



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

MCIEAST-MCB CAMLEJO 1650.7B
SGTMAJ
1 DEC 2014

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

From: Commanding General
To: Distribution List

Subj: NONCOMMISSIONED OFFICER (NCO)/MARINE OF THE QUARTER PROGRAM

Ref: (a) MCIEAST MCB-CAMLEJO 1650.8

Encl: (1) Format Sample for NCO/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) NCO/Marine of the Quarter Program.

2. Cancellation. MCIEAST-MCB CAMLEJO 1650.7A.

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/Marine of the Quarter will be based on Calendar Year (CY) (e.g., CY 15 = January 2015 - December 2015).

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 Station, Beaufort
Sergeant Major, Headquarters and Support Battalion
Sergeant Major, Weapons Training Battalion

(b) Nominee Prerequisites

1. NCO's and Junior Marines;
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 (MCTFS).
4. Qualified with their table of organization weapon within the past CY. 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

(a) 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.

(b) In accordance with reference (a), personnel selected as NCO/Marine 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.

(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/specialrecognitionboards/default.aspx>

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Sergeant Major, Marine Corps Air Station, Beaufort
Sergeant Major, Headquarters and Support Battalion
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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.

(2) 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.

(3) 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) 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.

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

(5) 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 NCO/Marine 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 and Special Recognition Board Privacy Act Release Statement required in enclosure (1) of this Order are located at the following internet site:
<http://www.mcieast.marines.mil/StaffOffices/Adjutant/SpecialRecognitionBoard.aspx>

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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.



Y. R. ESCALANTE
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) Official Promotion Photograph
(2) Color Photograph (Head and Shoulder) in the Service "C"
Uniform
(3) MCTFS Remarks Screens (BIR, BTR, ROS, AWDS, and EDU
(4) 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). Corporal Charger last took the Physical Fitness Test on (date) and obtained a score of _____. Corporal Charger 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, commercial phone number.

I. N. CHARGE

Enclosure (1)