



UNITED STATES MARINE CORPS
2D MARINE AIRCRAFT WING
II MARINE EXPEDITIONARY FORCE
POSTAL SERVICE CENTER BOX 8050
CHERRY POINT, NC 28533-0050

WgO 1650.20G
CMDM
NOV 05 2012

WING ORDER 1650.20G

From: Commanding General, 2d Marine Aircraft Wing
To: Distribution

Subj: 2D MARINE AIRCRAFT WING SENIOR SAILOR OF THE
QUARTER/YEAR, JUNIOR SAILOR OF THE QUARTER/YEAR,
AND BLUEJACKET OF THE QUARTER/YEAR PROGRAM

Ref: (a) OPNAVINST 1700.15 Series
(b) MARFORCOM 1700.2 Series
(c) II MEFO 1650.5A

Encl: (1) Nomination Format, Quarter
(2) SOQ Interview Appraisal Sheet (LCPO Originated)
(3) Nomination Format, Year
(4) Senior Sailor of the quarter/year grading sheet
(5) Sample Navy and Marine Corps Achievement Medal
Citation for SOY/JSOY/BJOY Selectees
(6) Sample Certificate of Commendation Citation for
SSOQ/JSOQ/BJOQ Selectees
(7) Table of Recognition

1. Situation. To establish procedures and identify criteria for nomination and selection of 2d Marine Aircraft Wing (2d MAW) Senior Sailor of the Quarter (SSOQ), Junior Sailor of the Quarter (JSOQ), Bluejacket of the Quarter (BJOQ), Senior Sailor of the Year (SSOY), Junior Sailor of the Year (JSOY), and Bluejacket of the Year (BJOY).

2. Cancellation. WgO 1650.20F.

3. Mission. Provide official recognition of outstanding Navy enlisted Sailors serving with the Fleet Marine Force (FMF) while attached to 2d MAW.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To promote morale and encourage

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high standards, professional conduct, and sustained superior performance of duties.

(2) Concept of Operations

(a) SSOQ/JSOQ/BJOQ. Within the following guidelines, all Navy personnel in the pay grade E-6, including frocked personnel, are eligible for nomination as SSOQ. All personnel in the pay grades E-4 and E-5, including frocked personnel, are eligible for nomination as JSOQ. All personnel in pay grades E-1 through E-3 are eligible for nomination as BJOQ.

1. Minimum time on board of six months.

2. No record of non-judicial punishment (NJP) or court-martials during the preceding twelve months.

3. Must meet all requirements of the Navy's Physical Fitness Assessment/Physical Readiness Test.

4. Must be enrolled in, or have completed the Enlisted Fleet Marine Force Warfare Specialist Program, Air Combat Element, in prescribed timeframe per OPNAVINST 1414.4C with the exception of VMFAT-501 personnel who are on Type 1 duty.

5. Must be recommended for promotion and retention, with no single performance trait graded below 3.0 on all performance evaluations within previous twelve months.

(b) SSOY. Within the following guidelines, all Navy personnel in the pay grade E-6, including frocked personnel, are eligible for nomination. Sailors promoted or frocked to Chief Petty Officer are not eligible for nomination as SSOY. Nominees must meet the eligibility criteria established in 1-5 of paragraph 4a(2)(a).

(c) JSOY. Within the following guidelines, all Navy personnel in pay grades E-4 and E-5, including frocked personnel, are eligible for nomination. Sailors promoted or frocked to Petty Officer First Class are not eligible for nomination as JSOY, but may be nominated as SSOY. Nominees must meet the eligibility criteria established in 1-5 of paragraph 4a(2)(a).

(d) BJOY. Within the following guidelines, all Navy

personnel in pay grades E-1 to E-3 are eligible for nomination. Sailors promoted or frocked to Petty Officer Third Class are not eligible for nomination as BJOY. Nominees must meet the eligibility criteria established in 1-5 of paragraph 4a(2)(a).

b. Coordinating Instructions

(1) SSOQ/JSOQ/BJOQ. Enclosures (1) and (2) will be submitted to the 2d MAW Command Master Chief (CMDCM) no later than close of business, the first Wednesday of the month following the ending date of the quarter. Sailors selected as SSOQ, JSOQ, BJOQ are ineligible for subsequent nominations as SSOQ, JSOQ or BJOQ in the same calendar year.

(a) Quarter Schedule

1. First Quarter: 1 October - 31 December
2. Second Quarter: 1 January - 31 March
3. Third Quarter: 1 April - 30 June
4. Fourth Quarter: 1 July - 30 September

(b) Packages will be signed by the nominee's Squadron, Battalion or Group Commanding Officer as assigned and endorsed by the cognizant Group Commanding Officer. Nominations and endorsements may be signed by the Acting Commanding Officer when necessary, but not "By direction." Original packages and endorsements shall be presented to the CMDCM no later than the day of the selection board, with advance electronic copies submitted under the guidelines established in paragraph 4b(1)(a). There will only be one nominee from each Group within 2d MAW.

(c) The CMDCM (non-voting board member) will arrange a selection board and supervise the proceedings in a formal setting on the second Wednesday of the month following the previous quarter. The board will be comprised as follows:

(2) SSOQ/JSOQ Board

(a) Chief Petty Officers from each of the five aircraft, support and control Groups, and the headquarters Squadron.

(b) A designated Chairman at the discretion of the CMDCM.

(c) Selection will be made on the basis of the nomination package and personal interview of nominees by the selection board, using enclosure (4).

(d) The board's selection recommendations will be submitted to the Commanding General for final approval.

(3) BJOQ Board

(a) Petty Officers First Class from each of the five aircraft, support and control Groups and the headquarters Squadron. No board member shall be nominated as the same quarter's SSOQ.

(b) A Senior Chief or Chief Petty Officer designated as Chairman at the discretion of the CMDCM.

(c) Selection will be made on the basis of the nomination package and personal interview of nominees by the selection board, using enclosure (4).

(d) The board's selection recommendations will be submitted to the Commanding General for final approval.

(e) Recognition. Personnel selected as SSOQ, JSOQ, and BJOQ will receive recognition and incentives as identified in enclosure (7).

(4) SSOY/JSOY/BJOY. Submit to the CMDCM in the format established in enclosure (3). The CMDCM will promulgate notice establishing specific requirements, deadlines, and selection board dates. Sufficient time must be allotted to enable administrative processing for competition at the II Marine Expeditionary Force (II MEF) SSOY, JSOY, and BJOY boards.

(a) Selection. Personnel will be evaluated on the basis of the nomination package and personal interview with the selection board. The Selection board will utilize OPNAV 1650/17 (April 2010) for scoring purposes.

(b) Recognition. Personnel selected will receive recognition and incentives as identified in enclosure (7).

5. Administration and Logistics

a. Squadron/Battalion Commanding Officers. Submit written SSOY/JSOY/BJOY nominations to the respective groups in the format established by enclosure (3).

b. CMDCM

(1) Convene selection boards and ensure selection board procedures, utilizing enclosure (4), are carried out by each board's chairman and members.

(2) Ensure selected personnel receive appropriate recognition and incentives as identified by enclosure (7).

(3) Ensure appropriate service record entries are completed.

(4) Facilitate selection board location, administrative support, and processing of nomination packages prior to each board convening.

6. Command and Signal

a. Command. This Order is applicable to all enlisted Sailors assigned to 2d MAW.

b. Signal. This Order is effective date signed.


R. W. REGAN
Chief of Staff

DISTRIBUTION: A

WgO 1650.20G
NOV 05 2012

NOMINATION FORMAT, QUARTER

1650
CO
(Date)

From: Commanding Officer, (Squadron/Battalion/Group)
To: Command Master Chief, 2d Marine Aircraft Wing
Via: Group Commanding Officer (if applicable)

Subj: SENIOR SAILOR, JUNIOR SAILOR, OR BLUEJACKET OF THE
QUARTER NOMINATION

Ref: (a) WgO 1650.20G
(b) OPNAVINST 1700.15 Series

Encl: (1) Interview Appraisal Sheet
(2) NAVPERS 1616/26 (last evaluation)
(3) Profile Sheet (last examination)
(4) PRIMS documentation (most recent cycle)

1. The subject named Sailor is nominated for selection as the 2d Marine Aircraft Wing's Senior Sailor, Junior Sailor, or Bluejacket of the Quarter, First Quarter, FY 20__ . The nominee meets all eligibility requirements established in reference (a). Enclosures (1) and (3) support this nomination.

2. Include a brief synopsis of the candidate's contributions and performance during the subject quarter that predicated nomination for selection as SSOQ/JSOQ/BJOQ.

3. Any additional information for selection board's consideration not otherwise contained in appraisal sheet.

C. O. SIGNATURE

Enclosure (1)

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SOQ INTERVIEW APPRAISAL SHEET (LCPO ORIGINATED)

1650
(Date)

From: Leading Chief Petty Officer, Medical Department, (MAG,
MWSG, MACG, MWHS)
To: Commanding Officer, (Nominee's Command)
Subj: SENIOR SAILOR, JUNIOR SAILOR, OR BLUEJACKET OF THE
QUARTER INTERVIEW APPRAISAL SHEET IN THE CASE OF (RATING,
WARFARE, LAST NAME, FIRST NAME, MIDDLE INITIAL)
Ref: (a) WgO 1650.20G

1. In accordance with the reference, HM3(FMF) John Q. Public, USN is nominated for (nominee's command) as the 2nd Quarter FY 20__ Junior Sailor of the Quarter. He/she meets all requirements of the reference for nomination.

2. The following information is provided to facilitate this Sailor's selection:

a. Primary Responsibilities. Provide information regarding their scope of responsibilities, volunteering/assuming additional job duties and watch stations.

b. Job Performance. Provide information regarding sustained superior performance, professional knowledge (consider their exam scores) and their impact to the mission, Command and the Navy.

c. Leadership. Information with regards to type of leadership displayed such as leading petty officer (LPO) or work center supervisor. Detail their teamwork and communication (oral or written) with their superiors as well as their subordinates.

d. Command Climate/Sailorization. List their accomplishments towards the command climate and Sailorization through training, qualifying, advancing, retention, equal opportunity and esprit de corps not just for themselves but for the Sailors they lead.

Enclosure (2)

e. Collateral Duties/command involvement. Explain their collateral duties/command involvement in the following areas (be specific):

- (1) Command
- (2) Group
- (3) Elected official committee/association
- (4) Participant organization/event

f. Peer Group/Community involvement this quarter

- (1) Elected positions (President/coach/Troop Leader)
- (2) Participant in community organizations or event

g. Meritorious Achievements this quarter. List any medals, certificates of commendation/Flag Letter of Commendations received during the quarter. Also, list any warfare devices awarded during their current tour only.

h. Educational Achievements this quarter

- (1) Navy Schools and/or NEC's obtained
- (2) College degrees obtained
- (3) Correspondence/College courses completed

i. Leading Chief Petty Officer's comments.

LCPO SIGNATURE

Enclosure (2)

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NOMINATION FORMAT, YEAR

1700
CO
(Date)

From: Squadron Commanding Officer
To: Commanding General, II Marine Expeditionary Force
Via: (1) Group Commanding Officer
(2) Commanding General, 2d Marine Aircraft Wing

Subj: 20__ SENIOR SAILOR OF THE YEAR NOMINATION IN THE CASE OF
(RATING, WARFARE, LAST NAME, FIRST NAME, MIDDLE INITIAL)

Ref: (a) WgO 1650.20G
(b) OPNAVINST 1700.15 series
(c) COMUSFLTFORCOMNOTE

Encl: (1) Copies of last 5 years of performance evaluations
(most recent first)
(2) Personal Awards received during the nominative period
(1 October to 30 September)
(3) SOY nominee biography (one page narrative format,
starting with date and place of birth, civilian
schooling, military service, current assignment,
personal awards, and medals)
(4) Signed OPNAV 1650/3 Personal Award Recommendation for
Navy and Marine Corps Commendation Medal (forwarded,
including summary of action and completed unsigned
citation)
(5) Two 5x7 color glossy photographs, plain background,
service dress blue uniform, uncovered, (one
full-length front and one full-length side view, both
with name, rate, command, date data boards)
(6) Past 5 years of Physical Readiness Information
Management System (PRIMS) on PRIMS data sheet
(7) Command cover sheet
(8) OPNAV 1650/17 SOY Grading Sheet (completed by command
master chief)
(9) Electronic copy of complete package on CD-ROM
(MS Word for text and JPG format for glossy photos)

1. Per the references, (rating, Warfare, last name, first name,
middle initial) is nominated as the 20__ (Sea) Sailor of the
Year..

Enclosure (3)

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2. Complete contact information of member nominated:

a. Name: (Last, First, Middle Initial)

b. Rate/Rank:

c. Present Duty Station:

d. Address: (Work) (Home)

e. Telephone: (Work) (Home/Cell)

f. Facsimile: (Work) (Home)

g. E-mail Address: (Work) (Home)

3. If previously selected as Senior Sailor of the Quarter or Year, list command, selection and period in chronological order:

(Command) (Month/Quarter) (YYMMDD - YYMMDD)

4. Reporting Senior's justification of nomination utilizing the following format **(limit to two typewritten pages)**.

a. Primary responsibilities

b. Job performance

c. Leadership

d. Command climate/Sailorization

e. Collateral duties

f. Peer group and off-duty community involvement

5. Military decorations and awards (not unit awards). List in chronological order):

(Decoration/Award) (Command) (YYMMDD - YYMMDD)

6. List educational accomplishments.

a. Years of formal civilian schooling completed and any degree attained:

Enclosure (3)

(Degree) (School) (YMMDD)

b. Navy "A," "B," "C," and or "F" schools completed:

(School) (YMMDD)

c. Other self-study educational achievements attained (include United States Armed Forces Institute (USAFI) courses, Defense Activity for Non-Traditional Education Support (DANTE) courses, etc.). Do not include training courses required for advancement or annual general military training.

7. Reporting Senior's remarks **(limit to one typewritten page)**.

(Signature)

("By direction" not authorized)

Enclosure (3)

SENIOR SAILOR OF THE QUARTER/YEAR GRADING SHEET

NOTE: Ensure a one year performance review and a five year sustained superior performance review is completed.

BOARD MEMBER'S NAME (Printed):	BOARD MEMBER'S SIGNATURE:
SAILOR'S NAME	COMMAND:

GRADING

Primary Responsibilities	20 Points Max	Score	Remarks/Comments
- Depth of responsibilities (Job Scope)	10		
- Volunteering/Assuming additional Job duties	5		
- Major command watch stations	5		
Job Performance	20 Points Max		
- Sustained superior performance	10		
- Professional knowledge and rating expertise (consider exam scores)	5		
- Navy, command, mission impact	5		
Leadership	15 Points Max		
- Department LPO, Division LPO, WCS	5		
- Teamwork	5		
- Communication (Oral and/or written)	5		
Command Climate/Sailorization	15 Points Max		
- Training, qualifying, advancing, retaining	5		
- Equal Opportunity	5		
- Camaraderie, (esprit de corps)	5		
Collateral Duties	10 Points Max		
- Command/Base wide collateral duties	1		
- Group/Squadron collateral duties	.5		
- Elected Official Committee/Association	2		
- Participant Organization/Event	1		

Peer Group/Community Involvement	5 Points Max		
- Elected Position (President/Coach/Troop Leader)	2		
- Participant Community Organization/Event	1		
Meritorious Achievements	10		
- Navy Commendation Medal or higher	2		
- Navy Achievement Medal	2		
- Flag Letter of Commendation	1		
- Warfare Qualification	2		
Educational Achievements	5 Points Max		
- Navy school completed or NEC obtained (2 point Max)	2		
- College degree obtained (Master's = 5); Bachelor's =3) (Associate = 2)	5/3/2		
- Correspondence (.5 ea); college courses (1 ea). 2 point Max	.5/1		
Personal Appearance/Military Bearing	25 Points Max		
- Uniform, ribbons, shoes, etc...	10		
- Grooming standards	5		
- Marching, hand salute, posture	4		
- PFA scores (OH,OM,OL,EH,EM,EL)	6/5/4/3/2/1		
Boardmanship	25 Points Max		
- Sailor's Creed	5		
- Answers to questions, communication skills	10		
- Eye contact, comfort with board members	10		
Total Points Available	150 Points		

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The Secretary of the Navy takes great pleasure in presenting the

NAVY AND MARINE CORPS ACHIEVEMENT MEDAL

To

PETTY FIRST CLASS JOHN Q. SAILOR

UNITED STATES NAVY

For services as set forth in the following

CITATION:

"FOR PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HIS DUTIES WHILE SERVING AS LEADING PETTY OFFICER, MEDICAL DEPARTMENT, MARINE AIRCRAFT GROUP 31, 2D MARINE AIRCRAFT WING, U.S. MARINE CORPS FORCES COMMAND FROM 1 JANUARY 2008 TO 31 DECEMBER 2008, AND HIS SELECTION AS THE 2D MARINE AIRCRAFT WING 2008 SAILOR OF THE YEAR. THROUGHOUT 2008, PETTY OFFICER SAILOR PERFORMED HIS DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER. HIS DILIGENT EFFORTS AND RESOURCEFULNESS INSPIRED ALL WHO OBSERVED HIM, AND GREATLY CONTRIBUTED TO MARINE AIRCRAFT GROUP 31 OPERATIONAL READINESS AND MISSION ACCOMPLISHMENT. PETTY OFFICER SAILOR'S PROFESSIONALISM AND SELFLESS DEVOTION TO DUTY REFLECTED GREAT CREDIT UPON HIMSELF, AND UPHELD THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE."

For the Secretary,

I. M. GENERAL
MAJOR GENERAL, U. S. MARINE CORPS
2D MARINE AIRCRAFT WING
COMMANDING GENERAL

Enclosure (5)

WgO 1650.20G
NOV 05 2012

The Commanding General takes pleasure in presenting this

CERTIFICATE OF COMMENDATION

to

PETTY OFFICER FIRST CLASS JOHN Q. SAILOR, USN

For

SELECTION AS THE 2D MARINE AIRCRAFT WING SENIOR SAILOR OF THE QUARTER, FIRST QUARTER 2008. NOMINATED FOR SUSTAINED SUPERIOR PROFESSIONAL PERFORMANCE, PETTY OFFICER SAILOR CONSISTENTLY DEMONSTRATED THE TRAITS AND QUALITIES THAT CLEARLY DISTINGUISH SAILORS OF EXCEPTIONAL CALIBER AND WAS CHOSEN TO REPRESENT MARINE AIRCRAFT GROUP 31 IN THE COMPETITION. WHILE BEFORE THE BOARD, HIS MILITARY BEARING, KNOWLEDGE, AND COMMAND PRESENCE WERE UNMISTAKABLE AND IMMEDIATELY EVIDENT. DURING TESTS OF HIS MILITARY AND PROFESSIONAL KNOWLEDGE, PETTY OFFICER SAILOR RESPONDED ADMIRABLY WITH CONFIDENCE AND POISE, CLEARLY DEMONSTRATING HIS WORTHINESS OF THIS DISTINCTION. PETTY OFFICER SAILOR'S DEMEANOR AND PROFESSIONALISM THROUGHOUT THIS PERIOD REFLECTED GREAT CREDIT UPON HIMSELF, HIS UNIT, AND UPHELD THE HIGHEST STANDARDS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

16 MARCH 2011

I. M. GENERAL
MAJOR GENERAL, U. S. MARINE CORPS.
2D MARINE AIRCRAFT WING
COMMANDING GENERAL

Enclosure (6)

TABLE OF RECOGNITION

<u>Recognition</u>	<u>Responsibility</u>
Navy & Marine Corps Achievement Medal (MAW SSOY, JSOY and BJOY Selectees)	CMDCM & Group LCPO
Commanding General's Certificate of Commendation (MAW SSOQ, JSOQ, and BJOQ)	CMDCM
CO Certificate of Commendation or Letter of Appreciation (Group SSOQ/Y, JSOQ/Y, and BJOQ/Y Selectees)	Squadron/Group CO & Group LCPO
96 hour Special Liberty (SSOY/JSOY/BJOY Wing/Group) 72 hour Special Liberty (SSOQ/JSOQ/BJOQ Wing/Group)	Squadron/Group CO
Service Record Entries	Personnel Officer
MAW SSOQ/SSOY Photograph Display	CMDCM
<i>*(3) 8x10 color photos of each selectee Obtained from Combat Camera</i>	