



**DEPARTMENT OF THE NAVY**

NAVAL TRAINING CENTER  
2601A PAUL JONES ST  
GREAT LAKES, ILLINOIS 60088-2845

NTCGLAKESINST 1700.11C

N00E

13 Nov 00

NTC GREAT LAKES (COMPLEX) INSTRUCTION 1700.11C

From: Commander, Naval Training Center, Great Lakes

Subj: NAVAL TRAINING CENTER (NTC) COMPLEX BLUEJACKET/  
SAILOR/SENIOR SAILOR OF THE QUARTER  
BOQ/SOQ/SSOQ)/SAILOR OF THE YEAR (SOY) PROGRAM

Ref: (a) OPNAVINST 1700.10K  
(b) NTCGLAKESINST 1650.3E

Encl: (1) Nomination Format

1. Purpose. To provide eligibility criteria and organizational responsibilities for the NTC (Complex) Bluejacket/Sailor/Senior Sailor of the Quarter/Year programs.
2. Cancellation. NTCGLAKESINST 1700.11B. This instruction has been substantially revised and should be reviewed in its entirety.
3. Discussion. The BJOQ/SOQ/SSOQ and SOY programs recognize the very best all around Sailors from E1-E6. Sustained superior performance, leadership, self-improvement, command/community involvement, self-expression and appearance are all key facets of the best all around Sailors. The Commander, Naval Training Center will select the NTC (Complex) Bluejacket/Sailor/Senior Sailor of the Quarter in January, April, July, and October for the calendar year. The Senior SOY will normally be selected in February.
4. Eligibility. This program is open to all permanently assigned active duty personnel (including Training and Administration of Reserve (TAR) and Selected Reserve (SELRES)) assigned to the Great Lakes area. The BJOQ will be selected from nominated E-1 through E-3 personnel. The SOQ will be selected from nominated E-4 and E-5 personnel. The Senior SOQ will be selected from nominated E-6 personnel. Personnel who have been selected for E-7 or a commissioning program are ineligible. Personnel who

competed at either the BJOQ or SOQ level and are advanced to a paygrade for the next level of competition during the year are still eligible for competition at the next category (i.e., SOY or SSOY). Individuals selected as CNTC BJOY/SOY/SSOY are ineligible for the following year's competition in the same category. However, if an individual has been promoted from E-3 to E-4, or E-5 to E-6 they are eligible to compete at the next level for the following year. EXAMPLE: Selected SOY (E5) is promoted to E6 during the year, may compete in SSOY competition the following year.

5. Action.

a. Commander, Naval Training Center shall:

(1) Establish a selection board for BJOQ and BJOY to convene as requested by the Chairperson. A selected First Class Petty Officer, normally the CNTC Senior Sailor of the Year will serve as Chairperson. The board will review packages, interview each candidate, rank the candidates and then make a recommendation to Commander, Naval Training Center for selection.

(2) Establish a selection board for SOQ and SOY to convene as requested by the Chairperson. A selected Second or Third Class Petty Officer, normally the CNTC Sailor of the Year will serve as Chairperson. The board will review packages, interview each candidate, rank the candidates and then make a recommendation to Commander, Naval Training Center for selection.

(3) Establish a selection board for SSOQ and SSOY to convene as requested by the Chairperson. NTC (Complex) Command Master Chief (CMC) will serve as Chairperson. The board will review packages, interview each candidate, rank the candidates and then make a recommendation to Commander, Naval Training Center for selection.

b. NTC (Complex) Command Master Chief will:

(1) Coordinate the NTC (Complex) SSOQ/SSOY programs.

(2) Convene and designate the NTC (Complex)

SSOQ/SSOY Selection Board as required. Promulgate due dates for nomination package submission, pre-board screen, interview schedule and board convening date.

(3) Provide the recommendations of the Selection Board to CNTC via Chief of Staff (COS), Operations for approval.

(4) Schedule and coordinate the NTC (Complex) quarterly/yearly awards presentation ceremonies.

(5) Designate Chairperson of the CNTC SOQ/SOY Board.

(6) Designate Chairperson of the CNTC BJOQ/BJOY Board.

(7) Provide guidance and advice to Chairperson and Selection Board members of the BJOQ/BJOY and SOQ/SOY Programs to ensure continuity.

c. Chairperson of the Bluejacket of the Quarter/Year Board will:

(1) Coordinate the NTC (Complex) BJOQ/BJOY programs.

(2) Convene and designate the NTC (Complex) BJOQ/BJOY Selection Board as required. Will coordinate with each subordinate command's CMC to designate qualified board members as required. Promulgate due dates for nomination package submission, pre-screen, pre-board screen, interview schedule and board convening date.

(3) Provide the recommendations of the Selection Board to CNTC for approval via the NTC (Complex) Command Master Chief and Chief of Staff, Operations.

(4) Schedule and coordinate with NTC (Complex) Command Master Chief, the NTC (Complex) BJOQ/BJOY awards presentation ceremonies.

d. Chairperson of Sailor of the Quarter/Year Board will:

(1) Coordinate the NTC (Complex) SOQ/SOY programs.

(2) Convene and designate the NTC (Complex) SOQ/SOY Selection Board as required. Will coordinate with each subordinate command's CMC to designate qualified board members as required. Promulgate due dates for nomination package submission, pre-screen, pre-board screen, interview schedule and board convening date.

(3) Provide the recommendations of the Selection Board to CNTC for approval via the NTC (Complex) Command Master Chief and Chief of Staff, Operations.

(4) Schedule and coordinate with NTC (Complex) Command Master Chief, the NTC (Complex) JSOQ/JSOY awards presentation ceremonies.

e. Commanding Officers/Officers in Charge shall:

(1) Select and nominate one Bluejacket, Sailor, and Senior SOQ candidate each quarter of the calendar year and a Sailor and Senior Sailor of the Year candidate in compliance with format provided in enclosure (1).

(2) Ensure the signing and submission of 1650/3 Awards form for SSOQ. SSOY 1650/3 will be signed by Commander, Naval Training Center Great Lakes. The award recommendation will be in paper copy and also submitted on 3 ½" disk for both BJOQ/BJOY and SOQ/SOY nominees.

(3) **Ensure all nomination packages are submitted IAW enclosure (1).**

f. The NTC Public Affairs Officer shall ensure expeditious input of publicity material on the NTC (Complex) BJOQ, SOQ, and Senior SOQ selectees to the Great Lakes Bulletin and Fleet Hometown News system.

6. Recognition.

a. The NTC (Complex) Bluejacket of the Quarter will be recognized through the following:

(1) Recognition during a formal ceremony announcing selection.

(2) Commander, Naval Training Center Great Lakes, Letter of Commendation, designating the individual as the NTC (Complex) Bluejacket of the Quarter. **Award will be submitted as outlined in reference (b).**

(3) Engraved plaque, presented by CNTC.

(4) Three day liberty pass to be utilized during tenure as SOQ.

(5) Designated BJOQ/SOQ/SSOQ parking pass to be used at the Navy Exchange, commissary, etc., during tenure as BJOQ.

(6) Use of specified Recreational Services facilities/equipment during tenure.

(7) NTC POW announcements.

(8) Publicity release to the Fleet Hometown News system and to the Great Lakes Bulletin.

b. The NTC (Complex) Sailor of the Quarter will be recognized through the following:

(1) Recognition during a formal ceremony announcing selection.

(2) Commander, Naval Training Center Great Lakes, Letter of Commendation, designating the individual as the NTC (Complex) Sailor of the Quarter. **Award will be submitted as outlined in reference (b).**

(3) Engraved plaque, presented by CNTC.

(4) Three day liberty pass to be utilized during tenure as SOQ.

(5) Designated SOQ/SSOQ parking pass to be used at the Navy Exchange, commissary, etc., during tenure as SOQ/SSOQ.

(6) Use of specified Recreational Services facilities/equipment during tenure.

(7) NTC POW announcements.

(8) Publicity release to the Fleet Hometown News system and to the Great Lakes Bulletin.

c. The NTC (Complex) Senior SOQ will be recognized through the following:

(1) Recognition during a formal ceremony announcing selection.

(2) Commander, Naval Training Center Great Lakes, Navy Achievement Medal, designating the individual as the NTC (Complex) SSOQ. **Award will be submitted as outlined in reference (b).**

(3) Engraved plaque, presented by CNTC.

(4) Three day liberty pass to be utilized during tenure as SSOQ.

(5) Designated BJOQ/SOQ/SSOQ parking pass to be used at the Navy Exchange, commissary, etc., during tenure as SSOQ.

(6) Use of specified Recreational Services facilities/equipment during tenure.

(7) Photograph displayed on NTC headquarters building Quarter Deck.

(8) NTC POW announcements.

(9) Publicity release to the Fleet Hometown News system and to the Great Lakes Bulletin.

d. NTC (Complex) Bluejacket/Sailor/Senior Sailor of the Year will receive the following:

(1) CNTC (Complex) SSOY will go on to compete at Chief Naval Education and Training (CNET) level for CNET Shore Sailor of the year. **Award recommendation for Navy Commendation Medal will be submitted as outlined in reference (b).**

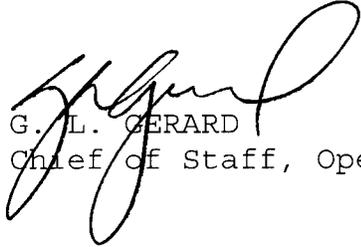
(2) CNTC (Complex) Bluejacket of the Year will receive a Navy/Marine Corps Achievement Medal presented by CNTC.

(3) CNTC (Complex) Sailor of the Year will receive a Navy/Marine Corps Achievement Medal presented by CNTC.

(4) Ninety-six hour liberty pass to be coordinated with tenant command element.

(5) All other items of recognition listed for BJOQ/SOQ/SSOQ will apply.

7. Forms. NTC-GL 1700/62 (Rev. 12-92) (Sailor of the Quarter 72 hour Liberty Pass) and NTC-1700/61 (Rev. 12-92) (Sailor of the Quarter authorized Parking) are held by the NTC Command Master Chief.

  
G. L. GERARD  
Chief of Staff, Operations

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"SAMPLE NOMINATION FORMAT"

From: (Commanding Officer or Officer in Charge)  
 To: Commander, Naval Training Center, Great Lakes

Subj: SAILOR/SENIOR SAILOR OF THE QUARTER NOMINATION  
 IN THE CASE OF (LAST NAME, FIRST NAME, MI.,  
 RATING, SSN)

Ref: (a) OPNAVINST 1700.10K  
 (b) NTCGLAKES INST 1700.11C

- Encl: (1) Information to support nomination (include copies of evaluations, Letters of Appreciation/Commendation/Sailor of the Month/Quarter, etc.,). A statement from the Commanding Officer that sets this individual aside from all others in peer group should be included. Particular attention should be made to the command's endorsement.
- (2) Biography (narrative format, starting with date and place of birth, schooling, military service, current assignment, personal awards and medals, and family, etc.). (Limit: two typewritten pages, double spaced).
- (3) OPNAV 1650/3 (1-94), Personal Award Recommendation for Navy/Marine Corps Achievement Medal (for CNTC SSOQ and JSOY)/Navy/Marine Corps Commendation Medal (CNTC SSOY).
- (4) One 3 ½" disk with the nomination package to include the award recommendation.
- (5) 5x7 color photograph (one each, front and side view, full length, light blue or gray background, Service Dress Blue uniform, uncovered). **(For Senior Sailor of the Year nomination ONLY!)**

1. Per references (a) and (b), \_\_\_\_\_ is  
 \_\_\_\_\_ is  
 nominated as the (\_\_\_\_ Quarter), (20\_\_) Commander, Naval  
 Training Center Sailor/Junior Sailor of the Quarter/Year.

2. Full name, address, and complete telephone number of  
 nominating command.

3. The following information is provided:

a. Name: (DO NOT UNDERLINE DATA):           SSN: \_\_\_\_\_

b. Date of birth: \_\_\_\_\_

c. Date enlisted in Navy \_\_\_\_\_

d. PRD: \_\_\_\_\_

e. EAOS: \_\_\_\_\_

f. Advancement history (provide dates, for JSOQ (1) should be E2/3 and (2) will be E4):

(1) E4: \_\_\_\_\_

(2) E5: \_\_\_\_\_

(3) E6: \_\_\_\_\_

g. Currently selected for advancement (if YES, date to be advanced):

h. Family members (List full names and dates of birth):

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

j. Brief synopsis of significant professional achievements which warrant selection (Limit to one typewritten page):

k. Personal awards (list personal awards and include copies of each award except for Good Conduct, copy of GC need not be provided).

l. Nominee's community involvement:

m. List education background:

(1) Years of formal (civilian) schooling/degree attained:

(2) Navy schools completed:

(3) Other self-study educational achievements attained while on active duty (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 (PACE), other Navy sponsored

courses, etc. Exclude training courses required for advancement).

4. Ensure to include the signature block of the Commanding Officer or Officer in Charge.