullet format.)

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f. Description of leadership traits displayed during specified period:  
(Use bullet format.)

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g. Initiative: (Use bullet format.)

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h. Collateral duties: (Use bullet format and indicate DEP/DIV/CMD level.)

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i. Community involvement/Volunteer service: (Use bullet format and indicate offices held.)

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j. Off-duty education: (Use bullet format and list all college and Navy courses and Navy schools attended during specified period.)

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k. Awards: (List all awards for specified period.)

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SAMPLE OF LETTER OF NOMINATION  
(For all nominations)

(Date)

From: Air Operations Officer, Naval Air Station Pensacola  
To: Command Master Chief, Naval Air Station Pensacola

Subj: BLUE JACKET/SAILOR/SENIOR SAILOR OF THE QUARTER/YEAR NOMINATION

1. Yeoman Third Class James K. Jones is hereby nominated for selection as Naval Air Station Pensacola's Blue Jacket/Sailor/Senior Sailor of the Quarter/Year.

2. From February 1996 until present, Petty Officer Jones has been assigned to Weapons Division, Air Operations Department, as Office Leading Yeoman. Petty Officer Jones is responsible for all incoming/outgoing correspondence, including typing, filing, researching, and proofing. His collateral duties consist of Divisional Mail Petty Officer, Physical Fitness Coordinator, and Morale, Welfare, and Recreation Petty Officer.

**NOTE: Description of performance and assigned duties as listed above should only include duties and achievements for the specified award period.**

3. Petty Officer Jones has my highest personal recommendation for selection as NAS Pensacola's Blue Jacket/Sailor/Senior Sailor of the Quarter/Year.

SIGNATURE

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SAMPLE OF BIOGRAPHY  
(SSOY Only)

YEOMAN THIRD CLASS  
JAMES K. JONES  
UNITED STATES NAVY

Petty Officer James K. Jones was born in Miami, Florida, on 26 August 1973. In June 1990, he graduated from Dade High School in Miami, Florida. He entered the Delayed Entry Program in March 1992 and enlisted in the U.S. Naval Service. He attended basic training at Recruit Training Command, Great Lakes, Illinois, in July 1992, and subsequently attended Yeoman Class "A" School in Meridian, Mississippi, where he graduated as an Honor Student.

In January 1993, Petty Officer Jones reported to Naval Weapons Station, Charleston, South Carolina, for his first tour of duty. **(In this paragraph, explain duties, collateral duties, advancements, all tours, special designations, all tours with dates, etc.)**

Petty Officer Jones has been awarded the **(list all awards)**. He also holds an Associate's Degree in Business Management from University of West Florida (only if the nominee is working towards a degree or has obtained one).

Petty Officer Jones is married to the former **(name)** from **(city, state)**. He has one child, James, Jr., 1 year old. He spends his off-duty hours **(hobbies, volunteer work, etc.)**.

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SAMPLE OF COMMANDING OFFICER'S LETTER OF COMMENDATION (LOC)  
(BJOQ/JSOQ/SOQ/SSOQ Only)

YEOMAN THIRD CLASS JAMES KENNETH JONES, UNITED STATES NAVY

Professional achievement in the superior performance of his duties while serving as Leading Yeoman, Weapons Division, Air Operations Department, Naval Air Station, Pensacola, Florida, from January 2007 to March 2008. Petty Officer Jones' expertise in preparing correspondence and maintaining local directives was instrumental in Weapons Division meeting mission objectives. His dynamic "can-do" attitude and attention to detail while reconstructing office files resulted in a more efficient, streamlined operation and led to his selection as (BJOQ/JSOQ/SOQ/SSOQ) for the \_\_\_\_\_ Quarter \_\_\_\_\_. Petty Officer Jones' managerial ability, personal initiative, and unwavering devotion to duty reflected credit upon himself and were in keeping with the highest traditions of the United States Naval Service.

For the Secretary of the Navy,

CO's Signature  
Captain, U.S. Navy  
Commanding Officer

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SAMPLE OF COMMANDING OFFICER'S NAVY AND MARINE CORPS ACHIEVEMENT MEDAL (NAM)  
(BJOY/JSOY/SOY/SSOY Only)

YEOMAN THIRD CLASS JAMES KENNETH JONES, UNITED STATES NAVY

Professional achievement in the superior performance of his duties while serving as Leading Yeoman, Weapons Division, Air Operations Department, Naval Air Station, Pensacola, Florida, from April 200 to July 2008. Petty Officer Jones' technical expertise in preparing correspondence and maintaining local directives has been instrumental in the Weapons Division meeting mission objectives. His dynamic "can-do" attitude and attention to detail while reconstructing office files resulted in a more efficient, streamlined operation and led to his selection as (BJOY/JSOY/SOY/SSOY) for (year). Petty Officer Jones' managerial ability, personal initiative, and unswerving devotion to duty reflected credit upon himself and were in keeping with the highest traditions of the United States Naval Service.

For the Secretary of the Navy,

CO's Signature  
Captain, U.S. Navy  
Commanding Officer

\*NOTE: Include completed OPNAV 1650/3

**SAILOR OF THE QUARTER/YEAR GRADING SHEET**

NOTE: Ensure a one year performance review and a five year sustained superior performance review is completed (SOY)

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

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SAMPLE SOY NOMINATION FORMAT

SSIC  
Originator's Code  
Date

From:  
To:  
Via:

Subj: 20\_\_\_\_COMMANDER, NAVY REGION SOUTHEAST SAILOR OF THE YEAR NOMINATION IN  
IN THE CASE OF (RATING, 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\_\_\_\_ Commander Navy Region Southeast 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)

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

Encl (7)

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Subj: 20 \_\_\_\_\_ COMMANDER, NAVY REGION SOUTHEAST SAILOR OF THE YEAR NOMINATION IN  
IN THE CASE OF (RATING, LAST NAME, FIRST NAME, MIDDLE INITIAL)

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)

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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FOR OFFICIAL USE ONLY  
(WHEN FILLED IN)

**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: