



## DEPARTMENT OF THE NAVY

NAVAL AMPHIBIOUS BASE LITTLE CREEK  
2600 TARAWA COURT SUITE 100  
NORFOLK, VIRGINIA 23521-3297

IN REPLY REFER TO:

NAVPHIBASELCREEKINST 1700.2A  
008

**14 DEC 2006**

### NAVPHIBASELCREEK INSTRUCTION 1700.2A

From: Commanding Officer, Naval Amphibious Base Little Creek

Subj: NAVPHIBASE LITTLE CREEK PERSONAL EXCELLENCE RECOGNITION PROGRAM

Ref: (a) OPNAVINST 1700.10K  
(b) BUPERSINST 1700.22B

Encl: (1) Sailor of the Year/Quarter Nomination Package  
(2) Junior Sailor of the Year/Quarter Nomination Package  
(3) Blue Jacket of the Year/Quarter Nomination Package  
(4) Sample Letter of Commendation Citation  
(5) Selection Board Worksheet

1. Purpose. To provide guidelines and procedures for the Naval Amphibious Base Little Creek (NAVPHIBASE LCREEK) Sailor of the Year/Quarter (SOY/SOQ), Junior Sailor of the Year/Quarter (JSOY/JSOQ), and Blue Jacket of the Year/Quarter (BJOY/BJOQ) programs.

2. Cancellation. NAVPHIBASELCREEK/REGPUBSAFETYINST 1700.2.

3. Background. Per reference (a), the Chief of Naval Operations (CNO) established the SOY Program in 1972 and further expanded the program to recognize the very best Sailors in paygrades E-1 through E-6. References (a) and (b) provide guidance and procedures for program implementation and management.

4. Discussion. The policy of the Commanding Officer, in support of the CNO, is to exploit every opportunity to recognize NAVPHIBASE LCREEK Sailors for superior performance, exemplary personal conduct, leadership, self-improvement, command/community involvement, and appearance. To recognize all outstanding personnel, Sailors will be recognized in the following categories:

- a. SOY/SOQ (paygrade E6).
- b. JSOY/JSOQ (paygrades E4 or E5).
- c. BJOY/BJOQ (paygrades E1 through E3).

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This program provides an equitable means to select NAVPHIBASE LCREEK's "best of the best" for public recognition in a competitive environment commensurate with each individual's level of expertise and leadership skills.

5. Eligibility

a. All permanently assigned Sailors attached to UIC's 61414 and 40191 will compete for selection under below programs as follows:

(1) SOY - Sailors in paygrade E-6 meeting the eligibility requirements stated in references (a) and (b).

(2) JSOY - Sailors in paygrades E4 or E5 demonstrating those traits and characteristics stressed in paragraph 7 below (Selection Criteria).

(3) BJOY - Sailors in paygrades E-1 through E-3 demonstrating those traits and characteristics stressed in paragraph 7 (Selection Criteria).

b. All permanently and Temporary Additional Duty assigned NAVPHIBASE LCREEK Sailors attached to UIC's 61414 and 40191 will compete for selection under below programs as follows:

(1) SOQ - Sailors in paygrade E-6 meeting the eligibility requirements stated in references (a) and (b).

(2) JSOQ - Sailors in paygrades E4 or E5 demonstrating those traits and characteristics stressed in paragraph 7 below (Selection Criteria).

(3) BJOQ - Sailors in paygrades E-1 through E-3 demonstrating those traits and characteristics stressed in paragraph 7 (Selection Criteria).

6. Procedures

a. SOY/JSOY/BJOY Program

(1) Each department may submit one nomination package (enclosures (1) through (3) as applicable) to the Command Master Chief (CMDCM) no later than 15 December of the applicable calendar year.

(2) The CMDCM will convene the selection board during the

second week of January. Selection board membership will consist of all Department LCPO's, chaired by the CMDCM.

(3) The CMDCM will submit selection board results to the Commanding Officer, via the Executive Officer, for approval no later than two days following board adjournment.

(4) The CMDCM will mail the NAVPHIBASE LCREEK SOY nomination package to Commander, Navy Region, Mid-Atlantic (CNRMA) no later than the prescribed due date as determined by CNRMA.

b. SOQ/JSOQ Program

(1) Each department/division may submit one nomination package for each category (enclosures (1) and (2)) to the CMDCM no later than Friday of the first week of each quarter (i.e., first Friday of January, April, July, and October) for the previous quarter's performance.

(2) The CMDCM will submit selection board results to the Commanding Officer, via the Executive Officer, for approval no later than two days following board adjournment.

c. BJOQ Program

(1) Each department/division may submit one nomination package (enclosure (3)) from paygrades E-1 through E-3 based on selection criteria of paragraph 7 below.

(2) Department/Division LCPO/LPO's will convene the selection board during the second week of each quarter. Selection board membership will consist of First Class Petty Officers or Chief Petty Officers, chaired by the CMDCM.

(3) The Department LCPO/LPO's will submit selection board results to the Commanding Officer, via the Executive Officer and the CMDCM, for approval no later than two days following board adjournment.

7. Selection Criteria. To reward continued improvement, the nomination process should stress actions completed during the period being considered. Selection boards will use the appropriate nomination package and enclosure (5) to evaluate candidates. The process will stress:

a. Demonstrated sustained superior performance in rate and leadership skill.

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b. Exemplary personal conduct, on and off-duty.

c. Exceptional performance in general duties not associated with primary duties (e.g., watch standing, collateral duties, etc.)

d. Self-improvement (professional and personal).

8. Recognition. The following awards and benefits shall be presented for selectees of the following programs:

a. SOY/JSOY/BJOY

(1) Navy and Marine Corps Achievement Medal.

(2) SOY/JSOY/BJOY plaque (as applicable).

(3) SOY/JSOY/BJOY parking pass (as applicable).

(4) Reserved parking at the local Navy Exchange and Commissary.

(5) Four Day Special Liberty.

(6) NAVPHIBASE LCREEK name-tag identifying them as the SOY/JSOY/BJOY (as applicable).

(7) Hometown news release (prepared by the department and submitted to 00PA).

(8) Picture displayed on the Quarterdeck of NAVPHIBASE LCREEK (Bldg 1602).

b. SOQ/JSOQ/BJOQ

(1) Letter of Commendation (sample provided at enclosure (4)).

(2) SOQ/JSOQ/BJOQ engraved plaque (as applicable).

(3) Three Day Special Liberty.

(4) Reserved parking at the local Navy Exchange and Commissary.

(5) NAVPHIBASE LCREEK name-tag identifying them as the SOQ/JSOQ/BJOQ (as applicable).

(6) Hometown news release (prepared by the department and submitted to 00PA).

(7) Picture displayed on the NAVPHIBASE LCREEK Quarterdeck (Bldg. 1602).

9. Coordination Responsibilities. The CMDCM is responsible for notifying board members of the time and location of the board meeting, coordinating arrangements for ceremonies, assisting departments in preparing nomination packages for submission to higher authority, and overall conduct of this program and associated activities. The parent department is responsible for notifying the nominee and insuring their presence at the time specified and in the proper uniform.

  
G. E. COOPER

Distribution:  
NAVPHIBASELCREEKINST 5216.2Q  
List IA - Case A  
List IB (Code 13 only) - Case A

## SAILOR OF THE YEAR/QUARTER NOMINATION PACKAGE

Department: \_\_\_\_\_ Date: \_\_\_\_\_

## Section I

1. Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
2. Rate: \_\_\_\_\_ Date Enlisted: \_\_\_\_\_  
3. SSN: \_\_\_\_\_  
4. Date Reported On board: \_\_\_\_\_

## Section II

5. In Rate Performance: \_\_\_\_\_
6. Military Bearing/Conduct: \_\_\_\_\_
7. Collateral Duties: \_\_\_\_\_
8. Community Involvement: \_\_\_\_\_
9. Off-duty Education: \_\_\_\_\_
10. Awards: \_\_\_\_\_
11. Warfare Qualifications: \_\_\_\_\_
12. TAD/IA: \_\_\_\_\_
13. If previously selected as SOY/SOQ, give date(s): \_\_\_\_\_

## Section III

14. Why, in your opinion, should this nominee be NAVPHIBASE LCREEK's SOY/SOQ?

[illegible]

**JUNIOR SAILOR OF THE YEAR/QUARTER NOMINATION PACKAGE**

Department: \_\_\_\_\_ Date: \_\_\_\_\_

**Section I**

1. Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
2. Rate: \_\_\_\_\_ Date Enlisted: \_\_\_\_\_  
3. SSN: \_\_\_\_\_  
4. Date Reported On board: \_\_\_\_\_

**Section II**

5. In Rate Performance: \_\_\_\_\_  
6. Military Bearing/Conduct: \_\_\_\_\_  
7. Collateral Duties: \_\_\_\_\_  
8. Community Involvement: \_\_\_\_\_  
9. Off-duty Education: \_\_\_\_\_  
10. Awards: \_\_\_\_\_  
11. Warfare Qualifications: \_\_\_\_\_  
12. TAD/IA: \_\_\_\_\_  
13. If previously selected as JSOY/JSOQ, give date(s): \_\_\_\_\_

**Section III**

14. Why, in your opinion, should this nominee be NAVPHIBASE  
LCREEK's JSOY/JSOQ?

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**BLUE JACKET OF THE YEAR/QUARTER NOMINATION PACKAGE**

Department: \_\_\_\_\_ Date: \_\_\_\_\_

**Section I**

1. Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
2. Rate: \_\_\_\_\_ Date Enlisted: \_\_\_\_\_  
3. SSN: \_\_\_\_\_  
4. Date Reported On board: \_\_\_\_\_

**Section II**

5. In Rate Performance: \_\_\_\_\_  
6. Military Bearing/Conduct: \_\_\_\_\_  
7. Collateral Duties: \_\_\_\_\_  
8. Community Involvement: \_\_\_\_\_  
9. Off-duty Education: \_\_\_\_\_  
10. Awards: \_\_\_\_\_  
11. Warfare Qualifications: \_\_\_\_\_  
12. TAD/IA: \_\_\_\_\_  
13. If previously selected as BJOY/BJOQ, give date(s): \_\_\_\_\_

**Section III**

14. Why, in your opinion, should this nominee be NAVPHIBASE  
LCREEK's BJOY/BJOQ?

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SAMPLE CITATIONS  
FOR  
SAILOR OF THE QUARTER  
JUNIOR SAILOR OF THE QUARTER  
BLUE JACKET OF THE QUARTER

Commanding Officer, Naval Amphibious Base Little Creek takes great pleasure in commending

RATE (SW/AW)  
FIRST, MIDDLE, LAST NAME  
UNITED STATES NAVY

For services as set forth in the following  
**CITATION:**

For professional achievement in the superior performance of your duties while serving as a member of Naval Amphibious Base Little Creek from (Month/Year) to (Month/Year). You consistently performed your demanding duties in an exemplary and highly professional manner. Displaying exceptional skill and resourcefulness, your efforts resulted in your selection as (Sailor/Junior Sailor/Blue Jacket) of the Quarter for the (First/Second/Third/Fourth) Quarter, \_\_\_\_ (Year). Throughout this period, your outstanding performance, dedication to duty, and personal involvement in command functions significantly contributed to the overall mission of Naval Amphibious Base Little Creek.

**"DESCRIBE MEMBER'S SPECIFIC ACTIONS"**

Your exceptional professionalism and selfless devotion to duty reflected credit upon yourself and were in keeping with the highest traditions of the United States Naval Service. Well done!

I. B. RIGHT  
Captain, U.S Navy  
Commanding Officer

Enclosure (4)

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## SELECTION BOARD WORKSHEET

CATEGORY								
In Rate Performance								
Military Bearing/Conduct								
Collateral Duties								
Community Involvement								
Off-Duty Education								
Awards								
Warfare Qualifications								
Uniform Inspection								
Question #1								
Question # 2								
Question # 3								
Question # 4								
Question # 5								
Question # 6								
Interview								
Total								
Ranking								

Scoring: 1 - 10 Points Per Area

Comments: \_\_\_\_\_

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Submitted By : \_\_\_\_\_