DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 1700.8A
28/CMC
5 JAN 2011

USNA INSTRUCTION 1700.8A

From: Superintendent, U.S. Naval Academy

Subj: SENIOR SAILOR OF THE QUARTER/YEAR, JUNIOR SAILOR OF THE QUARTER/YEAR, AND BLUEJACKET OF THE QUARTER/YEAR PROGRAM

Ref: (a) OPNAVINST 1700.15B

Encl: (1) Nomination Format for Senior/Junior/Bluejacket of the Quarter
(2) Nomination Format for Sailor of the Year
(3) Topics
(4) Evaluation Sheet
(5) Sample of Navy and Marine Corps Achievement Medal
(6) Sample of Flag Letter of Commendation

1. Purpose. To provide guidelines and procedures for the Senior Sailor of the Quarter (SSOQ), Junior Sailor of the Quarter (JSOQ), Bluejacket of the Quarter (BJOQ), Senior Sailor of the Year (SSOY), Junior Sailor of the Year (JSOY), and Bluejacket of the Year (BJOY) Programs.

2. Cancellation. USNA/AACINST 1700.8

3. Discussion. This program was established to recognize superior performance of enlisted personnel with emphasis on outstanding achievements, exemplary personal conduct, military bearing, and demonstrated initiative in the performance of duty.

4. Eligibility. This program is open to all Navy personnel in the paygrades of E-6 and below, including Active Duty, Full Time Support, Active Duty for Special Work, and Navy Reserve inactive duty personnel.

a. Sailors in the paygrade of E-6 will compete for SSOQ and SSOY, paygrades E-4 and E-5 will compete for JSOQ and JSOY, and paygrades E-1 to E-3 will compete for BJOQ and BJOY.

b. Nominees must have at least 90 days onboard to compete for SOQ and nine months for SOY, no record of disciplinary action and/or derogatory counseling during the past six months, must have successfully passed the most recent PFA cycle, and be within Navy height and weight standards.

5. Selection Criteria. The selection criteria should include but not be limited to the following demonstrated traits and qualifications during the nominative period:

a. Noteworthy achievements that contribute to the mission of the command.

b. Demonstrated sustained excellence in leadership, military bearing, and personal behavior.

c. Professional and technical proficiency.

d. Demonstrated motivation, pride, and patriotism.

e. Participation in community affairs or off-duty activities that enhance the Navy's image.

f. Awards, letters of commendation and/or appreciation, and acts of heroism.

g. Off-duty education, as well as professional education through Navy schools and correspondence courses.

h. Personal interview:

(1) Appearance
(2) Military Bearing
(3) Military Knowledge
(4) Demeanor/Attitude

6. Responsibilities

a. Command Master Chief (CMC). Responsible for the successful operation and integrity of this program. The CMC will select a Chief Petty Officer or Senior Chief Petty Officer to act as the SOQ/SOY Coordinator.

b. SOQ/SOY Coordinator. Responsible for the administration of the program. Duties include, but are not limited to:

(1) Solicit nominations and screen all nomination packages for completeness.
(2) Arrange a time and place to hold selection boards.
(3) Notify board members of meeting time and place.
(4) Coordinate recognition and awards ceremony for selected winners with CMC.

7. Nomination Procedures

a. Nominations from each department will be submitted by the Department LCPO's to the SOQ/SOY Coordinator. The nomination format is provided in enclosures (1), (2), (5), and (6) as applicable.

b. Nominations for SOQ/JSOQ/BJOQ must be submitted no later than the fifth work day of the month following the last day of the quarter (31 March, 30 June, 30 September, 31 December).

c. Nominations for SOY/JSOY/BJOY must be submitted no later than 15 January.

8. Selection Boards

a. The quarterly boards shall convene no later than the third week following the end of the quarter. The date for of the year board will be promulgated by the CMC in December of each year.

b. The SSOQ/JSOQ/SSOY/JSOY selection boards will consist of Gunnery Sergeants, Chief Petty Officers or Senior Chief Petty Officers. SSOY/JSOY will be chaired by the CMC or his absence, a Master Chief Petty Officer.

c. The BJOQ/BJOY selection board will consist of First Class Petty Officers from various departments. The BJOQ board will be chaired by the standing SOY (if SOY is unavailable the First Class Petty Officer Association President). The BJOY will be chaired by a Chief or above. The SOQ/SOY Coordinator will provide quality assurance for the board proceedings.

d. Each board member may ask one or two questions. Questions must be associated with the topics listed in enclosure (3). The same question must be asked of all candidates. Once the board has selected and collectively agreed upon questions, no other questions will be allowed.

e. Board members will use enclosure (4) to effectively evaluate each nominee.

f. The Chairperson of each board will be a non-voting member unless a tie-breaker vote is required.

g. The SOQ/SOY Coordinator will submit all results from the Chairpersons to the CMC. CMC will submit selection recommendations to the Superintendent for final approval. Upon approval from the Superintendent, the SOQ/SOY Coordinator will advise departmental LCPO's of the non-selects. The CMC will announce the winners.

9. Recognition

a. Announcements will be made no later than 10 working days after the selection board adjourns.

b. The SSOQ/JSOQ/BJOQ will receive the following:

(1) Flag Letter of Commendation from the Superintendent, Naval Academy.
(2) Command Plaque.
(3) At the discretion of the selectee's command/unit, a one, two, and three day special liberty pass.
(4) A Command Master Chief's coin for Excellence.

c. The SSOY/JSOY/BJOY will receive the following:

(1) Command Plaque.

(2) Senior. Nominated to compete in the Naval District Washington SOY competition which will include a nomination for a Navy and Marine Corps Commendation Medal. If not selected at a higher level of competition, nominee will be awarded the Navy and Marine Corps Achievement Medal from the Superintendent, Naval Academy.

(3) Junior. Awarded a Navy and Marine Corps Achievement Medal from the Superintendent, Naval Academy.

(4) Bluejacket. Awarded a Navy and Marine Corps Achievement Medal from the Superintendent, Naval Academy.

(5) Winners will also receive, at the discretion of the selectee's command/unit, a one, two, and three day special liberty pass and a Superintendent's coin for Excellence.

10. Action. Competition will take place quarterly and annually. All departments will adhere to the following guidance:

a. Implement procedures for screening and nominating candidates for this program.
b. Forward nomination packages to the SOQ/SOY Coordinator.

11. Review Responsibility. The SOQ/SOY Coordinator, in cooperation with the CMC, is responsible for reviewing this instruction annually.

/S/
S. S. VAHSEN
Chief of Staff

Distribution:
All Non Mids (electronically)

DD MMM YY

From: Department Head
To: Chairperson, Sailor of the Quarter Board

Subj: NOMINATION FOR SENIOR/JUNIOR/BLUEJACKET OF THE QUARTER ICO (RATE, (WARFARE) FIRST NAME, INITIAL, LAST NAME)

Ref: (a) OPNAVINST 1700.15B
(b) USNAINST 1700.8A

Encl: (1) Flag Letter of Commendation

1. Per references (a) and (b), (Rate (Warfare), Last Name) is nominated as USNA Sailor of the Quarter for the (1st, 2nd, 3rd, 4th) Quarter, CY-__.

2. Comments on specific attributes as demonstrated during this quarter and applicable to this nomination are as follows:

a. Responsibilities:

b. Performance:

c. Leadership:

d. Command climate/Sailorization:

e. Meritorious or commendatory achievements (awards received this period:

f. Collateral duties:

g. Educational accomplishments:

h. Participation in civic/community affairs:

3. Any other information to distinguish nominee from contemporaries:

J. B. DOE

5 JAN 2011
DD MMM YY

From: Department Head
To: Command Master Chief, U.S. Naval Academy

Subj: (YYYY) SAILOR OF THE YEAR NOMINATION ICO (RATE (WARFARE), FIRST NAME, INITIAL, LAST NAME)

Ref: (a) OPNAVINST 1700.15B
(b) USNAINST 1700.8A

Encl: (1) Information to Support Nomination
(2) Biography (Starting With Date and Place of Birth, Civilian Schooling, Military Service, Current Assignment, Personal Awards and Medals, Immediate Family Members, etc.)
(3) Personal Award Recommendation for Navy and Marine Corps Achievement Medal (OPNAV 1650/3)

1. Per reference (a) and (b), (Rate (Warfare), Last Name) is nominated for the (YYYY) Sailor of the Year.

2. Full name, address, and complete telephone number (work and home) of nominating command and service member:

3. The following information is provided:

a. Name: Last, First I.

b. Rate/Rank: SSN: XXX-XX-1234

c. Present Duty Station:

d. Address:

e. Telephone: (W) (H)

f. Facsimile: (W)

g. Email: (W)

4. The following additional information is provided:

a. Date of Birth: (YYMMDD)

b. Active Duty Service Date (ADSD): (YYMMDD)

c. Advancement history:

(1) E-3: (YYMMDD)

(2) E-4: (YYMMDD)

(3) E-5: (YYMMDD)

(4) E-6: (YYMMDD)

Subj: (YYYY) SAILOR OF THE YEAR NOMINATION ICO (RATE (WARFARE), FIRST NAME, INITIAL, LAST NAME)

d. Currently selected for advancement (if yes, date to be advanced):

(1) Yes/No - (YYMMDD)

f. Family Members: (list names, relationship, age, and dates of birth):

(1) (Name) (Relationship) (Age) (YYMMDD)

g. If previously selected as Sailor of the Month/Quarter/Year, give date(s):

(1) (Month/Quarter/Year) (YYMMDD)

h. Brief synopsis of significant professional achievements justifying selection (limit to three paragraphs and no subparagraphs):

i. Personal Awards (not unit awards):

(1) (Award) (Command) (YYMMDD)

j. Nominees off-duty community involvement:

k. Educational background:

5. Any other information to distinguish nominee from contemporaries (limit to two paragraphs):

J.B. DOE

TOPICS

1. The specific areas/questions listed below are suggested topics:

   a. Current Events:

      (1) World News
      (2) Sports

   b. Navy Programs/Resources:

      (1) Service Members Group Life Insurance/ Veterans Group Life Insurance (SGLI/VGLI)
      (2) PREVENT
      (3) Montgomery GI Bill
      (4) Physical Readiness
      (5) Bupers Online (BOL)
      (6) Personal Excellence Program
      (7) MYPAY
      (8) Sexual Assault and Violence Intervention (SAVI)
      (9) Command Management Equal Opportunity (CMEO)
      (10) Fleet and Family Support Center Programs

   c. Retention, Advancement & Career Incentives:

      (1) Navy Knowledge Online (NKO)
      (2) Off-duty education programs
      (3) Commissioning programs
      (4) Awards
      (5) Program Afloat for College Education (PACE)
      (6) Perform to Serve (PTS)
      (7) Career Reenlistment Objectives (CREO)
      (8) Selective Reenlistment Bonus (SRB)
      (9) Advancement Exam
      (10) Tuition Assistance (TA)
      (11) Survivor Benefit Plan (SBP)

   d. Uniform regulations

   e. Situational Analysis:

      (1) Service member drunk on duty or suspected drug case
      (2) By-pass chain of command
      (3) Poor work morale
      (4) Service member intelligent but won't produce
      (5) Lack of division cohesiveness
      (6) Sexual harassment
      (7) Suspected suicidal tendencies
      (8) Fraternization

   g. Naval History

   h. Chief of Naval Operations (CNO) Priorities

SAILOR OF THE QUARTER/YEAR EVALUATION SHEET

CANDIDATE _____

BOARD MEMBER _____

	POINTS	NOTES/COMMENTS
1. RESPONSIBILITIES (Max 10 pts)		
Volunteering/Assuming additional duties Depth of responsibilities (job scope) Number of Sailors/Civilians supervised	_____	_____
2. PERFORMANCE (Max 10 pts)		
Sustained Superior Performance Professional knowledge and expertise Physical Fitness Navy, command, mission impact	_____	_____
3. LEADERSHIP (Max 10 pts)		
Division LCPO, Division LPO, etc. Teamwork Communication (oral and/or written)	_____	_____
4. COMMAND CLIMATE/SAILORIZATION (Max 10 pts)		
Training, qualifying, advancing, retaining assigned Sailors Equal opportunity Camaraderie, esprit de corps	_____	_____
5. MERITORIOUS, COMMENDATORY ACHIEVEMENTS (Max 5 pts)		
Navy and Marine Corps Commendation Medal or higher Navy and Marine Corps Achievement Medal Letter of Commendation Previous SOQ/SOY	_____	_____
6. COLLATERAL DUTIES (Max 5 pts)		
Command-wide collateral positions Division or in-rate collateral positions Comments that support performance duties	_____	_____
7. EDUCATIONAL ACCOMPLISHMENTS (Max 5 pts)		
Navy school completed or NEC obtained College degree obtained Correspondence or college courses	_____	_____

SAILOR OF THE QUARTER/YEAR EVALUATION (CONTINUED SHEET)

	POINTS	NOTES/COMMENTS
8. COMMUNITY INVOLVEMENT (Max 5 pts)		
Elected Official, membership in peer group Elected Official, membership in civilian organizations Participation in civic/community affairs	_____	_____
9. INTERVIEW (Max 40 pts)		
Boardsmanship Appearance Military Bearing Attitude	_____	_____

TOTAL POINTS _____

(GOLD STAR IN LIEU OF SECOND AWARD)

TO

YEOMAN FIRST CLASS (SURFACE WARFARE)
JOHN B. DOE, UNITED STATES NAVY
FOR

PROFESSIONAL ACHIEVEMENT AS _____, FROM MONTH YEAR TO MONTH YEAR. PETTY OFFICER DOE...

HIS COMMITMENT TO EXCELLENCE RESULTED IN HIS SELECTION AS THE UNITED STATES NAVAL ACADEMY'S 20__ SAILOR OF THE YEAR. PETTY OFFICER DOE'S EXCEPTIONAL PROFESSIONALISM, UNRELENTING PERSEVERANCE, AND LOYAL DEVOTION TO DUTY REFLECTED CREDIT UPON HIM AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

GIVEN THIS (DAY) DAY OF (MONTH YEAR)

_____
SECRETARY OF THE NAVY
FOR THE

M.H. MILLER
Vice Admiral, U. S. Navy
Superintendent

The Superintendent of the United States Naval Academy takes pleasure in presenting a Letter of Commendation to

RATE (WARFARE)
FIRST NAME, M.I., LAST NAME
UNITED STATES NAVY

for services set forth in the following

CITATION:

"For superior performance in the execution of his/her duties as _____, _____ Department, United States Naval Academy, Annapolis, Maryland from _____ 20__ to _____ 20_. Petty Officer _____ performed his/her demanding duties in an exemplary and highly professional manner as attested by his/her selection as _____ Sailor of the Quarter, ___ quarter, 20__.

Petty Officer _____'s exceptional professional ability, initiative, and loyal dedication to duty reflected great credit upon him/her and were in keeping with the highest traditions of the United States Naval Service."

M. H. MILLER
Vice Admiral, U.S. Navy
Superintendent