



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

MCIEAST-MCB CAMLEJO 1650.7C
SGTMAJ

MAR 08 2021

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

From: Commanding General
To: Distribution List

Subj: NONCOMMISSIONED OFFICER/MARINE OF THE QUARTER PROGRAM

Ref: (a) MCIEAST MCB-CAMLEJO 1650.8A

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) Noncommissioned Officer (NCO)/Marine of the Quarter Program.

2. Cancellation. MCIEAST-MCB CAMLEJO 1650.7B.

3. Mission. 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.

(2) General Information:

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

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

(c) NCO/Marine of the Quarter will be based on the Calendar Year (CY) (e.g., CY 21 = January 2021 - December 2021).

(d) The NCO/Marine of the Quarter Board Selection Board shall consist of the following:

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1. Sergeant Major, MCIEAST-MCB CAMLEJ (Chairman).
2. Sergeant Major, Marine Corps Air Station, New River.
3. Sergeant Major, Marine Corps Logistics Base, Albany.
4. Sergeant Major, Marine Corps Air Station, Cherry Point.
5. Sergeant Major, Marine Corps Air Station, Beaufort.
6. Sergeant Major, Headquarters and Support Battalion.
7. Sergeant Major, Weapons Training Battalion.

(e) Nominee Prerequisites:

1. NCO's and junior Marines;
2. Outstanding performance of military duties;
3. Passed the Marine Physical Fitness Test (PFT) and Combat Fitness Test (CFT) within the past twelve months. Has score entered in the Corps Total Force System (MCTFS). A PFT/CFT waiver may be accepted if a class 9 code has been reported.
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., MarineNet courses, off-duty education/college courses, etc.).

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(3) Concept of Operations

(a) Nomination packages in the format provided in enclosure (1) will be forwarded to the CG (Attn: G-1/Adjutant) no 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, MCIEAST-MCB CAMLEJ.

(c) Post all nomination packages for review by the Chairman and the Board Members via the following share portal site: <https://eis.usmc.mil/sites/mcieg1/ADJUTANT/specialrecognitonboards/default.aspx>

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 through the applicable routing chain for preparation of the CG's Certificates of Commendation for the NCO and Marine of the Quarter.

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(4) Assistant Chief of Staff, G-6, shall: Provide support for the video tele-conference 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. Additional information pertaining to MCEIAST-MCB CAMLEJ Special Recognition Boards is available at the following internet site:
<http://www.mcieast.marines.mil/StaffOffices/Adjutant/SpecialRecognitionBoard>

6. Command and Signal

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

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



N. E. DAVIS
Chief of Staff

DISTRIBUTION : A/B

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Format Sample for Noncommissioned Officer/Marine of the Quarter

LETTERHEAD

1650
CO

From: Commanding Officer
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
1234567890/0000 USMC

Ref: (a) MCIEAST-MCB CAMLEJO 1650.7C

Encl: (1) MCTFS Screens (BIR, BTR, JWKS, AWDS, and TEDU
(2) Certified True Copies of Page 11's (derogatory or not)
(3) Additional documentation

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 current height and weight are -- inches and --- pounds (body fat if not within standards). Corporal Charger last took the Physical Fitness Test on yyyyymmdd and obtained a score of ---. Corporal Charger last took the Combat Fitness Test on yyyyymmdd 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 from this command regarding any administrative matters is Rank Last Name at 111-1111 or @usmc.mil.

I. M. INCHARGE

Enclosure (1)