



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH, VA 22042

IN REPLY REFER TO
BUMEDINST 1700.3F
BUMED-M09BCMC
3 Jun 15

BUMED INSTRUCTION 1700.3F

From: Chief, Bureau of Medicine and Surgery

Subj: BUREAU OF MEDICINE AND SURGERY SAILOR OF THE QUARTER, SAILOR OF THE YEAR PROGRAMS

Ref: (a) OPNAVINST 1700.10M

Encl: (1) Nomination Format for Sailor of the Quarter
(2) Nomination Format for Sailor of the Year
(3) Sample Letter of Commendation

1. Purpose. To provide guidelines and procedures for the administration of the Bureau of Medicine and Surgery (BUMED) Junior Sailor of the Quarter (JSOQ), Sailor of the Quarter (SOQ), Junior Sailor of the Year (JSOY), and Sailor of the Year (SOY) Programs. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUMEDINST 1700.3E.

3. Scope. This instruction applies to BUMED Staff comprised of enlisted Sailors from Falls Church, VA as well as subordinate detachment commands in the National Capital Area (NCA). This instruction also applies to the following echelon III commands: Navy and Marine Corps Public Health Center (NMCPHC), Navy Medical Logistics Command (NAVMEDLOGCOM) and Naval Medical Research Center (NMRC).

4. Background

a. The Chief, BUMED is committed to recognizing enlisted Sailors who excel in their military and professional performance of duty. This instruction establishes the procedures for official recognition of qualified enlisted personnel for BUMED Staff, NMCPHC, NAVMEDLOGCOM, and NMRC, who consistently demonstrate outstanding performance.

b. All leaders are expected to support and acknowledge enlisted Sailors in their service and commitment to the mission of BUMED.

5. Eligibility Criteria

a. BUMED Staff JSOQ/JSOY:

(1) All active and reserve E-4 and E-5 Sailors assigned to BUMED Detachments in the NCA are eligible to compete for JSOQ/JSOY.

(2) Nominees must have at least 90 days on board for SOQ and 180 days on board for SOY.

b. BUMED Staff SOQ/SOY:

(1) All active and reserve E-6 Sailors assigned to the BUMED Staff in the NCA are eligible to compete for the BUMED Staff SOQ/SOY.

(2) Nominees must have at least 90 days on board for SOQ and 180 days on board for SOY.

c. BUMED Headquarters SOY:

(1) Each E-6 Sailor who is selected as the SOY from BUMED Staff, NMCPHC, NAVMEDLOGCOM, and NMRC are eligible to compete for the BUMED Headquarters SOY.

d. Competitive period will encompass one year from 1 October to 30 September of the previous fiscal year. Competitive cycle must comply with reference (a).

6. Selection Criteria. The selection criteria should include, but is not limited to the following demonstrated traits and qualifications during the nominative period:

a. Noteworthy achievements that contribute to the mission of the command.

b. Demonstrated sustained excellence in leadership, military bearing, and personal behavior.

c. Professional and technical proficiency.

d. Demonstrated motivation, pride, and patriotism.

e. Participation in community and other off-duty activities that enhance the Navy's image.

f. Awards to include letters of commendation and/or appreciation, and acts of heroism.

g. Off-duty education, as well as professional education through Navy schools and correspondence courses.

h. Personal interview:

- (1) Knowledge.
- (2) Expression and attitude.
- (3) Professional appearance and military bearing.

7. Responsibilities

a. Chief of Staff (COS) is the hosting principal for this program on behalf of Chief, BUMED.

b. BUMED Command Master Chief (CMC) is responsible for the successful operation and integrity of this program. The BUMED CMC will select a Chief Petty Officer or Senior Chief Petty Officer to act as the JSOQ/SOQ/JSOY/SOY coordinator.

c. JSOQ/SOQ/JSOY/SOY coordinator is responsible for the administration of the program. Duties include, but are not limited to:

(1) Solicit nominations and screen all nomination packages for completeness.

(2) Arrange a time and location to hold selection boards.

(3) Notify board members of the selection board's time and location.

(4) Coordinate with the CMC, recognition of candidates during the next available command awards ceremony.

(5) Ensure a photograph of selected candidates is available for the Command JSOQ/SOQ/JSOY/SOY board.

(6) Coordinate with the BUMED Public Affairs Officer (PAO) to have selected JSOQ/SOQ/JSOY/SOY selection released to their local and/or hometown news.

(7) Provide current program status to the Administrative Department for Plan of the Week (POW) updates.

d. The Code Leading Chief Petty Officer (LCPO) is responsible for reviewing enlisted personnel assigned to the code and nominating the best qualified candidate. The LCPO is responsible for informing the Code Leadership of the nominee(s). The Departmental Directors for each code has final approval of the nominations.

e. The Command Career Counselor will assist the JSOQ/SOQ/JSOY/SOY Coordinator and BUMED CMC in maintaining the SOQ Board with current pictures and citations of selectees.

8. Nomination Procedures

a. Nominations will be submitted by the LCPO to the JSOQ/SOQ/JSOY/SOY coordinator. Nominations for the BUMED SOY will be submitted to the coordinator. The nomination formats for SOQ and SOY are provided in enclosures (1) and (2).

b. Nominations for BUMED Staff JSOQ/SOQ/JSOY/SOY and BUMED Headquarters SOY must be submitted as prescribed to the CMC at the time set and put forth by the coordinator.

9. Selection Boards

a. The date for the BUMED Staff JSOQ/SOQ/JSOY/SOY and BUMED Headquarters SOY boards will be published by BUMED CMC during the start of the next quarter.

b. The BUMED Staff JSOQ/SOQ/JSOY/SOY selection board will consist of Chief Petty Officers assigned to BUMED. The BUMED CMC will designate a Chairman for the JSOQ/SOQ/JSOY/SOY boards and will serve as the Chairperson for the BUMED Staff and BUMED Headquarters SOY Boards. The BUMED Headquarters SOY boards will consist of a representative from each participating command.

c. The nominees and board members will wear the seasonal Service Dress uniform without name tag.

d. Each board member will ask no more than two questions. Questions must be associated with naval history, command mission, Uniform Code of Military Justice, current events, Navy Core Values, and other questions that the Chairperson deems appropriate. The same questions must be asked of all candidates and all questions will be reviewed by the coordinator or CMC prior to the board convening.

e. Board members will use the OPNAV 1650/17 Sailor of the Year Grading Sheet to effectively evaluate each nominee.

f. The Chairperson of each board will be a non-voting member unless a tie-breaker vote is necessary.

g. The BUMED CMC will submit selection recommendations to the COS. Upon concurrence from COS, the BUMED CMC will advise the LCPOs of the results. Once the LCPOs have been informed, a notification will be released announcing the new JSOQ/SOQ/JSOY/SOY at the next available awards ceremony.

10. Recognition. The primary purpose of the JSOQ/SOQ/JSOY/SOY is to recognize those personnel who contribute significantly to the mission of BUMED.

a. The BUMED Staff JSOQ/SOQ will receive the following:

- (1) Letter of Commendation signed by COS, BUMED.
- (2) A 3-day special liberty certificate.
- (3) His/her picture displayed on the command photo board.
- (4) The JSOQ/SOQ's names will be posted in the BUMED POW.

b. The BUMED Staff JSOY will receive the following:

- (1) A Navy and Marine Corps Achievement Medal (NAM).
- (2) A 4-day special liberty certificate.
- (3) His/her picture displayed on the BUMED photo board.
- (4) The JSOY's name will be posted in the BUMED POW.

c. The BUMED Staff SOY will receive the following:

- (1) A 4-day special liberty certificate.
- (2) His/her picture displayed on the BUMED photo board.
- (3) The SOY's name will be posted on the BUMED POW.

(4) The BUMED Staff SOY will continue forward to compete at the next higher level at the BUMED Headquarters SOY board. A Sailor that competes, but is not selected as the BUMED Headquarters SOY will receive a NAM from the BUMED, COS.

(5) The Sailor selected as the BUMED Headquarters SOY will compete for the next higher level at the Navy Medicine SOY board. The awards for the Navy Medicine SOY will be announced by the Chief, BUMED upon completion of the board.

11. Action. Competition will take place quarterly and annually. Submissions will adhere to the following guidance:

a. Implement procedures for screening and nominating candidates for this program.

b. Forward nomination packages to the BUMED CMC via the JSOQ/SOQ/JSOY/SOY coordinator.

12. Review Responsibility. The JSOQ/SOQ/JSOY/SOY coordinator, in cooperation with the BUMED CMC, is responsible for reviewing this instruction annually.

13. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV M-5210.1 of January 2012.

14. Formats. Enclosures (1), (2), and (3) are available as word documents under the "Sample Formats" tab on the Navy Medicine website at:
<http://www.med.navy.mil/directives/Pages/SampleFormats.aspx>.

15. Forms

a. OPNAV 1650/3 Personal Award Recommendation, (Rev. 7-04) is available for download on the Navy Medicine website at:
<https://es.med.navy.mil/bumed/m09/M09B/Admin/Pages/AWARDS.aspx>

b. OPNAV 1650/17 Sailor of The Year Grading Sheet (Rev. 4-10) is available for download from Naval Forms Online website at:
<https://navalforms.documentservices.dla.mil/web/public/forms>.



A. M. DIGGS
Chief of Staff
Acting

Distribution is electronic only via the Navy Medicine Web site at:
<http://www.med.navy.mil/directives/Pages/BUMEDHQInstructions.aspx>

NOMINATION FORMAT FOR SAILOR OF THE QUARTER

SSIC
Originator's Code
Date

From:
To:
Via:

Subj: 20__ SAILOR OF THE QUARTER (SOQ) NOMINATION IN THE CASE
OF (RATING, WARFARE, LAST NAME, FIRST NAME, MIDDLE
INITIAL)

Ref: (a) BUMEDINST 1700.3F
(b) OPNAVINST 1700.10M

Encl: (1) Copies of last 5 years of performance evaluations
(most recent first)
(2) Personal Awards received during the nominative period
(this quarter only)
(3) Past 5 years of Physical Readiness Information
Management System (PRIMS) on PRIMS data sheet
(4) Flag Letter of Commendation (digital copy only,
forwarded to JSOQ/SOQ coordinator)

1. Per reference (a) (rating, Warfare, last name, first name,
middle initial) is nominated as the 20__ SOQ.

2. Complete contact information of member nominated:

a. Name: (Last, First, Middle Initial)

b. Rate/Rank:

3. If previously selected as SOQ, list command, selection and
period in chronological order:

(Command) (Month/Quarter) (YYMMDD - YYMMDD)

4. Department Leading Chief Petty Officer's (LCPO's)
justification of nomination utilizing the following format
(**limit to two typewritten pages**).

- a. Primary responsibilities
- b. Job performance
- c. Leadership
- d. Command climate/Sailorization

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e. Collateral duties

f. Peer group and off-duty community involvement

5. Military decorations and awards (not unit awards) from this quarter. List in chronological order:

(Decoration/Award) (Command) (YMMDD - YMMDD)

6. List educational accomplishments completed this quarter.

a. Years of formal civilian schooling completed and any degree attained:

(Degree) (School) (YMMDD)

b. Navy "A," "B," "C," and or "F" schools completed:

(School) (YMMDD)

c. Other self-study educational achievements attained this quarter (include United States Armed Forces Institute courses, Defense Activity for Non-Traditional Education Support courses, etc.). Do not include training courses required for advancement or annual general military training.

7. Department LCPO's remarks **(limit to one typewritten page)**.

(Department LCPO's Signature)

NOMINATION FORMAT FOR SAILOR OF THE YEAR

SSIC
Originator's Code
Date

From:
To:
Via:

Subj: 20__ SAILOR OF THE YEAR (SOY) NOMINATION IN THE CASE OF
(RATING, WARFARE, LAST NAME, FIRST NAME, MIDDLE INITIAL)

Ref: (a) BUMEDINST 1700.3F
(b) OPNAVINST 1700.10M

- Encl: (1) Copies of last 5 years of performance evaluations
(most recent first)
- (2) Personal Awards received during the nominative period
(fiscal year only)
- (3) SOY nominee biography (one page narrative format,
starting with date and place of birth, civilian
schooling, military service, current assignment,
personal awards, and medals)
- (4) OPNAV 1650/3 Personal Award Recommendation for Navy
and Marine Corps Achievement Medal (forwarded,
including summary of action and completed unsigned
citation)
- (5) Past 5 years of Physical Readiness Information
Management System (PRIMS) on PRIMs data sheet
- (6) OPNAV 1650/3 Personal Award Recommendation for Navy
and Marine Corps Commendation Medal (forwarded,
including summary of action and completed unsigned
citation)
- **BUMED HQ SOY ONLY****
- (7) Two 5x7 color glossy photographs, plain background,
service dress blue uniform, uncovered (one full
length front and one full length side view, both with
name, rate, command, date data boards).
- **BUMED HQ SOY ONLY****
- (8) Command cover sheet
- **BUMED HQ SOY ONLY****
- (9) Electronic copy of complete package on CD-ROM (MS
Word Version 95 or higher for text and JPG format
for glossy photos)
- **BUMED HQ SOY ONLY****

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1. Per reference (a) (rating, Warfare, last name, first name, middle initial) is nominated as the 20___ SOY.

2. Complete contact information of member nominated:

a. Name: (Last, First, Middle Initial)

b. Rate/Rank:

3. If previously selected as Sailor of the Quarter of Year, list command, selection and period in chronological order:
(Command) (Month/Quarter) (YYMMDD - YYMMDD)

4. Department Leading Chief Petty Officer's (LCPO's) justification of nomination utilizing the following format **(limit to two typewritten pages)**.

a. Primary responsibilities

b. Job performance

c. Leadership

d. Command climate/Sailorization

e. Collateral duties

f. Peer group and off-duty community involvement

5. Military decorations and awards (not unit awards) from this fiscal year. List in chronological order:

(Decoration/Award) (Command) (YYMMDD - YYMMDD)

6. List educational accomplishments completed this fiscal year.

a. Years of formal civilian schooling completed and any degree attained:

(Degree) (School) (YYMMDD)

b. Navy "A," "B," "C," and or "F" schools completed:

(School) (YYMMDD)

Enclosure (2)

c. Other self-study educational achievements attained this fiscal year. (include United States Armed Forces Institute courses, Defense Activity for Non-Traditional Education Support courses, etc.). Do not include training courses required for advancement or annual general military training.

7. Department LCPO's remarks **(limit to one typewritten page)**.

(Department LCPO's Signature)

*The Chief of Staff
Bureau of Medicine and Surgery
takes great pleasure in presenting to*

**YEOMAN SECOND CLASS (SCW)
JOHN E. SAILOR
UNITED STATES NAVY**

Letter of Commendation

In Recognition of Services as set forth herein

For commendable performance of your duties while serving as Administrative Assistant, Administrative Services Department, Bureau of Medicine and Surgery, which led to your nomination as Junior Sailor of the Year, Fiscal Year 2013. I wish to express my sincere appreciation for your superlative performance and outstanding efforts over the past year. The strength of our Navy lies in dedicated Sailors such as yourself who serve their country with pride and distinction every day. Your professional performance is invaluable to the command and sets an example for others to emulate. It is a pleasure to have such a sharp and dedicated Sailor on the Bureau of Medicine and Surgery Staff. Your exceptional initiative and total dedication to duty reflected credit upon yourself and are in keeping with the highest traditions of the United States Naval Service. I commend you for a job "Well Done"!

P. B. COE
Rear Admiral, Senior Health Care Executive
United States Navy
Chief of Staff