



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO

OPNAVINST 1700.15A
N09BW
06 December 1999

OPNAV INSTRUCTION 1700.15A

Subj: PENTAGON SAILOR OF THE QUARTER, JUNIOR SAILOR OF THE QUARTER AND BLUEJACKET OF THE QUARTER

Encl: (1) Nomination Format for SOQ, JSOQ/BJOQ
(2) SOQ/JSOQ/BJOQ Evaluation Guide

1. Purpose. To provide program procedural guidance for the Sailor of the Quarter (SOQ), Junior Sailor of the Quarter (JSOQ) and Bluejacket of the Quarter (BJOQ) within the Office of the Chief of Naval Operations (OPNAV) and Pentagon tenant activities. This instruction is a substantial revision and should be read in its entirety.

2. Cancellation. OPNAVINST 1700.15.

3. Discussion. The SOQ, JSOQ and BJOQ program was established to recognize superior performance of enlisted personnel with emphasis on outstanding achievements, exemplary personal conduct and military bearing, and demonstrated initiative in the performance of duty.

4. Eligibility. The SOQ, JSOQ and BJOQ Program is open to all Navy personnel in the paygrades of E-6 and below including Training and Administration of Reserve (TAR), Active Duty for Special Work (ADSW) and United States Naval Reserve inactive duty personnel assigned within OPNAV and Pentagon tenant activities.

a: Petty Officers in paygrade E-6 will compete for SOQ, paygrades E-4 and E-5 will compete for JSOQ, and paygrades E1 to E3 will compete for BJOQ.

b. Personnel must be on board for a minimum of 90 days, with no record of disciplinary action and/or derogatory counseling during the past 12 months.

5. Selection Criteria. The selection criteria should include, but not be limited to, the following traits and qualifications demonstrated at their present command:

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- a. Noteworthy achievements contributing to the mission of the command to which the member is assigned.
- b. Demonstrated sustained excellence in leadership, military bearing and personal behavior.
- c. Professionalism and technical proficiency.
- d. Demonstrated motivation, pride, and patriotism.
- e. Participation in community affairs or off-duty activities that enhance the Navy's image.
- f. Awards, letters of commendation and/or appreciation and acts of heroism.
- g. Off-duty education, as well as professional education through Navy schools and correspondence courses.
- h. Personal interview:
 - (1) Knowledge
 - (2) Expression
 - (3) Appearance

6. Nomination Procedures. Nominations (SOQ, JSOQ and BJOQ) from each directorate shall be submitted by the Senior Enlisted/Leading Chief Petty Officer (LCPO) from each command, Secretary of the Navy (SECNAV), and OPNAV codes (i.e. N00, N09, N3/N5, N8, etc.) to the OPNAV Command Master Chief (CMC) no later than the fifth of the month following the last day of the quarter (31 March, 30 June, 30 September and 31 December) using enclosure (1). Senior Enlisted/LCPO are acting on behalf of their command and should ensure nomination is coordinated as appropriate. Command principals retain final approval of their respective nomination. Nominations should be specific, and reference only the nominee's actual accomplishments during the quarter for which nominated. Additional information regarding performance prior to the nominated quarter will not be considered.

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7. Selection Boards.

a. SOQ and JSOQ. The SOQ/JSOQ selection board shall consist of not more than five chief petty officers (E7-E9), with at least one member representing a tenant activity (applicable when a candidate is nominated by a tenant activity). The CMC shall serve as a non-voting permanent advisor to the board and shall appoint the members of the SOQ board each quarter. Selection boards will convene within 15 days following the last day of the quarter.

b. BJOQ. The OPNAV SOY shall chair and appoint members to the BJOQ board each quarter. The CMC shall serve as a non-voting permanent advisor and will ensure the BJOQ selection boards are convened within 15 days following the last day of the quarter.

(1) The OPNAV SOY shall select First Class Petty Officers to serve as BJOQ board members and at least one member from the Petty Officer First Class Petty Officer Association (PFCPOA) by memorandum to the CMC and President of the PFCPOA.

c. Board members shall ask a minimum of two, but not more than five questions. Questions must be associated with naval history, command mission, Uniform Code of Military Justice, current events (newspaper articles, publications, etc.), Navy Core Values and other questions that the Chairperson deems appropriate. All questions must be asked of all candidates. Once the board has convened and selected questions, no other questions will be allowed except to elicit a more detailed response.

d. The board shall use enclosure (2) to effectively evaluate each nominee.

e. The Chairperson of each board will provide the tie-breaker vote.

f. The Chairperson of each board shall submit the board's selection to the CMC for review. Upon concurrence from DNS, CMC will advise each Chairperson of the individuals selected. Feedback will be provided to LCPOs regarding ways to improve chances for selection.

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8. Program Coordinator. The CMC shall function as the program coordinator and will:

- a. Screen all nomination packages for completeness.
- b. Arrange a time and place to hold selection boards.
- c. Select and notify board members of meeting time and place, with the exception of the BJOQ board where the SOY shall select board members.
- d. Prepare a schedule of the time and place of each interview, as well as uniform requirements.
- e. Submit letters (commendation and appreciation) for signature by DNS.
- f. Schedule/Host ceremony with DNS office.
- g. Prepare a Hometown News Release and article for release to appropriate media.
- h. Post photographic coverage on the Pentagon SOQ, JSOQ and BJOQ bulletin board.

9. Recognition. The primary purpose of the SOQ, JSOQ and BJOQ program is to recognize those personnel who contribute significantly to their respective organizations/activities.

a. The SOQ, JSOQ and BJOQ will be announced within five working days following selection board but no later than 25 days after the last month of the quarter.

b. The following elements of recognition are therefore considered appropriate for each recipient:

(1) Letter of Commendation signed and presented by the DNS for the SOQ, JSOQ and BJOQ.

(2) Letters of appreciation for non-selectees signed by the DNS.

(3) A picture of the SOQ, JSOQ and BJOQ appropriately displayed.

(4) A 72-hour liberty granted to selectees by their immediate chain of command.

- (5) Appropriate news releases on behalf of each selectee.
- (6) A Lone Sailor plaque for each selectee presented by the CMC.
- (7) Presentation of gifts by selectee's sponsor.

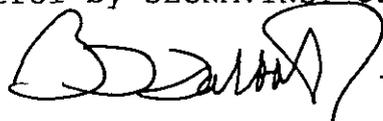
10. Action. Competition will take place quarterly. All commands shall adhere to the following guidance:

a. Implement procedures for screening and nominating candidates for SOQ, JSOQ and BJOQ.

b. Forward nomination packages to CMC within five days after the end of the quarter, using enclosure (1). Upon receipt of the nominations, the program coordinator shall select and notify board members.

c. Forward proposed letter of commendation for SOQ, JSOQ and BJOQ and proposed letter of appreciation for non-selectees with nomination package to the CMC via E-Mail or 3.5" diskette.

11. Report. The reporting requirement contained in paragraph 6 is exempt from reports control by SECNAVINST 5214.2B.



G. L. TALBOT, JR.
Captain, U.S. Navy
Director, Navy Staff

Distribution:
SECNAV Staff and ASSTSECNAV Staff
OPNAV Principal Officials

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NOMINATION FORMAT FOR
SOQ/JSOQ/BJOQ

From: (LCPO)
To: OPNAV Command Master Chief

Subj: NOMINATION FOR PENTAGON _____ OF THE
QUARTER ICO _____ (Rate,
Name, USN)

Ref: (a) OPNAVINST 1700.15A

Encl: (1) Biography
(2) Letter of Commendation
(3) Letter of Appreciation

1. Per reference (a), _____ is in all respects eligible for and hereby nominated for Pentagon _____ of the Quarter for the __ quarter, CY-__. The following is provided to facilitate processing:

- a. Date reported to (OPNAV, JCS, etc.):
- b. Present duties - Primary:
Collateral:
- c. Months assigned primary duties:
- d. Work number:
Work address:
- e. Personal interests:
- f. Dependents (include spouse or significant other if applicable)
- g. Time in service:
- h. Time in rate:
- i. Awards/Warfare Qual:
- j. Date/Place of birth:

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2. Comments on specific attributes as demonstrated during this quarter and applicable to this nomination are as follows:

- a. Performance
- b. Leadership
- c. Reliability
- d. Military bearing
- e. Meritorious or commendatory achievements
- f. Educational accomplishments
- g. Participation in civic/community affairs

3. (Any other information considered pertinent.)

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Director, Navy Staff takes pleasure in presenting a
LETTER OF COMMENDATION to

**YEOMAN FIRST CLASS
JOHN PAUL JONES
UNITED STATES NAVY**

for service as set forth in the following

CITATION:

"For commendable performance of duties while serving
on the staff of the _____ (N____), from _____ to _____. Petty
Officer _____ provided _____

_____. Petty
Officer _____'s superb performance resulted in his/her
recognition as the Pentagon Sailor/Junior Sailor/Bluejacket
of the Quarter, _____ Quarter CY _____. Petty Officer
(Seaman/Airman/Fireman) _____'s exceptional initiative
and total dedication reflected credit upon himself
(herself) and were in keeping with the traditions of the
United States Naval Service."

Director, Navy Staff

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From: Chief of Naval Operations (N09B)
To: Rate First Middle Last, USN(USNR-TAR)
Via:

Subj: LETTER OF APPRECIATION

1. I wish to express my sincere appreciation for your superlative performance during the period _____ to _____. For your outstanding effort you were nominated for Pentagon Sailor (Junior Sailor) (Bluejacket of the Quarter).

2. The strength of our Navy lies in dedicated people such as yourself who serve their country with distinction every day. Your professional performance is invaluable to the command and sets an example for others to emulate.

3. It is a pleasure to have such a sharp and dedicated Sailor on the OPNAV staff. Please accept my thanks for a job Well Done!

Director, Navy Staff

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PENTAGON (JUNIOR) SAILOR (BLUEJACKET) OF THE QUARTER
YN1 John Paul Jones

N-code/activity:

Time in Service: Years Months

Time in Rate: Years Months

Date/Place of birth: (day/month/year) (city/state)

Primary Duties:

Collateral Duties:

Off-Duty Involvement:

Previous Duty Stations:

Family:

Guests for ceremony:

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**SOQ/JSOQ/BJOQ (SOY/BJOY)
EVALUATION GUIDE**

NAME: _____

Board Member: _____

<u>CATEGORY</u>	<u>(Max PTS)</u>	<u>PTS</u>
<u>Assigned</u>		
1. PERFORMANCE	(30 max)	_____
- Assigned duties		
- Sustained Superior Performance		
- Physical Fitness		
- Initiates programs/procedural changes		
2. LEADERSHIP	(20 max)	_____
- Division/Department Leading Petty Officer		
- Professional/Personal Problem Solving		
- Group Improvement, Unity, Production Through Leadership		
- Communications		
3. COLLATERAL DUTIES	(10 max)	_____
- Quantity with 80% Superior Comments		
- Command Welfare/Operational/ADMIN/Logistics Support		
- Involvement in command		
4. COMMUNITY INVOLVEMENT	(10 max)	_____
- Fleet Reserve, NCOA, NERA, Civilian Groups, Non Profit Medical Funds, etc.		
- Boy/Girl Scouts, Coach, Special Education Groups, etc.		
- Participant in all peer related activities, i.e. PO1/PO2 organizations, etc.		
5. INITIATIVE	(10 max)	_____
- Volunteer for Special Duties		
6. VOLUNTEER EDUCATION	(10 max)	_____
- Correspondence Courses, College Courses		
7. AWARDS	(10 max)	_____
- Personal Awards, LOCs, Civilian Awards received during this quarter.		

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8. INTERVIEW (100 max) _____
- a. Knowledge _____ (40)
- (1) Current events
 - (2) News articles/publications
 - (3) Navy issues/QOL, etc.
 - (4) Selected questions
- b. Appearance _____ (30)
- c. Military Bearing _____ (30)
- Total points: _____
(200 max)