



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

MCIEAST-MCB CAMLEJO 1650.2B  
SGTMAJ  
SEP 4 2019

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER  
1650.2B

From: Commanding General  
To: Distribution List

Subj: SERVICE MEMBER OF THE MONTH AND SERVICE MEMBER OF THE YEAR  
RECOGNITION PROGRAM

Encl: (1) Service Member of the Month Fact Sheet  
(2) Special Recognition Board Privacy Act Release Statement

1. Situation

a. The greater Jacksonville Chamber of Commerce, Military Affairs Committee (MAC) sponsors a monthly service member of the month (SMOM) and an annual service member of the year (SMOY) recognition award for the Camp Lejeune/Marine Corps Air Station New River (MCAS NR) area. This recognition is based on the attributes of exceptional professional performance, particularly valuable or unique service, and/or participation in community projects, services and/or affairs. The recipients are selected from organizational and tenant commands located in Onslow County on a rotational basis.

b. Sponsor. The greater Jacksonville Chamber of Commerce is the sponsor of the SMOM and SMOY recognition programs. The MAC of the Chamber of Commerce is the medium through which the presentations are administrated.

2. Cancellation. MCIEAST-MCB CAMLEJO 1650.2A Ch 1.

3. Mission. This Order promulgates information, instructions, and procedures pertaining to the SMOM and SMOY recognition program. Tenant commands and organizations shall internally administer the actions required in enclosures (1) and (2), as appropriate.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The sergeant major (SgtMaj), Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) is assigned staff cognizance of this program and shall maintain this Order and liaison with the MAC.

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(2) Concept of Operations. This Order shall be used for all nominations for SMOM and SMOY. The following guidelines shall be used in determining/preparing nominations in the execution of the monthly and yearly allocations and selections.

(a) Award Prerequisites. Nominees must meet the following prerequisites to be considered for this award:

1. Grade of sergeant/petty officer second class (E-5) or below;

2. Outstanding performance of military duties;

3. Duties performed are of a nature to be particularly valuable to the command and/or that the individual's performance is exceptional to the degree that it clearly distinguishes them from their peers;

4. Outstanding record of conduct with no discreditable service book entries in the past year;

5. Recommended for reenlistment;

6. Passed rank-specific mandatory service essential subjects;

7. Qualified with table of organization weapon;

8. Passed branch of service Physical Fitness Test and Combat Fitness Test, if applicable; and

9. Exceptional personal appearance and military bearing.

(b) Program Rotation. The responsibility for nomination of the SMOM will rotate among local commands during the months indicated below:

January                    Base/Commands: (Weapons Training Battalion and Headquarters and Support Battalion (H&S Bn).

February                    2d Marine Division (2d MarDiv)

March                        2d Marine Logistics Group (2d MLG)

April                        Training and Education Command (TECOM) Schools (School of Infantry-East (SOI-E); Marine Corps Combat Service Support Schools (MCCSSS); Marine Corps Engineer School (MCES); and Staff Noncommissioned Officer Academy (SNCOA))

May	II Marine Expeditionary Force (II MEF) Information Group
June	2d MarDiv
July	MCAS NR
August	U.S. Coast Guard (USCG) Joint Maritime Training Center (JMTC)
September	U.S. Marine Corps Forces, Special Operations Command (MARSOC)
October	Naval Medical Center Camp Lejeune (NMCL) and Field Medical Training Battalion (FMTBn)
November	2d MLG
December	U.S. Army National Guard (ARNG), 20th Combined Arms Brigade

(c) Conduct of the SMOM and SMOY Recognition Board and Selection Committee(s)

1. SMOM Selection Committees

a. Selection committees within the commands listed in paragraph 4a(2)(b) shall be established at the direction of those commands' senior enlisted advisors (SEA).

b. Selection committees within TECOM schools shall select their recipient from SOI-E, MCCSSS, MCES, and SNCOA. The committee shall be established and directed by the SOI-E SgtMaj.

c. Selection committees from the Naval command tenants will select their recipient from those commands, to include FMTBn. The committee shall be established and directed by the NMCL command master chief (CMC).

d. Selection committees within the USCG JMTC tenants shall select their recipient from those commands. The committee shall be established and directed by the USCG JMTC SEA.

2. The SMOM Selection Committee for the U.S. ARNG.  
The selection committee shall select its recipient from their command. The committee shall be established and directed by the command's SEA.

3. The SMOY Selection Committee

a. The selection process shall convene with the SgtMaj MCIEAST-MCB CAMLEJ as the Chair and the SEAs listed below, via a book board, no later than the second Monday of January. This will provide the greater Jacksonville/Onslow County Chamber of Commerce time to plan and coordinate the monthly recognition social event.

SgtMaj, MCIEAST-MCB CAMLEJ - Chairman  
SgtMaj, II MEF  
SgtMaj, MARSOC  
SgtMaj, 2d MarDiv  
SgtMaj, 2d MLG  
SgtMaj, H&S Bn  
SgtMaj, MCAS NR  
SgtMaj, SOI-E  
CMC, NMCL  
SEA, USCG JMTC  
SEA, ARNG

b. The nominee will be selected from the previous year's SMOM recipients. This selection process shall take place in January of the new year and will be chaired by the MCIEAST-MCB CAMLEJ SgtMaj.

b. Tasks

(1) SgtMaj, MCIEAST-MCB CAMLEJ shall:

(a) Establish liaison with the nominating command of the SMOM and ensure their recipient's package is received and forwarded to the Chamber of Commerce.

(b) Ensure the recipient's leadership is invited and attends the monthly MAC social in recognition of their recipient.

(c) Maintain liaison with the MAC of the Onslow County Chamber of Commerce to ensure timely and accurate information is provided.

(2) Organizational Commanders shall:

(a) Review the procedures outlined in this Order and maintain strict compliance.

(b) Form a selection committee to select a SMOM. One individual shall be nominated per organization for recognition.

(c) Forward the following service member information to the SgtMaj, MCIEAST-MCB CAMLEJ:

1. Fact Sheet, enclosure (1);

2. Privacy Act Release Statement, enclosure (2);

3. Commanding Officer's (CO's) recommendation shall include name, grade, unit, and a complete description of the basis for selection. Nominations should be endorsed by the CO and/or Commanding General (CG).

4. One page biography, consisting of place of birth, home town, high school, sports, hobbies, college if applicable, duty assignments, and billets held. Additionally, provide any personal awards and information pertaining to short, mid and long-term goals to complete the nomination package.

(3) Communication Strategy and Operations shall:

(a) Provide news and photographic coverage of award presentation for the base newspaper.

(b) Ensure that publicity is distributed to interested news media.

c. Coordinating Instructions

(1) The award presentation is conducted at the monthly MAC social, which is normally held on the second or third Monday of each month, unless a significant event or holiday takes place. This event will also include a no-host dinner.

(2) Nomination packages are due to the CG, MCIEAST-MCB CAMLEJ (Attn: SgtMaj) on a date designated and coordinated by the SgtMaj, MCIEAST-MCB CAMLEJ and the SEA of the nominating command.

(3) The nominating command shall notify the award recipient and the recipient's immediate CO and staff noncommissioned officer in charge (SNCOIC) of the time, date, and location of the monthly recognition social. If the SMOM is married, the spouse should be encouraged to attend.

(4) MAC socials will be held at Camp Lejeune's Paradise Point Officer's Club, with the exception of April and July, in which these two socials will be held at the MCAS New River Officer's Club.

(5) The uniform for the social event is Service "A" for command members at the head table, or service equivalent uniform for other branches of service. Coat and tie is appropriate for Service members part of the greater audience.

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(6) During the social, the Vice Chairman, MAC shall introduce the SMOM or SMOY's immediate superior and/or SNCOIC, and will provide the opening remarks.

(7) The Vice Chairman will then invite the SMOM or SMOY to provide an acceptance speech. An awards presentation will immediately commence, and upon completion, will conclude the presentation and social.

5. Administration and Logistics. The SMOM and SMOY recognition program shall fall under the staff cognizance of the SgtMaj, MCIEAST-MCB CAMLEJ.

6. Command and Signal

a. Command. This Order is applicable to, and has been coordinated and concurred with by the CGs, II MEF, MARSOC, 2d MarDiv, and 2d MLG, and the COs of MCAS NR, TECOM school commands, NMCL, USCG JMTC, and U.S. ARNG Jacksonville.

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



N. E. DAVIS  
Chief of Staff

DISTRIBUTION: A/C (plus MCAS NR, H&S Bn, WTBn, and U.S. ARNG JAXNC)

## SERVICE MEMBER OF THE MONTH FACT SHEET

### PRIVACY ACT STATEMENT

Information contained on this form is maintained under the Systems of Records Notice NM01650-1 Department of the Navy (DON) Military Awards System) May 5, 2010, 75 FR 24667. **AUTHORITY:** 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; Secretary of the Navy Instruction 1650.1H, Navy and Marine Corps Awards Manual; and E.O. 9397 (SSN), as amended. **PRINCIPLE:** All recipients of Navy and Marine Corps personal awards, to include the U.S. Coast Guard, Navy, and Marine Corps military personnel who receive personal awards from other U. S. Armed Forces; and approved unit awards from 1941 to present. **PURPOSE:** To maintain records of military personal awards and unit awards and to electronically process award recommendations. **ROUTINE USE:** In addition to those 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** for computer matching

#### Part I:

Full Name \_\_\_\_\_ Date of Birth (DD MMM YY): \_\_\_\_\_

Unit (to include Company, Battalion and Division) \_\_\_\_\_

Work Mailing Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Rank (E-5 and below): \_\_\_\_\_ Position \_\_\_\_\_

Home of Record (include City and State): \_\_\_\_\_

Education (City of H.S. and date graduated and any secondary education): \_\_\_\_\_

Mother's Name and hometown \_\_\_\_\_

Father's Name and hometown \_\_\_\_\_

Spouse's Name (if applicable) \_\_\_\_\_

Child(ren) Name(s) (if applicable) \_\_\_\_\_

Brief description of past and present duty stations and accomplishments in chronological order: \_\_\_\_\_

Brief description of ambitions and future plans: \_\_\_\_\_

#### Part II:

FULL NAMES AND RANKS OF PERSONS TO ACCOMPANY SERVICE MEMBER OF THE MONTH

OFFICER: \_\_\_\_\_

SENIOR ENLISTED: \_\_\_\_\_

SPOUSE (IF APPLICABLE): \_\_\_\_\_

Please Note: The Officer and the Senior Enlisted guest will be given the opportunity to say a few words on behalf of the honored SMOM.

#### Part III:

PLEASE SIGN RELEASE STATEMENT:

I, hereby grant permission to have the above information and my photo released to the Military Affairs Committee Manager of the Jacksonville-Onslow Chamber of Commerce and to the local newspapers, as appropriate.

SMOM's Signature \_\_\_\_\_ Date (DD MMM YY): \_\_\_\_\_

#### Part IV:

(TO BE COMPLETED BY THE NOMINATOR)

In four sentences or less state the reason as to why this service member was nominated as the SMOM.

\_\_\_\_\_

Name, Rank and Unit of Nominator \_\_\_\_\_ Date (DD MMM YY): \_\_\_\_\_

Once this application has been received, the Military Affairs Committee (MAC) Manager of the Jacksonville-Onslow Chamber of Commerce will be contacting the nominator to set up an interview with the SMOM, SNCOIC, and OIC.

## 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. Electronic Data Interchange Personal Identifier (EDIPI): \_\_\_\_\_
- 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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