



DEPARTMENT OF THE NAVY

1750 TOMCAT BOULEVARD
NAVAL AIR STATION OCEANA
VIRGINIA BEACH, VIRGINIA 23460-2191

IN REPLY REFER TO:
NASOCEANAINST 1650.1E
00I

28 JUL 1999

NAVAL AIR STATION OCEANA INSTRUCTION 1650.1E

Subj: BLUEJACKET, JUNIOR SAILOR AND SAILOR OF THE QUARTER AWARD PROGRAM

Encl: (1) Format for nomination as Bluejacket, Junior Sailor and Sailor of the Quarter
(2) Grading Sheets

1. Purpose. To establish policies and procedures for the Naval Air Station (NAS) Oceana Bluejacket, Junior Sailor and Sailor of the Quarter (BJOQ, JSOQ and SOQ) Program.

2. Cancellation. NASOCEANAINST 1650.1D. Because of numerous revisions, paragraph markings have been omitted.

3. Background. NAS Oceana has many outstanding enlisted personnel whose professionalism, devotion to duty and pride in their performance ensure our mission is accomplished. The BJOQ, JSOQ and SOQ Program is established to recognize their outstanding performance.

4. Discussion. The BJOQ, JSOQ and SOQ Program is based on recognizing outstanding Navy personnel assigned to NAS Oceana. The quarterly award program is intended to reward effort and achievement and encourage positive action on the part of all personnel. The quality and success of this program are directly related to the attitude, participation and innovation on the part of all Department Heads, Leading Chiefs and other supervisory personnel.

5. Eligibility. Nomination as NAS Oceana's BJOQ, JSOQ and SOQ is open to all enlisted personnel E-6 and below assigned to NAS Oceana. Enlisted personnel assigned to NAS Oceana, including Temporary Additional Duty (TAD) personnel, in pay grades E1 to E3, E4 to E5 and E6s and E5s in a supervisory billet may be nominated for BJOQ, JSOQ and SOQ respectively. Nominees must have been on board for a minimum of six months or TAD two months, with no record of disciplinary action during the past six months. Personnel selected may not be nominated again until 12 months have lapsed from the month of selection. Personnel nominated but not selected may be re-nominated the succeeding quarter if performance during the subsequent quarter merits recommendation.

6. Selection Process. The process shall consist of a nomination package, service record review and personal selection board interview with each candidate. The selection board shall be

28 JUL 1999

chaired by the Command Master Chief (CMC) and consist of a minimum of five department Leading Chiefs.

7. Action

a. Division Officer. Submit enclosures (1) and (2) and service record of nominees for each category to the Department Selection Committee. Members should be selected on their overall military bearing and professional accomplishments. The following areas should be seriously considered when selecting their candidate:

(1) Professional Factors

- (a) Military Knowledge/Performance
- (b) Rating Knowledge/Performance
- (c) Military Bearing
- (d) Personal Behavior
- (e) Human Relations

(2) Personal Traits

- (a) Initiative
- (b) Reliability
- (c) Writing Ability (Supervisor nominees only)

(3) Self Expression - Speaking Ability

(4) Leadership (Supervisor nominees only)

- (a) Directing
- (b) Counseling

b. Department Head

(1) Review inputs from Department Selection Committee and nominate one individual in each category to represent the department.

(2) Forward one department nomination package and seven grading sheets for each candidate for SOQ, JSOQ and BJOQ to the CMC no later than three working days prior to the last day of the

28 JUL 1999

quarter (31 March, 30 June, 30 September and 31 December). The actual date of the board shall be forwarded by separate correspondence.

8. Submission Procedures

a. Nomination packages and service records shall be due to the CMC no later than three working days prior to the last day of the quarter. Deviation from these dates shall be promulgated by separate correspondence based on holidays, operational commitments, etc.

b. Nomination packages shall be submitted per enclosures (1) and (2).

c. CMC. On receipt of nominations:

(1) Convene the selection board

(2) Maintain confidentiality pending approval by the Commanding Officer

(3) On nomination approval from Commanding Officer:

(a) Arrange appropriate award ceremony

(b) Arrange photo coverage of the ceremony

(c) Coordinate with galley/club manager for Sailor of the Quarter luncheon

(d) Notify all civilian sponsors of names of awardees and time and location of the ceremony

(e) Ensure all awards and photographs of the ceremony are presented to the awardee

d. Public Affairs Officer

(1) Interview selectees for write up in THE JET OBSERVER

(2) Forward news coverage to their hometown newspaper and news media

(3) Arrange congratulatory publicity on marquee

9. Awards. NAS Oceana's BJOQ, JSOQ and SOQ awards shall be presented by the Commanding Officer at an appropriate ceremony and consist of the following:

NASOCEANAINST 1650.1E

28 JUL 1999

- a. NAS Oceana Letter of Commendation
- b. Interview in THE JET OBSERVER
- c. Photographs of the award ceremony
- d. Four-Day Special Liberty (S/L), to be taken during the quarter after selection. This S/L does not have to include a weekend, but if taken in conjunction with a weekend, member shall muster in person with their division prior to departure or at the termination of S/L.
- e. NAS Oceana plaque
- f. Name and award on marquee
- g. Hometown news release
- h. No-duty status for the quarter after selection; to start the day of announcement
- i. Providing the candidate meets and maintains standards, automatic nomination as NAS Oceana Sailor of the Year (SOY). SOY nominations shall be per the NAVADMIN published each year.
- j. Since the winners of each category will be announced at the luncheon, all nominees and their spouses are strongly encouraged to attend the luncheon with their chain of command.


W. C. ZOBEL

Distribution:
NASOCEANAINST 5216.1U
Lists I (Case A) and IV

NASOCEANAINST 1650.1E

28 JUL 1999

Date: _____

From: _____ Department
To: Command Master Chief, Naval Air Station Oceana
Subj: NAVAL AIR STATION OCEANA BLUEJACKET, JUNIOR SAILOR AND
SAILOR OF THE QUARTER NOMINATION

Ref: (a) NASOCEANAINST 1650.1E

Encl: (1) Hometown News Release (completed)
(2) Any additional information considered pertinent to
support the nomination

1. _____ is nominated for _____ for the
_____ quarter. (BJOQ, JSOQ or SOQ)

1ST, 2ND, 3RD or 4TH

2. The following pertinent information is provided:

a. _____
Name Rate Warfare Pin(s)

b. Advancement dates: _____
E3 E4 E5 E6

c. Currently selected for advancement Y / N; if yes, date to
be advanced _____.

d. PRT ___/___; PRT Score _____.

e. Brief synopses of significant professional achievements
which warrant selection from contemporaries of the same group.

f. Off-duty community involvement:

g. Educational Background:

(1) Formal schooling completed.

(2) Other self-study educational achievements attained
while on active duty.

3. Department Head comments.

Enclosure (1)

28 JUL 1999

BLUEJACKET, JUNIOR SAILOR AND SAILOR OF THE QUARTER
GRADING SHEETS

1. NAME: _____ Rate: _____ Dept: _____ Date: _____
2. Subjective score of package (based on peers)
- a. Significant professional achievement (1-10) _____
 - b. Command endorsement (1-10) _____
3. Subjective score of board interview (based on peers)
- a. Military appearance (1-10) _____
 - b. Military bearing (1-10) _____
 - c. Composure (1-10) _____
 - d. Relevancy of answers (1-10) _____
 - e. Eye contact (1-5) _____
4. Total _____
5. Comments/Notes: