



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON DC 20350-2000

IN REPLY REFER TO:

OPNAVINST 1700.15B
DNS

AUG 02 2007

OPNAV INSTRUCTION 1700.15B

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

Encl: (1) Nomination Format for Senior Sailor/Junior Sailor/Bluejacket of the Quarter
(2) Nomination Format for Senior Sailor/Junior Sailor/Bluejacket of the Year
(3) Sample Letter of Commendation for SOY non-selects
(4) Senior Sailor/Junior Sailor/Bluejacket of the Quarter/Year Evaluation Guide

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 within the Office of the Chief of Naval Operations (OPNAV) Staff.

2. Cancellation. OPNAVINST 1700.15A.

3. Discussion. This program was established to recognize superior performance of enlisted personnel with emphasis on outstanding achievements, exemplary personal conduct and 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 assigned to the OPNAV staff.

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, no record of disciplinary action and/or derogatory counseling during the past 6 months for SOQs or 12 months for SOYs, 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) Knowledge

(2) Expression/Attitude

(3) Appearance

6. Responsibilities

a. Director, Navy Staff (DNS). Hosting Principal for this program on behalf of the Chief of Naval Operations and Vice Chief of Naval Operations.

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

c. 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 (with the exception of the BJOQ board which will be the responsibility of the standing OPNAV SOY or the First Class Petty Officer Association President).

(3) Notify board members of meeting time and place.

(4) Coordinate recognition and awards ceremony for selected SOQs and SOYs with CMC and DNS front office.

(5) Ensure selected SOQ and SOY obtain 5x7 photograph, in appropriate uniform, for the OPNAV photo board located outside of OPNAV Support (5A514A).

d. Directorate Leading Chief Petty Officer (LCPO). Responsible for reviewing enlisted personnel assigned to directorate and nominating the best qualified candidate. Directorate LCPO may accomplish this by convening a directorate board with directorate Chief Petty Officers. Only one candidate for each SOQ/SOY category will be accepted from each directorate. Directorate LCPO is responsible for informing the Principal of the directorate's nominees. The Principal has final approval of the nominations.

e. OPNAV Command Career Counselor. Assist OPNAV SOQ Coordinator and OPNAV CMC in maintaining OPNAV photo board with current pictures of selectees.

f. Standing OPNAV SOY (or if this person has transferred the First Class Petty Officer Association President) will coordinate and chair the BJOQ board by performing tasks similar to the SOQ/SOY Coordinator (paragraphs 6c(2) and 6c(3) above).

7. Nomination Procedures

a. Nominations from each directorate will be submitted by the Directorate LCPO to the OPNAV CMC, via the SOQ/SOY Coordinator. The nomination format is provided in enclosures (1) and (2) as applicable.

b. Nominations for SOQ/JSOQ/BJOQ must be submitted no later than the fifth 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 SOQ boards shall convene no later than the second week following the end of the quarter. The date for the SOY boards will be promulgated by OPNAV CMC in December of each year.

b. The SSOQ/JSOQ/SSOY/JSOY/BJOY selection boards will consist of Directorate LCPOs. The board will be chaired by OPNAV CMC.

c. The BJOQ selection board will consist of a First Class Petty Officer from each directorate. The board will be chaired by the standing OPNAV SOY (or if this person has transferred the First Class Petty Officer Association President). The OPNAV CMC will provide quality assurance for the board proceedings.

d. Each board member will ask one question. Questions must be associated with naval history, command mission, Uniform Code of Military Justice, current events (newspaper articles, publications, etc.), Navy Core Values, and other questions that the Chairperson deems appropriate. 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. OPNAV CMC will submit selection recommendations to DNS. Upon concurrence from DNS, the OPNAV CMC will advise the Directorate LCPOs of the results. Once Directorate LCPO notification has been made, an All OPNAV email will be released announcing the new SOQ/SOY and the ceremony time/date/location.

9. Recognition. The primary purpose of the SOQ/SOY is to recognize those personnel who contribute significantly to the mission of their respective directorates, OPNAV Staff, and the U.S. Navy.

a. The SOQ/SOY will be announced within 5 working days, however no later than 25 days after the selection board adjourns.

b. The SOQ/SOY will receive the following:


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- (1) Letter of Commendation signed by DNS for the SOQs.
- (2) Letter of appreciation signed by DNS for SOQ non-selects.
- (3) A picture of the SOQs will be displayed in the OPNAV photo board.
- (4) A 3-day special liberty certificate for SOQs.
- (5) A 4-day special liberty certificate for SOYs.
- (6) A command plaque for SOQs and SOYs.
- (7) The JSOY and BJOY will receive aforementioned items however, instead of a Letter of Commendation, they will receive a Navy and Marine Corps Achievement Medal. The SOY non-selects will receive a Letter of Commendation.
- (8) The SOY will not receive an award during the awards ceremony, will continue on to compete at the next higher level. If the SOY does not get selected at the next higher level of competition, SOY will be awarded a Navy and Marine Corps Commendation Medal from DNS.

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

- a. Implement procedures for screening and nominating candidates for this program.
- b. Forward nomination packages to the OPNAV CMC.

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



M. P. FITZGERALD
Vice Admiral, U.S. Navy
Director, Navy Staff

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DD MMM YY

From: (Leading Chief Petty Officer, N-code)

To: OPNAV Command Master Chief

Subj: NOMINATION FOR OPNAV (SENIOR/JUNIOR/BLUEJACKET) SAILOR OF
THE QUARTER ICO (LAST, FIRST MI, RATE, WARFARE)

Ref: (a) OPNAVINST 1700.15

Encl: (1) Letter of Commendation
(2) Letter of Appreciation

1. Per reference (a), (Rate, Warfare, Last Name) is in all respects eligible and hereby nominated for OPNAV Sailor of the Quarter for the (1st, 2nd, 3rd, 4th) Quarter, CY-(YR). The following information is provided:

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:
- f. Collateral duties:
- g. Educational accomplishments:
- h. Participation in civic/community affairs:

3. No more than one paragraph of comments on any other information considered pertinent to nomination and/or selection.

SIGNATURE

Enclosure (1)

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**-- SAMPLE --
-- USE THIS EXACT FORMAT (FONT/STYLE) --**

**(YEOMAN SECOND CLASS)
(IAM A. SAILOR)
UNITED STATES NAVY**

For service as set forth in the following

CITATION:

For commendable performance of duties while serving as (Job Title) in the (N-Code) for the Chief of Naval Operations, Washington, DC from (Month) to (Month) (Year). (Displaying superior leadership and exceptional administrative acumen, Petty Officer Sailor performed flawlessly while processing over 500 correspondence packages for signature by the Secretary of the Navy, Chief of Naval Operations and Vice Chief of Naval Operations. (His/her) meticulous attention to detail and exacting requirements ensured error-free products were submitted every time. (He/she) single-handedly reorganized the Director, Navy Staff Executive Secretariat filing system into a streamlined and manageable system. Additionally, (he/she) was instrumental in creating a personal filing system for the Director resulting in easy access to numerous flag level briefings, notes, and papers. Demonstrating superior managerial skills, (he/she) was hand-selected to provide administrative support for the Retired Flag Conferences. (His/her) outstanding professionalism and precise military bearing were recognized and complimented on by the attendees. Dedicated to the well-being of all Sailors on the OPNAV staff, (he/she) volunteered to act as the Director, Navy Staff's Sexual Assault Victims Advocate. (His/her) superb performance, leadership, and customer service skills have resulted in (his/her) recognition as the OPNAV (Senior/Junior/Blue Jacket) Sailor of the Quarter, (First/Second/Third/Fourth) Quarter, Calendar Year (2006). Petty Officer Sailor's exceptional initiative and total dedication reflected credit upon (himself/herself) and were in keeping with the highest traditions of the United States Naval Service.

DIRECTOR, NAVY STAFF

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-- **SAMPLE** --

From: Chief of Naval Operations

To: (RATE FULL NAME), USN

Subj: LETTER OF APPRECIATION

1. I wish to express my sincere appreciation for your superlative performance during the period of 1 (Month) to 31 (Month) Year. For your outstanding effort you were nominated for OPNAV (Blue Jacket/Junior/Sailor) of the Quarter.

2. The strength of our Navy lies in dedicated Sailors such as yourself who serve their country with distinction every day. Your professional performance is invaluable to the command and sets an example for others to emulate.

3. It is a pleasure to have such a sharp and dedicated Sailor on the OPNAV staff. Please accept my thanks for a job Well Done!

Director, Navy Staff

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From: (Nominating Directorate)
To: OPNAV Command Master Chief

Subj: 2007 OPNAV SAILOR OF THE YEAR NOMINATION ICO RATE
FULL NAME, USN

Ref: (a) OPNAVINST 1700.15B

- 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). **Limit to one single spaced typewritten page**
(3) Personal award recommendation for Navy Achievement Medal (OPNAV 1650/3)
(4) 5x7 color photographs (one-front and side view) plain background, service Dress Blue uniform, uncovered
(5) CD w/complete package

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

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

- a. Name: (Last, First MI)
- b. Rate/Rank: SSN: (Last Four)
- c. Present Duty Station:
- d. Address:
- e. Telephone: (W) (H)
- f. Facsimile: (W)
- g. E-mail: (W)

3. The following additional information is provided:

- a. Date of Birth: (YYMMDD)
- b. Active Duty Service Date (ADSD): (YYMMDD)

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Subj: 2007 OPNAV SAILOR OF THE YEAR NOMINATION ICO RATE
FULL NAME, USN

c. Advancement History

- (1) E-4: (YYMMDD)
- (2) E-5: (YYMMDD)
- (3) E-6: (YYMMDD)

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

- (1) Yes/No - (YYMMDD)

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

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

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

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

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

h. Personal Awards (not unit awards):

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

i. Nominee's off-duty community involvement:

j. List education background:

4. Directorate remarks (**limit to two paragraphs**):

SIGNATURE

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-- USE THIS EXACT FORMAT (FONT/STYLE) --

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(IAM A SAILOR)
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DIRECTOR, NAVY STAFF

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SAILOR OF THE QUARTER/YEAR EVALUATION GUIDE

CANDIDATES NAME: _____

BOARD MEMBER: _____

CATEGORIES

- Items to be considered

1. RESPONSIBILITIES (max points 10)
 - a. Depth of responsibilities (job scope)
 - b. Number of Sailors/Civilians supervised
 - c. Volunteering/Assuming additional duties

2. PERFORMANCE (max points 10)
 - a. Sustained Superior Performance
 - b. Professional knowledge and expertise
 - c. Physical Fitness
 - d. Navy, command, mission impact

3. LEADERSHIP (max points 10)
 - a. Department LCPO, Division LCPO, etc..
 - b. Teamwork
 - c. Communication (oral and/or written)

4. COMMAND CLIMATE/SAILORIZATION (max points 10)
 - a. Training, qualifying, advancing, retaining assigned Sailors
 - b. Equal opportunity
 - c. Camaraderie, esprit de corps

5. MERITORIOUS, COMMENDATORY ACHIEVEMENTS (max points 10)
 - a. Navy Commendation Medal or higher
 - b. Navy Achievement Medal
 - c. Letter of Commendation
 - d. Previous SOQ (for SOY competition)

6. COLLATERAL DUTIES (max points 10)
 - a. Command-wide collateral positions
 - b. Division or in-rate collateral positions
 - c. Comments that support performance duties

POINTS GIVEN

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- 7. EDUCATIONAL ACCOMPLISHMENTS (max points 10)
 - a. Navy school completed or NEC obtained
 - b. College degree obtained
 - c. Correspondence or college courses

- 8. COMMUNITY INVOLVEMENT (max points 10)
 - a. Elected Official, membership in peer group
 - b. Elected Official, membership in civilian organizations
 - c. Participation in civic/community affairs

- 9. INTERVIEW (max points 20)
 - a. Boardsmanship
 - b. Appearance
 - c. Military Bearing
 - d. Attitude

TOTAL POINTS

QUESTION ASKED:
