



UNITED STATES MARINE CORPS  
COMMAND ELEMENT  
II MARINE EXPEDITIONARY FORCE  
FLEET MARINE FORCES  
PSC BOX 20080  
CAMP LEJEUNE, NC 28542-0080

II MEFO 1650.5B

CMDCM

AUG 26 2020

II MARINE EXPEDITIONARY FORCE ORDER 1650.5B

From: Commanding General, II Marine Expeditionary Force, FMF  
To: Distribution List

Subj: II MARINE EXPEDITIONARY FORCE SAILOR OF THE QUARTER/YEAR,  
JUNIOR SAILOR OF THE QUARTER/YEAR AND BLUE JACKET OF THE  
QUARTER/YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10N

Encl: (1) Nomination Format for Sailor of the Year/Junior Sailor  
of the Quarter/Blue Jacket of the Quarter/Sailor of  
the Quarter/Junior Sailor of the Year/Blue Jacket of  
the Quarter  
(2) Endorsement Format  
(3) SOQ/SOY Scoring Sheet  
(4) SOY Cover Sheet  
(5) SOQ/SOY Tabulation Sheet  
(6) Sample Navy and Marine Corps Achievement Medal or Flag  
Letter for Sailor of the Year/Sailor of the Quarter.

1. Situation. Per the reference, this Order is to provide guidelines and procedures for the Sailor of the Quarter (SOQ), Junior Sailor of the Quarter (JSOQ), Blue Jacket of the Quarter (BJOQ), Sailor of the Year (SOY), Junior Sailor of the Year (JSOY), and Blue Jacket of the Year (BJOY) programs within II Marine Expeditionary Force (MEF).

2. Cancellation. II MEFO 1650.5A

3. Mission. Establish a process to recognize superior performance of enlisted Navy personnel with emphasis on outstanding achievements, exemplary personal conduct and military bearing, and demonstrated initiative in the performance of duty.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To promote morale and the encouragement of high standards of professional performance.

(2) Concept of Operations

(a) Eligibility. Open to Navy personnel in the pay grades of E-6 and below that meet the below criteria, including Active Duty, Full Time Support, Active Duty for Special Work, and Navy Reserve

inactive duty personnel assigned to the II MEF. Personnel assigned to Marine Expeditionary Unit (MEU) Command Elements (CE) within II MEF are eligible for II MEF CE SOQ while non-composited and each MEU within II MEF is eligible for II MEF SOY. In the event that a MEU remains non-composited throughout the year, MEU CE candidates are eligible to compete in the II MEF CE SOY. Nominees must have at least 180 days onboard, no record of disciplinary action and/or derogatory counseling during the past 6 months for SOQs or 12 months for SOYs. Nominees must have successfully passed the most recent Performance Fitness Assessment cycle and be within Navy height and weight standards.

(b) Senior Sailor of the Quarter/Year. Sailors in the pay grade of E-6 will compete for SOQ and SOY.

(c) Junior Sailor of the Quarter/Year and Blue Jacket of the Quarter/Year. Sailors in pay grades E-4 and E-5 will compete for JSOQ and JSOY, and pay grades E-1 to E-3 will compete for BJOQ and BJOY.

b. Selection Criteria. The selection criteria should include but is not limited to the following demonstrated traits and qualifications during the nominative period:

(1) Noteworthy achievements that contribute to the mission of the command.

(2) Demonstrated sustained excellence in leadership, military bearing, and personal behavior.

(3) Warfare Qualification.

(4) Professional and technical proficiency.

(5) Demonstrated motivation, pride, and patriotism.

(6) Participation in activities that enhanced community relations.

(7) Awards, letters of commendation, and/or appreciation, and acts of heroism.

(8) Off-duty education, as well as professional education through Navy schools and correspondence courses.

(9) Personal interview grading professional knowledge, evaluating appearance, expression, and attitude.

c. Tasks

(1) Unit Commanding Officers

(a) Read this Order in its entirety.

(b) Ensure timely submission of nominations within the format provided in enclosures (1), (2), (4), and (6).

(2) Command Master Chiefs (CMDCM)

(a) Ensure nominations for SOQ/JSOQ/BJOQ from each command units are submitted by their leading Chief Petty Officer to the respective Major Subordinate Commands/Elements (MSC/E) CMDCM with Officer in Charge endorsement. The nomination format is provided in enclosures (1), (2), (4), and (6).

(b) Ensure nominations for SOQ/JSOQ/BJOQ are submitted no later than the fifth business day of the month following the last day of the quarter (31 March, 30 June, 30 September, 31 December).

(c) Ensure nominations for II MEF SOY/JSOY/BJOY are submitted no later than 15 October to the II MEF CMDCM via each respective MSC/E CMDCM with nominees' Commanding Officer endorsement.

(3) CMDCM, II MEF: Responsible for the successful operation and integrity of this program. CMDCM will direct each MSC/E CMDCM to act as their SOQ/SOY/BJOQ/BJOY coordinator for their commands. CMDCM will chair the SOY/JSOY/BJOY for the II MEF Board.

(4) MSC/E CMDCM: Responsible for the administration of their respective SOQ/SOY/JSOQ/JSOY/BJOQ and BJOY program. Duties include, but are not limited to:

(a) Solicit nominations and screen all nomination packages for completeness.

(b) Arrange a time and place to hold selection boards.

(c) Notify board members of the meeting time and place.

(d) Coordinate recognition and awards ceremony for selected SOQ/SOY/JSOQ/JSOY/BJOQ/BJOY.

(e) Ensure selected SOQ/SOY/BJOQ and BJOY 8x10 photographs in Dress Blue uniform are displayed at their respective Headquarters sites.

(f) Ensure boards convene no later than the second week following the end of the quarter. The date for each MSC/E and II MEF SOY board will be promulgated by each MSC/E CMDCM and the CMDCM for II MEF.

(g) The SOQ/JSOQ/BJOQ/SOY/JSOY/BJOY selection boards will consist of Chief/Senior Chief Petty Officers. The board will be chaired by each MSC/E CMDCM or the delegate.

(h) The BJOQ selection board will consist of First Class Petty Officers and one Chief Petty Officer as the mentor. The board will be chaired by the standing MSC/E SOY (or if this person has transferred the CMDCM will select a First Class Petty Officer). The respective CMDCM will provide quality assurance for the board proceedings.

(i) Each board member will ask questions associated with naval history, command mission, uniform code of military justice, current events, Navy core values, and other questions that the chairperson deems appropriate. The same question must be asked to all candidates. Once the board has selected and collectively agreed upon questions, no other questions will be allowed.

(j) Board members will utilize enclosures (3) and (5) to effectively evaluate each nominee.

(k) The chairperson of each board will be a non-voting member unless a tie-breaker vote is required.

(l) Each MSC/E CMDCM will submit selection recommendations to their Commanding General (CG) or Commanding Officer (CO). Upon concurrence from their CG/CO, the CMDCM will inform the chains of command.

(m) Each SOY package will have enclosure (4) as the command cover letter for each package as part of the board package and not the chain of command submission.

(n) The primary purpose of the SOQ/SOY/BJOQ and BJOY is to recognize those personnel who contribute significantly to the mission of their respective MSC/E and the U.S. Navy.

(o) The SOQ/SOY/BJOQ and BJOY will be announced within 5 working days, however no later than 25 days after the selection board adjourns.

(p) The SOQ/JSOQ/BJOQ/SOY/JSOY and BJOY will receive the following:

1. Letter of commendation signed by their respective MSC/E CG/CO for the SOQ/JSOQ and BJOQ.

2. A picture of the SOQ/JSOQ/BJOQ/SOY/JSOY and BJOY will be displayed in their respective Headquarters area.

3. A 3-day special liberty certificate for SOQ/JSOQ and BJOQ.

4. A 4-day special liberty certificate for SOY/JSOY and BJOY.

5. A command plaque for SOY, JSOY and BJOY.

6. The SOY/JSOY and BJOY will receive a Navy and Marine Corps Achievement Medal at the MSC/E level. The JSOY/BJOY for II MEF will receive a Navy Achievement Medal.

7. The II MEF SOY will compete at the next higher echelon of competition through Marine Forces Command. The II MEF SOY will receive a Navy and Marine Corps Commendation Medal upon completion of the highest echelon of competition.

5. Administration and Logistics. Omitted.

6. Command and Signal

a. Commanders and CMDCM's shall comply with the provisions of this Order and reference (a).

b. This Order is effective on the date signed.

  
J. R. FULLWOOD JR.  
Chief of Staff

DISTRIBUTION: A

COMMAND LETTERHEAD IF APPLICABLE

Sailor of the Quarter / Year Nomination Format

From: Senior Enlisted Leader, Member's Unit  
To: Command Master Chief, Your MSC/E  
Via: Commanding Officer(SOY) or Officer in Charge(SOQ), Member's Unit

Subj: 20XX SAILOR OF THE YEAR/QUARTER NOMINATION IN THE CASE OF  
RP1(FMF/SW) JOHN P. JONES

Ref: (a) OPNAVINST 1700.10M

- Encl:
- (1) Copies of Previous Evaluations  
(5 years SOY, 1 Year SOQ, JSOQ/Y, BJOQ/Y)
  - (2) Personal Awards (Received during the nominative period)
  - (3) Nominee Biography (one page narrative format, starting with date and place of birth, schooling, Military service, current assignment, awards and family, etc.)
  - (4) Signed OPNAV 1650/3 for NMCAM (JSOY/BJSOY) or NMCOM (SOY) or Draft CERTCOM (SOQ/JSOQ/BJOQ)
  - (5) Two 5X7 color glossy photographs, (SOY only. One each, Front and side view, full length, plain background - Service Dress Blue uniform-uncovered, both with name, rate, command, date data boards)
  - (6) Previous Physical Readiness Information Management System (5 years SOY, 1 Year SOQ, JSOQ/Y, BJOQ/Y)
  - (7) Command Cover Sheet (SOY only)
  - (8) OPNAV 1650/17 SOY Grading Sheet (SOY only)
  - (9) Electronic Copy of complete package on CD-ROM (SOY only), to include photographs

1. Per reference (a) \_\_\_\_\_ is nominated as the Sailor of the Quarter / Year for \_\_Qtr, FY-\_\_\_\_.

2. Complete contact information of member nominated:

- a. Name: (Last, First, Middle Initial)
- b. Rate/Rank:
- c. Present Duty Station:
- d. Address: (Work) (Home)
- e. Telephone: (Work) (Home/Cell)

Enclosure (1)

COMMAND LETTERHEAD IF APPLICABLE

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- e. Telephone: (Work) (Home/Cell)

Enclosure (1)

Subj: 20XX SAILOR OF THE YEAR/QUARTER NOMINATION IN THE CASE OF  
RP1(FMF/SW) JOHN P. JONES

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

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

(Command)                      (Quarter)                      (YYMMDD - YYMMDD)

4. Senior Enlisted Leader justification of nomination utilizing the following format (limit to two typewritten pages).

- a. Primary Responsibilities
- b. Job performance
- c. Leadership
- d. Command climate/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)

6. PRT category (scores and dates):

(Category Score)                      (YYCYCL)

7. Deployments and exercises (inclusive dates from departed to return):

(Unit Deployed)                                      (YYMMDD - YYMMDD)  
(Exercise)    (YYMMDD - YYMMDD)

8. List educational accomplishments.

a. Civilian schooling, certifications, college courses completed and degrees attained:

(Degree/Course/Cert)                                      (Institution)                                      (YYMMDD)

Enclosure (1)



Subj: 20XX SAILOR OF THE YEAR/QUARTER NOMINATION IN THE CASE OF  
RP1(FMF/SW) JOHN P. JONES

b. Navy "A," "B," "C," and or "F" schools completed:

(School/Course)

(YYMMDD)

c. Other self-study educational achievements attained. (Included United States Armed Forces Institute (USAFI) courses, Defense Activity for Non-Traditional Education Support (DANTES) courses, including courses offered through other services, etc.). Do not include courses required for advancement or annual General Military Training.

9. Senior Enlisted Leader Comments (limit to one typewritten page).

I. A. SEL  
Signature

Enclosure (1)

COMMAND LETTERHEAD

1650  
CO

Date

FIRST ENDORSEMENT

From: Commanding Officer (SOY) or Officer in Charge (SOQ)  
(Member's Command)

To: Command Master Chief, Your MSC/E

Subj: QUARTER, FY-\_\_\_ SENIOR/JUNIOR/BLUE JACKET SAILOR  
OF THE QUARTER/YEAR NOMINATION IN THE CASE OF HN JOE D.  
SAYLOR

Ref: (a) OPNAVINST 1700.10 Series

1. The subject named member is nominated for the selection as the (Senior/Junior/Blue Jacket) Sailor of the Quarter/Year. Nominee meets the requirements of references (a) through (b).

2. Include a command endorsement and a brief synopsis or the significance of the member's impact on commands mission or any additional information to distinguish the nominee for his/her peers. (Limit to one typewritten page)


3. POC for this is HMCS I. A. SEL and can be reached at COMM: XXX-XXXX or Email: ima.s.el@usmc.mil.

Commanding Officer's Signature  
(By direction not authorized)

Enclosure (2)

### 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 style="display: inline-block; border: 1px solid black; padding: 2px 10px; margin: 5px;">Add Category</div> <div style="display: inline-block; border: 1px solid black; padding: 2px 10px; margin: 5px; margin-left: 20px;">Delete Category</div>		<b>TOTAL POINTS:</b> (150 Max points)

SAILOR OF THE YEAR  
COMMAND 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:

Enclosure (4)

## II MEF SOQ/SOY TABULATION SHEET

DATE( ....)

Sailor Competing >>>>	HM3....	HM3....	RP3....	HN.....	RP2.....
Board Member					
HMC.....					
PS1.....					
RPI.....					
HM1.....					
NC1.....					
HM1.....					
TOTAL:					

BOARD CHAIRPERSON \_\_\_\_\_

CHAIRPERSON SIGN \_\_\_\_\_

Sample Citation wording for Letter of Commendation or Navy and Marine  
Corps Achievement Medal for SOQ/SOY Selectee

MEDAL(Landscape format)  
FLOC(Portrait format)

The Commanding General, II Marine Expeditionary Force

Takes pleasure in presenting

(NAME)

(RATE)

UNITED STATES NAVY

For service as set forth in the following

CITATION:

"For professional achievement in the superior performance of his/her duties while serving as (Title) in (Command) and selection as II Marine Expeditionary Force (Senior/Junior) Sailor of the Quarter/Year for FY-\_\_. Petty Officer \_\_\_\_\_ performed his/her duties in an exemplary and highly professional manner. He/she (briefly describe actions)

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Petty Officer's \_\_\_\_\_ diligent efforts and resourcefulness inspired all who observed him/her and contributed to the accomplishment of the operational readiness of the command. This selection as II MEF (Junior/Senior) Sailor of the Year reflects credit upon him/herself and were in keeping with the highest traditions of the United States Naval Service."

For the Secretary of the Navy,  
Or  
Commanding General

Enclosure (6)