



## DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND  
2601A PAUL JONES ST  
GREAT LAKES, ILLINOIS 60088-284

CNSTCINST 1700.2  
N00E  
26 Sep 07

### COMNAVSERVTRACOM INSTRUCTION 1700.2

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

Ref: (a) CNSTCINST 1650.2

Encl: (1) [Nomination Format](#)  
(2) [Sample Letter of Commendation Format](#)  
(3) [Sample Navy and Marine Corps Achievement Medal Format](#)

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

2. Discussion. The BJOQ, JSOQ and SSOQ programs recognize the very best all around Sailors for 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. Commander NSTC will select the NSTC BJOQ, JSOQ and SSOQ in January, April, July, and October of each calendar year.

3. Eligibility. This program is open to all permanently assigned active duty personnel (including Full Time Support (FTS) and Selected Reserve (SELRES)) assigned to the NSTC domain. The BJOQ will be selected from nominated E-1 through E-4 personnel. The JSOQ will be selected from nominated E-5 personnel and the SSOQ will be selected from nominated E-6 personnel.

#### 4. Action

##### a. NSTC shall

(1) Establish a selection board for the BJOQ to convene as requested by the Chairperson. A selected First Class Petty Officer, normally the NSTC Senior Sailor of the Year, will serve as Chairperson. The board will review packages, interview each

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candidate, rank the candidates and make a recommendation for selection to CNSTC via the NSTC Command Master Master Chief (CMDPCM);

(2) Establish a selection board for JSOQ to convene as requested by the Chairperson. A designated Chief or Senior Chief Petty Officer will serve as Chairperson. The board will review packages, interview each candidate, rank the candidates and make a recommendation for selection to CNSTC via the NSTC CMDPCM; and

(3) Establish a selection board for SSOQ to convene as requested by the Chairperson. NSTC CMDPCM will serve as Chairperson. The board will review packages, interview each candidate, rank the candidates and make a recommendation for selection to CNSTC via the NSTC CNOCM.

b. NSTC CNOCM will

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

(2) Convene and designate the NSTC BJOQ, JSOQ and SSOQ Selection Boards as required. Promulgate due dates for nomination package submissions, pre-board screenings, interview schedules and board convening dates;

(3) Designate Chairpersons for the NSTC BJOQ, JSOQ and SSOQ boards;

(4) Provide guidance and advise Chairpersons and Selection Board members of the BJOQ, JSOQ and SSOQ programs to ensure continuity;

(5) Provide the recommendations of the Selection Board to CNSTC via the NSTC Chief of Staff for approval; and

(6) Schedule and coordinate the NSTC quarterly awards ceremony.

c. Chairpersons for the BJOQ, JSOQ and SSOQ boards will. interview each nominee respectively. Provide the recommendations and feedback to NSTC CMDPCM.

d. Commanding Officer/Officer-in-Charge shall

(1) Select and nominate one Blue Jacket, one Junior Sailor and one Senior Sailor of the Quarter candidate for each

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quarter of the calendar year in compliance with the format of [enclosure \(1\)](#);

(2) Forward a signed copy of NAVPERS 1650/3 (Rev. 7-04), Personal Award Recommendation form and an electronic copy of the nomination package via e-mail to NSTC CMDCM's office for all nominees; and

(3) Ensure all nomination packages are submitted utilizing the format of enclosures (1) through (3) and reference (a).

e. NSTC Public Affairs Officer shall. Provide public affairs coverage on the NSTC BJOQ, JSOQ and SOQ selectees to the Great Lakes Bulletin and Fleet Hometown News system.

## 5. Recognition

a. The NSTC BJOQ and JSOQ will be recognized through the following:

(1) Recognition during a formal ceremony announcing selection;

(2) CNSTC, will present a Letter of Commendation, designating the Sailor as the Naval Service Training Command BJOQ or JSOQ;

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

(4) 72 Hour Special Liberty to be utilized during tenure as BJOQ and JSOQ at the parent command's discretion; and

(5) Gifts from local area vendors, as available.

b. The NSTC Senior Sailor of the Quarter will be recognized through the following:

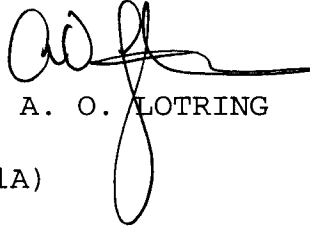
(1) Recognition during a formal ceremony announcing selection;

(2) CNSTC will present a Navy and Marine Corps Achievement Medal recognizing the Sailor as the Naval Service Training Command Senior Sailor of the Quarter.

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

(4) 72 Hour Special Liberty to be utilized during tenure as SSOQ at the parent command's discretion; and

(5) Gifts from local area vendors.



A. O. LOTRING

Distribution: (CNSTCINST 5216.1A)  
List 3

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**NOMINATION FORMAT**

From: Commanding Officer, (Command/Unit)  
To: Commander, Naval Service Training Command (Attn: N00E)

Subj: BLUE JACKET/JUNIOR SAILOR/SENIOR SAILOR OF THE QUARTER  
NOMINATION ICO (RATE, FIRST, MIDDLE, LAST, USN)

Ref: (a) OPNAVINST 1700.10K  
(b) CNSTCINST 1700.2

Encl: (1) NAVPERS 1616/26 ending \_\_\_\_\_  
(2) NAVPERS 1616/26 ending \_\_\_\_\_  
(3) NAVPERS 1616/26 ending \_\_\_\_\_  
(4) Biography (narrative format, starting with date and place of birth, schooling, military service, current assignment, personal awards and medals, family, etc.) Limit one typewritten page  
(5) OPNAV 1650/3 (Rev. 7-04)  
(6) Proposal CNSTC Letter of Commendation (BJOQ/JSOQ) or CNSTC Navy and Marine Corps Achievement Medal (SSOQ)

1. Per references (a) and (b), \_\_\_\_\_ is nominated as the \_\_\_\_\_ Quarter, 20\_\_\_\_ (Command's Name) Blue Jacket/Junior Sailor/Senior Sailor of the Quarter.

2. The following information is provided:

a. Rate/Rank/Full Name/SSN (last 4):

b. Date of Birth:

c. Date enlisted in Navy:

d. Advancement History (list dates):

(1) E-4:

(2) E-5:

(3) E-6:

e. Currently selected for advancement (If Yes, date to be Advanced):

Enclosure (1)

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Subj: BLUE JACKET/JUNIOR SAILOR/SENIOR SAILOR OF THE QUARTER  
NOMINATION ICO (RATE, FIRST, MIDDLE, LAST, USN)

f. If previously selected as Sailor or Junior Sailor of the Month/Quarter/Year, provide dates(s) and command(s):

g. Brief synopsis of significant professional achievements that warrant selection (limit one typewritten page):

h. Awards (for nominating quarter only; provide dates):

i. Nominee's off-duty community involvement: (for nominating quarter only; provide dates):

j. List educational background:

(1) Years of formal schooling/degree attained:

(2) Other self-study educational achievements attained during reporting period; include correspondence courses, extension courses, United States Armed Forces Institute (USAFI) courses, Defense Activity for Non-Traditional Education Support (DANTES) courses, Program for Afloat College Education (PACE) and any Navy-sponsored courses. (Provide completion date). Exclude training courses required for advancement. (List only those completed during the nominating quarter).

k. Any other information to distinguish nominee from contemporaries.

l. Two paragraphs or less of endorsement about nominee.

*CO's Signature Block*

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**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), Great Lakes, Illinois, from (month and year) to (month and year) culminating in his selection as Naval Service Training Command Blue Jacket/Junior Sailor of the Quarter, 1<sup>st</sup> Quarter 200\_.* (Use the next several lines to describe what the Sailor did to warrant nomination for selection as Blue Jacket or Junior Sailor 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 him and were in keeping with the highest traditions of the United States Naval Service. (This award should not exceed 23 lines)

A. O. LOTRING

Rear Admiral, U.S. Navy

Given this (22<sup>ND</sup>) day of (Month) (YYYY)

Enclosure (2)

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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 SELECTION AS NAVAL SERVICE TRAINING COMMAND SENIOR SAILOR OF THE QUARTER, 1ST QUARTER 200\_. (ONE/TWO SENTENCES RELATING TO JOB PERFORMANCE). PETTY OFFICER SAILOR'S EXCEPTIONAL PROFESSIONALISM, UNRELENTING PERSERVERANCE, AND LOYAL DEVOTION TO DUTY REFLECTED CREDIT UPON HIMSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE. (THIS PARAGRAPH SHOULD NOT EXCEED 7 ½ LINES.

DD<sup>ST</sup>

(MONTH SPELLED OUT) YEAR

FOR THE  
A. O. LOTRING  
REAR ADMIRAL, U.S. NAVY  
COMMANDER, NAVAL SERVICE TRAINING COMMAND

Enclosure (3)