



**UNITED STATES MARINE CORPS**

COMMANDER, MARINE FORCES RESERVE  
4400 DAUPHINE STREET  
NEW ORLEANS, LA 70146-5400

ForO 1700.4

HSS

01 NOV 2001

FORCE ORDER 1700.4

From: Commander  
To: Distribution List

Subj: SAILOR OF THE YEAR (SOY) PROGRAM

Ref: (a) OPNAVINST 1700.10K  
(b) COMNAVRESFORINST 1700.1H

Encl: (1) Sample Nomination Format

1. Purpose. To recognize Sailors (USN, USNR(TAR) and USNR) assigned to Reserve and active duty units and commands within Marine Forces Reserve (MARFORRES) as the Force Sailors of the Year. MARFORRES will select one active duty Sailor and one Selected Reserve (SELRES) Sailor each calendar year. For the purposes of this instruction active duty includes all enlisted Sailors assigned to Inspector-Instructor (I-I) staffs or assigned to a Headquarters Command within MARFORRES. The candidates should possess the dedication and abilities that symbolize the pride and professionalism of the United States Navy and Marine Corps team.

2. Cancellation. ForO 1650.12A.

3. Background. The Chief of Naval Operations has addressed the need for greater recognition of enlisted personnel who best represent an ever growing group of dedicated professionals who serve as role models of professionalism and personal dedication while supporting the Naval Service around the world. Various programs have been set up in order to provide this recognition, references (a) and (b). Among them is the Sailor of the Quarter (SOQ)/SOY Program.

4. Policy. Unit commanders are expected to recognize outstanding petty officers serving either on active staffs or as members of Naval Reserve Program 9 units who provide support to Selected Marine Reserve units. This Order establishes the MARFORRES SOY Program as a means of recognizing those exceptional individuals. The SOY candidate is typified by sustained

superior performance, proven leadership, demonstrated dedication to self-improvement, outstanding professionalism and superior personal appearance. When reviewing candidates for selection, special consideration should be given to those individuals who have excelled in increasingly demanding and challenging assignments.

5. Guidelines

a. General

(1) The period of consideration is 1 January to 31 December. Nominees may include active staff and Reserve unit Sailors of the Quarter (SOQ's), but this is not a prerequisite.

(2) A selection board will be convened by the MARFORRES Command Master Chief on an annual basis.

b. Eligibility

(1) Nominees can be selected from all Navy affiliated members, regardless of rating, in pay grades E-4 to E-6 of each active staff to include Headquarters Commands and any Program 9 unit or command.

(2) Selected Naval Reserve personnel must have attended a minimum of 90 percent of drills for the past 12 months.

(3) Nominees must meet Navy Physical Readiness Program standards, and comply with appropriate grooming standards. (Members who elect the Marine Corps option must comply with Marine Corps grooming and weight standards.)

(4) Active nominees must have been attached to the unit for at least 90 consecutive days. Naval Reserve Program 9 nominees must have performed a minimum of 12 drills with the unit.

(5) Nominees must have no record of NJP during the preceding 24 months.

(6) Nominees will be reviewed only on their accomplishments during the current selection cycle.

c. Nomination Procedures. Nominations must be submitted in the format illustrated in enclosure (1). The following areas should be addressed:

(1) Specific noteworthy achievements, superior performance, leadership potential, outstanding contributions in support of the mission of the command, the Navy and Marine Corps Reserve and the Naval Service. In addition, candidates must demonstrate the spirit of cooperation and teamwork that exists between Navy and Marine Corps units.

(2) Motivation.

(3) Personal appearance. Including both adherence to Navy or Marine Corps weight and grooming standards, and wearing the uniform smartly and with pride.

(4) Awards and commendations.

(5) Off-duty education.

(6) Community activities.

d. Selection Board Composition

(1) The selection board will be chaired by the Force Command Master Chief or by a Sergeant Major.

(2) Board members will include the MARFORRES Sergeant Major or a designated representative, the MARFORRES Command Master Chief, and two Chief Petty Officers, if possible several SELRES Master and/or Senior Chief Petty Officers.

6. Awards

a. Selectees. Each selectee will be awarded the following at an appropriate ceremony:

(1) An engraved plaque commemorating the selection.

(2) Award of the Navy and Marine Corps Commendation Medal.

(3) Additional recognition as deemed appropriate by the Commander, MARFORRES.

b. Nonselectees. Members nominated by 4th MARDIV, 4th MAW, 4th FSSG Commanders and Headquarters Battalion MARFORRES but not selected for MARFORRES SOY will be awarded the Navy and Marine Corps Achievement Medal. SOY's from lower echelon commands who are not forwarded to MARFORRES (HSS) should be

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nominated for a Commanding General's Certificate of Commendation.

7. Action

a. Each unit commander may:

(1) Nominate one active Sailor and one SELRES candidate for the MARFORRES SOY award, as appropriate, using the format in the enclosure.

(2) Forward the nominations, via the chain of command, to reach 4th MARDIV, 4th MAW, 4th FSSG and Headquarters Battalion MARFORRES (for units that are organic to MARFORRES), no later than 5 January.

(3) 4th MARDIV, 4th MAW, 4th FSSG and Headquarters Battalion MARFORRES will conduct their own boards and submit their best selection (one active, one Selected Reservist) to MARFORRES (HSS) no later than 15 January.

b. The chairman of the selection board will:

(1) Convene the MARFORRES board no later than 1 February.

(2) Review nomination packages and select the SOY nominee based on the criteria outlined in paragraph 5 of this Order.

(3) Notify the Chief of Staff and Sergeant Major, MARFORRES of the selection board recommendations. The Commander, MARFORRES will approve the selection of the Force Sailor of the Year.

c. The MARFORRES Health Service Support Officer/Command Master Chief will:

(1) Send out a SOY message by 01 November.

(2) Notify the appropriate unit commander of the selection results.

(3) Personally contact the selectees.

(4) Arrange a ceremony for presentation of awards by the Commander, MARFORRES or his designated representative.

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(5) Notify the Sailor's command and Naval Reserve Activity of the selection to ensure appropriate funding for transportation of the SELRES Sailor to MARFORRES headquarters for an awards ceremony.

(6) Forward the active duty MARFORRES SOY selection packages to the Commander, Naval Reserve Force SOY board by 15 February per reference (b).

(7) Forward the Naval Reserve SOY to Commander, Naval Reserve Force for competition in the Naval Reserve SOY Program as outlined in reference (b), by 15 March.

8. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

  
R. B. HARRIS  
By direction

DISTRIBUTION: D

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SAMPLE NOMINATION FORMAT

1700  
Office Code  
(Date)

From: (Unit Commander)  
To: Commandant, Naval District Washington, Washington Navy  
Yard, Suite 200, 1014, N Streen SE, Washington DC 20374-  
5001, ATTN: Command Master Chief (N09BW)  
Via: (1) Chain of Command as appropriate  
(2) Commander, Marine Forces Reserve (HSS)  
(3) Commander, Naval Reserve Force

Subj: VICE CHIEF OF NAVAL OPERATIONS (NAVAL SHORE ACTIVITIES)  
20\_\_\_ SAILOR OF THE YEAR (SOY) PROGRAM

Ref: (a) OPNAVNOTE 1700 Ser N09BW/6U501943

Encl: (1) Information to support nomination (Include copies of  
last three performance evaluations, page 4,s covering  
last three years; letters of appreciation or commen-  
dation received during nomination period).  
(2) Biography (narrative format, starting with date and  
place of birth, civilian schooling, military service,  
current assignment, personal awards and medals,  
immediate family members, etc.) Limit one typewritten  
page single spaced.  
(3) Personal Award Recommendation (OPNAV 1650/3) for  
Navy Commendation Medal  
(4) Two 5x7 color glossy photographs (one - front and  
side view) plain background, Service Dress Blue  
uniform, uncovered

1. Per reference (a), \_\_\_\_\_ is nominated for  
20\_\_\_ Naval Shore Activities Sailor of the Year.

2. Full name, address, and complete telephone number (work and  
home) of nominating command and service member.

a. Name (L/F/MI)

b. Rate: SSN:

c. Present Duty Station:

Enclosure (1)

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d. Address: (W) (H)

e. Telephone: (W) (H)

f. Facsimile: (W) (H)

3. The following additional information is provided:

a. Date of Birth (YYMMDD):

b. Active Duty Service Date (ADSD):

c. Advancement history (give dates):

(1) E-4:

(2) E-5:

(3) E-6:

d. Currently selected for advancement (if yes, date to be advanced).

e. Family members (list names, age and dates of birth).

f. If selected as Sailor of the Month/Quarter/Year, give date(s) and command(s):

g. Brief synopsis of significant professional achievements justifying selection.

h. Personal awards.

i. Nominee's off-duty community involvement.

j. List educational background:

(1) Years of formal civilian schooling completed; include degree if attained.

(2) Navy "A, B or C" schools completed.

(3) Other self-study educational achievements attained while on active duty (include correspondence courses, extension

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courses, United States Armed Forces Institute (USAFI) courses, Defense Activity for Non-Traditional Education Support (DANTES) courses, and PACE I and/or II. Exclude training courses required for advancement.

4. Commanding Officer remarks.

(Signature)  
(Not by direction)