



UNITED STATES MARINE CORPS

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

IN REPLY TO
ForO 1700.4B
CMDCM
DEC 12 2006

FORCE ORDER 1700.4B

From: Commander, Marine Forces Reserve
To: Distribution List

Subj: SENIOR, JUNIOR, AND BLUE JACKET SAILOR OF THE YEAR PROGRAM

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

Encl: (1) Sample Nomination Format

1. Situation. To recognize U.S. Navy personnel assigned to commands within Marine Forces Reserve (MARFORRES) as the Force Sailors of the Year (SOY). All 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 1700.4A.

3. Mission. 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. Execution. Unit commanders are expected to recognize outstanding Sailors serving either on active staffs or as members of Naval Reserve Program 9 units who provide support to Selected Marine Corp 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. Admin and Logistics

a. General

(1) The period of consideration is 1 January to 31 December. Nominees may include active staff and reserve unit 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) 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. MARFORRES will select one active duty and one Selected Reserve (SELRES) for the calendar year. Nominees can be selected from all Navy affiliated members, regardless of rating. All enlisted Sailors serving in the pay grade of E-6 may be selected for Senior Sailor of the Year (SSOY). All enlisted Sailors in pay grades E-4 and E-5 may be selected for Junior Sailor of the Year (JSOY). All enlisted Sailors in pay grades E-3 and below may be selected for Blue Jacket of the Year (BJOY).

(2) Selected Reserve (SELRES) personnel must have performed a minimum of 12 drills with the unit with a minimum of 90 percent drill participation for the past 12 months regardless of unit.

(3) Active nominees must have been attached to the unit for at least 90 consecutive days.

(4) All 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.

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

(6) All nominees eligible for Fleet Marine Force (FMF) designation must demonstrate significant progress towards this achievement.

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

c. Nomination Procedures. All nominations for SOY, JSOY, and BJOY must be submitted in the format illustrated in enclosure (1). The following areas should be addressed:

(1) Specific noteworthy achievements, superior performance, leadership potential, and outstanding contributions in support of the mission of the command. 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 MARFORRES Command Master Chief.

(2) Board members will include the MARFORRES Sergeant Major or a designated representative, Major Subordinate Command (MSC) Chiefs, and SELRES Master and/or Senior Chief Petty Officers.

6. Command and signal.

a. Sailor of the Year Selectees will be awarded the following awards, by the Commander MARFORRES at an appropriate ceremony:

(1) An engraved plaque commemorating the selection.

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

b. JSOY and BJOY selectees will be awarded the following awards, by the Commander of the individual's major subordinate command.

(1) An engraved plaque commemorating the selection.

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

c. Each Unit Commander may:

(1) Nominate one active Sailor and one SELRES candidate for the MARFORRES SOY/JSOY/BJOY 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 MLG, and Headquarters Battalion MARFORRES (for units that are organic to MARFORRES), no later than 5 January.

(3) 4th MARDIV, 4th MAW, 4th MLG, and Headquarters Battalion MARFORRES will conduct their own boards for each SOY/JSOY/BJOY and submit their best selection (one active, one Selected Reservist) to MARFORRES Command Master Chief no later than 15 January.

d. The chairman of the selection board will:

(1) Convene the MARFORRES SOY board on or about 01 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.

e. The MARFORRES Command Master Chief will:

(1) Send out a SOY message by 15 October.

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

(3) Personally contact the selectees.

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

(5) Forward the active duty MARFORRES active duty SOY selection package to the Command Master Chief, Naval Reserve Forces Command (NOOC), 4400 Dauphine Street, Building 603, Room 604, New Orleans, LA 70146 no later than 15 February per reference (b).

(6) Forward the MARFORRES Reserve SOY selection package to Command Master Chief, Naval Reserve Forces Command (NOOC), 4400 Dauphine Street, Building 603, Room 604, New Orleans, LA 70146 no later than 15 March per reference (b).

f. Reserve Applicability. This Order is applicable to the Marine Force Reserves.



R. E. BRAITHWAITE
Executive Director

DISTRIBUTION: D

SAMPLE SELECTED RESERVE (SELRES) SOY NOMINATION FORMAT

(Unit Letterhead)

1700
Ser
Date

From: (Nominating Unit Commander)
To: Chief of Navy Reserve
Via: (1) Chain of Command as appropriate
(2) Commander, Marine Forces Reserve (HSS)
(3) Commander, Naval Reserve Force

Subj: NAVY RESERVE 200_ SAILOR OF THE YEAR

Ref: (a) OPNAVNOTE 1700
(b) COMNAVRESFORINST 1700.1K

Encl: (1) Copies of Regular and Transfer Performance Evaluations (past 3 years)
(2) Copies of NAVPERS 1070/604 (past 3 years)
(3) Letters of Commendation, Appreciation and Personal Awards (received during nomination period)
(4) Degree Certificate (if applicable) (GED, AA, BA, MS, professional certificates, etc.)
(5) SMART Transcript (unofficial is acceptable)
(6) Biography (typed, single-spaced, limited to one page, start with date and place of birth, civilian schooling, military service, current assignment, personal awards and medals, immediate family members, etc.) narrative format
(7) Personal Award Recommendation (OPNAV 1650/3) for Navy and Marine Corps Commendation Medal
(8) Two 5x7 color glossy photographs (one-front and one-side view) plain background, Service Dress Blue Uniform, uncovered
(9) Diskette (3.5 inch) w/complete package including biography and complete OPNAV 1650/3 with summary of action and proposed citation

1. Per reference (a), enclosures (1) through (9) are forwarded as a 200_ Navy Reserve Sailor of the Year nomination for

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- a. Name: (Last, First, MI)
 - b. Rate/Rank:
 - c. Home address:
 - d. Telephone: (Work) (Home) (Cell)

Enclosure (1)

Subj: NAVY RESERVE 200_ SAILOR OF THE YEAR

- e. E-mail:
- f. Date of Birth: (YYMMDD)
- g. Pay Entry Base Date: (YYMMDD)
- h. Advancement History:
 - (1) E4: (YYMMDD)
 - (2) ES: (YYMMDD)
 - (3) E6: (YYMMDD)

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- i. Currently selected for advancement or commission:
(Yes/No) If yes: (YYMMDD)
- j. If selected as Sailor of the Month/Quarter/Year, give dates(s) and command(s) in chronological order (first to last date). Sailor of the Year selection for this competition need not be listed.
- k. Personal awards received during nomination period (not unit awards). Include level of award and date received.
- l. List education background:
 - (1) Formal civilian schooling completed: Include college degree (AA, BA, BS, MA, etc.), identifying university and year completed.
 - (2) Military schools completed: Include any course of instruction identifying title, location with start and end date.
 - (3) Other self-study educational achievements: Include correspondence courses, extension courses, e-learning.

List title of course and date completed.

- m. Last Three Official PRT Scores:
 - (1) Body Fat %: (if measurement not required put "N/A")
 - (2) Total Points for PFA:
 - (3) Overall Score: (i.e., Outstanding/Medium or Satisfactory/Low)

Subj: NAVY RESERVE 200_ SAILOR OF THE YEAR

n. Collateral Duties: (Performance outside of assigned billet title)

o. Brief synopsis of significant professional achievements justifying selection (limit to three paragraphs)

2. Commanding Officer remarks (limit two paragraphs):

(Signature)
(No "By direction)

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SAILOR OF THE YEAR PACKAGE CHECKLIST

Does nominee...	YES	NO
have 90% Drill participation for past 12 months?		
meet all Physical Readiness Program requirements?		
have at least 90 consecutive days on board this duty station (if on active duty)?		
have minimum of 12 drills with current unit (if SELRES)?		
have no record of NJP in the past 24 months?		

ENCLOSURES (on diskette)

Does your diskette contain the following:	YES	NO
Enclosure (1) Copies of Regular and Transfer Performance Evaluations (past 3 years)		
Enclosure (2) Copies of NAVPERS 1070/604 (past 3 years)		
Enclosure (3) Copies of Letters of Commendation, Appreciation and Personal Awards Copies (received during nomination period)		
Enclosure (4) Degree Certificates (if applicable) (GED, AA, BA, MS, professional certificates, etc.)		
Enclosure (5) Sailor-Marine American Council on Education Registry Transcript (SMART) (unofficial transcript is acceptable)		
Enclosure (6) Biography (typed, single-spaced, limited to one page, start with date and place of birth, civilian schooling, military service, current assignment, personal awards and medals, immediate family members, etc) narrative format * Important! This gives the board a profile of the "Total Sailor"		

Enclosure (7) 1650/3 Personal Award Recommendation for Navy Commendation Medal		
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Enclosure (8) Two 5x7 color glossy photos in Service Dress Blue uniform, uncovered - one front view - one side view		
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* Photos should be done at military photo labs with Information Board to include Last name, FI, MI, last 4 ssn, date. Ensure member is inspection ready in appearance to include proper ribbon order.

Enclosure (9) Diskette (3.5 inch) w/complete package including biography and complete OPNAV 1650/3 with summary of action and proposed citation		
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Note:

Enclose all command endorsements. Remarks from command endorsers are strongly encouraged

Reviewer: (print) _____

Reviewer's signature _____

Date _____

Command Reviewer Phone number _____

This checklist must be signed and submitted along with package contents.