



UNITED STATES MARINE CORPS

YOUR HEADER  
YOUR ADDRESS  
YOUR CITY, STATE AND ZIP CODE

IN REPLY REFER TO:

1650  
Orig Code  
XX XXX XX

From: Commanding Officer, (Unit)  
To: Commanding General, Marine Corps Installations East  
  
Subj: MARINE/NONCOMMISSIONED OFFICER OF THE YEAR IN THE CASE  
OF (Marine's Rank and Name) XX XX #### 0000/0000 USMC  
  
Ref: (a) MCIEASTO 1650.8C

Encl: (1) Board Data Sheet  
(2) Special Recognition Board Privacy Act Release  
Statement  
(3) MCTFS Records (BIR/BTR, ROS/AWDS, EDU)  
(4) Photograph (s)  
(5) Additional Correspondence (pg 11, 12, UPB, etc..)

1. Per the reference, XXX(Marine's Rank and Name) is eligible and recommended for Marine/Noncommissioned Officer of the Year. Accordingly, the enclosures are submitted as required.

2. (Marine's rank and Name)'s height and weight are ## inches and ### pounds (body fat if not within standards). SNM last took the Physical Fitness Test on ## MMM ## and obtained a score of ###. SNM last took the Combat Fitness Test (CFT) on ## MMM ## and obtained a score of ####.

3. \*\*This paragraph is for the Commanding Officer's recommendation regarding the service member's qualification for special recognition thoroughly addressing significant accomplishments performance, and future potential. A concise evaluation of the service member's professional ability and character should be provided. This should be prepared in a manner that allows verbatim transcription in preparing subsequent recognitions.\*\*

4. Point of contact for any administrative matters is \*\* Rank, Name, DSN/commercial phone number.

I. M. NCHARGE