



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 1650.9

Encl: (1) Information to Support Nomination
(2) Special Recognition Board Privacy Act Release
Statement
(3) Biography
(4) Personal Award Recommendation Info (OPNAV 11533,
Citation, Summary of Action)
(5) Current photograph

1. Per the reference, (Marine's Rank and Name) is nominated as the 20## Sailor of the Year. Accordingly, the enclosures are submitted as required.

2. Additionally, the following information is provided:

- a. Full Name / Last Four SSN:
- b. Date of Birth:
- c. Date Enlisted in the Navy:
- d. Advancement history (give date):
 - (1) E-4:
 - (2) E-5:
 - (3) E-6:
- e. Currently selected for advancement (if yes, date to be advanced):
- f. Dependents (list names, dates of birth):

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g. If previously selected as Sailor of the
Month/Quarter/Year, give date(s) and command(s):

h. Brief synopsis of significant professional achievements
which warrant selection:

i. Awards:

j. Nominee's off-duty community involvement:

k. List of educational background:

(1) Years of formal schooling completed/degree attained:

(2) Navy schools completed:

(3) Other self-study educational achievements attained
while on active duty (include correspondence, extension, CLEP,
PACE, PACE II and Navy-sponsored courses, etc.). Exclude
training courses required for advancement.

(4) Any other information to distinguish nominee from
contemporaries (limit: one typewritten page):

3. Point of contact for any administrative matters is Rank,
Name, DSN/Commercial phone number.

I. M. NCHARGE