



UNITED STATES MARINE CORPS

MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 1700.10A
SGTMAJ
14 NOV 2007

BASE ORDER 1700.10A

From: Commanding Officer
To: Distribution List

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

Ref: (a) OPNAVINST 1700.10K
(b) MARFORLANTO 1700.2B
(c) MCIEASTO 1700.10A

Encl: (1) Data Sheet (Navy)
(2) Sample Nomination Format Letters
(3) Fleet Hometown News Release Form
(4) Sample Citations

1. Situation. The purpose of this Order is to promulgate policy and procedures for nominations and selections of the Commanding Officer's, Marine Corps Base Junior / Senior Sailor of the Quarter and Year.

2. Cancellation. BO 1700.10.

3. Mission

a. Commanding Officer, Marine Corps Base, Camp Lejeune (CO, MCB CamLej) will solicit nominations from subordinate commands to compete for Marine Corps Base (MCB) Junior / Senior Sailor of the Quarter and the Year.

b. Summary of Revision. The Order has been revised and should be reviewed in its entirety.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The CO, MCB CamLej will recognize enlisted Sailors, petty officer third class through petty officer first class, who have demonstrated exceptional performance of duty. The CO, MCB CamLej will convene a board

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14 NOV 2007

once per quarter to nominate the most qualified Sailors to compete for selection as the Commanding Officer's, Marine Corps Base Junior / Senior Sailor of the Quarter.

(2) Concept of Operations. The program established by this Order provides recognition to enlisted Sailors, who best represent the dedicated professionalism of a particular organization and the best example of the all-around Sailor. The candidates are typified by sustained superior performance, proven leadership, a dedication to self improvement, outstanding professionalism, and superior personal appearance. Personnel selected as Junior / Senior Sailor of the Quarter will compete for recognition as the Sailor of the Year.

(a) Sailors in pay grades E-4 and/or E-5 will compete for recognition as the "Marine Corps Base Junior Sailor of the Quarter."

(b) Sailors in the pay grade of E-6 will compete for recognition as the "Marine Corps Base Senior Sailor of the Quarter."

(c) Commanders, in their determination of qualifications for competition, will be guided by, but not limited to, the following:

1. Petty Officer First Class and below.
2. Outstanding performance of military duties. Duties performed are of a nature to be particularly valuable to the Command and/or that the individual's performance is exceptional to the degree that clearly distinguishes the nominee from other Sailors.
3. Meet all Navy Physical Readiness Standards for the Physical Readiness Assessment (PRA) during the required qualification period.
4. Exceptional personal appearance and military bearing.
5. Outstanding record of conduct; must not have received Non-Judicial Punishment (Captain's Mast) within grade or courts martial within the past 12 months.
6. Active in pursuing improvement of military proficiency other than on-the-job-training, i.e., correspondence courses, college courses, etc.

14 NOV 2007

7. Recommended for reenlistment.

(d) Composition of the Marine Corps Base Junior / Senior Sailor of the Quarter Selection Board

1. The Marine Corps Base Junior / Senior Sailor of the Quarter Selection Board will be comprised of the following:

Sergeant Major, Marine Corps Base - Chairman
Sergeant Major, Headquarters Support Battalion
Senior Enlisted, Branch Medical Center, MCB
Senior Enlisted, Naval Dental Center, MCB
Senior Enlisted, Command Chaplain, MCB
Senior Enlisted, Deployment Processing Command
Senior Enlisted, Weapons Training Battalion

2. If the above listed personnel are not available to participate, a senior enlisted member will be present as a command representative.

3. Should the command not have candidates to appear before the board, a command representative will not be required to be present.

(e) Conduct of the Junior / Senior Sailor of the Quarter Selection Board

1. Nominees will report in the prescribed uniform to the Sergeant Major, MCB, Building #1, John A. Lejeune Hall, Camp Lejeune, NC at the date and time designated.

2. All nominees will appear before the selection board. Questions will come from the following subjects: general military, current events, and chain of command.

b. Task

(1) Organizational Commanders

(a) Comply with the intent of this Order by ensuring that all eligible Sailors are given the opportunity to compete for selection as Junior / Senior Sailor of the Quarter.

(b) Commanding Officers will screen and nominate Sailors for competition ensuring the completion and verification of enclosure (1), (2) and (3).

14 NOV 2007

(2) Sergeant Major, Marine Corps Base

(a) Serve as Chairman of the Marine Corps Base Junior / Senior Sailor of the Quarter Selection Board. Publish an announcement to subordinate commands prescribing the date and time of the selection board.

(b) Convene the annual selection board in accordance with the guidelines established herein.

(c) Upon receipt of the nominations for Junior / Senior Sailor of the Quarter, screen the service records and accompanying documents for accuracy and compliance with the basic prerequisites.

(d) Provide all service records and accompanying documents of nominees to the members of the selection board.

(e) Based on the decision by the members of the selection board, provide to the Commanding Officer the board's recommendations of the selected nominees for approval.

(f) Based on the information provided by the Chairman of the Selection Board and upon approval by the Commanding Officer, forward the appropriate information to the Marine Corps Base Adjutant for preparation of the Commanding Officer's Certificate of Commendation for the service members selected.

(g) Upon approval and signature of the Commanding Officer, coordinate a recognition ceremony for the selectees.

(3) Adjutant, Marine Corps Base. Upon the Commanding Officer's approval of the selected Sailor, prepare a Commanding Officer's Certificate of Commendation as shown in enclosure (4).

c. Coordinating Instructions

(1) Sailors selected as the Junior / Senior Sailor of the Quarter and the Year will be recognized at an appropriate ceremony.

(2) All nominations for Junior / Senior Sailor of the Quarter will be forwarded to the CO, MCB CamLej (Attn: Sergeant Major) at the date and time prescribed by the board announcement:

(a) Original enclosure (1)

(b) Original enclosure (2), providing an objective summary of specific examples of performance and achievements accomplished to include technical details.

(c) Service Records (SR)

(d) Enclosure (3) will be completed and signed by the Sailor being recommended for selection.

(e) Completed OPNAV 1650/3 (Personal Award Recommendation) for a Navy and Marine Corps Commendation Medal (NMCCM) with summary of action and citation written to specifically cover the calendar year of competition (1 January to 31 December), and will indicate "Sailor of the Year Program" at the top of the form. Pursuant to reference (a) selectees will not be awarded any medal at intermediate competition levels. One medal will be awarded at the highest level of competition the selectee attains. Units should not submit this award via the Headquarters Marine Corps Electronic Awards Processing System. The processing will be completed at the appropriate command level, once the competition is completed.

(f) Nominees will make a personal appearance before the Junior / Senior Sailor of the Quarter and the Year Selection Boards.

5. Administration and Logistics. The Sergeant Major, MCB and the overall staff has cognizance over the Junior / Senior Sailor of the Quarter and Year Program.

6. Command and Signal

a. Command. This Order is applicable to all Marine Corps Base, Camp Lejeune.

b. Signal. This Order is effective the date signed.


W. A. MEIER
By direction

DISTRIBUTION: A

14 NOV 2007

Data Sheet (Navy)

PRIVACY ACT STATEMENT - AUTHORITY: Title 10 U.S.C Chapter 301 and DON Systems Notice MMN00013. PURPOSE: Information collected by the command for the purpose of screening and processing recommendations and subsequent selections for special recognition and/or promotion. ROUTINE USES: Personal information collected with this document contains information covered under the Privacy Act of 1974 as Amended, disclosure for Official Use Only within the United States Marine Corps. DISCLOSURE is Mandatory, for identification purposes.

<u>COLUMN 1</u>	<u>COLUMN 2</u>
A. LAST NAME	_____ Nominees Signature
B. FIRST NAME	NAME
C. MIDDLE INITIAL	INIT
D. SSN (last 4 only)	####
E. PRESENT PAY GRADE/DOR	GRADE, E-# / YYYYMMDD
F. MCC / UIC	### / #####
G. TIS/TIG (AS OF YYYYMMDD)	## YRS ## MOS / ## MOS
H. DCTB / DJPU	YYYYMMDD / YYYYMMDD
I. PRIMARY NEC	####
J. FIRST/SECOND ADDITIONAL	####/####
K. RIFLE SCORE/DATE ^①	### / YYYYMMDD ^①
L. PISTOL SCORE/DATE ^②	### / YYYYMMDD ^①
M. PRT SCORE/DATE ^②	### / YYYYMMDD ^①
N. INDIVIDUAL TRAIT AVERAGE	##.#
O. PROMO. RECOMMENDATION SUMMARY	P MP EP of ##
P. AWARDS & RECOGNITIONS ^③	AWARD & NUMBER
Q. OFF DUTY EDUCATION ^③	DESCRIPTION
R. CORRESPONDENCE COURSES COMPLETE ^③	TITLE
S. COMMUNITY INVOLVEMENT	DESCRIPTION
T. DISCIPLINARY ACTIONS ^③	(PAGE 13, etc.)
U. SPECIAL TOURS/DESIGNATIONS ^③	DESCRIPTION

^① During Period Only.

^② Rifle/Pistol of PFT/PRT exemption or other explanations should be provided by separate correspondence forwarded as an enclosure.

^③ If applicable. If not applicable report "NONE" or "N/A" in Column 2.

SAMPLE NOMINATION FORMAT LETTERS

1700
CO

From:
To:
Via:

Subj: 200_ (JUNIOR / SENIOR) SAILOR OF THE QUARTER

Ref: (a) OPNAVINST 1700.10K
(b) MARFORLANTO 1700.2B
(c) MCIEASTO 1700.10A
(d) BO 1700.10A

Encl: (1) Information to support nomination (include copies of Evaluations, Letter of Appreciation/Commendation/Sailor of the Month/Quarter, etc.).
(2) Biography (narrative format, starting with date and place of birth, schooling, military service, current assignment, personal awards and medals, and family, etc.). Limit two typewritten pages double spaced).
(3) OPNAV 1650/3, Personal Award Recommendation and Summary of Action
(4) Photographs (One each, full-length front and side view, with plain background, Service Blues uniform, uncovered, 5 x 7 black & white or color glossy)

1. Per the references, _____ is nominated as the 200_ (Junior / Senior) Sailor of the Quarter, (1st, 2nd, etc) Quarter.

2. Full name, address and complete telephone of nominating command.

3. The following information is provided:

a. Name / SSN (last 4 only):

b. Date of Birth:

c. Date Enlisted in the Navy:

d. Advancement history (give date):

(1) E-4

(2) E-5

(3) E-6

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

f. Dependents (list names, dates of birth):

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

h. Brief Synopsis of significant professional achievements which warrant selection:

i. Awards:

j. Nominee's off-duty community involvement:

k. List educational background:

(1) Years of formal schooling completed/degree attained:

(2) Navy schools completed:

(3) Other self-study educational achievements attained while on active duty (include correspondence, extension, CLEP, PACE, PACE II and Navy-sponsored courses, etc.) Exclude training courses required for advancement.

(4) Any other information to distinguish nominee from contemporaries (limit: one typewritten page):

SIGNATURE BLOCK

SAMPLE NOMINATION FORMAT LETTER

1700
CO

From:
To:
Via:

Subj: 200_ (JUNIOR / SENIOR) SAILOR OF THE YEAR

Ref: (a) OPNAVINST 1700.10K
(b) MARFORLANTO 1700.2B
(c) MCIEASTO 1700.10A
(d) BO 1700.10A

Encl: (1) Information to support nomination (include copies of Evaluations, Letter of Appreciation/Commendation/Sailor of the Month/Quarter, etc.).
(2) Biography (narrative format, starting with date and place of birth, schooling, military service, current assignment, personal awards and medals, and family, etc.). Limit two typewritten pages double spaced).
(3) OPNAV 1650/3, Personal Award Recommendation and Summary of Action
(4) Photographs (One each, full-length front and side view, with plain background, Service Blues uniform, uncovered, 5 x 7 black & white or color glossy)

1. Per the references, _____ is nominated as the 200_ (Junior / Senior) Sailor of the Year.

2. Full name, address and complete telephone of nominating command.

3. The following information is provided:

- a. Name / SSN (last 4 only):
- b. Date of Birth:
- c. Date Enlisted in the Navy:
- d. Advancement history (give date):

(1) E-4

14 NOV 2007

(2) E-5

(3) E-6

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

f. Dependents (list names, dates of birth):

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

h. Brief Synopsis of significant professional achievements which warrant selection:

i. Awards:

j. Nominee's off-duty community involvement:

k. List educational background:

(1) Years of formal schooling completed/degree attained:

(2) Navy schools completed:

(3) Other self-study educational achievements attained while on active duty (include correspondence, extension, CLEP, PACE, PACE II and Navy-sponsored courses, etc.) Exclude training courses required for advancement.

(4) Any other information to distinguish nominee from contemporaries (limit: one typewritten page):

SIGNATURE BLOCK

PHOTOGRAPHS

ONE EACH
Full-length front and side view,

Plain background,
Service Blues uniform,
uncovered,
5 x 7 black & white or color glossy
Polaroid or Digital

(Centered on 8½" x 11"
on white sheet of paper)

United States Marine Corps



Certificate of Commendation

THE COMMANDING OFFICER, MARINE CORPS BASE, CAMP LEJEUNE

takes pleasure in commending

HOSPITAL CORPSMAN THIRD CLASS, UNITED STATES NAVY

EXCEPTIONAL PERFORMANCE OF DUTY WHILE SERVING AS ASSISTANT PERSONNEL CHIEF, RESERVE SUPPORT UNIT, MARINE CORPS BASE, CAMP LEJEUNE, NORTH CAROLINA. HOSPITAL CORPSMAN THIRD CLASS DISPLAYED EXEMPLARY QUALITIES OF LEADERSHIP, INITIATIVE, AND ORGANIZATIONAL ABILITY, AS EVIDENCED BY HOSPITAL CORPSMAN THIRD CLASS 'S SELECTION AS "JUNIOR SAILOR OF THE QUARTER" FOR THE QUARTER, FISCAL YEAR FOR MARINE CORPS BASE. HIS POSITIVE ATTITUDE AND UNSURPASSED PROFESSIONALISM PROVIDED A SOURCE OF MOTIVATION AND INSPIRATION FOR ALL TO EMULATE. HOSPITAL CORPSMAN THIRD CLASS 'S EXCEPTIONAL CONTRIBUTIONS AND DEDICATION TO DUTY REFLECTED GREAT CREDIT UPON HIM AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

9 JANUARY 2007

Date

ADELE E. HODGES
COLONEL, U. S. MARINE CORPS
COMMANDING OFFICER
MARINE CORPS BASE, CAMP LEJEUNE

NAVMC 10631 (REV. 8-86) S/N0109-LF-084-0200

1

Enclosure (4)

BO 1700.10A
14 NOV 2007

United States Marine Corps



Certificate of Commendation

THE COMMANDING OFFICER, MARINE CORPS BASE, CAMP LEJEUNE

takes pleasure in commending

PETTY OFFICER FIRST CLASS, UNITED STATES NAVY RESERVE

EXCEPTIONAL PERFORMANCE OF DUTY WHILE SERVING AS ADMINISTRATIVE LEADING PETTY OFFICER, RESERVE SUPPORT UNIT, MARINE CORPS BASE, CAMP LEJEUNE, NORTH CAROLINA. PETTY OFFICER FIRST CLASS DISPLAYED EXEMPLARY QUALITIES OF LEADERSHIP, INITIATIVE, AND ORGANIZATIONAL ABILITY, AS EVIDENCED BY PETTY OFFICER FIRST CLASS'S SELECTION AS "SENIOR SAILOR OF THE QUARTER" FOR THE QUARTER, FISCAL YEAR FOR MARINE CORPS BASE. HIS POSITIVE ATTITUDE AND UNSURPASSED PROFESSIONALISM PROVIDED A SOURCE OF MOTIVATION AND INSPIRATION FOR ALL TO EMULATE. PETTY OFFICER FIRST CLASS'S EXCEPTIONAL CONTRIBUTIONS AND DEDICATION TO DUTY REFLECTED GREAT CREDIT UPON HIM AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

9 JANUARY 2007

Date

ADELE E. HODGES
COLONEL, U. S. MARINE CORPS
COMMANDING OFFICER
MARINE CORPS BASE, CAMP LEJEUNE

NAVMC 10631 (REV. 8-89) 570/109-LF-064-0200

2

Enclosure (4)

BO 1700.10A
14 NOV 2007