



DEPARTMENT OF THE NAVY  
NAVY RECRUITING COMMAND  
5722 INTEGRITY DR.  
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 1650.6P (HDQ)  
00FS  
27 June 2011

COMNAVCRUITCOM INSTRUCTION 1650.6P (HEADQUARTERS)

From: Commander, Navy Recruiting Command

Subj: COMNAVCRUITCOM SAILOR OF THE QUARTER (SOQ)/SAILOR OF THE YEAR (SOY)/JUNIOR SAILOR OF THE QUARTER (JSOQ)/JUNIOR SAILOR OF THE YEAR (JSOY) AND BLUEJACKET OF THE QUARTER (BJOQ) BLUE JACKET OF THE YEAR (BJOY) PROGRAMS

Ref: (a) OPNAVNOTE 1700  
(b) OPNAVINST 1700.10

Encl: (1) Headquarters' SOQ, JSOQ and BJOQ Nomination Format  
(2) Headquarters' SOY, JSOY and BJOY Nomination Format  
(3) Headquarters' SOQ/SOY Score Sheet

1. Purpose. To consolidate procedures for Navy Recruiting Command Headquarters' SOQ/SOY, JSOQ/JSOY, and BJOQ/BJOY.

2. Cancellation. COMNAVCRUITCOMINST 1650.6N (HDQ). The revisions have been identified with an (R in the right hand column.

3. Background. Appropriate recognition of enlisted personnel who have demonstrated sustained superior performance in carrying out their responsibilities is of paramount importance to maintaining a high state of morale and mission accomplishment. Navy Recruiting Command established the SOQ/JSOQ/BJOQ programs and the SOY/JSOY/BJOY program, to provide this recognition. Navy Recruiting Command will select one candidate for consideration as its headquarters SOY.

4. Eligibility. All active and reserve personnel E6 and below, that are permanently assigned to COMNAVCRUITCOM Headquarters are eligible.

- a. E1 - E4 personnel are eligible for BJOQ and BJOY.
- b. E5 personnel are eligible for the JSOQ and JSOY.
- c. E6 personnel are eligible for the SOQ and SOY.

5. Ineligibility. All active and reserve personnel E6 and below, that are permanently assigned to COMNAVCRUITCOM Headquarters who are not recommended for advancement on current evaluation.

6. Action and Responsibilities

a. Chief of Staff/Departmental Directors/Special Assistants

(1) Establish Department SOQ, JSOQ, BJOQ and SOY/JSOY/BJOY program using this instruction for guidance.

(2) Submit SOQ, JSOQ and BJOQ nominations to the Selection Committee Recorder with required enclosures.

(3) Each competitive cycle, the executive staff, Cyberspace, and each department may nominate:

(a) One candidate for selection as the HQ's SOQ.

(b) One candidate for selection as the HQ's JSOQ.

(c) One candidate for selection as the HQ's BJOQ.

(d) One candidate for selection as the HQ's SOY/JSOY/BJOY in addition to the previous SOQ winners.

(4) Submit six complete copies of the nomination package to the Recorder.

(5) Nominees do not have to be present, the selection committee will grade the package only.

(6) One full length photo and one head shot photo will be required.

b. SOQ, JSOQ, BJOQ, and SOY/JSOY/BJOY Selection Committee

(1) Committee membership will consist of SEL and Department LCPO's.

(2) SOQ, JSOQ, and BJOQ. The Headquarters Senior Enlisted Leader will convene the Selection Committee prior to the 15th of the first month of each quarter to select and submit the committee's recommendation to the Chief of Staff for consideration.

(3) HQ SOY/JSOY/BJOY. The Headquarters Senior Enlisted Leader will convene the Committee prior to the second Friday of October of each fiscal year to select and submit the committee's recommendation to the Chief of Staff for consideration. (R)

(4) COMNAVCRUITCOM SOY. The Navy Recruiting Command FORCM, HQ SEL, NAVCRUITREG West CMC, NAVCRUITREG East CMC and one NAVCRUITDIST CMC.

c. Recorder, SOQ, JSOQ, BJOQ, and SOY/JSOY/BJOY Selection Committee. Consolidate all nominations received in coordination with the Senior Member of the Selection Board Committee, establish an appropriate time and place for the committee to meet. Notify all members of the committee of the uniform, time, and place of meeting. Notify all concerned of the results of the selection committee. When provided by the Secretariat, mount engraved plates and selectee's photograph on the SOQ, JSOQ, BJOQ, and SOY/JSOY/BJOY Board, located in COMNAVCRUITCOM Recruiting Quarterdeck.

d. Secretariat (00S). Provide an engraved plate to be affixed to the Headquarters SOQ, JSOQ, BJOQ, and SOY/JSOY/BJOY Board plaques located on the quarterdeck of COMNAVCRUITCOM. The plate will contain the selectee's name and award period date. Provide the Recorder the engraved plate. Prepare the smooth applicable award for presentation and announce the selection in the Plan of the Week.

e. Headquarters Senior Enlisted Leader. Provide selectees with a 4 day liberty pass.

## 7. Award

a. The HQ's SOY will receive the following:

(1) COMNAVCRUITCOM plaque appropriately engraved for presentation.

(2) Awarded a medal at the appropriate competition level as specified in reference (a).

(3) A 4 day liberty pass (must include a weekend).

(4) A designated parking space commencing with the announcement of the winners.

(5) Certificate for the spouse.

b. The SOQ will receive the following:

(1) COMNAVCRUITCOM plaque appropriately engraved for presentation.

(2) Letter of Commendation from Commander, Navy Recruiting Command.

(3) A 4 day liberty pass (must include a weekend).

(4) A designated parking space commencing with the announcement of the winners.

(5) Letter of Appreciation for the spouse.

c. The JSOY will receive the following:

(1) COMNAVCRUITCOM plaque appropriately engraved for presentation.

(2) Navy Achievement Medal from Commander, Navy Recruiting Command.

(3) A 4 day liberty pass (must include a weekend).

(4) A designated parking space commencing with the announcement of the winner.

(5) Letter of Appreciation for the spouse.

d. The JSOQ will receive the following:

(1) COMNAVCRUITCOM plaque appropriately engraved for presentation.

(2) Letter of Commendation from Commander, Navy Recruiting Command.

(3) A 4 day liberty pass (must include a weekend).

(4) A designated parking space commencing with the announcement of the winner.

(5) Letter of Appreciation for the spouse.

e. The BJOQ will receive the following:

(1) COMNAVCRUITCOM plaque appropriately engraved for presentation.

(2) Letter of Commendation from Commander, Navy Recruiting Command.

(3) A 4 day liberty pass (must include a weekend).

(4) A designated parking space commencing on the announcement of the winner.

f. The BJOY will receive the following:

(1) COMNAVCRUITCOM plaque appropriately engraved for presentation.

(2) Navy Achievement Medal from Commander, Navy Recruiting Command.

(3) A 4 day liberty pass (must include a weekend).

(4) A designated parking space commencing on the announcement of the winner.

(5) Letter of Appreciation for the spouse.

8. Enclosure (3) will be utilized to grade each candidate.

/s/  
W. C. MARVEL  
Chief of Staff

Distribution:  
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Headquarters' SOQ, JSOQ and BJOQ Nomination Format

(Date)

From: Department Head  
To: Recorder Sailor/Junior/Blue Jacket of the Quarter Board

Subj: COMNAVCRUITCOM SAILOR/JUNIOR SAILOR/BLUEJACKET  
OF THE QUARTER NOMINATION

Ref: (a) COMNAVCRUITCOMINST 1650.6

Encl: (1) Draft Letter of Commendation  
(2) Copy of Last Evaluation (If NOB, submit last regular  
evaluation.)

1. Per reference (a), \_\_\_\_\_ is  
nominated as COMNAVCRUITCOM's \_\_\_\_\_ of the Quarter for  
the \_\_\_\_\_ quarter of calendar year 20\_\_.

2. The following pertinent information is provided:

- a. Name: \_\_\_\_\_ Rate: \_\_\_\_\_  
Designator: \_\_\_\_\_
- b. PRT Results (last 2) \_\_\_\_\_  
(i.e., Outstanding, Excellent, Good, Satisfactory, waived)
- c. Currently recommended for advancement: \_\_\_\_ Yes \_\_\_\_ No
- d. Previously selected for SOQ/JSOQ/BJOQ (QTR):  
\_\_\_\_ Yes \_\_\_\_ No
- e. Previously nominated for SOQ/JSOQ/BJOQ (QTR):  
\_\_\_\_ Yes \_\_\_\_ No
- f. Brief synopsis of significant professional achievement,  
which warrant member's selection as COMNAVCRUITCOM's  
SOQ/JSOQ/BJOQ. Highlight those professional achievements  
accomplished **during the quarter nominated for.**
- g. Collateral duties performed during this quarter.
- h. Off-duty command and community involvement.
- i. Courses/schools/degrees completed during the quarter  
nominated for (other than in-rate courses). Specify what degree  
nominee is currently working towards.

j. Awards earned during this quarter.

k. Other information to distinguish nominee from contemporaries.

3. Department Head's comments/recommendation:

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Sample Citation

YEOMAN FIRST CLASS(SW/AW)  
FIRST NAME/MIDDLE INITIAL/LAST NAME  
UNITED STATES NAVY

For commendable achievement in the superior performance of her/his duties while serving as \_\_\_\_\_ on the staff of Commander, Navy Recruiting Command from \_\_\_\_\_ to \_\_\_\_\_, culminating in her/his selection as "Sailor of the Quarter" for the \_\_\_\_\_ Quarter, Calendar Year 200 . Petty Officer \_\_\_\_\_ performed (her/his) duties in a highly professional manner.

Petty Officer \_\_\_\_\_ exceptional performance was in keeping with the highest traditions of the United States Navy.

Rear Admiral, U. S. Navy

Headquarters' SOY, JSOY and BJOY Nomination Format

(Date)

From: Department Head  
To: Recorder Sailor/Junior/Blue Jacket of the Year Board  
Subj: COMNAVCRUITCOM SAILOR/JUNIOR SAILOR/BLUEJACKET  
OF THE YEAR NOMINATION  
Ref: (a) COMNAVCRUITCOMINST 1650.6  
Encl: (1) Draft Navy Achievement Medal  
(Not including OPNAV 1650/3)  
(2) Copy of last evaluation (If NOB, submit last regular  
evaluation.)

1. Per reference (a), \_\_\_\_\_ is  
nominated as COMNAVCRUITCOM's \_\_\_\_\_ of the Year for the  
calendar year 20\_\_\_\_.

2. The following pertinent information is provided:

- a. Name: \_\_\_\_\_ Rate: \_\_\_\_\_  
Designator: \_\_\_\_\_
- b. PRT Results (last two) \_\_\_\_\_  
(i.e., Outstanding, Excellent, Good, Satisfactory, waived)
- c. Currently recommended for advancement: \_\_\_\_ Yes \_\_\_\_ No
- d. Previously selected for SOQ/JSOQ/BJOQ (QTR):  
\_\_\_\_ Yes \_\_\_\_ No
- e. Previously nominated for SOQ/JSOQ/BJOQ (QTR):  
\_\_\_\_ Yes \_\_\_\_ No
- f. Brief synopsis of significant professional achievement,  
which warrant member's selection as COMNAVCRUITCOM's  
SOQ/JSOQ/BJOQ. Highlight those professional achievements  
accomplished **during this year nominated for.**
- g. Collateral duties performed this year.
- h. Off duty command and community involvement.

i. Courses/schools/degrees completed during the year nominated for (other than in-rate courses). Specify what degree nominee is currently working towards.

j. Awards earned during this year.

k. Other information to distinguish nominee from contemporaries.

3. Department Head's comments/recommendation:

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27 June 2011

Sample Citation

PERSONNEL SPECIALIST FIRST CLASS (AW) FIRST NAME/MIDDLE INITIAL/LAST NAME, UNITED STATES NAVY

PROFESSIONAL ACHIEVEMENT AS JANUARY TO DECEMBER 20\_\_ . PETTY OFFICER ON THE STAFF OF THE COMMANDER, NAVY RECRUITING COMMAND FROM  
CONSISTENTLY PERFORMED HIS/HER DEMANDING DUTIES IN AN EXEMPLARY AND HIGHLY  
PROFESSIONAL MANNER. HIS/HER UNFAILING TEAM SPIRIT CONTRIBUTED SIGNIFICANTLY TO HIS SELECTION AS " SAILOR OF THE YEAR,"  
COMMANDER, NAVY RECRUITING COMMAND FOR CALENDAR YEAR 2005. PETTY OFFICER PERSONAL INITIATIVE AND UNSELFISH DEVOTION TO  
DUTY REFLECTED GREAT CREDIT UPON HIMSELF/HERSELF AND WERE KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

16<sup>th</sup>

February 20

FOR THE

REAR ADMIRAL, U.S. NAVY  
COMMANDER, NAVY RECRUITING COMMAND

SOQ/SOY Score Sheet

Name \_\_\_\_\_ Rate \_\_\_\_\_ Department \_\_\_\_\_

**Note:** Score on a scale of 0-3, with 1 indicating weak/below average and 3 indicating strong/above average.

**A. JOB PERFORMANCE**

- Sustained superior performance \_\_\_\_\_(1-3 pts)
- Professional knowledge and rating expertise \_\_\_\_\_(1-3 pts)
- Navy, command, mission impact \_\_\_\_\_(1-3 pts)

**B. SAILOR OF THE QUARTER**

(Only applies for SOY nominees for current calendar year)(1 pt)

1<sup>st</sup> QTR \_\_\_\_\_ 3<sup>rd</sup> QTR \_\_\_\_\_  
2<sup>ND</sup> QTR \_\_\_\_\_ 4<sup>th</sup> QTR \_\_\_\_\_ (4 pts)

**C. COMMAND/COLLATERAL**

- Command Collateral Duty (1-3 pts) \_\_\_\_\_
- Department Collateral Duty (1-3 pts) \_\_\_\_\_
- Division Collateral Duty (1-3 pts) \_\_\_\_\_

**D. COMMUNITY INVOLVMENT** (1-3 pts) \_\_\_\_\_

**E. EDUCATION(Completed this Quarter/Year)**

- Correspondence Courses:
  - Other than in rate: (1-3 pts) \_\_\_\_\_
  - Non-Accredited: (1-3 pts) \_\_\_\_\_
- College Education:
  - College/Vocation (1-3 pts) \_\_\_\_\_  
(completed/certification)

Degree: AA(1-3 pts); BA/BS(1-3 pts); Higher(1-3 pts) \_\_\_\_\_

**F. PERFORMANCE (1-3 pts)**

- Early Promote (3 pts)
- Must Promote (2 pts)
- Promotable (1 pts)

**G. SCOPE/LEADERSHIP**

- Department LPO \_\_\_\_\_(1-3 pts)
- Teamwork \_\_\_\_\_(1-3 pts)
- Communication \_\_\_\_\_(1-3 pts)

**H. AWARDS** (during period)

- Any medal above Comm. Medal \_\_\_\_\_(3 pts)
- Comm. Medal \_\_\_\_\_(3 pts)
- Achv. Medal \_\_\_\_\_(2 pts)
- LOC \_\_\_\_\_(1 pts)
- LOA \_\_\_\_\_(1 pts)

**MILITARY BEARING**

- Uniform \_\_\_\_\_(1-3 pts)
- Grooming \_\_\_\_\_(1-3 pts)

**INTERVIEW**

- Speaking ability \_\_\_\_\_(1-3 pts)
- Questions \_\_\_\_\_(1-3 pts)
- Attitude \_\_\_\_\_(1-3 pts)

Sub Total Pg 2 \_\_\_\_\_

Sub Total Pg 1 \_\_\_\_\_

OVERALL SCORE \_\_\_\_\_

Board Member \_\_\_\_\_ Date \_\_\_\_\_