



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

MCIEAST-MCB CAMLEJO 1650.7A  
SGTMAJ

8 AUG 2013

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

From: Commanding General

To: Distribution List

Subj: NONCOMMISSIONED OFFICER/MARINE OF THE QUARTER PROGRAM

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

Encl: (1) Format Sample for Noncommissioned Officer/Marine of the Quarter  
(2) Sample Chairman's Recommendation for Noncommissioned Officer/Marine of the Quarter

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

2. Cancellation. MCIEAST-MCB CAMLEJO 1650.7.

3. Mission. Per reference (a), the Commanding General (CG), MCIEAST-MCB CAMLEJ will solicit nominations from subordinate commands to compete for the NCO/Marine 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 NCO/Marine 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. NCO/Marines of the Quarter will be based on Fiscal Year (FY) (i.e., FY 13 = Oct 12 - Sep 13).

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

Sergeant Major, MCIEAST-MCB CAMLEJ, - Chairman  
Sergeant Major, Marine Corps Air Station, New River  
Sergeant Major, Marine Corps Logistics Base, Albany  
Sergeant Major, Marine Corps Air Station, Cherry Point

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Sergeant Major, Marine Corps Air Facility, Quantico  
Sergeant Major, Marine Corps Air Station, Beaufort

(b) Nominee Prerequisites

1. Sergeant and below;
2. Outstanding performance of military duties;
3. Passed the Physical Fitness Test and Combat Fitness Test 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 their 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 such as Non-judicial Punishment or discreditable page 11 entries in the 12 months prior to the board.
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

1. Nomination packages (enclosure (1)) will be forwarded to the CG (Attn: G-1/Adjutant) not later than 15 days prior to the board convening date. Typically, the Board will convene on the first Friday on the new quarter. However, this date is subject to change.
2. Nominees will be interviewed by the Board via Video Teleconference (VTC). 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 NCO/Marine of the Year. This date will be announced by the Sergeant Major (SgtMaj), MCIEAST-MCB CAMLEJ.

b. Subordinate Element Missions

(1) SgtMaj, MCIEAST-MCB CAMLEJ shall:

(a) Serve as Chairman of the NCO/Marine of the Quarter Selection Board.

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

(c) Provide all nomination packages and accompanying documents of nominees to the members of the Board.

(d) Convene the Board quarterly in accordance with the guidelines established herein.

(e) Prepare enclosure (2) based on the decision by the members of the Board.

(f) Provide to the CG enclosure (2) based on the Board's recommendations of the selectees for final consideration.

(2) Commanders of Headquarters and Support Battalion (HQSPB) and Weapons Training Battalion (WTB) shall:

(a) Forward enclosure (1) with all supporting enclosures listed in the basic letter on each NCO/Marine of the Quarter recommended by the Commander to the CG (Attn: G-1/Adjutant) not later than 15 days prior to the convening date of the Board.

(b) Conduct your own local command boards on a mutually agreed upon date.

(c) Nominees will be interviewed by senior members of HQSPB, WTB, 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 with the other MCIEAST-MCB CAMLEJ subordinate commands for recognition as the NCO/Marine of the Quarter for MCIEAST-MCB CAMLEJ. The date and time of the Board will be announced via the SgtMaj, but will typically occur on the first Friday of the new quarter.

(3) Installation Commanders shall: Forward enclosure (1) with all supporting enclosures listed in the basic letter on each NCO/Marine of the Quarter recommended by the Commander of the subordinate command to the CG (Attn: G-1/Adjutant) not later than 15 days prior to the convening of the Board.

(4) Adjutant Chief, MCIEAST-MCB CAMLEJ 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.

(c) Post all nomination packages for review by the Chairman and the Board Members via the following shareportal site:  
<https://intranet.mcieast.usmc.mil/Manpower%20%20Adjutant/ADJUTANT/specialrecognitonboards/default.aspx>

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(d) Based on the information provided by the Chairman and upon approval by the CG, forward the appropriate information to the Adjutant for preparation of the CG's Certificates of Commendation for the selected Marines.

(5) Adjutant, MCIEAST-MCB CAMLEJ shall: Prepare the CG's Certificates of Commendation upon the CG's approval and provide to the command for presentation.

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

5. Administration and Logistics

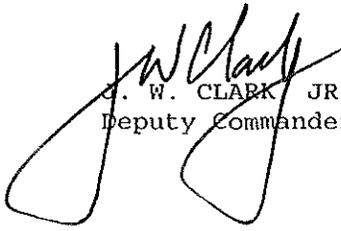
a. Marines selected as the Marine/NCO of the Quarter will receive a CG's Certificate of Commendation for selection as the NCO/Marine of the Quarter.

b. The fillable versions of the Board Data Sheet, Special Recognition Board Privacy Act Release Statement, and Fleet Hometown New Release required in enclosure (1) of this Order are located at the following internet site: <http://www.mcieast.marines.mil/StaffOffices/Adjutant/SpecialRecognitionBoard.aspx>

6. Command and Signal

a. Command. This Order is applicable to all MCIEAST-MCB CAMLEJ subordinate commands.

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

  
J. W. CLARK JR.  
Deputy Commander

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Format Sample for Noncommissioned Officer/Marine of the Quarter

LETTERHEAD

1650  
CO

From: Commanding Officer, (Unit)  
To: Commanding General, Marine Corps Installations East-Marine  
Corps Base, Camp Lejeune

Subj: NOMINATION FOR (NONCOMMISSIONED OFFICER OR MARINE OF THE  
QUARTER) IN THE CASE OF LANCE CORPORAL/CORPORAL HARD  
CHARGER 0000 USMC

Ref: (a) MCIEAST-MCB CAMLEJO 1650.7A

Encl: (1) Board Data Sheet  
(2) Special Recognition Board Privacy Act Release Statement  
(3) Fleet Hometown News Release  
(4) Official Promotion Photograph  
(5) Color Photograph (Head and Shoulder) in the Service "C"  
Uniform  
(6) Certified True Copies of Marine Corps Total Force System Remarks  
Screens (BIR, BTR, ROS, AWDS, and EDU)  
(7) Certified True Copies of Page 11's (derogatory or not)

1. Per the reference, Corporal Charger is eligible and recommended for the (Noncommissioned Officer (NCO)/Marine of the Quarter) Board. Accordingly, the enclosures are submitted as required.

2. Corporal Charger's height and weight are \_\_\_\_ inches and \_\_\_\_ pounds (body fat if not within standards). SNM last took the Physical Fitness Test on ( date ) and obtained a score of \_\_\_\_\_. SNM last took the Combat Fitness Test (CFT) on ( date ) and obtained a score of \_\_\_\_\_.

3. This paragraph is for the Commanding Officer's recommendation regarding the Marine's qualification for NCO or Marine of the Quarter. A concise evaluation of the Marine's professional ability and character will be provided.

4. The point of contact for any administrative matters is Rank, Name, DSN/commercial phone number.

I. N. CHARGE

Enclosure (1)

Sample Chairman's Recommendation for the Noncommissioned Officer/Marine of  
the Quarter

LETTERHEAD

1650  
SGTMAJ

From: Chairman, Noncommissioned Officer/Marine of the Quarter Board  
To: Commanding General, Marine Corps Installations East-Marine Corps Base,  
Camp Lejeune  
Subj: NONCOMMISSIONED OFFICER (NCO)/MARINE OF THE QUARTER SELECTIONS FOR THE  
FOURTH QUARTER FISCAL YEAR (FY) 2012  
Ref: (a) MCIEAST-MCB CAMLEJO 1650.7A

1. Per reference (a), 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 - Chairman  
Marine Corps Air Station New River  
Marine Corps Logistics Base Albany  
Marine Corps Air Station Cherry Point  
Marine Corps Air Facility Quantico  
Marine Corps Air Station Beaufort

2. The following Marines competed on the NCO/Marines 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

Enclosure (2)