



UNITED STATES MARINE CORPS  
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION  
PO BOX 19001  
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

IN REPLY REFER TO:  
DepO 1650.19A  
RMC  
19 OCT 2018

DEPOT ORDER 1650.19A

From: Commanding General  
To: Distribution List

Subj: BLUE IN SUPPORT OF GREEN SAILOR OF THE QUARTER PROGRAM

Ref: (a) OPNAVINST 1700.10A  
(b) BUMEDINST 1800.4C  
(c) NAVMEDEASTINST 1650.3A

Encl: (1) Sailor of the Quarter Nomination Form  
(2) Senior Member letter  
(3) Proposed Certificate of Commendation  
(4) OPNAV 1650/17 Sailor of the Year Grading Sheet

1. Situation. The Sailor of the Quarter (SOQ) Program was established by the Chief of Naval Operations to recognize those Navy personnel, E-6 and below acting as role models of Navy professionalism and personal dedication. This order provides policy and establishes procedures for implementing the Marine Corps Recruit Depot Parris Island (MCRD PI) SOQ Program in accordance with the references.

2. Cancellation. DepO 1650.19.

3. Mission. For each quarter of the calendar year, four (4) enlisted Navy personnel assigned to units located aboard the MCRD PI, may be selected for SOQ. Sailors in the paygrade of E-6 will compete for Senior Sailor of the Quarter (SSOQ), paygrade E-5 will compete for SOQ, paygrade E-4 will compete for Junior Sailor of the Quarter (JSOQ) and paygrades E-1 to E-3 will compete for Blue Jacket of the Quarter (BJOQ).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Recognition of efforts and merit is one (1) of the cornerstones to any successful organization. Blue in Support of Green (BISOG) detachments are committed to recognizing the efforts of those Sailors who significantly contribute to mission accomplishment, make exceptional achievements in their professional area, and improve community and civil relations. The success of this program depends on the selection of Sailors in the paygrade E-1 to E-6 who represent the highest caliber of professionalism and leadership. All supervisory personnel are encouraged to provide maximum program support.

(b) The nominee's notable accomplishments in the performance of military professional duties during the period are the primary consideration for selection. Additionally, interpersonal relationships, appearance,

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19 OCT 2018

fitness, core values, professional ethics, and leadership will be considered. Selection will be based on the evidence of outstanding performance in the greatest number of these areas.

(2) Concept of Operations

(a) Any officer, Master Chief Petty Officer (MCPO), Senior Chief Petty Officer (SCPO), Staff Noncommissioned Officer, or department head may nominate Navy personnel who have demonstrated the qualifications for nomination as the SOQ. Enclosures (1) through (4) are provided to aid in the nomination process.

(b) Nominations shall be submitted to the Depot Sergeant Major (SgtMaj), via the unit commander, during the last week of each quarter (March, June, September, and December). All requested information must be provided and the narrative must describe specifically how the nominee's performance exceeded that of their peers during the quarter.

(c) Each nominee shall appear before a selection committee in the Navy uniform of the day, at a time designated by the senior member for a personal interview. Nominees who are unavailable due to operational commitment may be considered without the personnel interview. The selection committee shall be comprised of the senior naval enlisted person of each unit aboard the Depot, and shall meet at the call of the senior member. Each member (except senior member) shall have one vote and the committee will recommend their selection to the Commanding General (CG) via the Depot Sergeant Major. There will be four board members per board. Selection of the SSOQ, SOQ, JSOQ, and BJOQ will consist of a review of nomination packages and interviews. Scoring for all boards will be conducted using form OPNAV 1650/17 (Rev.4-10), Sailor of the Year Grading Sheet.

(d) Nomination as the SSOQ, SOQ, JSOQ, and BJOQ will be documented in the Sailor's performance evaluation.

b. Coordinating Instructions. The following minimum requirements must be met for SSOQ, SOQ, JSOQ, and BJOQ nominees:

(1) Be a Navy Member (including Temporary Additional Duty [TAD] personnel) assigned to any unit on the Depot, for a minimum of 90 days, when nominated.

(2) Have no record of nonjudicial punishment, court-martial or other disciplinary action for the preceding 12 months.

(3) Have one (1) or more outstanding attributes, exceeding those of their peers.

(4) If nominee is a first class petty officer, then he/she must not have been selected for chief petty officer or an officer commissioning program (unless formal declination has been approved).

(5) Candidates not selected may be renominated at a later date. The selected recipient shall not be renominated for one (1) year.

(6) Nominated personnel shall be within the Navy physical fitness standards to be nominated.

19 OCT 2018

5. Administration and Logistics

a. Individuals selected as SSOQ, SOQ, JSOQ, and BJOQ shall receive the following recognition:

- (1) A 24 hour liberty.
- (2) A Certificate of Commendation from the Commanding General.
- (3) An official service record entry regarding selection.

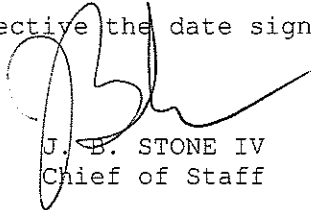
b. Recommendations concerning the contents of this order are encouraged and invited. Recommendations should be submitted to Headquarters Battalion Command Chief Petty Officer.

c. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of this order can be found on the G-1 SharePoint site: <https://eis.usmc.mil/sites/mcrdpi/g1/default.aspx>.

6. Command Signal

a. Command. This order is applicable to Navy personnel aboard MCRD PI.

b. Signal. This order is effective the date signed.



J. B. STONE IV  
Chief of Staff

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19 OCT 2018

Sailor of the Quarter Nomination Form

Command Letterhead

From: \_\_\_\_\_

To: Senior Member, Sailor of the Quarter Board

Via: Senior Enlisted Leader/Sergeant Major (Unit)

Subj: SAILOR OF THE QUARTER NOMINATION IN CASE OF HOSPITALMAN APPRENTICE JOHN  
J. DOE 1234567891 USN

Ref: (a) DepO 1650.19A

1. In accordance with the content and spirit of the reference, the subject member is nominated for the "Senior Sailor/Junior Sailor/Blue Jacket of the Quarter" competition for the quarter ending MAR/JUN/SEP/DEC 20\_\_.

2. This nominee meets the minimum eligibility requirements:

a. A member of the staff (includes TAD personnel) for a minimum of 90 days when nominated.

b. No record of NJP, courts-martial, or other disciplinary action for the preceding 12 months.

3. Nominee's background information:

a. Age:

b. Time in Service:

c. Expiration of Active Service:

d. Time in Grade:

e. Education completed this quarter:

(1) Civilian:

(2) Service Schools:

(3) Correspondence Courses:

f. Unit/Department:

g. Billet:

h. Awards received this quarter:

4. During this quarter/year, the nominee has met the criteria of outstanding performance, exceeding that of their peers in the following manner: (Attach narrative remarks should describe significant accomplishments of notable contribution to the command and should include comments on performance of assigned duties, watches, educational, achievements during the quarter,

19 OCT 2018

appearance/physical fitness, interpersonal relationships, leadership, core values/professional ethics, and community involvement).

\_\_\_\_\_  
Signature

19 OCT 2018

Senior Member letter

Date

From: Senior Member, Sailor of the Quarter Board  
To: Commanding General, Marine Corps Recruit Depot/Eastern  
Recruiting Region  
Via: (1) Commanding Officer, ????  
(2) Commanding Officer, ????

Subj: SAILOR OF THE QUARTER NOMINATION IN CASE OF HOSPITALMAN APPRENTICE  
JOHN J. DOE 1234567891 USN

Ref: (a) DepO 1650.19A

Encl: (1) Sailor of the Quarter Nomination Letter  
(2) Proposed Certificate of Commendation

1. The Depot Sailor of the Quarter Board convened on 12 Apr 2018 at 0800 in the Base Chapel's conference room. The board consisted of:

HMC Example1	Unit
RPC Example2	Unit
HMC Example3	Unit
HMC Example4	Unit
HMC Example5	Unit

2. Per the reference, Hospitalman Apprentice Doe is enthusiastically recommended for selection as Marine Corp Recruit Depot Parris Island's Junior Sailor of the Quarter, 2nd Quarter calendar year 2018. Enclosure (1) and (2) are submitted in support of this nomination.

2. Senior Member comments.

3. Point of contact is Chief Petty Officer I. M. Boss at commercial (123)456-7890.

I. M. BOSS

19 OCT 2018

Proposed Certificate of Commendation Template

"FOR" (preprinted on certificate)

Citation Opening:

SUPERIOR PERFORMANCE OF DUTY WHILE SERVING AS (BILLET), (SPECIFIC UNIT), MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION, PARRIS ISLAND, SOUTH CAROLINA FROM (DAY MONTH YEAR TO DAY MONTH YEAR). DURING THIS PERIOD, (RANK LAST NAME) DISPLAYED EFFICIENCY, INITIATIVE, AND MOTIVATION, LEADING TO HIS/HER SELECTION AS JUNIOR/SENIOR SAILOR OF THE QUARTER, 2ND QUARTER CALENDAR YEAR 2018.

Citation Closing:

(RANK LAST NAME'S) EXEMPLARY PERFORMANCE AND DEDICATION TO DUTY REFLECTED CREDIT UPON (HIM/HER) AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

19 OCT 2010

OPNAVINST 1700.10

SAILOR OF THE YEAR GRADING SHEET		
NOTE: Ensure a one year performance review and a five year sustained superior performance review is completed.		
BOARD MEMBER'S NAME <i>(Printed)</i> :	BOARD MEMBER'S SIGNATURE:	
SAILOR'S NAME:	COMMAND:	
GRADING		
CATEGORIES	POINTS	REMARKS
<b>A. PRIMARY RESPONSIBILITIES <i>(Max points 20)</i></b> - Depth of responsibilities <i>(Job Scope)</i> - Volunteering/Assuming additional Job duties - Major command watch stations		
<b>B. JOB PERFORMANCE <i>(Max points 20)</i></b> - Sustained superior performance - Professional knowledge and rating expertise - Navy, command, mission impact		
<b>C. LEADERSHIP <i>(Max points 15)</i></b> - Department LCPO, Division LCPO, WCS - Teamwork - Communication <i>(Oral and/or written)</i>		
<b>D. COMMAND CLIMATE/SAILORIZATION <i>(Max points 15)</i></b> - Training, qualifying, advancing, retaining - Equal Opportunity - Camaraderie, esprit de corps		
<b>E. MERITORIOUS ACHIEVEMENTS <i>(Max points 10)</i></b> - Navy Commendation Medal or higher - Navy Achievement Medal - Flag Letter of Commendation - Previous SOQ		
<b>F. COLLATERAL DUTIES <i>(Max points 10)</i></b> - Command-wide collateral positions - Division or in-rate collateral positions - Comments that support performance duties		
<b>G. EDUCATIONAL ACCOMPLISHMENTS <i>(Max points 5)</i></b> - Navy school completed or NEC obtained - College degree obtained - Correspondence or college courses		
<b>H. PEER GROUP/COMMUNITY INVOLVEMENT <i>(Max points 5)</i></b> - Elected Official/member in peer group - Elected Official member civilian organizations - Participation in civic/community affairs		
<b>I. PERSONAL APPEARANCE/MILITARY BEARING <i>(Max points 25)</i></b> - Uniform, ribbons, shoes, etc... - Grooming standards - Marching, hand salute, posture		
<b>J. BOARDMANSHIP <i>(Max points 25)</i></b> - Sailor's Creed - Answers to questions, communication skills - Eye contact, comfort with board members		
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 2px 5px; font-size: x-small;">Add Category</div> <div style="border: 1px solid black; padding: 2px 5px; font-size: x-small;">Delete Category</div> <div style="text-align: right; font-weight: bold; font-size: x-small;">TOTAL POINTS: (150 Max points)</div> </div>		