



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN)

UNIT 35801

FPO AP 96602-5801

DivO 1650.9C

G-1N

16 OCT 2002

DIVISION ORDER 1650.9C

From: Commanding General

To: Distribution List

Subj: NAVY SUPERLATIVE PERFORMANCE AWARDS PROGRAM

Ref: (a) BUPERSINST 1430.17E
(b) NAVADMIN 188/94
(c) OPNAVINST 6110.1F
(d) OPNAVINST 1700.10K
(e) FMFPACO 1650.8 Series

Encl: (1) Nomination Letter for Command Advancement Program and Sailor of the Quarter/Year
(2) Scoring Sheet for Command Advancement Program and Sailor of the Quarter/Year.
(3) Memorandum to Recommend Selection for Command Advancement Program and Sailor of the Quarter/Year

1. Purpose. To promulgate instruction concerning Command Advancement Program (CAP) of Navy enlisted personnel serving on sea duty in pay grades Seaman through Petty Officer Second Class (PO2) and selection process for Sailor of the Quarter/Year (SOQ/Y) for 3d Marine Division.

2. Cancellation. DivO 1650.9B

3. Summary of Revision. This revision contains a substantial number of changes and must be completely reviewed.

4. Scope. This Program is established to recognize selected individuals who, as a result of demonstrated sustained superior performance, impeccable military behavior, self-improvement, exceptional leadership skill and active involvement in the command/community, have contributed significantly to mission accomplishment. The intent is to recognize truly exceptional performance; therefore, it is imperative that only deserving individuals are nominated.

5. Information

a. Per references (a), (b), and (c), the Commanding General may advance a number of Sailors to the next higher grade based upon the

Billet Authorized (BA) figure on the current Authorized Manning Document (AMD). The limit, set by reference (a), is a percentage of authorized advancements calculated from the total authorized enlisted billets. Unused quotas to P01 and/or P02 may be used as advancements to P03.

b. Per references (c) and (d), the Commanding General may select Sailors for SOQ/Y from the following paygrades:

(1) P02 and P01 to be designated as the Senior Sailor of the Quarter/Year (SSOQ/Y).

(2) SR through P03 to be designated as the Junior Sailor of the Quarter/Year (JSOQ/Y).

6. Eligibility Criteria. All nominations must meet the eligibility requirements as set forth in the references using enclosure (1).

a. Nomination criteria for the CAP is as follows:

(1) Candidates are not required to compete for advancement via Navy-wide advancement examination.

(2) Candidates must demonstrate superior professional skills knowledge.

(3) Must have passed the last advancement examination for which eligible.

(4) Selection quotas are based on the calendar year.

(5) Personnel advanced under the CAP must meet the Minimum Total Active Federal Military Service (TAFMS) and the Time in Rate (TIR) requirements by effective date of advancement. No waivers of these requirements are authorized.

FOR	PROMOTION TO	TAFMS	TIR
	P01	7 years	3 years as P02
	P02	3 years	1 year as P03
	P03	2 years	6 months as SN

b. Nomination criteria for SOQ/Y is as follows:

(1) Grades of SR through P01 assigned to their command a minimum of 30 days for SOQ and 90 days for SOY.

(2) Grades of SR through P01 assigned to their command a minimum of 30 days for SOQ and 90 days for SOY.

(3) Meet physical readiness standards prescribed by reference (c).

(4) No NJP action or courts-martial within six months prior to and during the period for which nominated.

(5) Must have passed the advancement examination for the period nominated.

(6) Nomination for SSOY/JSOY is not limited to selected SSOQs/SOQs of the calendar year. Anyone who meets the eligibility criteria listed above may be nominated. The SSOQs/SOQs for the calendar year are not automatically considered for nomination for SSOY/JSOY.

c. Nominees of 3d Marine Regiment (UIC: 31948)

(1) SSOY/JSOY will be required to participate in person on Okinawa for their respective selection boards. SSOY/JSOY selection boards will be held annually at 3d Marine Division in January. Specific dates for these boards will be announced NLT 15 December.

7. Responsibility

a. The Command Master Chief. Shall manage the CAP and SOQ/Y Programs and will:

(1) Direct the selection process and provide the Navy Enlisted Screening Board (NESB) with guidance on selection protocol and use of score sheet, enclosure (2).

2 Via memorandum, solicit nominations for:

(a) CAP, annually; to enable nominees to be promoted not later than August

(b) SSOQ/JSOQ, to be submitted the months of April, July October, and January.

(c) SSOY/JSOY, to be submitted during the month of January

(3) Serve as Senior Member (non-voting) and appoints NESB for the purpose of selecting SSOQ/JSOQ and SSOY/JSOY.

(4) With the assistance of NESB, compile all nomination packages and screen to ensure compliance with this instruction. Nomination packages not meeting the criteria of this instruction will be returned to the originators for correction and re-submission to the NESB in adequate time for screening.

(5) Distribute packages to NESB, arrange and convene annual SOY board.

(6) Complete enclosure (3) and forward the board's recommendation to the Commanding General for approval.

7 Initiate announcement of the CAP, SSOQ/JSOQ and SSOY/JSOY selectee.

b. The nominating Commanding Officer will:

(1) Use format provided in enclosure (1) to submit nominations for CAP, SSOQ/JSOQ and JSOY to the Command Master Chief's office not later than the dates noted in paragraph 6a.(2). SSOY packages will be completed per reference (d).

(2) Ensure the nominee's contributions and accomplishments occurred or were completed during the period for which he/she is being nominated.

(3) Assign one CPO to serve on each board.

c. The Assistant Navy Personnel Officer will:

(1) Upon request by the Command Master Chief, provide service records for review by the NESB.

(2) Prepare a Recommendation for Advancement in Rate or Change of Rating, NETPDTC 1430/3 (Rev.6/01) for CAP selectee(s).

(3) Arrange for the photograph of selected SSOQ/JSOQ and SSOY/JSOY, as well as the updating of the Division Wall of Honor Photos will be service dress blues or Alphas covered.

(4) Submit pertinent information for local or Fleet Home Town News Release.

d. Senior Religious Program Specialist shall:

(1) Serve as a Recorder/Observer of all CAP/SSOY/JSOY SSOQ/JSOQ, if not selected as a board member.

(2) Provide the board members with background information on job description and assignment of all Religious Program Specialists for selection to CAP, SSOY/JSOY and SSOQ/JSOQ.

e. Navy Enlisted Screening Board (NESB):

(1) The NESB shall carry it's duties in accordance with guidance provided in references (a) through (e), enclosure (2).

8. Incentives. It is the policy of this Division to provide the following incentives to individuals who are selected or nominated for SOQ/SOY:

a. SSOQ or JSOQ

(1) A Commanding General's Navy/Marine Corps Achievement Medal.

(2) Three days special liberty.

(3) Photograph will be prominently displayed at the Division Wall of Honor.

b. SSOY or JSOY

(1) A Commanding General's Navy/Marine Corps Achievement Medal.

2) Four days special liberty

(3) Photograph will be prominently displayed at the Division Wall of Honor.

9. Action. Ensure that the contents of this Order are disseminated to all personnel to which it pertains.


A. L. JACKSON
Chief of Staff

DISTRIBUTION: A/D

NOMINATION LETTER FOR COMMAND ADVANCEMENT PROGRAM AND
SAILOR OF THE QUARTER/JUNIOR SAILOR OF THE YEAR

From: Commanding Officer, (organization)
To: Commanding General, 3d Marine Division
Attn: Command Master Chief

Subj: NOMINATION FOR COMMAND ADVANCEMENT PROGRAM (CAP) AND SAILOR OF
THE QUARTER/YEAR SSOQ/JSOQ, SSOY/JSOY ICO P03 I. M. SHARP, USN,
123-45-6789

Ref: (a) DivO 1650.9C

1. Per reference (a), P03 I. M. Sharp is recommended CAP, SSOQ/JSOQ,
JSOY. In conjunction with this nomination the following information
is submitted:

- a. Duties and responsibilities:
- b. Collateral duties:
- c. Deployment/Field Operations:
- d. Academic achievements:
- e. Command/community involvement:
- f. Personal awards:
- g. Physical readiness: Mark attained during the most recent
PRT/PFT.
- h. CO's endorsement

D. A. BOSS

Enclosure (1)

**3D MARINE DIVISION
SAILOR OF THE QUARTER/YEAR/CAP**

/ / / / / / / / / / / /										
Category	1	2	3	4	5	6	7	8	9	10
1. PRIMARY AND COLLATERAL DUTIES/RESPONSIBILITIES (maximum 6 points) (SUBJECTIVE)										
2. DEPLOYMENTS (maximum 6 points) 1.0 = per 7 days away from garrison (ACCUMULATIVE)										
3. EDUCATION (maximum 9 points) 1.0 = Correspondence courses completed (limit 3 points) excluding rate training courses 1.0 = Per 5 days of Military school completed (accumulative) (limit 3 points) 2.0 = College courses completed and passed (limit 3 points)										
4. COMMAND INVOLVEMENT (maximum 3 points) 1.0 = for volunteering to assist each committee not a member of 2.0 = for each position of authority held on each committee										
5. COMMUNITY INVOLVEMENT (maximum 3 points) 1.0 = for each organization a member of 2.0 = elected official or leader of an organization										
6. PERSONAL AWARD (maximum 5 points) 5.0 = NMCCM 3.0 = NMCAM 1.0 = Flag Officers Letter/Certificate of Commendation -5 = If candidate had been on board >18 months and not received FMF ribbon/ Warfare Designation										
7. RECENT PHYSICAL FITNESS TEST (Maximum 4 points) 4.0 = Outstanding PFA 3.0 = For Excellent PFA 2.0 = For Good PFA 1.0 = Satisfactory										
8. PERFORMANCE EVALUATIONS (Maximum 9 points) (THIS BLOCK FOR SOY/CAP ONLY) 9 = EP 6 = MP 3 = P -3 = SP										
9. SOY INTERVIEW (Maximum of 21 points/category) Military appearance (Maximum 6 points) Subjective Military Questions (Maximum 3 points) Objective Professional Questions (Maximum 3 points) Objective Current Events Questions (Maximum 3 points) Objective Overall Interview (Maximum 6 points) Subjective										
10. ADVANCEMENT TEST AVERAGE SCORE: (THIS BLOCK FOR SOY/CAP ONLY)										
TOTAL SCORE:										

Enclosure (2)

MEMORANDUM TO RECOMMEND SELECTION FOR COMMAND ADVANCEMENT PROGRAM AND SAILOR OF THE QUARTER/YEAR

MEMORANDUM

From: Command Master Chief, 3d Marine Division
To: Commanding General, 3d Marine Division

Subj: COMMAND ADVANCEMENT PROGRAM AND SENIOR/JUNIOR SAILOR OF THE QUARTER/YEAR (SSOQ/JSOQ, SOY/JSOY) RECOMMENDATION ICO P03 I. M. SHARP, USN, 123-45-6789

Ref: (a DivO 1650.9C

1. Per reference (a), the Navy Enlisted Screening Board convened to select and make recommendation for CAP, SSOQ/JSOQ, and SSOY/JSOY.
2. The board membership consisted of _____, Senior member _____, with _____, _____, _____, _____, and _____ as members
3. Each nominee was given an opportunity to appear before the board and based on the content of the nomination package, results of the grading and interview process, _____ accumulated the highest score among the nominees and is recommended for selection as the CAP selectee, SSOQ/JSOQ or SSOY/JSOY.

(Signature)

Commanding Generals decision:

Approved

Disapproved _____

Enclosure (3)



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN)

UNIT 35801

FPO AP 96602-5801

5215

ADJ

07 APR 2003

From: Directives Control Point, 3d Marine Division

To: Division G1

Subj: ANNUAL REVIEW OF DIVISION ORDER 1650.9B

Ref: (a) MCO 5215.1H

1. In accordance with the reference, the subject directive, originating from your section, requires annual review. This form must be completed and returned to the Directives Control Point regardless of any changes made to the directive by 25 APR 03.

2. Point of contact on this matter is LCpl Cervantes at 622-9623.

[Handwritten Signature]
R. HUNT

18 APR 03
(Date)

FIRST ENDORSEMENT

From: Division G1

To: Directives Control Point, 3d Marine Division

Subj: ANNUAL REVIEW OF DIVISION ORDER 1650.9B

1. Returned. The subject directive has been reviewed and one of the following is applicable:

- a. The directive is current and requires no further action
- b. The directive requires changes that are attached.
- c. The directive requires changes that will be forwarded by _____ (date).

X d. The directive is no longer required and may be canceled. *updated to 1650.9c*

[Handwritten Signature]
HMC (FMF)

(Originator's Signature)