



## UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION MIRAMAR  
P O BOX 452000 SAN DIEGO CA 92145-2000

StaO 1650.2B

SgtMaj

5 SEP 2003

### STATION ORDER 1650.2B

From: Commanding General

To: Distribution List

Subj: SAILOR OF THE QUARTER/YEAR PROGRAM

Ref: (a) SECNAVINST 1650.1G

Encl: (1) Sailor of the Quarter/Year Nomination Form

1. Purpose. To provide guidance on the selection process and outline nomination procedures for Marine Corps Air Station (MCAS), Miramar's Junior/Senior "Sailor of the Quarter/Year" Program.
2. Cancellation. StaO 1650.2A.
3. Background. The Sailor of the Quarter/Year Program was established by the Chief of Naval Operation to recognize those Navy personnel, E-6 and below, who have contributed significantly to the command.
  - a. Each quarter of the calendar year, two enlisted Navy personnel assigned to MCAS Miramar may be selected as Sailor of the Quarter; one designated as the senior selectee (E-6) and one designated as the junior selectee (E-5 and below).
  - b. Primary consideration for selection will be the nominee's notable accomplishments in the performance of military professional duties during the period. Additionally, interpersonal relationships, appearance/fitness, and leadership are considered. Selection will be based on the evidence of outstanding performance in the greatest number of these areas.
4. Eligibility. The following minimum requirements must be met for Sailor of the Quarter/Year nominees:
  - a. Be a Navy member permanently assigned to MCAS Miramar (UIC: 31200) for a minimum of three months when nominated for Sailor of the Quarter and nine months for Sailor of the Year.

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b. Have no record of NJP, Court-martial, civilian convictions or other disciplinary action for the preceding 12 months.

c. Have one or more outstanding attributes, exceeding those of their peers.

d. If a First Class Petty Officer, must not have been selected for Chief Petty Officer.

e. The Sailor of the Year nominations/selection will be made from the previous Sailor of the Quarter recipients.

5. Award

a. A Navy and Marine Corps Achievement Medal from the Commanding General (CG) for the Junior/Senior Sailor of the Year selectees.

b. A Certificate of Commendation from the CG for the Junior and Senior Sailor of the Quarter selectees.

c. A 4-day special liberty pass to include a weekend.

d. An official service record entry regarding selection.

e. Parking privileges at the Exchange and Commissary areas.

f. Photograph displayed in the CG's Headquarters.

6. Action

a. Any officer, master, senior, or chief petty officer, or department head (civilian or military) may nominate individuals who have demonstrated the qualifications for the Sailor of the Quarter/Year program.

b. Nominations will be submitted to the CG, MCAS Miramar (SgtMaj) via the unit commander during the last week of each quarter, March, June, September, and December. Nominations for the Sailor of the Year will be submitted to the Station Sergeant Major the first week of January. All required information must be provided and the narrative must describe specifically how the nominee's performance exceeded that of their peers during the quarter, as outlined in the enclosure.

c. Nominees will appear before a selection board in the

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Navy uniform of the day, at a time designated by the senior member of the board.

(1) The Senior Sailor of the Quarter/Year board will consist of all Chief Petty Officers assigned to MCAS Miramar (UIC: 31200). The MCAS Miramar Leading Chief Petty Officer will chair the board and will vote only in the event of a tie.

(2) The Junior Sailor of the Quarter board will consist of at least three MCAS Miramar First Class Petty Officers. The MCAS Miramar Leading Chief Petty Officer will chair the board and will vote only in the event of a tie.

(3) The chairperson will forward board results to the CG via the Station Sergeant Major for approval.



P. C. CHRISTIAN  
Chief of Staff

DISTRIBUTION: A/Spl

SAILOR OF THE QUARTER/YEAR NOMINATION FORM

Date: \_\_\_\_\_

From: \_\_\_\_\_  
To: Commanding General, Marine Corps Air Station, Miramar  
Via: Sergeant Major, Marine Corps Air Station, Miramar  
Subj: SAILOR OF THE QUARTER/YEAR NOMINATION ICO \_\_\_\_\_  
Ref: (a) StaO 1650.2B

1. In accordance with the reference, the subject member is nominated for the Junior/Senior "Sailor of the Quarter/Year" competition ending MAR/JUN/SEP/DEC 20\_\_ for Sailor of the Quarter/or for the year ending 20\_\_ for Sailor of the Year.
2. The nominee meets the minimum eligibility requirements:
  - a. A member of MCAS Miramar (UIC: 31200) for a minimum of three months when nominated for Sailor of the Quarter and nine months when nominated for Sailor of the Year.
  - b. No record of Non-Judicial Punishment, Court-martial, civilian convictions or other disciplinary action for the preceding 12 months.
3. Nominee's background information:
  - a. Age:
  - b. Time in Service:
  - c. Expiration of Active Service:
  - d. Time in Pay Grade:
  - e. Education completed this quarter/year:
    - (1) Civilian:
    - (2) Service Schools:
    - (3) Correspondence Courses:

ENCLOSURE (1)

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f. Billet:

g. Awards received this quarter/year:

4. During this quarter/year, the nominee has met the criteria of outstanding performance, exceeding that of his peers in the following manner: (Attach Narrative. Remarks should describe significant accomplishments or notable contributions to the command, and include comments of performance of assigned duties, watches, educational achievements during the quarter, appearance/physical fitness, interpersonal relationships, leadership, community involvement).

Signature