USNA INSTRUCTION 1700.8D

From: Superintendent, U.S. Naval Academy


Ref: (a) OPNAVINST 1700.10 series
(b) 5 CFR 16-2635.204

Encl: (1) Sample Sailor of the Quarter Nomination
(2) Sailor of the Quarter Grading Sheet
(3) Sample Flag Letter of Commendation
(4) Sample Sailor of the Year Nomination
(5) Sailor of the Year Grading Sheet
(6) Sailor of the Year Command Cover Sheet
(7) Sample Personal Award Recommendation OPNAV 1650/3
(8) Sample Navy and Marine Corps Achievement Medal
(9) Sample Navy and Marine Corps Commendation Medal
(10) Topics for Selection Boards

1. Purpose. Per references (a) and (b), to provide guidelines and procedures for the Sailor of the Quarter (SOQ), Junior Sailor of the Quarter (JSOQ), Bluejacket of the Quarter (BJOQ), Sailor of the Year (SOY), Junior Sailor of the Year (JSOY), and Bluejacket of the Year (BJOY) programs at the U.S. Naval Academy (USNA).

2. Cancellation. USNAINST 1700.8C.

3. Applicability. This instruction applies to all USNA personnel.

4. Discussion. This program was established to recognize Sailors with a history of sustained superior performance, command impact, mission contribution, proven leadership, dedication to self-improvement, outstanding professionalism, and superior personal appearance.

5. Eligibility. This program is open to all Navy personnel in paygrades E-1 to E-6.
   a. Members in the paygrade of E-6 may compete for SOQ and SOY.
   b. All candidates for SOY must be selection board eligible.
   c. Members in the paygrade of E-5 may compete for JSOQ and JSOY.
d. Members in the paygrades of E-1 to E-4 may compete for BJOQ and BJOY.

e. Nominees must be onboard for at least 90 days at USNA to compete for quarterly boards and nine months for annual boards.

f. Nominees must not have received disciplinary action or negative counseling during the most recent six months.

g. Nominees must have successfully passed the most recent PFA cycle and be within Navy height and weight standards.

6. **Selection Criteria.** The selection board should consider, but is not limited to the following traits and qualifications during the nominative period:

   a. Noteworthy achievements that contribute to USNA’s mission.

   b. Sustained excellence in leadership, military bearing, and personal behavior.

   c. Professional and technical proficiency.

   d. Motivation, pride, and patriotism.

   e. Participation in community service or off-duty activities.

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

   g. Off-duty education as well as professional education through Navy schools and correspondence courses completed within the quarter/year being evaluated should be considered.

   h. Personal Interview:

      (1) Appearance

      (2) Military bearing

      (3) Military knowledge

      (4) Demeanor and attitude

7. **Responsibilities**

   a. **Command Master Chief (CMC).** Responsible for the successful operation and integrity of the 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 administering the program. Duties include:

1. Soliciting nominations and screening all nomination packages for completeness.
2. Arranging a time and place to hold selection boards.
3. Notifying board members of the meeting time and place.
4. Coordinating recognition and awards ceremony for selected winners with the CMC.

8. **Nomination Procedures**

   a. The competitive cycle will run from 1 October to 30 September every year. Nominations from each department will be submitted by the departmental leading chief petty officer (LCPO) to the SOQ/SOY Coordinator. The nomination formats are provided in enclosures (1) through (7).

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

   c. Nominations for SOY must be submitted no later than 15 March of the year following the nomination period. Example: If the nomination period is 1 October 2019 – 30 September 2020, the SOY nominations should be submitted NLT 15 March 2021.

   d. Nominations for JSOY and BJOY must be submitted no later than 15 October immediately following the nomination period. Example: If the nomination period is 1 October 2019 – 30 September 2020, the JSOY and BJOY nominations should be submitted by 15 October 2020.

9. **Selection Boards**

   a. Quarterly boards shall convene no later than the third week following the end of the quarter.

   b. The date for the SOY board will be promulgated by the CMC.

   c. JSOQ, BJOQ, JSOY, and BJOY boards will consist of first class petty officers from various departments and will be chaired by the First Class Petty Officer Association (FCPOA) President. BJOQ and JSOQ boards will occur one day prior to SOQ boards. The SOQ/SOY coordinator will attend all boards and assure the quality of board proceedings.

   d. SOQ boards will consist of chief petty officers or above from various departments to include NAPS and will be chaired by a CPO selected by the SOQ/SOY Coordinator. The SOQ/SOY coordinator will attend all boards and assure the quality of board proceedings.
e. SOY boards will be chaired by the CMC. In the absence of the CMC, the CMC will designate a master chief petty officer to chair the board. The board membership will consist of senior enlisted appointed by the CMC.

d. Each board member may ask one or two questions. Questions must be associated with the topics listed in enclosure (10), and the same question must be asked in the same manner 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 board results to the CMC, who will submit selection recommendations to the Superintendent for approval. Following approval, the SOQ/SOY Coordinator will advise departmental LCPOs of the non-selects.

10. Recognition

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

b. The SOQ/JSOQ/BJOQ will receive a Flag Letter of Commendation from the Superintendent and a command coin from the Command Master Chief.

c. The SOY/JSOY/BJOY will each receive a command coin. The JSOY and BJOY will receive a Navy and Marine Corps Achievement Medal from the Superintendent. The Sailor of the Year will be nominated to compete in the Enterprise Support Sailor of the Year Competition, which will include a nomination for the Navy and Marine Corps Commendation Medal. If not selected at a higher level of competition, the nominee will be awarded a Navy and Marine Corps Commendation Medal from the Superintendent.

11. Action. Competition will take place quarterly and annually. All departments will implement procedures for screening and nominating candidates for this program and forward nomination packages to the SOQ/SOY Coordinator.

12. Records Management

a. Records created as a result of this instruction regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at https://portal.secnv.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.
b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the USNA records manager or the DON/AA DRMD program office.

13. **Review and Effective Date.** Per OPNAVINST 5215.17A, the Command Master Chief will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.

[Signature]

J. S. BATES
Chief of Staff

**Releasability and distribution:** This instruction is cleared for public release and is available electronically only via USNA Issuances Web site, https://www.usna.edu/AdminSupport/Inst/index.php.
From: Department Head  
To: Chairperson, Sailor of the Quarter Board  

Subj: SAILOR/JUNIOR SAILOR/BLUEJACKET OF THE QUARTER NOMINATION FOR  
RATE(WARFARE) FIRST NAME M.I. LAST NAME  

Ref: (a) OPNAVINST 1700.10 series  
(b) USNAINST 1700.8D  

Encl: (1) Biography and photograph  
(2) Flag Letter of Commendation citation  

1. Per references (a) and (b), (Rate (Warfare), Last Name) is nominated as USNA’s Sailor of the Quarter, xth Quarter, FY-xx.  

2. Comments on specific attributes demonstrated during this quarter:  
   a. Responsibilities:  
   b. Performance and Physical Readiness Test/Physical Fitness Assessment:  
   c. Leadership:  
   d. Command climate and Sailorization:  
   e. Meritorious or commendatory achievements (awards received this period):  
   f. Collateral duties:  
   g. Educational accomplishments:  
   h. Participation in civic and community affairs:  

3. Any other information to distinguish nominee from contemporaries:  

   J. B. DOE
### SOQ Grading Sheet

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Enclosure (2)
The Superintendent of the United States Naval Academy takes pleasure in presenting a Letter of Commendation to

SEAMAN
JANE B. DOE
UNITED STATES NAVY

for service as set forth in the following

CITATION:

For superior performance in the execution of her duties while serving as Yard Patrol craft 706 crewmember, United States Naval Academy from October to December 2016. Seaman Doe performed her duties in an exemplary and highly professional manner as attested by her selection as Bluejacket of the Quarter, First Quarter, Fiscal Year 2017. Displaying exceptional skill and resourcefulness, she rapidly completed all basic in-rate and deck seamanship requirements and completed over 300 preventive maintenance checks on deck and damage control equipment, dramatically enhancing the overall material readiness of her craft. She provided damage control, line handling, and anchoring training for 80 midshipmen in support of more than 15 underway commitments on Yard Patrol craft 706. Seaman Doe’s exceptional professional ability, initiative, and loyal dedication to duty reflected credit upon her and were in keeping with the highest traditions of the United States Naval Service.

S. S. BUCK
Vice Admiral, U.S. Navy
Superintendent

Note: Flag Letter of Commendation shall be prepared in upper and lower case type in portrait mode and without the use of acronyms. No bold, italics or underline text. The font shall be Courier New, size 12, using full justification. The citation is limited to 23 typewritten lines, with the following margins: left margin 0.7 inch, right margin 0.5 inch, top margin 2 inch, bottom margin 1 inch.
From: Department Head
To: Superintendent, U.S. Naval Academy
Via: Command Master Chief, U.S. Naval Academy

Subj: 20__ (CATEGORY) SAILOR OF THE YEAR NOMINATION IN THE CASE OF
[RATING(WARFARE) LAST NAME, FIRST NAME MIDDLE INITIAL]

Ref: (a) OPNAVINST 1700.10P
     (b) USNAINST 1700.8D

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) Past 5 years of Physical Readiness Information Management System (PRIMS) on
         PRIMS data sheet
     (6) Last 5 years of exam profile sheets (as applicable)
     (7) Command cover sheet

1. Per references (a) and (b), [rating(warfare), last name), first name middle initial] is nominated
   as the 20__ (Category) Sailor of the Year.

2. Complete contact information of member nominated:
   a. Name: (last, first middle initial)
   b. Rate and rank:
   c. Present duty station:
   d. Address: (work) and (home)
   e. Telephone: (work) and (home or cell)
   f. E-mail: (work) and (home)
3. If previously selected as a 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 is limited to two typewritten pages and will utilize the BEST-QUALIFIED standards from the most recent CPO selection board precept and convening order (The example below is from the FY-19 CPO convening order).

   a. Scope and impact of leadership.
   b. Institutional and technical expertise.
   c. Special qualifications.
   d. Collateral duties
   e. History of assignments
   f. Education and professional development.

   (1) Years of formal civilian schooling completed and any degree attained:

       (Degree) (School) (YYMMDD)

   (2) Navy “A,” “B,” “C,” and or “F” Schools completed:

       (School) (YYMMDD)

   (2) Other self-study educational achievements attained (include United States Armed Forces Institute courses, Defense Activity for Non-Traditional Education Support courses, etc.). Do not include training courses required for advancement or annual general military training.

   g. Reporting Senior’s remarks (limit to one typewritten page).

       (Signature)
       (“By direction” not authorized)
# SAILOR OF THE YEAR GRADING SHEET

NOTE: Ensure a one year performance review and a five year sustained superior performance review is completed.

<table>
<thead>
<tr>
<th>BOARD MEMBER'S NAME (Printed):</th>
<th>BOARD MEMBER'S SIGNATURE:</th>
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<tbody>
<tr>
<td>SAILOR'S NAME:</td>
<td>COMMAND:</td>
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## GRADING CATEGORIES

### A. SCOPE AND IMPACT OF LEADERSHIP (Max points 50)
- Primary job and impact at command, area, and fleet
- Demonstrated skill in enhancing teamwork and individual performance
- Unit warfighting readiness and accomplishments (Battle E, INSURV, etc.)
- Timed served as LCPO/LPO
- Successful management of major collateral duties

### B. INSTITUTIONAL AND TECHNICAL EXPERTISE (Max points 50)
- Level of rating knowledge. (Inspection scores)
- Exam profile sheet review
- Completion of required and recommended institutional and technical training curriculums
- Sustained superior performance duration and performance in challenging operational/arduous assignments

### C. SPECIAL QUALIFICATIONS (Max points 10)
- Above rank and in and out of rating, beyond minimum requirements.
- Impact on mission effectiveness

### D. EDUCATION AND PROFESSIONAL DEVELOPMENT (Max points 5)
- PPME/SEJPME/Leadership Development
- Advanced Civilian Education related to rating

### E. HISTORY OF ASSIGNMENTS (Max points 5)
- Normal Sea/Shore Flow
- Special programs/arduous/selective assignments
- Overseas assignment

### F. APPEARANCE/MILITARY BEARING/BOARDMANSHIP (Max points 25)
- Overall appearance/military bearing/eye contact
- Answers to Questions
- Communication skills/comfort speaking with board members

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
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**TOTAL POINTS:**

150 Max points

**REMARRKS**

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OPNAV 1650/17 (VER OCT 2020)
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:
PERSONAL AWARD RECOMMENDATION
FOR OFFICIAL USE ONLY

1. FROM:
ADDRESS: 2000 Navy Pentagon, Washington, DC 20350

2. TO:
ADDRESS: Deputy Chief of Naval Operations, Fleet Readiness and Logistics (N4) 2000 Navy Pentagon, Washington, DC 20350

3. COMMAND POC:
NAME: YN2(AW) Pamela Collins
EMAIL: pamela.b.collins@navy.mil

4. PHONE:
(DSN): 692-8317
(COM): 703-692-8317

5. EXP DATE OF ACTIVE DUTY (DDmm-YYYY): INDEF
5a. IF RETIREMENT/SEPARATION, NUMBER OF YEARS: N/A

6. SSN or DoD ID

7. DESIGNATION/MOS

8. DETACHMENT OR CEREMONY DATE (EARLIER DATE):

9. NAME (LAST, FIRST, MIDDLE, SUFFIX)

10. RETIREMENT TRANSFER SEPARATION SPECIFIC ACHIEVEMENT

11. COMPONENT
USN

12. NEW DUTY STATION AND ADDRESS (Home address for retirement/separation)
[Copy & Paste from NDAWS]

13. PAYGRADE AND RATING

14. WARFARE QUALIFICATION

15. UNIT AT TIME OF ACTION/SERVICE

16. DUTY ASSIGNMENT

17. UIC/RUC
00011

18. CAMPAIGN
NA Not Applicable

18a. OPERATION:
N/A

19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Combat Action Ribbon)

20. RECOMMENDED AWARD

21. HEROIC MERITORIOUS HEROIC POSTHUMOUS MERITORIOUS POSTHUMOUS MIA

22. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED
N/A

23. RECOMMENDED AWARD NUMBER (EX: 1, 2, 3 ...) 24. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION:
N/A

25. ACTION DATE/ MERITORIOUS PERIOD
05-Jun-2017-31-Jul-2020

26. (FOR 0-6 AND ABOVE) RANK AND NAME OF PREDECESSOR:
N/A

27. GEOGRAPHIC AREA OF ACTION/SERVICE
DC Natl Cap Region

28. IF FOREIGN NATIONAL, INDICATE FOREIGN SERVICE AND COUNTRY:
N/A

29. I CERTIFY THAT THE FACTS CONTAINED IN THE SUMMARY OF ACTION ARE [X] KNOWN TO ME [ ] A MATTER OF RECORD

30a. NAME, RANK/GRADE, COMPONENT, TITLE OF ORIGINATOR
R. C. McDaniel, CAPT, USN, EXECUTIVE ASSISTANT

30b. SIGNATURE

30c. DATE

31. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S)

<table>
<thead>
<tr>
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32. TO BE COMPLETED BY AWARDING AUTHORITY

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33. NDAWS SERIAL NO:
DNS-35 RECEIVED DATE:
NDBDM RECEIVED DATE:

OPNAV 1650/3 (Rev 03-20) PDF v3
S/N-0107-LF-128-0900
All Previous Editions Obsolete
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LCDR Callan demonstrated remarkable leadership, professional expertise, and keen judgment, on top of an impeccable work ethic. Throughout her 3 year tour, she consistently was entrusted with tasks above her paygrade due to her leadership skills, ability to communicate effectively, and ability to produce mission focused results. Based on her superior performance, she is strongly recommended for the Meritorious Service Medal. Specific accomplishments of this talented officer throughout her time on the OPNAV N4 staff include the following:

LCDR Callan was a critical member of the N4 team that developed a multitude of Navy security policies in direct response to world events with visibility in the national media, Congress, and Department of Defense (DoD) leadership. She was instrumental in all stages of policy development, to include initial drafting, echelon and cross service coordination as well as with the inter-agency, and implementation of the final product. Her efforts directly contributed to the Navy being in compliance with Gun Control Act reporting requirements, DoD policies on National Crime Information Center data entry, personally owned firearms on installations, military protective orders, foreign national base access procedures, and the Law Enforcement Officer Safety Act. Her efforts ensured all Navy policy complied with applicable laws and regulations, and sufficiently preserved Navy discretion in policy implementation. She quickly became the Navy's legal subject matter expert in security policy changes and built enduring professional relationships with staff attorneys throughout the DoD enterprise, improving communication and exchange of information, which increased the efficiency and capacity of the N4 team to respond to the Fleet. Her leadership and expertise in this area was above the expectations of a LCDR and she consistently delivered.

LCDR Callan provided remarkable legal advice to the N4 mission assurance team and Navy Investment Security Office (NISO) in support of their efforts to reduce national security risks from foreign entities. She was an active member in developing national security lease provisions that are now included in all Navy Enhanced Lease Agreements, closing a long standing national security vulnerability for Navy installations. LCDR Callan was also a pivotal member of the N4 NISO team that worked with DoD and the Department of Treasury in drafting the Foreign Investment Risk Review Modernization Act regulations that were published in February 2020. She ensured Navy equities were heard throughout the extensive interagency drafting process and that Navy shore based and at-sea testing and training ranges were protected from foreign encroachment within the regulation. These efforts have helped prevent and mitigate the loss of tactical and strategically sensitive information.

As the lead environmental attorney for shore compliance, she provided stellar advice and leadership to the Fleet, SYSCOM, Region, and NAVFAC environmental counsel and planners on Fleet critical issues and matters. LCDR Callan has been a key player in advancing Fleet-critical actions while ensuring compliance with applicable law and regulations. She has provided excellent legal support and leadership as an integral member of the environmental planning teams for the Fallon Range Training Complex Modernization, Naval Air Station, Whidbey Island Growler Home-basing, Naval Special Warfare training in Florida, Washington and Hawaii and Naval Information Warfare Systems Command Old Town Campus Revitalization. She ensured CNO environmental policy decisions on these and other matters were legally compliant, well coordinated and synchronized, protecting stakeholder equities. LCDR Callan seamlessly served as a liaison up and down the chain of command, as well as coordinating within the Department of the Navy and with other executive agencies to secure Fleet testing and training requirements.

LCDR Callan provided litigation support as an integral member of the team defending the F/A-18 Growler Home-basing Environmental Impact Statement in the District Court of the State of Washington. LCDR Callan has worked with the Fleet, Regions, Navy Litigation Office and the Department of Justice to prepare the Navy's position in several motions and on the merits to ensure Growler pilots can continue to train in the most effective manner so they are ready to support mission requirements.

LCDR Callan always provided timely, mission focused legal advice on the plethora of N4 policies she reviewed. Topics ranged from financial liability, husbanding procedures, weapons on installations, environmental compliance policies, logistics integration with foreign nations, COVID-19 response efforts, and others. She was able to quickly orient herself to whatever issue was at hand and assist the N4 staff in developing the best legally compliant policy for the Fleet. Her communication skills and willingness to tackle any issue made her an invaluable team member in every N4 division.

LCDR Callan's many significant accomplishments as legal counsel to Fleet Readiness and Logistics enabled the Navy to carry out critical training and testing and ashore support activities. Her astute legal analyses, remarkable vision, and practical solutions helped shape critical decisions and will have a lasting positive impact on Navy operational capacity for many years to come. She is a consummate professional who consistently demonstrated unwavering commitment and stellar leadership. For her outstanding performance and service, she is most highly deserving of special recognition afforded by the Meritorious Service Medal.
INSTRUCTIONS

1. Before completing this form see SECNAVINST 1650.1. For the electronic form, help for each block can be accessed by placing the cursor over the data entry field.
2. The Summary of Action (item 35) is requested (except for Command approved NAMs).
3. Two (2) letter codes to be used in blocks 19, 20, 31 and 32.
4. All dates should be entered in the DD-3-letter month ID-YYYY format (EX: 01-Apr-2019).
5. Digital signatures are optional throughout the document.

MH Medal of Honor
NX Navy Cross
DM Distinguished Service Medal
S1 Distinguished Service Medal w/C
SS Silver Star Medal
LM Legion of Merit
L1 Legion of Merit w/C
L2 Legion of Merit w/R
DX Distinguished Flying Cross
DV Distinguished Flying Cross w/V
D1 Distinguished Flying Cross w/C

NM Navy & Marine Corps Medal
BS Bronze Star Medal
PH Purple Heart Medal
MM Meritorious Service Medal
M2 Meritorious Service Medal w/R
AS Air Medal (Strike/Flight)
AH Air Medal (Individual Action)
A1 Air Medal (Individual Action w/C)
ZZ No Award

NC Navy & Marine Corps Commendation Medal
CV Navy & Marine Corps Commendation Medal w/V
C1 Navy & Marine Corps Commendation Medal w/C
C2 Navy & Marine Corps Commendation Medal w/R
NA Navy & Marine Corps Achievement Medal
N1 Navy & Marine Corps Achievement Medal w/C
N2 Navy & Marine Corps Achievement Medal w/R
CR Combat Action Ribbon
OV Military Outstanding Volunteer Service Medal
XX Letter of Commendation

PRIVACY ACT STATEMENT FOR OPNAV FORM 1650/3

AUTHORITY: SECNAVINST 1650.1 and SORN NM01650-1

PURPOSE: The purpose of this screening is to submit military personal decorations for individual service members, ranging from Medal of Honor to the Navy and Marine Corps Achievement Medal. It is also used to maintain records of military personal awards and unit awards and to electronically process award recommendations.

ROUTINE USE: Records are uploaded to Navy Department Awards Web Service (NDAWS) to submit the proposed award to the Approval Authority via the service member's chain-of-command. Data is uploaded to the BUPERS Master Awards File and is also shared with public and private organizations, including news media, for the purpose of granting access and/or publicizing awards and honors.

DISCLOSURE: Disclosure is voluntary; however, submitter should inform the individual that failure to provide information when requested may result in the inability or delay in submission of their personal award.

More information on the SORN may be found at the following link:
https://dpcid.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/576423/nm01650-1
(GOLD STAR IN LIEU OF THE SECOND AWARD)

TO

RELIGIOUS PROGRAM SPECIALIST SECOND CLASS (SURFACE WARFARE)
JOHN B. DOE, UNITED STATES NAVY

FOR PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HIS DUTIES AS THE CHAPLAIN CENTER’S LEADING PETTY OFFICER, UNITED STATES NAVAL ACADEMY FROM OCTOBER 2015 TO SEPTEMBER 2016. IN THE ABSENCE OF A LEADING CHIEF PETTY OFFICER AND FIRST CLASS PETTY OFFICER, PETTY OFFICER DOE DEMONSTRATED SUPERIOR LEADERSHIP AND OUTSTANDING RELIGIOUS SUPPORT KNOWLEDGE WHILE LEADING THREE SAILORS THROUGH A RIGOROUS RELIGIOUS MINISTRY PROGRAM. HE UPHOLD THE HIGHEST TRADITIONS OF THE NAVAL ACADEMY’S RELIGIOUS MINISTRY AND SUPERBLY EXECUTED ITS MORAL MISSION. HIS COMMITMENT TO EXCELLENCE RESULTED IN HIS SELECTION AS THE UNITED STATES NAVAL ACADEMY’S 2016 JUNIOR SAILOR OF THE YEAR. PETTY OFFICER DOE’S EXCEPTIONAL PROFESSIONALISM, UNRELENTING PERSEVERANCE, AND DEDICATION TO DUTY REFLECTED CREDIT UPON HIM AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

FOR the
S. S. BUCK
Vice Admiral, U.S. Navy
Superintendent

Note: The Navy and Marine Corps Achievement citation shall be prepared in all upper case type in landscape mode and without the use of acronyms. No bold, italics or underline text. The font shall be Times New Roman, size 10, using full justification. The citation is limited to 8 typewritten lines, with 1 inch margins.
(GOLD STAR IN LIEU OF THE SECOND AWARD)

TO

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

FOR MERITORIOUS SERVICE WHILE SERVING AS LEADING PETTY OFFICER, COMMANDANT OF MIDSHIPMEN ADMINISTRATIVE DEPARTMENT UNITED STATES NAVAL ACADEMY FROM OCTOBER 2015 TO SEPTEMBER 2016. PETTY OFFICER DOE LED THE DISTRIBUTION OF MORE THAN 5000 ITEMS OF CORRESPONDENCE IN SUPPORT OF THE BRIGADE OF MIDSHIPMEN AND BRIGADE STAFF, A FORCE EQUIVALENT TO A U.S. AIRCRAFT CARRIER SERVING ACTIVELY IN THE FLEET. HE MENTORED THE PERSONAL AND PROFESSIONAL DEVELOPMENT OF 10 SAILORS LEADING TO 90 PERCENT ADVANCEMENT AND 100 PERCENT RETENTION. ADDITIONALLY, HE TRAINED OVER 30 FUTURE NAVY AND MARINE CORPS OFFICERS IN SHIPBOARD LIFE, PROFESSIONALISM, HERITAGE, AND HOW TO ACHIEVE MANAGERIAL SUCCESS IN THE FLEET. BY HIS UNSWERVING DETERMINATION, WISE JUDGMENT, AND DEDICATION TO DUTY, PETTY OFFICER DOE REFLECTED CREDIT UPON HIM AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

FOR the
S. S. BUCK
Vice Admiral, U.S. Navy
Superintendent

Note: The Navy and Marine Corps Commendation citation shall be prepared in all upper case type in landscape mode and without the use of acronyms. No bold, italics or underline text. The font shall be Times New Roman, size 10, using full justification. The citation is limited to 8 typewritten lines, with 1 inch margins.
TOPICS FOR SELECTION BOARDS

1. The following specific areas and questions are suggested topics:
   a. Current events
   b. Navy programs and resources:
      (1) Service Members Group Life Insurance (SGLI)
      (2) Alcohol and Drug Management Information System (ADMITS)
      (3) Post-9/11 GI Bill
      (4) Physical readiness
      (5) Bupers Online (BOL)
      (6) Exceptional Family Member (EFM)
      (7) MYPAY
      (8) Sexual harassment and assault
      (9) Command Management Equal Opportunity (CMEO)
      (10) Fleet and Family Support Center Programs
   c. Retention, advancement, and career incentives:
      (1) Off-duty education programs
      (2) Commissioning programs
      (3) Awards
      (4) Navy College Program for Afloat College Education (NCPACE)
      (5) Career Waypoints (C-WAY)
      (6) Selective Reenlistment Bonus (SRB)
      (7) Advancement exam
(8) Survivor Benefit Plan (SBP)

d. Uniform regulations

e. Situational awareness:

(1) Service member drunk on duty or suspected drug case

(2) By-passing the chain of command

(3) Poor work morale

(4) Lack of division cohesiveness

(5) Sexual harassment

(6) Suspected suicidal tendencies

(7) Fraternization

f. Naval History

g. Chief of Naval Operations Guidance to the Fleet

h. Navy Leader Development Framework

i. National Defense Strategy