



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

MCIEAST-MCB CAMLEJO 1700.9
SGTMAJ
NOV 29 2021

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE
ORDER 1700.9

From: Commanding General
To: Distribution List

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

Ref: (a) OPNAVINST 1700.10P
(b) MCICOMO 1700.1A

Encl: (1) Nomination Format
(2) Grading Sheet

1. Situation. This Order promulgates policy and procedures for the Marine Corps Installations East (MCIEAST) Senior Sailor of the Year (SSOY), Junior Sailor of the Year (JSOY), and Bluejacket of the Year (BJOY) program, in accordance with the references.

2. Mission. The Commanding General (CG), MCIEAST-Marine Corps Base Camp Lejeune (MCB CAMLEJ) will solicit nominations from subordinate commands, attached to MCIEAST, to compete for the selection of SSOY, JSOY, and BJOY.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To provide recognition to enlisted Sailors, E-1 through E-6, attached to MCIEAST who have demonstrated exceptional performance of duty.

(a) General Information

1. SSOY. Within the following guidelines, all Navy personnel in the pay grade E-6, excluding frocked personnel, are eligible for nomination. Sailors promoted or frocked to chief petty officer are not eligible for nomination as SOY.

2. JSOY. Within the following guidelines, all Navy personnel in pay grades E4 and E-5, excluding frocked personnel, are eligible for nomination. Sailors promoted or frocked to petty officer first class are not eligible for nomination as JSOY, but may be nominated as SOY.

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3. BJOY. Within the following guidelines, all Navy personnel in pay grades E-1 to E-3 are eligible for nomination. Sailors promoted or frocked to petty officer third class are not eligible for nomination as BJOY.

4. SSOY/JSOY/BJOY boards will be based on Fiscal Year (FY) 1 October - 30 September. Packages should reflect actions and awards that nominated Sailors have accomplished during the respective CY.

5. The SSOY/JSOY/BJOY Board selection board shall consist of the Senior Enlisted Leader (SEL) acting as the chairman and at least three other E-7 through E-9 Sailors attached to MCIEAST. In the absence of a third board member, an E-6 may act as a board member for the JSOY and BJOY board.

(b) Nominee Prerequisites

1. Active Component Sailors.
2. Reserve component Sailors serving as Full-Time Support.
3. Minimum time onboard of nine months.
4. No record of non-judicial punishment (NJP) or courts-martial during the past 12 months of board date.
5. Must meet all requirements of the Navy's Physical Fitness Assessment/Physical Readiness Test.
6. Must be recommended for promotion and retention, with no single performance trait graded below 3.0 on all performance evaluations within the past 12 months of board date.

b. Concept of Operations

(1) Nomination packages (enclosure (1)) will be forwarded to the SEL by the last week of the October. The board will convene in November. However, the timing is scheduled to change.

(2) The SEL will forward the board recommendations to the CG no later than 10 days after the board has convened for final determination and approval.

(3) Personnel selected as SSOY, JSOY, and BJOY will represent MCIEAST and compete for recognition as Marine Corps Installations Command (MCICOM) SSOY, JSOY, and BJOY.

c. Tasks

(1) SEL, MCIEAST-MCB CAMLEJ shall:

(a) Serve as Chairman of the SSOY/JSOY/BJOY selection boards.

(b) Screen all nomination packages and accompanying documents for accuracy and compliance with the basic prerequisites.

(c) Convene the board in accordance with the guidelines established herein.

(d) Prepare winning packages for MCICOM SSOY/JSOY/BJOY board and awards for CG MCIEAST-MCB CAMLEJ Adjutant.

(2) MCIEAST Subordinate Commanders shall:

(a) Comply with the intent of this Order by ensuring that all eligible Sailors are given the opportunity to compete for SSOY/JSOY/BJOY.

(b) Forward enclosure (1) with all supporting enclosures listed in the basic letter endorsed by the Commanding Officer (CO) to the CG in the time lines established within this Order.

d. Coordinating Instructions

(1) Enclosures (1) and (2) will be submitted to the MCIEAST-MCB CAMLEJ Navy SEL no later than close of business, the last week of the October.

(a) Nominations packages will be signed by the nominee's CO. Installation CO's shall provide endorsements to the nomination. In absence of the Installation CO, endorsements may be signed by the Acting CO when necessary, but not "By direction."

(b) The MCIEAST-MCB CAMLEJ Navy SEL will arrange a selection board and supervise the proceedings in a formal setting at the end of each quarter. The board will be compromised of E7s, E8s, and E9s. In the absence of a third board member, an E6 can fulfill the role of a board member for JSOQ and BJOQ boards only.

(c) Subordinate installations, battalions, squadrons will publish local policies and ensure compliance with the intent of this Order to include local policy on SSOY/JSOY/BJOY.

(d) Sailors selected as the MCIEAST SSOY, JSOY, and BJOY will be recognized with an award under the guidelines established within this Order.

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4. Administration and Logistics

a. Personnel selected as SSOY/JSOY/BJOY will be awarded a Navy and Marine Corps Achievement Medal. Unless they win the MCICOM SOY, which they will receive an award from MCICOM.

b. Awards will be submitted through iAPS by the SEL but must be originated by a commissioned officer or designated individual. If approved the awards must then be processed through the Navy Awards System to reflect on record.

c. Questions concerning packages may be addressed to the MCIEAST Navy SEL.

5. Command and Signal

a. Command. This Order is applicable to all enlisted Sailors assigned to MCIEAST.

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


ANDREW M. NIEBEL

DISTRIBUTION: A/B

NOMINATION FORMAT, SOY

1650
CO
(Date)

From: Commanding General, Marine Corps Installations East-Marine Corps
Base Camp Lejeune
To: Commander, Marine Corps Installations Command
Via: Navy Senior Enlisted Leader, Marine Corps Installations
Command

Subj: SENIOR SAILOR, JUNIOR SAILOR, OR BLUEJACKET OF THE YEAR
NOMINATION

Ref: (a) OPNAVINST 1700.10P

- Encl: (1) Copies of last five years of performance evaluations (most recent first)
(2) Personal Awards received during the nominative period (1 October to 30 September)
(3) SSOY nominee biography (one page narrative format, starting with date and place of birth, civilian schooling, military service, current assignment, personal award 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 five years of Physical Readiness Information Management System (PRIMS) on PRIMS data sheet
(6) Command cover sheet
(7) OPNAV 1650/17 SSOY Grading Sheet (completed by Command SEL)

1. Per reference (a) (rating, warfare, last name, first name, middle initial) is nominated as the 20XX Marine Corps Installations Command (Senior, Junior, or Bluejacket) Sailor of the Year from MCIXXX.

2. Complete contact information of member nominated:

- a. Name: (last, first, middle initial)
- b. Rate and rank:
- c. Present duty station:
- d. Address: (work) (home)
- e. Telephone: (work) (home or cell)
- f. E-mail Address: (work) (home)

3. Reporting Senior's justification of nomination utilizing the following format (limit to two typewritten pages). Timeline: 1 Oct - 30 Sept

- a. Primary responsibilities.
- b. Job performance.
- c. Leadership.
- d. Command climate and Sailorization.
- e. Collateral duties.
- f. Peer group and off-duty community involvement.

4. Military decorations and awards (not unit awards). List in chronological order):

<u>(Decoration/Award)</u>	<u>(Command)</u>	<u>(YYMMDD - YYMMDD)</u>
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5. List educational accomplishments (1 Oct - 30 Sept).

a. Years of formal civilian schooling completed and any degree attained:

<u>(Degree)</u>	<u>(School)</u>	<u>(YYMMDD)</u>
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b. Navy "A," "B," "C," and or "F" schools completed:

<u>(School)</u>	<u>(YYMMDD)</u>
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c. 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.

6. Reporting senior's remarks (limit to one typewritten page).

(Signature)
("By direction" not authorized)

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GRADING SHEET

OPNAVINST 1700.10

SAILOR OF THE YEAR GRADING SHEET		
NOTE: Ensure a one year performance review and a five year sustained superior performance review is completed.		
BOARD MEMBER'S NAME (Printed):	BOARD MEMBER'S SIGNATURE:	
SAILOR'S NAME:	COMMAND:	
GRADING		
CATEGORIES	POINTS	REMARKS
A. PRIMARY RESPONSIBILITIES (Max points 20) - Depth of responsibilities (Job Scope) - Volunteering/Assuming additional Job duties - Major command watch stations		
B. JOB PERFORMANCE (Max points 20) - Sustained superior performance - Professional knowledge and rating expertise - Navy, command, mission impact		
C. LEADERSHIP (Max points 15) - Department LCPO, Division LCPO, WCS - Teamwork - Communication (Oral and/or written)		
D. COMMAND CLIMATE/SAILORIZATION (Max points 15) - Training, qualifying, advancing, retaining - Equal Opportunity - Camaraderie, esprit de corps		
E. MERITORIOUS ACHIEVEMENTS (Max points 10) - Navy Commendation Medal or higher - Navy Achievement Medal - Flag Letter of Commendation - Previous SOQ		
F. COLLATERAL DUTIES (Max points 10) - Command-wide collateral positions - Division or in-rate collateral positions - Comments that support performance duties		
G. EDUCATIONAL ACCOMPLISHMENTS (Max points 5) - Navy school completed or NEC obtained - College degree obtained - Correspondence or college courses		
H. PEER GROUP/COMMUNITY INVOLVEMENT (Max points 5) - Elected Official/member in peer group - Elected Official member civilian organizations - Participation in civic/community affairs		
I. PERSONAL APPEARANCE/MILITARY BEARING (Max points 25) - Uniform, ribbons, shoes, etc... - Grooming standards - Marching, hand salute, posture		
J. BOARDMANSHIP (Max points 25) - Sailor's Creed - Answers to questions, communication skills - Eye contact, comfort with board members		
<div>Add Category</div> <div>Delete Category</div>	TOTAL POINTS: (150 Max points)	