



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 1650.7  
SGTMAJ

20 NOV 2012

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 1650.7

From: Commanding General  
To: Distribution List

Subj: MARINE/NONCOMMISSIONED OFFICER OF THE QUARTER PROGRAM

Ref: (a) MCIEASTO 1650.8C w/Ch 1-2

Encl: (1) Sample Chairman's Recommendation for Marine/NCO of the Quarter  
(2) Board Data Sheet  
(3) Special Recognition Board Privacy Act Release Statement  
(4) Fleet Hometown News Release Form

1. Situation. This order promulgates policy and procedures for Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) Marine/Noncommissioned Officer (NCO) of the Quarter Program.

2. Cancellation. BO 1650.8J.

3. Mission. Per reference (a), the Commanding General (CG) MCIEAST-MCB CAMLEJ will solicit nominations from subordinate commands to compete for Marine/Noncommissioned Officer (NCO) of the Quarter.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The programs established by this Order provide recognition to enlisted Marines, private through sergeant, who have demonstrated exceptional performance of duty. Only the highest caliber Marines shall be screened and recommended for Marine/NCO of the Quarter. Subordinate commanders shall ensure compliance with reference (a) and the guidance provided herein.

(a) General Information

1. Lance corporals and below will compete for recognition as the "Marine of the Quarter."

2. Sergeants and corporals will compete for recognition as the "Noncommissioned Officer of the Quarter."

3. Marine/NCO of the Quarter will be based on Fiscal Year (FY) (i.e., FY 13 = Oct 12 - Sep 13).

4. The Selection Committee of the Marine/NCO of the Quarter Board shall consist of the following Sergeants Major:

a. MCIEAST-MCB CAMLEJ - Chairman

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- b. Marine Corps Air Station New River
- c. Marine Corps Logistics Base Albany
- d. Marine Corps Air Station Cherry Point
- e. Marine Corps Air Facility Quantico
- f. Marine Corps Air Station Beaufort

(b) Nominee Prerequisites

- 1. Sergeant and below;
- 2. Outstanding performance of military duties;
- 3. Passed the Physical Fitness Test (PFT) and Combat Fitness Test (CFT) within the past twelve months. A waiver may be accepted if a class 9 code has been entered in the Marine Corps Total Force System (MTCFS).
- 4. Qualified with the Table of Organization weapon within the past FY. A waiver may be accepted on a case-by-case basis with the exception of a Marine with an exemption in MCTFS.
- 5. Exceptional personal appearance and military bearing;
- 6. Outstanding record of conduct; no prior disciplinary action or discreditable page 11 entries. **Note:** During the observed period, a waiver will not be accepted;
- 7. Duties performed are particularly valuable to the Command and the individual's performance is exceptional to the degree that clearly distinguishes the nominee from other Marines;
- 8. Recommended for reenlistment; and
- 9. Active in pursuing improvement of military proficiency other than on-the-job training, e.g., correspondence courses, Marine Corps Institute courses, college courses, etc.

(2) Concept of Operations

(a) Marine/NCO of the Quarter Nominees

- 1. Nominees' packages will be forwarded to the Commanding General (CG) (Attn: G-1/Adjutant office) not later than five days prior to the board convening date. Boards will typically convene on the last Wednesday of the quarter. When a convening date falls on a holiday or within a holiday period, an alternate convening date will be announced.
- 2. Nominees will be interviewed by the Board via video teleconference. Questions will come from the following subjects: general military knowledge, current events, and chain of command.
- 3. In accordance with reference (a), personnel selected as Marine/NCO of the Quarter will compete for recognition as the Marine and NCO of the Year. The date and time of the Board will be announced via the Sergeant Major.

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b. Subordinate Element Missions

(1) Sergeant Major, MCIEAST-MCB CAMLEJ shall:

(a) Serve as Chairman of the Marine/NCO of the Quarter selection board.

(b) Convene the selection board quarterly in accordance with the guidelines established herein.

(c) Screen all nomination packages and accompanying documents for accuracy and compliance with the basic prerequisites.

(d) Provide all nomination packages and accompanying documents of nominees to the members of the selection board.

(e) Prepare enclosure (1) based on the decision by the members of the selection board.

(f) Provide to the CG the board's recommendations of the selectees for approval.

(g) Upon approval and signature by the CG, set up a presentation ceremony for the selectees.

(2) Headquarters and Support Battalion (HQSPB) and Weapons Training Battalion (WTBN) shall:

(a) Forward the following information on each Marine/NCO of the Quarter recommended by the Commanding Officer to the CG (Attn: G-1/Adjutant office) to arrive five days prior to the convening date of the Board:

1. A recommended letter of recognition, presenting an objective summary of specific examples of performance and achievements to include technical details, if applicable. This letter shall be prepared in a manner that allows verbatim transcription thereof in preparing a letter of recognition for the CG's signature.

2. Board Data Sheet (Enclosure (2));

3. Special Recognition Board Privacy Act Release Statement (Enclosure (3));

4. Fleet Hometown News Release Form (Enclosure (4)); and

5. Current copy of the below Marine Corps Total Force System (MCTFS) remarks screens:

a. Basic Individual Record (BIR)/MCTFS Screen-TBIR;

b. Basic Training Record (BTR)/MCTFS Screen-TBTR;

c. Record of Service (ROS)/MCTFS Screen-TROS; and

d. Education Record/MCTFS Screen-TEDU.

6. Two photographs for Marine/NCO of the Quarter.

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a. A Official Promotion Photograph

b. Current Photo (Head and Shoulder) in the Service "A" uniform.

(b) Boards will typically convene on the third Wednesday of the quarter. When a convening date falls on a holiday or within a holiday period, an alternate convening date will be announced.

(c) Nominees will be interviewed by senior members of HQSPTBN, WTBN, and MCIEAST-MCB CAMLEJ. Questions will come from the following subjects: general military knowledge, current events, and chain of command.

(d) Personnel selected as Marine/NCO of the Quarter will compete against the other Tenant Commands for recognition as the Marine and NCO of the Quarter for MCIEAST-MCB CAMLEJ. The date and time of the Board will be announced via the Sergeant Major.

(3) MCIEAST-MCB CAMLEJ Subordinate Commanders shall: Forward the following information on each Marine/NCO of the Quarter recommended by the Commanding Officer of the subordinate command to the CG (Attn: G-1/Adjutant office) to arrive five working days prior to the convening date of the Board:

(a) A recommended letter of recognition, presenting an objective summary of specific examples of performance and achievements, to include technical details, if applicable. This letter shall be prepared in a manner that allows verbatim transcription thereof in preparing a letter of recognition for the CG's signature.

(b) Board Data Sheet (Enclosure (2));

(c) Special Recognition Board Privacy Act Release Statement (Enclosure (3));

(d) Fleet Hometown News Release Form (Enclosure (4)); and

(e) Current copy of the below MCTFS remarks screens:

1. Basic Individual Record (BIR)/MCTFS Screen-TBIR;

2. Basic Training Record (BTR)/MCTFS Screen-TBTR;

3. Record of Service (ROS)/MCTFS Screen-TROS; and

4. Education Record/MCTFS Screen-TEDU.

(f) Official promotion photographs for Marine/NCO of the Quarter.

(4) Adjutant Chief shall:

(a) Screen all nomination packages and accompanying documents for accuracy and compliance with the basic criteria.

(b) Provide all nomination packages and accompanying documents of nominees to the Chairman of the Selection Board.

(c) Based on the information provided by the Chairman of the

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Selection Board, and upon approval by the CG, forward the appropriate information to the Adjutant for preparation of the CG's Certificates of Commendation for the servicemembers selected.

(5) Adjutant shall: Prepare the CG's Certificates of Commendation upon the CG's approval of the nominees.

(6) Assistant Chief of Staff (AC/S) G-6 shall: Provide support for the Video Teleconference system. The equipment shall be set up, tested, and coordinated with the G/S-6s from all subordinate commands on the day prior to the board to eliminate technical difficulties during the board.

5. Administration and Logistics. Marines selected as the Marine/NCO of the Quarter will receive a Certificate of Commendation for selection as the Marine/NCO of the Quarter.

6. Command and Signal

a. Command. This Order is applicable to Marine Corps Installations East-Marine Corps Base Camp Lejeune and its subordinate commands.

b. Signal. This Order is effective the date signed.



D. L. THACKER, JR.  
Deputy Commander

DISTRIBUTION: A/B/C

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SAMPLE CHAIRMAN'S RECOMMENDATION FOR MARINE/NCO OF THE QUARTER

LETTERHEAD

1650  
SGTMAJ

From: Chairman, Marine/Noncommissioned Officer of the Quarter Boards  
To: Commanding General, Marine Corps Installations East-Marine Corps Base,  
Camp Lejeune

Subj: MARINE/NONCOMMISSIONED OFFICER (NCO) OF THE QUARTER SELECTIONS FOR THE  
\_\_\_\_\_ QUARTER FISCAL YEAR (FY) 20\_\_

1. The NCO/Marine of the Quarter Board convened at 0900 on 29 September 2012 to recommend Marines for NCO/Marine of the Quarter for the fourth quarter of FY-12. The board terminated at 1100 on 29 September 2012. The Board consisted of:

MCIEAST-MCB CAMLEJ	SgtMaj (Chairman)
MCAS NR	SgtMaj
MCLB ALBGA	SgtMaj
MCAS CHERPT	SgtMaj
MCAF QUANT	SgtMaj
MCAS BFT	SgtMaj

2. The following Marines competed on the Marine/NCO of the Quarter Board:

NCO of the Quarter:

<u>Rank</u>	<u>Name</u>	<u>Unit</u>
Cpl	J. M. Brown	HQSPTBN
Cpl	D. Gonzalez	WTBN

Marine of the Quarter:

<u>Rank</u>	<u>Name</u>	<u>Unit</u>
LCpl	E. A. Olsen	HQSPTBN

3. The Marines below were found to be the most qualified and have been selected as Marine/NCO for the Quarter for the fourth quarter FY-12:

<u>Rank</u>	<u>Name</u>	<u>Unit</u>
Cpl	J. M. Brown	HQSPTBN
LCpl	E. A. Olsen	HQSPTBN

E. K. HOOPII

# BOARD DATA SHEET

## PRIVACY ACT STATEMENT

Information collected on this form is maintained under the Systems of Records Notice MMN00013 (Personnel Management Working Files), published February 22, 1993, 58 FR 10630. AUTHORITY 10 U.S.C. 1071-1087 and E.O. 11016. This information is FOR OFFICIAL USE ONLY and may not be disclosed without the consent of the record subject, except under routine use. PURPOSE provide a record for the use in the administration of programs. Disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as ROUTINE USE pursuant to 5 U.S.C. 552a(b)(3). DISCLOSURE MANDATORY

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MIDDLE INITIAL: \_\_\_\_\_

### SECTION 1: PERSONAL

SSN (LAST FOUR): \_\_\_\_\_

PRESENT PAY GRADE: \_\_\_\_\_ DOR (YYYY/MM/DD): \_\_\_\_\_

TIS: \_\_\_\_\_ YEARS/MONTHS AFABDB TIG: \_\_\_\_\_ YEARS/MONTHS DOR

MCC / UNIT: \_\_\_\_\_

DCTB / DJPU (YYYY / MM / DD): \_\_\_\_\_

PRIMARY MOS / NEC: \_\_\_\_\_

SECONDARY ADDITIONAL: \_\_\_\_\_

BILLET: \_\_\_\_\_ BILLET MOS: \_\_\_\_\_

SPECIAL RECOGNITION BOARD PRIVACY ACT RELEASE STATEMENT SIGNED: YES  NO

### SECTION 2: RECORD OF SERVICE

AVERAGE MARKS IN GRADE: \_\_\_\_\_ AVERAGE MARKS IN SERVICE: \_\_\_\_\_

### SECTION 3: TRAINING

RIFLE SCORE / DATE (YYYY/MM): \_\_\_\_\_

PISTOL SCORE / DATE (YYYY/MM): \_\_\_\_\_

MCMAP CERTIFICATION LEVEL: \_\_\_\_\_

CFT SCORE: \_\_\_\_\_ CLASS: \_\_\_\_\_ CFT DATE: \_\_\_\_\_

PFT SCORE: \_\_\_\_\_ CLASS: \_\_\_\_\_ PFT DATE: \_\_\_\_\_

### SECTION 4: AWARDS

PERSONAL AWARDS (NMCAM, NMCCM, CERTCOM, LOA): \_\_\_\_\_

### SECTION 5: EDUCATION

If yes complete page 2 of this form.

OFF DUTY EDUCATION YES  NO

PME / CORRESPONDENCE CRS COMPLETED YES  NO

PROFESSIONAL READING YES  NO

### SECTION 6: DEROGATORY INFORMATION

If yes complete page 2 of this form.

ADVERSE PAGE 11  YES  NO DATE: \_\_\_\_\_

NJP  YES  NO DATE: \_\_\_\_\_

COURTS MARTIAL  YES  NO DATE: \_\_\_\_\_

### SECTION 7: SPECIAL TOURS / DESIGNATIONS

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**SECTION 5 - EDUCATION (CONT):**

-OFF DUTY EDUCATION:

-PME:

**SECTION 6 - DEROGATORY INFORMATION (CONT):**

-PAGE 11:

-NJP:

-COURTS MARTIAL:

# SPECIAL RECOGNITION BOARD PRIVACY ACT RELEASE STATEMENT

## PRIVACY ACT STATEMENT

Information contained on this form is maintained under the Systems of Records Notice NM05211-1 (Privacy Act Request/Amendment Files and Tracking System (April 2, 2008, 73 FR 17959), and for official use only. **AUTHORITY:** under 5 U.S.C. 552a, The Privacy Act of 1974, as amended; 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C., Headquarters, Marine Corps; E. O. 9397 (SSN). **PRINCIPLE:** Personal information gathered from the individual for the use of the Special Recognition Board. **PURPOSE:** This form is to provide personal information in association with the Special Recognition Board. **ROUTINE USE:** under U.S.C. 552 a (b) of the Privacy Act, and may be disclosed as routine use pursuant to 5 U.S.C. a (b). **DISCLOSURE** is **VOLUNTARY**, although awards may not be processed without this information.

**Primary use of this information is for award purposes and will be destroyed when no longer needed. Some examples may include savings bonds, gift certificates, subscriptions, memberships.**

1. Identifying information on Service Member:

- a. Name of individual on whom disclosure will be made: \_\_\_\_\_
- b. Grade: \_\_\_\_\_
- c. Address : \_\_\_\_\_
- d. Work Address : \_\_\_\_\_
- e. Social Security Number: \_\_\_\_\_
- f. Date of Disclosure (DD MMM YYYY): \_\_\_\_\_

2. Identifying information of office making disclosure.

Office from which disclosure will be made: \_\_\_\_\_

3. STATEMENT (to be completed by Service Member):

I have been counseled concerning the provisions of the Privacy Act of 1974, and:

- I do authorize release of this information. \_\_\_\_\_ Initial
- I do not authorize release of this information. \_\_\_\_\_ Initial

Release Information to : \_\_\_\_\_

Service Member's Signature: \_\_\_\_\_ Date (DD MMM YYYY): \_\_\_\_\_

**NOTE:** Service Member should be apprised of the specific personal information which may be released prior to signing the Privacy Act Statement.

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<b>FLEET HOMETOWN NEWS RELEASE</b>				1. Print in Ink or Type. 2. For additional remarks use Block 21.	
<b>PRIVACY ACT STATEMENT -- AUTHORITY:</b> 5 U.S.C. 301, and 14 U.S.C. 937 and 10 U.S.C. 8012 and 8034, and EO 9397. <b>PRINCIPAL PURPOSE:</b> 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 casualty identification and will not be released. <b>ROUTINE USES:</b> Information may be disclosed to civilian news media representatives. Once published, information is considered "Public Domain." <b>DISCLOSURE IS VOLUNTARY:</b> Failure to provide the information may mean little or no public news release material can be produced, thus denying the individual public recognition for personal achievement.					
<b>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.</b>					
First Name: _____ MI: _____, Last Name: _____, SSN: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Signature: _____, Date Signed: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		2. Rank/Rate <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
<b>4. Command Mailing Address:</b> _____ _____ _____		<b>5. Command Releasing Authority (Command PAO)</b> Print Name: _____ Signature: _____ Phone: ( ) _____ E-Mail: _____ Homeport/Command Location: _____			
<b>TYPE YOUR COMMAND'S MAILING ADDRESS OR PLACE COMMAND'S MAILING LABEL IN THE BLOCK ABOVE</b>					
<b>6. Unit Code</b> USN - UIC <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> USMC - RUC - MCC <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> USCG - OPFAC <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<b>7. Branch of Service (check one)</b> USN _____ USMC _____ USCG _____ USA _____ USAF _____ CIV _____		<b>8. Duty Status (check one)</b> Active _____ Reserve _____	
<b>9. Date Entered Service</b> (DD) (MM) (YYYY) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<b>10. Gender (check one)</b> Male _____ Female _____		<b>11. Are you currently Married? (check one)</b> Yes _____ No _____	
<b>12. Spouse's First Name (If Married)</b> _____					
<b>YOUR LIVING PARENTS OR GUARDIANS, OR OTHER RELATIVES: SHOW RELATIONSHIP. IF MILITARY INCLUDE RANK/SERVICE.</b>					
<b>13. Your Father's Full Name</b>		Address (Number and Street) _____ City _____ State _____		ZIP Code _____	
<b>14. Your Mother's Full Name</b>		Address (Number and Street) _____ City _____ State _____		ZIP Code _____	
<b>15. Your Father-in-law, or Other Relative Full Name (Write Relationship)</b>		Address (Number and Street) _____ City _____ State _____		ZIP Code _____	
<b>16. Your Mother-in-law, or Other Relative Full Name (Write Relationship)</b>		Address (Number and Street) _____ City _____ State _____		ZIP Code _____	
<b>17. High School -- complete name</b>		Year Graduated _____	City _____	State _____	ZIP Code _____
<b>18. Collage/University -- complete name</b>		City _____	State _____	Type of Degree _____	Year Graduated _____
<b>19. Collage/University -- complete name</b>		City _____	State _____	Type of Degree _____	Year Graduated _____
<b>20. Duty to Which Assigned/Job Title -- If Designated a Plane Captain, etc.. -- List Aircraft Type</b> _____					
<b>21. Event: Check the Appropriate Box or List Complete Details. If you Received a Medal or Award, Attach Copy of Citation.</b> (DD) (MM) (YYYY) Date of Event: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>					
<input type="checkbox"/> Reported for Duty <input type="checkbox"/> Promoted to the Above Rank <input type="checkbox"/> Meritoriously Promoted <input type="checkbox"/> Medal/Award (Attach Copy) <input type="checkbox"/> Retired: _____ of years <input type="checkbox"/> Reenlisted: _____ of years <input type="checkbox"/> Good Conduct Medal <input type="checkbox"/> Military School Graduation (List School and Course Name) <input type="checkbox"/> Deployment -- explain below <input type="checkbox"/> 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

**RESET FORM**