



DEPARTMENT OF THE NAVY

NAVY RECRUITING COMMAND

5722 INTEGRITY DR.

MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 1650.6M (HDQ)

002

14 MAY 08

COMNAVCRUITCOM INSTRUCTION 1650.6M (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 (R)

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 (R)

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

2. Cancellation. COMNAVCRUITCOMINST 1650.6L (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. Commander, Navy Recruiting Command established the SOQ/JSOQ/BJOQ programs and the SOY/JSOY/BJOY program, to provide this recognition. Commander, Navy Recruiting Command Headquarters will select one candidate for consideration as its 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 HDQ BJOY.
- b. E5 personnel are eligible for the JSOQ and HDQ JSOY.
- c. E6 personnel are eligible for the SOQ and HDQ SOY.

5. Ineligibility. All active and reserve personnel E6 and below, that are permanently assigned to COMNAVCRUITCOM Headquarters who:

- a. Failed the latest Physical Readiness Test/body fat. (R)
- b. 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 to be coordinated with NSA Mid-South Commands, using the format contained in enclosure (1). SOY/JSOY/BJOY nomination shall be submitted to the Recorder to be coordinated with NSA Mid-South Commands following the eligibility year, using the format contained in reference (a), excluding the requirement for the OPNAV 1650/3 and photograph. If selected for the next competition level, the excluded enclosures will be required.

(3) Each competitive cycle, the executive staff 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 must be present before the selection committee to be eligible for selection.

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

(1) Committee membership will consist of a First Class Petty Officer from each Department.

(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 February of each calendar year to select and submit the committee's recommendation to the Chief of Staff for consideration. (R)

(4) COMNAVCRUITCOM SOY. The Commander Navy Recruiting Command, Senior Enlisted Leader will convene the Committee prior to the second Friday of March of each calendar year to select and submit the committee's recommendation to the Chief of Staff for consideration.

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 (002S). 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 and engraved COMNAVCRUITCOM plaque. After selection approval of an individual, arrange and coordinate an appropriate presentation ceremony. Forward a memorandum regarding the ceremony to all departments and the executive staff announcing the time and location of the ceremony along with the name of the Sailor. 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 96-hour liberty pass. Host a luncheon for the selectees

to include appropriate CPOA recognition of the Sailors achievement.

7. Award

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

(1) COMNAVCRUITCOM plaque appropriately engraved for presentation.

(2) Selectees will be awarded a medal at the appropriate competition level as specified in reference (a).

(3) A 96-hour liberty pass (must include a weekend).

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

(5) Certificate for the spouse. (R)

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 96-hour liberty pass (must include a weekend). (R)

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

(5) Letter of Appreciation for the spouse. (R)

c. The JSOY will receive the following:

(1) COMNAVCRUITCOM plaque appropriately engraved for presentation.

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

(3) A 96-hour liberty pass (must include a weekend).

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

(5) Letter of Appreciation for the spouse. (R)

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 96-hour liberty pass (must include a weekend).

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

(5) Letter of Appreciation for the spouse. (R)

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 96-hour liberty pass (must include a weekend).

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

f. The BJOY will receive the following:

(1) COMNAVCRUITCOM plaque appropriately engraved for presentation.

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

(3) A 96-hour liberty pass (must include a weekend).

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

(5) Letter of Appreciation for the spouse. (R)

g. All Departmental nominees will receive a Letter of Appreciation.

8. The selection committee will utilize enclosure (3) to grade each candidate.

(R

/s/
R. R. BRAUN
Deputy

Distribution:
Electronic only, via Recruiting Quarterdeck Web site
<https://rq.cnrc.navy.mil> and
<http://www.cnrc.navy.mil/Publications/directives.htm>

Headquarters' SOQ, JSOQ and BJOQ Nomination Format

(Date)

From: Department Head
To: Recorder Sailor/Junior/Blue Jacket of the Quarter Board
Subj: NOMINATION COMNAVCRUITCOM SAILOR/JUNIOR SAILOR/BLUEJACKET
OF THE QUARTER
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:

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: NOMINATION COMNAVCRUITCOM SAILOR/JUNIOR SAILOR/BLUEJACKET
OF THE YEAR

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:

14 MAY 08

Sample Citation

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

PROFESSIONAL ACHIEVEMENT AS ON THE STAFF OF THE COMMANDER, NAVY RECRUITING COMMAND FROM
JANUARY TO DECEMBER 20__ . PETTY OFFICER 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.

16th

February 20

FOR THE

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

14 MAY 08

SOQ/SOY Score Sheet

Name _____ Rate _____ Department _____

Note: Score on a scale of 0-5, with 1 indicating weak/below average and 5 indicating strong/above average. 0 indicates none, 3 indicates average.

HEALTH AND PHYSICAL READINESS(last two)

Outstanding	(5pts)	_____	_____	
Excellent	(4pts)	_____	_____	
Good	(3pts)	_____	_____	
Satisfactory	(2pts)	_____	_____	
Waived	(0pts)	_____	_____	
Failed	(-2pts)	_____	_____	Sub_____(10pts)

SAILOR OF THE QUARTER

(only applies for SOY nominees for current calendar year)(4 pts max)

1 st QTR	_____	3 rd QTR	_____	
2 nd QTR	_____	4 th QTR	_____	Sub_____(4pts)

COMMAND/COLLATERAL

Performance (1-15pts) Sub_____(15pts max)

Command Collateral Duty	(8pts)	_____	
Department Collateral Duty	(5pts)	_____	
Division Collateral Duty	(2pts)	_____	
(special events; Burial Detail)			Sub_____(10pts max)

COMMUNITY INVOLVMENT Y/N # times 2pts Sub_____(4pts max)**EDUCATION(Completed this Quarter/Year)**

Correspondence Courses:

Other than in rate:	(2pts)	_____
Non-Accredited:	(1pt)	_____

College Education:

College/Vocation	(4pts)	_____
(completed/certification)		

Degree: AA(3pts); BA/BS(4pts); Higher(5pts) _____

Sub_____(15pts max)

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SOQ/SOY Score Sheet (Continued)**PERFORMANCE**

Early Promote (6pts)

Must Promote (4pts)

Promotable (2pts)

Sub____(6pts)

AWARDS (during period)

Any medal above Comm. Medal ____ (6pts)

Comm. Medal ____ (5pts)

Achv. Medal ____ (4pts)

LOC ____ (3pts)

LOA ____ (2pts)

Sub____(15pts)

MILITARY BEARING

Uniform ____ (1-5pts)

(fit, insignia, neckerchief)

Grooming

(haircut, hair style)

____ (1-5pts)

Sub____(10pts)

INTERVIEW

Speaking ability ____ (1-10)

Questions ____ (1-10)

Attitude ____ (1-5)

Sub____(25pts)

Sub Total Pg 2 _____

Sub Total Pg 1 _____

OVERALL SCORE _____

Board Member _____ Date_____