



DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND

2601A PAUL JONES ST

GREAT LAKES, ILLINOIS 60088-284

NSTCINST 1700.2C

CMC

23 Feb 12

NSTC INSTRUCTION 1700.2C

From: Commander, Naval Service Training Command

Subj: NAVAL SERVICE TRAINING COMMAND SENIOR SAILOR, JUNIOR SAILOR, AND BLUE JACKET OF THE QUARTER PROGRAMS

Encl: (1) [OPNAV 1650/3 \(Rev 7-04\) - Personal Award Recommendation](#)
(2) [Sample Flag Letter of Commendation \(FLOC\) Format](#)
(3) [Sample Navy and Marine Corps Achievement Medal Format](#)

1. Purpose. To provide criteria and organizational responsibilities for the Naval Service Training Command (NSTC) Senior Sailor of the Quarter (SSOQ), Junior Sailor of the Quarter (JSOQ), and Blue Jacket of the Quarter (BJOQ) programs.

2. Cancellation. NSTCINST 1700.2B.

3. Discussion

a. The SSOQ, JSOQ, and BJOQ programs recognize the very best all-around Sailors in paygrades E-1 through E-6. Sustained superior performance, leadership, self-improvement, command and community involvement, self-expression, military bearing, and appearance are all key facets of the best all-around Sailors.

b. NSTC does not hold a domain-wide SOQ selection board. Recruit Training Command (RTC) and Officer Training Command Newport (OTCN) may manage their own command SOQ programs. RTC and OTCN may submit these command quarterly winners, in a timely manner, for an appropriate award signed by Commander, NSTC.

c. Personnel from NSTC headquarters and Navy Band Great Lakes (NBGL) may be submitted for the NSTC SOQ program. Due to the very limited pool of E6 and below at NSTC headquarters, it is likely that a headquarters recommendation for each SOQ category (SOQ/JSOQ/BJOQ) will not always be appropriate. Should there be no NSTC headquarters input for a category, the NBGL nominee will be the automatic winner. The NSTC Command Master Chief (CMC) will convene as necessary a SOQ selection board when there are also nominees from the headquarters staff in a particular category.

d. This instruction has no effect on the NSTC Sailor of the Year program.

4. Eligibility. This program is open to all permanently assigned active duty personnel (including Full Time Support and Selected Reserve) assigned to NBGL and NSTC headquarters staff. The SSOQ will be in the paygrade of E-6, the JSOQ will be in the paygrade of E-5 and the BJOQ will be in the paygrades from E-1 through E-4. Frocked personnel shall be recognized from their appropriate frocked pay grade. Any personnel that are advanced, frocked or selected to a higher paygrade prior to the submission of awards, will forfeit their nomination if they are no longer qualified based on their new rank.

5. Action

a. NSTC

(1) Establish a SOQ selection board, selecting between nominees from NBGL and NSTC headquarters, as required. If SOQ selection boards are required, the board will convene the first Wednesday of January, April, July and October. NSTC CMC will serve as Chairperson for the SSOQ board, a Senior Chief or Chief Petty Officer will serve as Chairperson for the JSOQ board, and a First Class Petty Officer will serve as Chairperson for the BJOQ board. Each selection board will review packages, interview each candidate, and rank the candidates. All board recommendations for selection will go to Commander, Naval Service Training Command (CNSTC) via the NSTC CMC and Chief of Staff.

b. NSTC CMC

(1) Coordinate the NSTC SSOQ, JSOQ, and BJOQ programs;

(2) Review enclosure (1) completed submissions, along with the appropriate completed citations (enclosure (2) or (3)), for accuracy and compliance with this instruction.

(3) Convene and designate the NSTC Staff SSOQ, JSOQ and BJOQ selection boards, as required.

(4) Chair the SSOQ selection board and designate Chairpersons for the JSOQ and BJOQ selection boards;

(5) Provide guidance and advise Chairpersons and selection board members of the SSOQ, JSOQ, and BJOQ programs to ensure continuity; and

(6) Provide selection board recommendations to CNSTC.

c. Board Chairpersons

- (1) If required, interview each nominee respectively.
- (2) Provide recommendations to NSTC CMC.

d. NBGL Director/NSTC Department Heads and Special Assistants

(1) Select and submit completed enclosure (1) along with the appropriate citation (enclosure (2) or (3)) for your SSOQ, JSOQ and BJOQ each quarter, no later than the third Friday of October, January, April, and July for the respective award time period. Do not submit a recommendation for your Sailor(s) if none meet the requirements listed in paragraph 4 or the high standards listed in paragraph 3c of this instruction. Enclosures (1) through (3) will consist of the following:

(a) A completed and signed hard copy of enclosure (1). Additionally, provide enclosures (2) or (3) (as appropriate) in Microsoft Word format via e-mail to NSTC CMC's office.

e. NSTC Public Affairs Officer. Provide public affairs coverage on the SSOQs, JSOQs, and BJOQs to the Great Lakes Bulletin and Fleet Hometown News system.

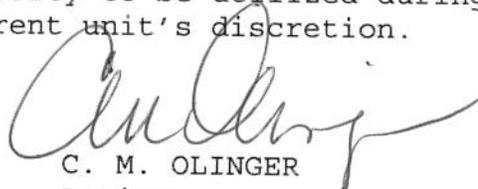
6. Recognition

a. The SSOQ, JSOQ, and BJOQ will be recognized through:

(1) CNSTC will recognize each SSOQ by awarding a Navy and Marine Corps Achievement Medal and each JSOQ and BJOQ will be recognized by a Flag Letter of Commendation.

(2) Appropriate publicity (i.e. Hometown News release and Great Lakes Bulletin announcement; and

(3) 72-hour special liberty to be utilized during tenure as SSOQ, JSOQ, and BJOQ at the parent unit's discretion.


C. M. OLINGER
Acting

Distribution: (NSTCINST 5216.1B)
List 4

[Click here for a blank Microsoft Word Version of OPNAV 1650/3 \(Rev 7-04\) - Personal Award Recommendation Form](#)

PERSONAL AWARD RECOMMENDATION				ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED. COMPLETE MAILING ADDRESSES ARE REQUIRED	
FOR OFFICIAL USE ONLY					
1. FROM ADDRESS:		1a. UIC / RUC	2. TO (Awarding Authority) ADDRESS:		2a. UIC / RUC
3. COMMAND POC: NAME: EMAIL:		4. PHONE: (DSN): (COM):		5. EXP DATE OF ACTIVE DUTY (DD-MMM-YYYY):	
6. SSN		7. DESIGN/NEC/MOS		5.a. IF RETIREMENT/SEPARATION, NUMBER OF YEARS:	
9. NAME (LAST, FIRST, MIDDLE, SUFFIX)		8. DETACHMENT OR CEREMONY DATE (EARLIER DATE):			
11. COMPONENT		10. <input type="checkbox"/> RETIREMENT <input type="checkbox"/> TRANSFER <input type="checkbox"/> SEPARATION <input type="checkbox"/> SPECIFIC ACHIEVEMENT			
13. PAYGRADE AND RATING		12. NEW DUTY STATION ADDRESS (Home address for retirement/separation)			
14. WARFARE QUALIFICATION		15. UNIT AT TIME OF ACTION/SERVICE		16. DUTY ASSIGNMENT	
17. UIC/RUC	18. CAMPAIGN	18a. OPERATION :		19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Combat Action Ribbon)	
20. RECOMMENDED AWARD					
21. <input type="checkbox"/> HEROIC <input type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA		22. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED			
23. RECOMMENDED AWARD NUMBER (EX: 1,2,3 ...)		24. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION:			
25. ACTION DATE/MERITORIOUS PERIOD -		26. (FOR O-6 AND ABOVE) RANK AND NAME OF PREDECESSOR:			
27. GEOGRAPHIC AREA OF ACTION/SERVICE		28. IF FOREIGN NATIONAL, INDICATE FOREIGN SERVICE AND COUNTRY:			
29. I CERTIFY THAT THE FACTS CONTAINED IN THE SUMMARY OF ACTION ARE <input type="checkbox"/> KNOWN TO ME <input type="checkbox"/> A MATTER OF RECORD					
30a. NAME, RANK/GRADE, COMPONENT, TITLE OF ORIGINATOR			30b. SIGNATURE		30c. DATE
31. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S)					
VIA	COMMAND (To be completed by originator) (include Telephone Number)	RECOMMENDED AWARD	COMBAT "v"	SIGNATURE, GRADE	DATE FWD
1			<input type="checkbox"/> YES <input type="checkbox"/> NO		
2			<input type="checkbox"/> YES <input type="checkbox"/> NO		
3			<input type="checkbox"/> YES <input type="checkbox"/> NO		
32. TO BE COMPLETED BY AWARDING AUTHORITY					
DISPOSITION OF BASIC RECOMMENDATION		COMBAT "v"	EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE, GRADE, TITLE	DATE APPROVED
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO		
33. CNO / CMC AWARDS BRANCH USE ONLY					
SERIAL NO:		DATE RECEIVED:			
34. NDBDM USE ONLY					
FROM: SECNAV (NDBDM)		DATE:			
TO: CNO (DNS-37/N09B13) CMC (CODE MMMA)					
1. Extraordinary heroism recommended: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE					
2. Reviewed and recorded.					
By direction _____					

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INSTRUCTIONS

1. Before completing this form see SECNAVINST 1650.1. For the electronic form, help for each Block can be accessed by placing the cursor over the data entry field and pressing the F1 key.
2. The Summary of Action (item 35) is requested (except for Command approved NAMs). In addition, attach a double spaced proposed citation
3. Two (2) letter codes to be used in Blocks 19, 20, 31 and 32
4. All dates should be entered in the DD-3-letter month ID-YYYY format (EX: 23-FEB-2004)

MH	Medal of Honor	NM	Navy and Marine Corps Medal	JC	Joint Service Commendation Medal
NX	Navy Cross	BS	Bronze Star Medal	NC	Navy & Marine Corps Commendation Medal
DM	Distinguished Service Medal	BV	Bronze Star w/V Medal	CV	Navy & Marine Corps Commendation Medal w/V
SS	Silver Star	PH	Purple Heart Medal	JA	Joint Service Achievement Medal
LM	Legion of Merit	MM	Meritorious Service Medal	NA	Navy & Marine Corps Achievement Medal
LV	Legion of Merit w/V	AS	Air Medal (Strike/Flight)	NV	Navy & Marine Corps Achievement Medal w/V
DX	Distinguished Flying Cross	AF	Air Medal (Individual Action)	CR	Combat Action Ribbon
DV	Distinguished Flying Cross w/V	AH	Air Medal (Individual Action w/V)	XX	Letter of Commendation

35. Summary of Action (not required for Command approved NAMs)

NOMINATION FORMAT

SAMPLE - LETTER OF COMMENDATION FORMAT

takes pleasure in presenting a **LETTER OF COMMENDATION** to
YEOMAN THIRD CLASS (SURFACE WARFARE/AVIATION WARFARE)
JOHNNY B. SAILOR
UNITED STATES NAVY

for services set forth in the following

CITATION:

For superior performance of his duties while serving as a (job description) at (command name), (Command location), from (month and year) to (month and year) culminating in his selection as Naval Service Training Command Junior Sailor/Blue Jacket of the Quarter, __ Quarter 20__. (Use the next several lines to describe what the Sailor did to warrant nomination for selection as Junior Sailor or Blue Jacket of the Quarter). His willingness to accept new and challenging duties is a testimony to his character and was keeping with the Navy's Core Values of Honor, Courage, and Commitment. Petty Officer Sailor's exceptional professionalism, personal initiative, and unswerving devotion to duty reflected credit upon himself/herself and were in keeping with the highest traditions of the United States Naval Service.

(This award should not exceed 23 lines)

DAVID F. STEINDL
Rear Admiral, U.S. Navy

Given this (22ND) day of (Month) (YYYY)

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SAMPLE - NAVY AND MARINE CORPS ACHIEVEMENT MEDAL FORMAT

(GOLD STAR IN LIEU OF FOURTH AWARD)

YEOMAN FIRST CLASS (SURFACE WARFARE/AVIATION WARFARE) JOHNNY B. SAILOR, UNITED STATES NAVY

PROFESSIONAL ACHIEVEMENT AS (BRIEF DESCRIPTION OF JOB POSITION AND TIME PERIOD OF THE APPROPRIATE QUARTER) CULMINATING IN HIS/HER SELECTION AS NAVAL SERVICE TRAINING COMMAND SENIOR SAILOR OF THE QUARTER, ___ QUARTER 20___. (ONE/TWO SENTENCES RELATING TO JOB PERFORMANCE). PETTY OFFICER SAILOR'S EXCEPTIONAL PROFESSIONALISM, UNRELENTING PERSEVERANCE, AND LOYAL DEVOTION TO DUTY REFLECTED CREDIT UPON HIMSELF/HERSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE. (THIS PARAGRAPH SHOULD NOT EXCEED 7 ½ LINES).

DDST

(MONTH SPELLED OUT) YEAR

FOR THE
DAVID F. STEINDL
REAR ADMIRAL, U.S. NAVY
COMMANDER, NAVAL SERVICE TRAINING COMMAND

Enclosure (3)