USNA INSTRUCTION 1700.8C

From: Superintendent, U.S. Naval Academy


Ref: (a) OPNAVINST 1700.15 series
     (b) OPNAVINST 1700.10 series

Encl: (1) Format for Sailor of the Quarter Nomination
     (2) Format for Sailor of the Year Nomination
     (3) Topics for Selection Boards
     (4) Sailor of the Quarter/Year Grading Sheet
     (5) Sailor of the Year Cover Sheet
     (6) Sample Navy and Marine Corps Achievement Medal
     (7) Sample Flag Letter of Commendation

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 1700.8B

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

4. Discussion. This program was established to recognize the superior performance of enlisted personnel and emphasize outstanding achievement, exemplary personal conduct, exceptional military bearing, and superb initiative.

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, members in the paygrades E-4 and E-5 may compete for JSOQ and JSOY, and members in the paygrades E-1 to E-3 may compete for BJOQ and BJOY.
b. Nominees must have at least 90 days at USNA to compete for quarterly boards and 9 months for annual boards. Sailors must have received no disciplinary action or derogatory counseling during the most recent 6 months, 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 that enhance the Navy’s image.

   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.

   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 screen 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 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/JSOY/BJOY must be submitted no later than 15 October.

9. **Selection Boards**

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

   b. The JSOQ/JSOY selection board will consist of first class petty officers. SOQ selection board will consist of E-7 or above. SOY will be chaired by the CMC, or in his absence, a master chief petty officer and the selection board will consist of master chief petty officers.

   c. The BJOQ/BJOY selection board will consist of first class petty officers from various departments. The BJOQ selection board will be chaired by the current SOY (if the SOY is unavailable the First Class Petty Officer Association (FCPOA) President will chair the board). The BJOY will be chaired by the president of FCPOA. The SOQ/SOY coordinator will assure the quality of board proceedings.
d. Each board member may ask one or two questions. Questions must be associated with the topics listed in enclosure (3), and 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 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 plaque.

c. The SOY/JSOY/BJOY will each receive a command plaque, and the Junior Sailor of the Year and Bluejacket of the Year will be awarded a Navy and Marine Corps Achievement Medal from the Superintendent. The Sailor of the Year will be nominated to compete in the Naval District Washington SOY 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.secanav.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 your local records manager or the DON/AA DRMD program office.

13. Review and Effective Date. Per OPNAVINST 5215.17A, the office of the CMC 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]

V. R. OVERSTREET
Deputy Chief of Staff

Distribution:
Electronically (Non-mids)
From: Department Head  
To: Chairperson, Sailor of the Quarter Board  

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

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

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  

Enclosure (1)
From: Department Head
To: Superintendent, U.S. Naval Academy
Via: Command Master Chief, U.S. Naval Academy

Subj: (YYYY) SAILOR OF THE YEAR NOMINATION FOR RATE (WARFARE) FIRST NAME M.I. LAST NAME

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

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 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 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 references (a) and (b), (Rate(Warfare), Last Name) is nominated to be the (YYYY) Sailor of the Year.

2. Complete contact information of member:
   a. Name: (Last, First, Middle Initial)
   b. Rate:
   c. Present duty station:

Enclosure (2)
d. Address: (Work) (Home)

e. Telephone: (Work) (Home)

f. E-mail: (Work) (Home)

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

(Command) (Month/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 and 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)


   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)
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 (ADMTS)
   (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) Program Afloat for College Education (PACE)
   (5) Career Navigator Skill Sets (CNAV)
   (6) Selective Reenlistment Bonus (SRB)

Enclosure (3)
c. Other self-study educational achievements attained (include U.S. Armed Forces Institute (USAFI) and 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)
(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 Priorities: Design for maintaining maritime superiority

h. Navy Leader Development Framework

i. National Defense Strategy
### SOQ/SOY Grading Sheet

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**Responsibilities (10 pts max)**
- Volunteering/Assuming additional duties
- Depth of responsibilities (job scope)
- Number of Sailors/Civilians supervised

**Performance (10 pts max)**
- Sustained Superior Performance
- Professional knowledge and expertise
- Physical Fitness, Navy, command, mission impact

**Leadership (10 pts max)**
- Division LCPO, Division LPO, etc.
- Teamwork, Communication (oral and/or written)

**Command Climate/Sailorization (10 pts max)**
- Training, qualifying, advancing, retaining Sailors
- Equal opportunity, Camaraderie, esprit de corps

**Meritorious, Commendatory achievements (5 pts max)**
- NCM, NAM, LOA

**Collateral Duties (5 pts max)**
- Command-wide collateral duties, division or in-rate collateral duties
- Comments that support performance duties

**Education Accomplishments (5 pts max)**
- Navy school completed or NEC obtained
- College degree obtained, correspondence or college courses

**Community Involvement (5 pts max)**
- Elected Official, membership in peer group
- Elected Official, membership in civilian org
- Participation in civic/community affairs

**Personal/Military Appearance (10 pts max)**
- Uniform, ribbons, shoes, etc.
- Grooming standards
- Marching, hand salute, posture

**Boardsmanship (10 pts max)**
- Sailor’s Creed
- How questions are answered, communication skills
- Eye contact, comfort with board members

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**50 Total Points this section**
FOR OFFICIAL USE ONLY
(WHEN FILLED IN)

SAILOR OF THE YEAR COVER SHEET

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:
(GOLD STAR IN LIEU OF THE SECOND AWARD)

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

FOR PROFESSIONAL ACHIEVEMENT 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 UPHELD THE HIGHEST TRADITIONS OF THE NAVAL ACADEMY'S RELIGIOUS MINISTRY ACCOMODATION 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 LOYAL DEVOTION TO DUTY REFLECTED CREDIT UPON HIM AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

FOR THE
W. E. CARTER, JR
Vice Admiral, U.S. Navy
Superintendent

Note: The citation body should not exceed 7 ½ lines, Font Times New Roman; bold type is required.
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 devotion to duty reflected credit upon her and were in keeping with the highest traditions of the United States Naval Service.

W. E. CARTER, JR
Vice Admiral, U.S. Navy
Superintendent

Note: The citation body should not exceed 18 lines; Font Times New Roman; and pitch 12; italicized type is required.