



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

MCIEASTO 1650.8C  
SGTMAJ  
19 Jul 10

MARINE CORPS INSTALLATIONS EAST ORDER 1650.8C w/ch 1, 2

From: Commanding General  
To: Distribution List

Subj: MARINE/NONCOMMISSIONED OFFICER OF THE YEAR PROGRAM

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

1. Situation. This Order promulgates policy and procedures for the nomination and selection of the Commanding General, Marine Corps Installations East (CG MCIEAST) Marine/Noncommissioned Officer of the Year.

2. Cancellation. MCIEASTO 1650.8B.

3. Mission. The CG MCIEAST will solicit nominations from subordinate commands to compete for MCIEAST Marine/Noncommissioned Officer of the Year. Nominees will make a personal appearance before the Board.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The CG MCIEAST will recognize enlisted Marines, private through sergeant, who have demonstrated exceptional performance of duty. The CG MCIEAST will convene one board per ~~calendar~~ year to select the most qualified Marines to compete for selection as the MCIEAST Marine/Noncommissioned Officer of the Year. The CG MCIEAST will solicit nominations from subordinate commands to compete for MCIEAST Marine/Noncommissioned Officer of the Year. Nominees will make a personal appearance before the Board.

(2) Concept of Operations. Eligibility will be based on the Marine's previous selection as Marine/Noncommissioned

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distribution is unlimited.

Officer of the Year as reported in the MCIEAST Commander's recommendation and on the Marine's military record. If the MCIEAST subordinate Commander does not have a program for Marine/Noncommissioned Officer of the Year, a previously selected Marine/Noncommissioned Officer of the Quarter can represent his/her installation.

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

(b) Sergeants and corporals will compete for recognition as the MCIEAST Noncommissioned Officer of the Year.

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

1. Sergeants and below are required to have a minimum of six months observed time as a member of your command as of the date of nomination.

2. Outstanding performance of military duties.

3. Must have a current first class Physical Fitness Test and Combat Fitness Test unless exempt for medical reasons.

4. Must have current Marine Corps Common Skills Training completed in MCTFS.

5. Must have qualified with assigned weapon during the current or previous fiscal year unless granted a waiver in the Service Record Book.

6. Exceptional personal appearance and military bearing.

7. Outstanding record of conduct; no nonjudicial punishment or derogatory page 11 entries during the observed period (waiver not accepted).

8. Recommended for reenlistment.

(d) Composition of the Marine/Noncommissioned Officer of the Year Board will consist of the following MCIEAST Sergeants Major:

MCIEAST - Chairman  
Marine Corps Base Camp Lejeune  
Marine Corps Air Station Beaufort  
Marine Corps Air Station Cherry Point  
Marine Corps Air Station New River  
Marine Corps Air Facility Quantico  
Marine Corps Logistics Base Albany  
Deployment Processing Command - East (when applicable)

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

2. Should the command not have Marine(s) to appear before the board, a command representative will not be required to be present.

b. Subordinate Element Missions

(1) MCIEAST Commanders

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

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

(2) Sergeant Major, MCIEAST

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

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

(c) Upon receipt of the nominations for Marine/Noncommissioned Officer of the Year, screen all packages and accompanying documents for accuracy and compliance with the basic prerequisites.

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

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

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

(3) Staff Secretary (SSEC)

(a) Upon receipt of the nominations for Marine/Noncommissioned Officer of the Year, screen all documents for accuracy and compliance with the basic criteria; prepare all additional documents and board worksheets for the selection board members.

(b) Based on the information provided by the Chairman of the Marine/Noncommissioned of the Year Selection Board, prepare the appropriate documents for CG MCIEAST final approval and signature.

(4) MCIEAST Adjutant

(a) Receive all nomination packages and route to the SSEC.

(b) Upon return of the packages from the SSEC, notify the selectee's unit, and ensure the unit's submission of the selectee's award via iAPS.

(c) Retain in files all nomination packages, board recommendations, and Commanding General's selection/endorsement.

c. Coordinating Instructions

(1) Nominees will report in the designated uniform to the Sergeant Major, MCIEAST, Building 1, John A. Lejeune Hall, Camp Lejeune, North Carolina or alternate location as directed.

(2) Marines selected as the Marine/Noncommissioned Officer of the Year will be recognized at an appropriate ceremony.

(3) All nominations for Marine/Noncommissioned Officer of the Year will be forwarded to CG MCIEAST (Sergeant Major), via the MCIEAST Adjutant, at the date and time prescribed by the board announcement and include the following:

(a) Original of enclosure (2) signed by the Commanding Officer, and the completed Board Data Sheet and the Special Recognition Board Privacy Act Release statement signed by the Marine. Copy and paste the following link into the web browser to view the Board Data Sheet:

<https://intranet.mcieast.usmc.mil/C17/C7/MCIEAST%20FORMS%20MANAGEMENT%20PROGR/default.aspx?RootFolder=%2fc17%2fc7%2fMCIEAST%20FORMS%20MANAGEMENT%20PROGR%2fMCIEAST%20FORMS%2fMCIEAST%20Headquarters&View=%7bE9F67C84%2d30A8%2d4D69%2d824E%2d1D569AD1C30F%7d>

(b) Completed OPNAV 11533 Form (Personal Awards Recommendation) for the NMCAM; summary of action written to specifically cover the award period; citation, using the exact verbiage in enclosure (1) and designation of "Marine/Noncommissioned Officer of the Year Program" at the top of the form. Pursuant to this Order, selected Marine will not be awarded any personal award at intermediate competition levels. One personal award will be awarded at the highest level of competition attained. Units shall forward the award via iAPS only upon notification by the MCIEAST Adjutant to do so, once the selection board has concluded.

(c) Nominees will make a personal appearance before the MCIEAST Marine/Noncommissioned Officer of the Year Board.

5. Administration and Logistics. The Sergeant Major, MCIEAST has cognizance over the Marine/Noncommissioned Officer of the Year Program.

6. Command and Signal

a. Command. This Order is applicable to MCIEAST.

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

/S/  
D. P. THOMAS  
Chief of Staff

DISTRIBUTION: A



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

MCIEASTO 1650.8C Ch 1  
G-1  
8 Oct 10

MARINE CORPS INSTALLATIONS EAST ORDER 1650.8C Ch 1

From: Commanding General  
To: Distribution List

Subj: MARINE/NONCOMMISSIONED OFFICER OF THE YEAR PROGRAM

Encl: (1) New page inserts to MCIEASTO 1650.8C

1. Situation. To transmit new page inserts to the basic Order.

2. Execution

a. Remove pages 2 and 3 of the basic Order and replace with the corresponding pages in the enclosure.

b. Remove enclosure (2) pages 1 and 5, of the basic Order and replace with the corresponding pages in the enclosure.

3. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Order.

M. J. OEHL  
Chief of Staff  
Acting

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UNITED STATES MARINE CORPS  
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CAMP LEJEUNE NC 28542-0005

MCIEASTO 1650.8C Ch 2  
G-1  
1 Feb 11

MARINE CORPS INSTALLATIONS EAST ORDER 1650.8C Ch 2

From: Commanding General  
To: Distribution List

Subj: MARINE/NONCOMMISSIONED OFFICER OF THE YEAR PROGRAM

Encl: (1) New page inserts to MCIEASTO 1650.8C

1. Situation. To direct a pen change and transmit new page inserts to the basic Order.

2. Execution

a. On the letterhead page, paragraph 4a(1) line out the word "calendar."

b. Remove pages 4 and 5 of the basic Order and replace with the corresponding pages in the enclosure.

3. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Order.

D. P. THOMAS  
Chief of Staff

DISTRIBUTION: A

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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. CORPORAL MARINE DISPLAYED EXEMPLARY QUALITIES OF LEADERSHIP, INITIATIVE, AND ATTENTION TO DETAIL, AS EVIDENCED BY HIS SELECTION AS MARINE CORPS INSTALLATIONS EAST NONCOMMISSIONED OFFICER OF THE YEAR 2007. 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. LANCE CORPORAL MOTIVATOR DISPLAYED EXEMPLARY QUALITIES OF LEADERSHIP, INITIATIVE, AND ATTENTION TO DETAIL, AS EVIDENCED BY HER SELECTION AS MARINE CORPS INSTALLATIONS EAST MARINE OF THE YEAR 2007. 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,

MCIEASTO 1650.8C Ch 1  
8 Oct 10

SAMPLE FORMAT FOR COMMAND RECOMMENDATION

LETTERHEAD

1650  
Orig Code  
Date

From: Commanding Officer, (Unit)  
To: Commanding General, Marine Corps Installations East  
Subj: MARINE/NONCOMMISSIONED OFFICER OF THE YEAR IN THE CASE OF  
CORPORAL HARD CHARGER XXX XX 0000/0000 USMC  
Ref: (a) MCIEASTO 1650.8C  
Encl: (1) Board Data Sheet  
(2) Special Recognition Board Privacy Act Release  
Statement  
(3) MCTFS Records (BIR/BTR, ROS, AWDS, EDU)  
(4) Photograph(s)  
(5) Additional Correspondence (pg 11, 12, UPB, etc...)

1. Per the reference, Corporal Charger is eligible and recommended for Marine/Noncommissioned Officer of the Year. 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 service member's qualification for special recognition thoroughly addressing significant accomplishments, performance, and future potential. 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 in preparing subsequent recognitions.

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

I. M. NCHARGE

Enclosure (2)

JUL 19 2010

# BOARD DATA SHEET

## PRIVACY ACT STATEMENT

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: \_\_\_\_\_ TIG: \_\_\_\_\_  
 YEARS/MONTHS      DATE PICKED UP      YEARS/MONTHS      DATE PICKED UP

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

JUL 19 2003

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

-OFF DUTY EDUCATION:

-PME:

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

-PAGE 11:

-NJP:

-COURTS MARTIAL:

JUL 19 2000

# 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.

JUL 19 2010

## MCTFS RECORDS

1. BIR/BTR
2. ROS
3. AWARDS
4. Education

Enclosure (3)

MCIEASTO 1650.8C Ch 1  
8 Oct 10

PHOTOGRAPH(S)

CURRENT PHOTO (HEAD AND SHOULDER)

Service "A" Uniform (uncovered)

COMMAND STYLE OFFICIAL PHOTO

(8x10 Color)

ENCLOSURE (4)  
of  
Enclosure (2)

MAR 19 2010



ADMINISTRATIVE REMARKS (1070)

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

NAME (last, first, middle)	SSN
----------------------------	-----

NAME (11/81) (REV. 3-87) (F) SH: 0100 LF 062 8400 UA SH  
PREVIOUS EDITIONS WILL BE USED

11. \_\_\_\_\_

Enclosure (5)