



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEASTO 1650.9
SGTMAJ
15 Dec 10

MARINE CORPS INSTALLATIONS EAST ORDER 1650.9

From: Commanding General
To: Distribution List

Subj: SAILOR OF THE YEAR (SOY) PROGRAM

Encl: (1) Sample Nomination Format Letter

1. Situation. This Order promulgates policy and procedures for the nomination and selection of the Commanding General, Marine Corps Installations East (CG MCIEAST) Sailor of the Year (SOY).

2. Cancellation. MCIEASTO 1700.10B.

3. Mission. The CG MCIEAST will solicit nominations from subordinate commands to compete for Marine Corps Installations East (MCIEAST) SOY. Nominees will make a personal appearance before the Board.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The CG MCIEAST will recognize enlisted Sailors in the grades of E-4 through E-6, who have demonstrated exceptional performance of duty. The CG MCIEAST will convene one board per calendar year to select the most qualified Sailor for selection as the MCIEAST SOY.

(2) Concept of Operations. Eligibility will be based on the Sailor's military record, and their respective MCIEAST Commander's recommendation. Candidates should embody sustained superior performance, proven leadership, dedication to self improvement, outstanding professionalism, and superb personal appearance.

(a) MCIEAST Commanders, in their determination of qualifications for competition, will be guided by, but not

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distribution is unlimited.

limited to the following:

1. Must have a minimum of six months observed time as a member of his/her Command as of the date of nomination.

2. Outstanding performance of military duties.

3. Meet all Navy physical readiness standards for the Physical Readiness Assessment during the previous required qualification period.

4. Exceptional personal appearance and military bearing.

5. Outstanding record of conduct; no nonjudicial punishment or derogatory page 13 entries during the observed period (waiver not accepted).

6. Recommended for reenlistment.

(b) Composition of the SOY Board will consist of the following MCIEAST Sergeants Major:

MCIEAST - Chairman
Marine Corps Base Camp Lejeune
Marine Corps Air Station Beaufort
Marine Corps Air Station Cherry Point
Marine Corps Air Station New River
Marine Corps Air Facility Quantico
Marine Corps Logistics Base Albany
Deployment Processing Command - East (as applicable)

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

2. Should the command not have a Sailor appearing before the board, a command representative will not be required to be present.

b. Subordinate Element Missions

(1) MCIEAST Commanders

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

(b) Screen and nominate Sailors for competition, by ensuring verification and completion of the requirements denoted herein.

(2) Sergeant Major, MCIEAST

(a) Serve as Chairman of the SOY Board. Publish an announcement to subordinate commands prescribing the date and time of the selection board, to include uniform.

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

(c) Upon receipt of the nominations for SOY, screen all packages and accompanying documents for accuracy and compliance with the basic prerequisites.

(d) Provide all packages, accompanying documents, and board work sheets of nominees to the members of the selection board.

(e) Provide the CG MCIEAST with the selection board's recommendation for approval.

(f) Upon approval by the CG MCIEAST, coordinate a recognition ceremony for the selectee.

(3) Staff Secretary (SSEC)

(a) Upon receipt of the nominations for SOY, screen all documents for accuracy and compliance with the basic criteria; prepare all additional documents and board worksheets for the selection board members.

(b) Based on the information provided by the Chairman of the SOY Selection Board, prepare the appropriate documents for CG MCIEAST final approval and signature.

(4) MCIEAST Adjutant

(a) Receive all nomination packages and route to the SSEC.

(b) Upon return of the packages from the SSEC, notify the selectee's unit, and ensure the unit's submission of the selectee's award via iAPS.

(c) Retain in files all nomination packages, board recommendations, and Commanding General's selection/endorsement.

c. Coordinating Instructions

(1) Nominees will report in the designated uniform to the Sergeant Major, MCIEAST, Building 1, John A. Lejeune Hall, Camp Lejeune, North Carolina or alternate location as directed.

(2) All nominations for SOY will be forwarded to the CG MCIEAST (Attn: Sergeant Major) via the MCIEAST Adjutant by the date and time prescribed by the board announcement using enclosure (1). In addition to supporting documentation for the nomination (i.e. evaluations and photograph), the submission will include:

(a) Special Recognition Board Privacy Act Release statement signed by the Sailor, per enclosure (2) of enclosure (1) of this Order.

(b) Completed OPNAV 11533 Form (Personal Awards Recommendation) for the NMCAM; summary of action written to specifically cover the calendar year of competition (1 January to 31 December); citation, using the exact verbiage in enclosure (4) of enclosure (1) of this Order; and designation of "Sailor of the Year Program" at the top of the form. Pursuant to this Order, a selected Sailor will not be awarded any personal award at intermediate competition levels. One personal award will be awarded at the highest level of competition attained. Units shall forward the award via iAPS only upon notification by the MCIEAST Adjutant to do so, once the selection board has concluded.

(c) Nominees will make a personal appearance before the MCIEAST SOY Board.

(3) Sailors selected as the SOY will be recognized at an appropriate ceremony.

5. Administration and Logistics

a. The Sergeant Major, MCIEAST has cognizance over the SOY Program.

b. Unit award originators will log onto the HQMC iAPS website, register online if not already registered, and process the Personal Award Recommendation (NAVMC 11533), complete with summary of action and proposed citation. The iAPS website is www.manpower.usmc.mil/iaps.

6. Command and Signal

a. Command. This Order is applicable to MCIEAST.

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



D. P. THOMAS
Chief of Staff

DISTRIBUTION: A

MCIEASTO 1650.9
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SAMPLE NOMINATION FORMAT LETTER

LETTERHEAD

1650
Orig Code
Date

From: Commanding Officer, (Unit)
To: Commanding General, Marine Corps Installations East (SGTMAJ)
Subj: 20XX SAILOR OF THE YEAR IN THE CASE OF (RATE) LIFE SAVER
XXX XX 0000/0000 USN

Ref: (a) MCIEASTO 1650.9

Encl: (1) Information to Support Nomination
(2) Special Recognition Board Privacy Act Release Statement
(3) Biography
(4) Personal Award Recommendation Info (OPNAV 11533,
Citation, Summary of Action)
(5) Current Photograph

1. Per the reference, Rate Saver is nominated as the 20_ Sailor of the Year. Accordingly, the enclosures are submitted as required.

2. Additionally, the following information is provided:

- a. Name / Last Four SSN.
- b. Date of Birth.
- c. Date Enlisted in the Navy.
- d. Advancement history (give date):
 - (1) E-4:
 - (2) E-5:
 - (3) E-6:

Enclosure (1)

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XXX XX 0000/0000 USN

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 dates(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 of 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):

3. Point of contact for any administrative matters is Rank, Name, DSN/commercial phone number.

I. M. NCHARGE

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INFORMATION TO SUPPORT
NOMINATION

- SINGLE-SIDED COPIES OF THE LAST THREE EVALUATIONS
- LETTERS OF APPRECIATION
- LETTERS OF COMMENDATION
- RECOGNITIONS AS SAILOR OF MONTH AND QUARTER

ENCLOSURE (1)
of
Enclosure (1)

SPECIAL RECOGNITION BOARD PRIVACY ACT RELEASE STATEMENT

PRIVACY ACT STATEMENT

Information contained on this form is maintained under the Systems of Records Notice NM05211-1 (Privacy Act Request/Amendment Files and Tracking System (April 2, 2008, 73 FR 17959), and for official use only. **AUTHORITY:** under 5 U.S.C. 552a, The Privacy Act of 1974, as amended; 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C., Headquarters, Marine Corps; E. O. 9397 (SSN). **PRINCIPLE:** Personal information gathered from the individual for the use of the Special Recognition Board. **PURPOSE:** This form is to provide personal information in association with the Special Recognition Board. **ROUTINE USE:** under U.S.C. 552 a (b) of the Privacy Act, and may be disclosed as routine use pursuant to 5 U.S.C. a (b). **DISCLOSURE** is **VOLUNTARY**, although awards may not be processed without this information.

Primary use of this information is for award purposes and will be destroyed when no longer needed. Some examples may include savings bonds, gift certificates, subscriptions, memberships.

1. Identifying information on Service Member:

- a. Name of individual on whom disclosure will be made: _____
- b. Grade: _____ 
- c. Address : _____
- d. Work Address : _____
- e. Social Security Number: _____
- f. Date of Disclosure (DD MMM YYYY): _____

2. Identifying information of office making disclosure.

Office from which disclosure will be made: _____ 

3. STATEMENT (to be completed by Service Member):

I have been counseled concerning the provisions of the Privacy Act of 1974, and:

- I do authorize release of this information. _____ Initial
- I do not authorize release of this information. _____ Initial

Release Information to : _____

Service Member's Signature: _____ Date (DD MMM YYYY): _____

NOTE:
Service Member should be apprised of the specific personal information which may be released prior to signing the Privacy Act Statement.

[Reset Form](#) [Print Form](#)

BIOGRAPHY

- TWO PAGE MAXIMUM
- TYPED
- DOUBLE SPACE
- NARRATIVE FORMAT
 - START WITH DATE AND PLACE OF BIRTH (DD MMM YYYY)
 - SCHOOLING
 - MILITARY SERVICE
 - CURRENT ASSIGNMENT
 - FAMILY

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PERSONAL AWARD RECOMMENDATION INFO
(OPNAV 11533, CITATION, SUMMARY OF ACTION)

- PREPARE IN THE MARINE CORPS' IMPROVED AWARDS PROCESSING SYSTEM (IAPS) AND ENCLOSE (DO NOT FORWARD UNTIL NOTIFIED BY MCIEAST ADJUTANT AT BOARD CONCLUSION)
 - o Prepare and enclose OPNAV 11533
 - o Prepare and enclose Summary of Action (ONE PAGE)
 - Covers Calendar Year (1 Jan - 31 Dec)
 - o Prepare and enclose Citation (See verbiage format below):

SAILOR OF THE YEAR PROGRAM

The Secretary of the Navy takes pleasure in presenting the NAVY and MARINE CORPS ACHIEVEMENT MEDAL to

NAVY RATE DOC A. SAVER
UNITED STATES NAVY

For service as set forth in the following
CITATION:

"FOR PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HIS DUTIES WHILE SERVING AS (BILLET), (UNIT), (INSTALLATION), MARINE CORPS INSTALLATIONS EAST. NAVY RATE SAVER DISPLAYED EXEMPLARY QUALITIES OF LEADERSHIP, INITIATIVE, AND ATTENTION TO DETAIL, AS EVIDENCED BY HIS SELECTION AS MARINE CORPS INSTALLATIONS EAST SAILOR OF THE YEAR 20XX. HIS POSITIVE ATTITUDE AND UNSURPASSED PROFESSIONALISM PROVIDED A SOURCE OF MOTIVATION AND INSPIRATION FOR ALL TO EMULATE. NAVY RATE SAVER'S INITIATIVE, PERSEVERANCE, AND TOTAL DEDICATION TO DUTY REFLECTED CREDIT UPON HIM AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE."

For the Secretary,

ENCLOSURE (4)
of
Enclosure (1)

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CURRENT PHOTOGRAPH
(HEAD AND SHOULDER)

Dress Blue Uniform (uncovered)

COMMAND STYLE OFFICIAL PHOTO
(8 x 10 Color)

ENCLOSURE (5)
of
Enclosure (1)