



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

MCIEAST-MCB CAMLEJO 1650.8
SGTMAJ
1 DEC 2014

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 1650.8

From: Commanding General
To: Distribution List

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

Encl: (1) Sample Format for Command Recommendation
(2) Sample Citation

1. Situation. This Order promulgates policy and procedures for the nomination and selection of the Commanding General, Marine Corps Installations East-Marine Corps Base Camp Lejeune (CG MCIEAST-MCB CAMLEJ) NCO/Marine of the Year.

2. Cancellation. MCIEASTO 1650.8C.

3. Mission. The CG will solicit nominations from subordinate commands to compete for MCIEAST NCO/Marine of the Year. Marines selected by the NCO/Marine of the Year Board will have their packages forwarded via official naval correspondence to the Commander, Marine Corps Installations Command (COMMCICOM) for consideration at that level.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The CG will recognize enlisted Marines, private through sergeant, who have demonstrated exceptional performance of duty. The CG will convene one board per calendar year to select the most qualified Marines to compete for selection as the MCIEAST NCO/Marine of the Year.

(2) Concept of Operations. Eligibility will be based on the previous selection as NCO/Marine of the Quarter for MCIEAST-MCB CAMLEJ, performance of the Marine as reported in the Commander's recommendation and on the Marine's military record.

(a) Lance corporals and below will compete for recognition as the MCIEAST-MCB CAMLEJ Marine of the Year.

(b) Sergeants and corporals will compete for recognition as the MCIEAST-MCB CAMLEJ NCO of the Year.

(c) Subordinate Commanders, in their determination of qualifications for competition, will be guided by, but not limited to the following:

1. NCO's and Marines with a minimum six months observed time as a member of your command as of date of nomination.

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2. Outstanding performance of military duties.
3. Passed the Physical Fitness Test (PFT) within the previous required testing period (waiver accepted).
4. Qualified with table of organization weapon during previous required qualification period (waiver accepted).
5. Exceptional personal appearance and military bearing.
6. Outstanding record of conduct; no prior disciplinary action or discreditable page 11 Service Record Book (SRB) entries during the observed period (waiver not accepted).
7. Recommended for reenlistment.
8. Active in pursuing improvement of military proficiency, e.g., correspondence courses, Marine Corps Institute courses, college courses, etc.

(d) Composition of the NCO/Marine of the Year Board1. The Selection Board is established as follows:

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

2. If the above listed personnel are not available to participate, a senior enlisted member will be present as a command representative.

(e) Conduct of the NCO/Marine of the Year Board. Nominees will be boarded by package and briefed by their respective Sergeant Major.

b. Subordinate Element Missions(1) Subordinate Commanders shall:

(a) Comply with the intent of this Order by ensuring that all eligible Marines are given the opportunity to compete for selection as NCO/Marine of the Year.

(b) Commanders will screen and nominate Marines for competition ensuring completion and verification of enclosures (1) and (2).

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

(a) Serve as Chairman of the NCO/Marine of the Year Selection Board. Publish an announcement to subordinate commands prescribing the date and time of the Selection Board.

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(b) Convene the annual Selection Board in accordance with the guidelines established herein.

(c) Upon receipt of the nominations for NCO/Marine of the Year, screen the service record book and accompanying documents for accuracy and compliance with the basic prerequisites.

(d) Provide all SRBs and accompanying documents of nominees to the members of the Selection Board.

(e) Provide to the CG the Board's recommendations for approval.

(f) Upon approval by the CG, coordinate a recognition ceremony for the selectees.

(g) Upon approval and signature by the CG, forward the nominations for MCIEAST-MCB CAMLEJ NCO/Marine of the Year to COMMCICOM for consideration at that level.

(3) Adjutant MCIEAST-MCB CAMLEJ shall:

(a) Upon receipt of the nominations for NCO/Marine of the Year, screen the SRBs and accompanying documents for accuracy and compliance with basic criteria.

(b) Provide all SRBs and accompanying documents of nominees to the Chairman of the NCO/Marine of the Year Board.

(c) Based on the information provided by the Chairman of the NCO/Marine of the Year Selection Board, prepare the appropriate documents for the CG's final approval and signature.

(d) After the CG's approval of the nominees, be prepared to process the Navy and Marine Corps Achievement Medal (NMCAM) in the improved Awards Processing System, as shown in enclosure (2), for the Marines of MCIEAST-MCB CAMLEJ nominated to compete at that level.

(e) Monitor the COMMCICOM Board results. Marines selected at that level will receive the NMCAM. MCICOM will prepare and forward the award certificate(s) appropriately.

(f) Submit the appropriate information to the Adjutant for preparation of the CG MCIEAST-MCB CAMLEJ NMCAM for the service members who were nominated to compete at the MCICOM level, but were not selected.

c. Coordinating Instructions

(1) Marines selected as the NCO/Marine of the Year will be recognized at an appropriate ceremony.

(2) All nominations for NCO/Marine of the Year will be forwarded to the CG MCIEAST-MCB CAMLEJ (Attn: Sergeant Major) at the date and time prescribed by the board announcement and include the following:

(a) Original enclosure (1) signed by the commanding officer; and

(b) SRB.

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5. Administration and Logistics. The Sergeant Major, MCIEAST-MCB CAMLEJ has cognizance over the NCO/Marine of the Year Program.

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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Sample Format for Command Recommendation

LETTERHEAD

1650
CO
Date

From: Commanding Officer, (unit)
To: (President or Senior Member of applicable board)
Via: (Chain of Command)

Subj: NCO/MARINE OF THE YEAR

Ref: (a) MCIEAST-MCB CAMLEJO 1650.8

Encl: (1) MCTFS Records (BIR/BTR, ROS, AWDS, EDU)
(2) NAVMC 118(11) or UPB
(3) Current Photograph
(4) Additional Correspondence (As Required)

1. Per the reference, Corporal Charger is recommended for the MCIEAST NCO/Marine of the Year. Accordingly, the enclosures are submitted as required.

2. This paragraph is for the Commanding Officer's recommendation regarding the service member's qualification for special recognition thoroughly addressing significant accomplishments, performance and future potential (limit to 500 words or less). A concise evaluation of the service member's professional ability and character should be provided. This should be prepared in a manner that allows verbatim transcription thereof in preparing subsequent recognitions.

3. The point of contact for any administrative matters is rank, name, DSN/commercial phone number.

I. N. CHARGE

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ADMINISTRATIVE REMARKS (1070)

S	DATE	DATE
	Articles UCMJ explained to me this date as required by Article 137, UCMJ.	Articles UCMJ explained to me this date as required by Article 137, UCMJ.
	(Signature)	(Signature)

A

M

P

L

E

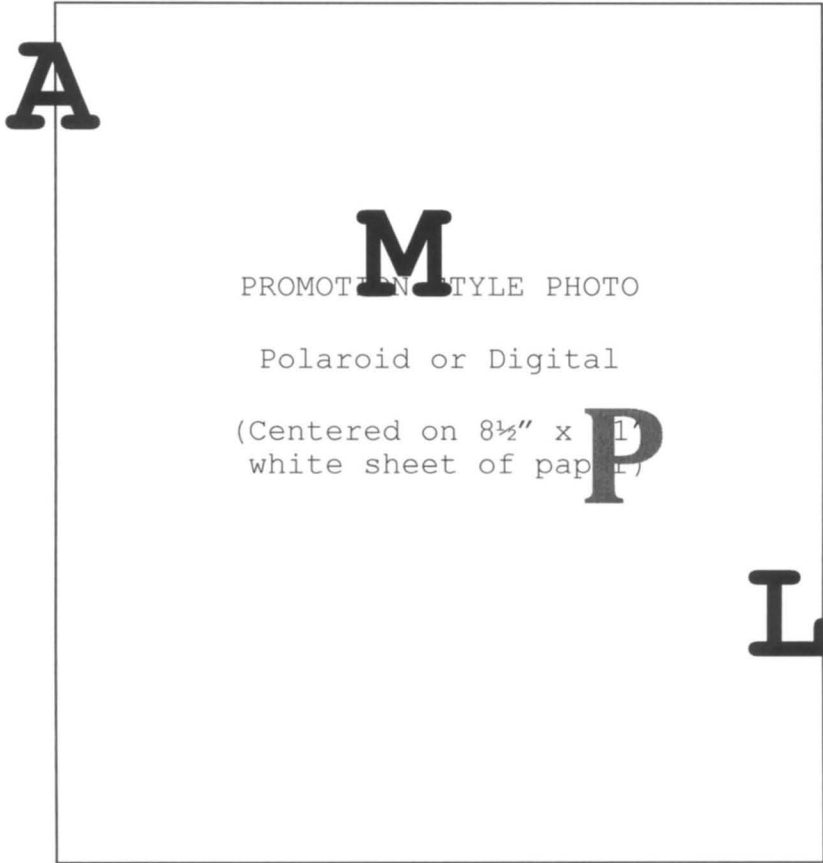
NAME (last, first, middle)	SSN
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NAMVC 11B(11) (REV. 3-82) (EF) SN: 0109-LF-062-8400 U/R: 5H
PREVIOUS EDITIONS WILL BE USED

11. _____

Current Photograph

S



MCC/RUC
DSN 000-0000 (CO, XO, SGTMAJ)
USMC

CERTIFICATION: (CO, XO, SGTMAJ) //s//

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Sample Citation

NONCOMMISSIONED OFFICER OF THE YEAR

The Secretary of the Navy takes pleasure in presenting the NAVY and MARINE CORPS ACHIEVEMENT MEDAL to

CORPORAL JOSEPH P. MARINE
UNITED STATES MARINE CORPS

For service as set forth in the following
CITATION:

"FOR PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HIS DUTIES WHILE SERVING AS (BILLET), (UNIT), (INSTALLATION), MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE. CORPORAL MARINE DISPLAYED EXEMPLARY QUALITIES OF LEADERSHIP, INITIATIVE, AND ATTENTION TO DETAIL, AS EVIDENCED BY HIS SELECTION AS MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE NONCOMMISSIONED OFFICER OF THE YEAR 2013. HIS POSITIVE ATTITUDE AND UNSURPASSED PROFESSIONALISM PROVIDED A SOURCE OF MOTIVATION AND INSPIRATION FOR ALL TO EMULATE. CORPORAL MARINE'S INITIATIVE, PERSEVERANCE, AND TOTAL DEDICATION TO DUTY REFLECTED CREDIT UPON HIM AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE."

For the Secretary,

Sample Citation

MARINE OF THE YEAR

The Secretary of the Navy takes pleasure in presenting the NAVY and MARINE CORPS ACHIEVEMENT MEDAL to

LANCE CORPORAL JOSEPHINE MOTIVATOR
UNITED STATES MARINE CORPS

For service as set forth in the following
CITATION:

"FOR PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HER DUTIES WHILE SERVING AS (BILLET), (UNIT), (INSTALLATION), MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE. LANCE CORPORAL MOTIVATOR DISPLAYED EXEMPLARY QUALITIES OF LEADERSHIP, INITIATIVE, AND ATTENTION TO DETAIL, AS EVIDENCED BY HER SELECTION AS MARINE CORPS INSTALLATIONS EAST MARINE-MARINE CORPS BASE CAMP LEJEUNE OF THE YEAR 2013. HER POSITIVE ATTITUDE AND UNSURPASSED PROFESSIONALISM PROVIDED A SOURCE OF MOTIVATION AND INSPIRATION FOR ALL TO EMULATE. LANCE CORPORAL MOTIVATOR'S INITIATIVE, PERSEVERANCE, AND TOTAL DEDICATION TO DUTY REFLECTED CREDIT UPON HER AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE."

For the Secretary,