



UNITED STATES MARINE CORPS

MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 1650.2M w/chl
SGTMAJ
MAR 10 2008

BASE ORDER 1650.2M w/chl

From: Commanding Officer
To: Distribution List

Subj: SERVICE MEMBER OF THE MONTH AND SERVICE MEMBER OF THE
YEAR AWARDS PROGRAM

Encl: (1) Service Member of the Month Fact Sheet
(2) Fleet Hometown News Release Form

1. Situation

a. The Greater Jacksonville Chamber of Commerce, Military Affairs Committee sponsors a monthly Service Member of the Month (SMOM) Award and an annual Service Member of the Year (SMOY) Award for the greater Camp Lejeune area. These awards are predicated on the attributes of excellent professional performance, particularly valuable or unusual service, and/or participation in community projects and/or affairs. The recipients are selected from tenant and organizational commands located at Camp Lejeune and New River on a rotating basis. This Order outlines the procedures and action required by each nominating command. Tenant commands will internally administer the action required by enclosure (1) as appropriate.

b. Sponsor. The Greater Jacksonville Chamber of Commerce is the sponsor of the SMOM and SMOY Awards. The Military Affairs Committee of the Chamber of Commerce is the medium through which the awards are administered.

2. Cancellation. BO 1650.2L.

3. Mission

a. To promulgate instructions, policies and procedures regarding the SMOM and SMOY Awards Program.

b. Summary of Revision. This Order was revised to add the SMOY Awards Program and minor format changes.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Sergeant Major, Marine Corps Base, is assigned staff cognizance of this program and will maintain liaison with the Military Affairs Committee.

(2) Concept of Operations. This Order will be the guiding influence in the preparation of the enclosures for all nominations for Service Member of the Month and Service Member of the Year. The following guidelines will be used in determining/preparing nominations in the execution of the monthly and yearly allocations and selections.

(a) Award Prerequisites. Nominees must meet the following prerequisites to be considered for this award:

1. Sergeant/Petty Officer Second Class or below;
2. Outstanding performance of military duty;
3. Duties performed are of a nature to be particularly valuable to the command and/or that the individual's performance is exceptional to the degree that it clearly distinguishes them from their peers;
4. Outstanding record of conduct; with no discreditable page 11 entries in the past year;
5. Recommended for reenlistment;
6. Passed each of the essential subjects;
7. Qualified with T/O weapon;
8. Passed a current Physical Fitness Test (PFT);
9. Exceptional personal appearance and military bearing.

(b) Program Rotation. The responsibility for nomination of the SMOM will rotate among local commands during the months indicated:

Jan - Marine Corps Base
Feb - 2d MLG

Jul - II MEF
Aug - 2d MLG

Mar - 2d MarDiv	Sep - 2d MarDiv ^{MAR SOC}
Apr - Training/Education Commands	Oct - NavHosp, NavDen, FMSS, USCG SMTC
May - MCAS New River	Nov - MCAS New River
Jun - 2dMarDiv	Dec - 2dMarDiv

(c) Conduct of the SMOM and SMOY Award Board and
Selection Committees

1. The SMOM Selection Committee for Marine Corps Base. The selection committee will convene at a place, time, and day as prescribed by the Sergeant Major, Marine Corps Base. Nominees will report at the appropriate place, time and day in the uniform designated by the Sergeant Major, Marine Corps Base. Prior to commencing interviews of the nominees, each member of the committee will screen each case file. The Committee Members will wear the appropriate uniform as designated by the Sergeant Major, Marine Corps Base.

Sergeant Major, Marine Corps Base - Chairman
Sergeant Major, Headquarters and Support Battalion
Senior Enlisted Marine, Weapons Training Battalion
Senior Enlisted Marine, Deployment Processing Command

* All unit committee members will attend unless specifically excused by the Committee Chairman.

2. The SMOM Selection Committees for Tenant
Commands

a. Selection Committees within II Marine Expeditionary Force, 2d Marine Division, 2d Marine Logistics Group and Marine Corps Air Station, New River will be established at the direction of those Commanders.

b. The Command Master Chiefs of the Naval Hospital, Naval Dental, Field Medical Service School and US Coast Guard, Special Missions Training Group will be the Selection Committee for the recipient recognized for the month of October, which is established by this directive to be a member from one of these commands.

c. The Sergeants Major of Marine Corps Combat Service Support Schools, Marine Corps Engineer Schools and School of Infantry (East), Training and Education Command will be

the Selection Committee for the recipient recognized for the month of April, which is established by this Order to be a member from one of these commands.

3. The SMOY Selection Committee

a. The selection committee will convene at a place, time, and day as agreed by the Command Sergeants Major. Nominees will report at the appropriate place, time and day in the uniform designated. Prior to commencing interviews of the nominees, each member of the committee will screen each case file. The Committee Members will wear the appropriate uniform designated.

Sergeant Major, Marine Corps Base - Chairman
Sergeant Major, II Marine Expeditionary Force
Sergeant Major, 2d Marine Division
Sergeant Major, 2d Marine Logistics Group
Sergeant Major, Marine Corps Air Station, New River
Command Master Chief, (selected member of USN or USCG)
Sergeant Major, (selected member of TCOM)
Sergeant Major, U.S. Marine Corps Special Operations Command

b. The individual will be selected from the previous year's SMOMs. The SMOY will receive the annual award and recognition from the Greater Jacksonville/Onslow County Chamber of Commerce and will be honored at the annual Military Affairs Committee Social. This social is normally held during February each year. The uniform for the event is Service "A" or service equivalent uniform. The recipient and his immediate superior officer and SNCOIC will attend the presentation, unless unforeseen circumstances prohibit it. During the meeting, the Vice Chairman, Military Affairs Committee, introduces the SMOY's immediate superior and SNCOIC and will ask them to give short remarks. The Vice Chairman will then introduce the SMOY, who gives a short acceptance speech. This concludes the monthly awards procedures.

b. Tasks

(1) Sergeant Major, Marine Corps Base

(a) Effect liaison with the nominating command or Marine Corps Base unit to ensure the recipient attends the monthly meeting of the Military Affairs Committee.

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(b) Forward to the Chamber of Commerce all information pertaining to the SMOM selection and presentation.

(2) Organizational Commanders

(a) Review the procedures outlined here and maintain strict compliance.

(b) Form a committee to select a Service Member of the Month. One individual will be nominated per organization to the Commanding Officer, Marine Corps Base, Camp Lejeune (Attn: Base Sergeant Major).

(c) Forward the following information on each service member recommended for SMOM recommended by the Commanding Officer of the tenant/subordinate command to the Commanding Officer, Marine Corps Base, Camp Lejeune (Attn: Base Sergeant Major) to arrive three days prior to the convening date of the Base Committee:

1. Service Record Book (SRB);
2. Three copies of Service Member Of the Month Fact Sheet, enclosure (1);
3. Three copies of Basic Individual Training Records (BTR);
4. A proposed letter presenting an objective summary of specific examples of performance and achievements. Include technical details, if applicable, and specific examples of civilian/military community activities that reflected credit upon the individual and the military services.
5. Enclosure (2) will be completed and signed by the Marine being recognized as SMOM.

(3) Public Affairs Officer

(a) Provide photographic and news coverage of award ceremonies as required by nominating units or appropriate Base unit.

(b) Ensure that publicity is distributed to interested news media.

c. Coordinating Instructions

(1) The award ceremony is conducted at the monthly meeting of the Military Affairs Committee.

(2) Nomination packages will be due to the Base Sergeant Major on a date designated.

(3) Letters of Nomination

(a) Letters of nomination will include name, grade, unit and complete description of the basis for selection.

(b) Nominations from non-Base units will be submitted to the Commanding Officer, Marine Corps Base (Attn: Base Sergeant Major).

(4) Nominating Command will notify award recipient and the recipients immediate Commanding Officer of the time, date, and location of the monthly meeting of the Military Affairs Committee. If the SMOM is married, the spouse should be encouraged to be present.

(5) Awards and Presentations. The individual selected to receive the monthly award will receive a plaque from the Greater Jacksonville/Onslow County Chamber of Commerce and will be honored at the monthly meeting of the Military Affairs Committee. This meeting is normally held on the third Monday evening of the month and includes a social dinner. The uniform for the event is Service "A" or service equivalent uniform. The recipient and his immediate superior officer and SNCOIC will attend the presentation, unless unforeseen circumstances prohibit their attendance. During the meeting, the Vice Chairman, Military Affairs Committee introduces the SMOM's immediate superior and SNCOIC and asks them to give short remarks. The Vice Chairman will then introduce the SMOM, who gives a short acceptance speech. This concludes the monthly awards procedures.

5. Administration and Logistics. The SMOM and SMOY Awards Program will fall under the staff cognizance of the Base Sergeant Major.

6. Command and Signal

a. Signal. This Order is effective on the date signed.

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WLCW

b. Command. This Order has been coordinated and concurred in by the Commanding Generals, II Marine Expeditionary Force, 2d Marine Division, 2d Marine Logistics Group, and the Commanding Officers, Marine Corps Air Station, New River, Naval Hospital, Naval Dental Clinic, US Coast Guard, Special Missions Training Group and tenant Training/Education Commands.


W. A. MEIER
By direction

DISTRIBUTION: A

DISTRIBUTION STATEMENT A: Approved for public release;
distribution unlimited.



UNITED STATES MARINE CORPS

MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 1650.2M Ch 1

SGTMAJ

FEB 05 2007

BASE ORDER 1650.2M Ch 1

From: Commanding Officer
To: Distribution List

Subj: SERVICE MEMBER OF THE MONTH AND SERVICE MEMBER OF THE
YEAR AWARDS PROGRAM

1. Situation. To direct pen changes to the basic Order.

2. Mission. To issue a Change transmittal to the basic Order.

3. Execution

a. On page 3, paragraph 4a(2)(b) under Program Rotation for the month of September, remove "2d MarDiv" and replace with "MARSOC".

b. On page 4, paragraph 4a(2)(c)3a add "Sergeant Major, U.S. Marine Corps Special Operations Command" to the Committee Members list.

4. Administration and Logistics. File this Change transmittal immediately following the signature page of the basic Order.

5. Command and Signal

a. Command. This Change transmittal is applicable to all Marine Corps Base organizations.

b. Signal. This Change transmittal is effective the date signed.

W. A. Meier
W. A. MEIER
By direction

DISTRIBUTION: A

DISTRIBUTION STATEMENT A: Approved for public release, distribution is unlimited.

Reset Form

SERVICE MEMBER OF THE MONTH FACT SHEET**Part I:**

Full Name _____ Date of Birth (DD MMM YY): _____

Unit (to include Company, Battalion and Division) _____

Work Mailing Address: _____

Home Address: _____

Rank (E-5 and below): _____ Position _____

Home of Record (include City and State): _____

Education (City of H.S. and date graduated and any secondary education): _____

Mother's Name and hometown _____

Father's Name and hometown _____

Spouse's Name (if applicable) _____

Child(ren) Name(s) (if applicable) _____

Brief description of past and present duty stations and accomplishments in chronological order: _____

Brief description of ambitions and future plans: _____

Part II:

RANK AND NAME OF PERSONS TO ACCOMPANY SERVICE MEMBER OF THE MONTH

OFFICER: _____

SENIOR ENLISTED: _____

SPOUSE (IF APPLICABLE): _____

Part III:

PLEASE SIGN RELEASE STATEMENT:

I, hereby grant permission to have the above information and my photo released to the Military Affairs Committee Manager of the Jacksonville-Onslow Chamber of Commerce and to the local newspapers, as appropriate.

SMOM's Signature _____ Date (DD MMM YY): _____

Part IV:**(TO BE COMPLETED BY THE NOMINATOR)**

In four sentences or less state the reason as to why this service member was nominated as the SMOM.

Name, Rank and Unit of Nominator _____ Date (DD MMM YY): _____

Once this application has been received, the Military Affairs Committee (MAC) Manager of the Jacksonville-Onslow Chamber of Commerce will be contacting the nominator to set up an interview with the SMOM, SNCOIC, and OIC.

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FLEET HOMETOWN NEWS RELEASE

1. Print in ink or type.
2. For additional remarks use Block 21.

PRIVACY ACT STATEMENT - AUTHORITY: 5 U.S.C. 301, and 14 U.S.C. 933 and 10 U.S.C. 8012 and 8034, and EO 9397. PRINCIPAL PURPOSE: To prepare news stories and news releases for distribution and publication by civilian news media to recognize the achievements of sea service members. SSN is used for identity identification and will not be released. ROUTINE USES: Information may be disclosed to civilian news media representatives. Once published, information is considered "Public Domain." DISCLOSURE IS VOLUNTARY. Failure to provide this information may mean little or no public news release material can be produced, thus denying the individual public recognition for personal achievement.

1. I certify this information is correct. I have no objection to its publication. Forms not signed will not be processed. Print your First Name, MI, Last Name, and SSN. You must sign and date your form.

First Name: _____ MI: _____ Last Name: _____ SSN: _____
(DD) (MM) (YYYY)
Signature: _____ Date Signed: _____

4. Command Mailing Address _____
5. Command Releasing Authority (Command PAO)
Print Name: _____
Signature: _____
Phone: () _____
E-Mail: _____
Homeport/Command Location: _____

TYPE YOUR COMMAND'S MAILING ADDRESS OR PLACE COMMAND'S MAILING LABEL IN THE BLOCK ABOVE

6. Unit Code
USN - UIC _____ USMC - RUC - MCC _____ USCG - OFF _____
7. Branch of Service (check one)
USN _____ USMC _____ USCG _____
USA _____ USAF _____ CIV _____
8. Duty Status (check one)
Active _____ Reserve _____

9. Date Entered Service (DD) (MM) (YYYY) _____
10. Gender (check one)
Male _____ Female _____
11. Are you currently Married? (check one)
Yes _____ No _____
12. Spouse's First Name (If Married) _____

YOUR LIVING PARENTS OR GUARDIANS, OR OTHER RELATIVES: SHOW RELATIONSHIP. IF MILITARY INCLUDE RANK/SERVICE.

13. Your Father's Full Name _____ Address (Number and Street) _____ City _____ State _____ ZIP Code _____
14. Your Mother's Full Name _____ Address (Number and Street) _____ City _____ State _____ ZIP Code _____
15. Your Father-in-law, or Other Relative Full Name (Write Relationship) _____ Address (Number and Street) _____ City _____ State _____ ZIP Code _____
16. Your Mother-in-law, or Other Relative Full Name (Write Relationship) _____ Address (Number and Street) _____ City _____ State _____ ZIP Code _____
17. High School -- complete name _____ Year Graduated _____ City _____ State _____ ZIP Code _____
18. College/University -- complete name _____ City _____ State _____ Type of Degree _____ Year Graduated _____
19. College/University -- complete name _____ City _____ State _____ Type of Degree _____ Year Graduated _____
20. Duty to Which Assigned/Job Title -- If Designated a Plane Captain, etc. -- List Aircraft Type _____
21. Event: Check the Appropriate Box or List Complete Details. If you Received a Medal or Award, Attach Copy of Citation.
(DD) (MM) (YYYY)
Date of Event: _____ [Reported for Duty] [Promoted to the Above Rank] [Meritoriously Promoted]
[Medal/Award (Attach Copy)] [Retired: _____ # of years] [Reenlisted: _____ # of years] [Good Conduct Medal]
[Military School Graduation (List School and Course Name)] [Deployment -- explain below] [Other -- Explain Below]

Explanation: (Attach Extra Page if Necessary)

NAVSO 5724/1 (Rev. APR 2004)

This Form Supersedes All Previous Editions Which May Not Be Used

Fleet Home Town News Release Form

ENCLOSURE (2)