



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 1650.19
RMC
SEP 1 2009

DEPOT ORDER 1650.19

From: Commanding General
To: Distribution List

Subj: SAILOR OF THE QUARTER

Ref: (a) OPNAVINST 1700.15A

Encl: (a) Sailor of the Quarter Nomination Form
(b) Sailor of the Quarter Board Candidate Score Sheet

1. Situation. The Sailor of the Quarter Program was established by the Chief of Naval Operations to recognize those Navy personnel, E-6 and below, who have contributed significantly to the mission of their command.

2. Mission. To provide guidance on the selection process and outline nomination procedures for the Junior/Senior "Sailor of the Quarter" Program.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) For each quarter of the calendar year, two enlisted Navy personnel assigned to units located aboard the Marine Corps Recruit Depot, Parris Island, may be selected as Sailor of the Quarter; one designated as the senior selectee (E-6 and E-5) and one designated junior selectee (E-4 and below).

(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, 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.

(c) Any officer, master, senior or chief petty officer, staff noncommissioned officer, or department head may nominate personnel who have demonstrated the qualifications for nomination as the Sailor of Quarter.

(d) Nominations shall be submitted to the Depot Sergeant Major, via the unit commander, during the last week of each quarter (March, June, September, 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.

(e) 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 via the Sergeant Major.

(f) Nomination as the Sailor of the Quarter will be documented in the Sailor's performance evaluation.

(2) Concept of Operations. The following minimum requirements must be met for Sailor of the Quarter nominees:

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

(b) Have no record of Non-Judicial Punishment, courts-martial or other disciplinary action for the preceding 12 months.

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

(d) If a first class petty officer, he/she must not have been selected for chief petty officer.

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

SEP 1 2009


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

4. Administration and Logistics. Individuals selected as Sailor of the Quarter shall receive the following recognition:

- a. A Certificate of Commendation from the Commanding General.
- b. An official service record entry regarding selection.

5. Command Signal

- a. Command. This Order is applicable to Navy personnel aboard MCRD PI.
- b. Signal. This Order is effective the date signed.


R. L. GRABOWSKI
Chief of Staff

DISTRIBUTION: A

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 ICO _____

Ref: (a) DepO 1650.19

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

2. This nominee meets the minimum eligibility requirements:
(please initial)

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

Signature

Sailor of the Quarter Board Candidate Score Sheet

Candidate: _____

Board Member: _____

Warfare Qualification: (4pts max)

_____ ESWS, EAWS, FMF (2pts)
_____ Other (specify) _____ (2pts)

_____ Total Points

Awards: (10pts max)

_____ Navy/Marine Corps Commendation Medal (3pts)
_____ Navy/Marine Corps Achievement Medal (2pts)
_____ Letter/Certificate of Commendation (Flag) (1pt)
_____ Letter/Certificate of Commendation (Non-flag Commanding Officer Only) (.5pt)
_____ Letter of Appreciation (Civilian Organization) (.5pt)

_____ Total Points

Education: (10pts max)

_____ BS Degree (5pts)
_____ AA Degree (3pts)
_____ Other educational/training (i.e. Apprenticeship/Voc Training) (1pt)

_____ Total Points

Command Involvement: (10pts max)

_____ Collateral duties (1pt, 4pts max)
_____ Leadership position (2pts each, 2pts max)

_____ Total Points

Community Involvement: (5pts max)

_____ Volunteer efforts (1pt, 3pts max)
_____ Leadership position (2pts max)

_____ Total Points

Performance: (41pts max)

_____ Professional performance (12pts max)
_____ Job accomplishment (12pts max)
_____ Leadership (12pts max)
_____ Physical Fitness Assessment Score (Outs-5pts, Exc-3pts, Good-1pt)

_____ Total Points

Interview: (20pts Max)

_____ Appearance/military bearing (5pts max)
_____ Communication (5pts max)
_____ Military knowledge (5pts max)
_____ Knowledge of profession/rating, current events, etc. (5pts max)

_____ Total Points

_____ Grand Total Score