



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

MCIEAST-MCB CAMLEJO 1650.8A
SGTMAJ
MAR 10 2021

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

From: Commanding General
To: Distribution List

Subj: NONCOMMISSIONED OFFICER/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) Noncommissioned Officer (NCO)/Marine of the Year.

2. Cancellation. MCIEAST-MCB CAMLEJO 1650.8.

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 and Combat Fitness Test 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, MarineNet courses, college courses, etc.

(d) Composition of the NCO/Marine of the Year Board:

1. 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.

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

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(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 Board's recommendations to the CG 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 Chief 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, ensure the appropriate documents for the CG's final approval and signature are prepared.

(d) After the CG's approval of the nominees, be prepared to ensure the Navy and Marine Corps Achievement Medal (NMCAM) is entered in the improved Awards Processing System, as shown in the example verbiage contained 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 and accompanying documents.

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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 subordinate and supported commands.

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



N. E. DAVIS
Chief of Staff

DISTRIBUTION: A/B (plus CNATT)

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BRIEFING AND SCORING SHEET

LName, First, MI: _____ DOR: _____ DOB/AGE: _____ TIG: _____ TIS: _____ MOS: _____

BILLET: _____ UNIT: _____ SNCOIC: _____

PFT: _____ CFT: _____ SWIM/EXP: _____ RIFLE/DATE/PET #: _____ PISTOL/DATE: _____

MCMAP/DATE: _____ HT/WT/BF%: _____ AFQT: _____ #MCI COMPLETE: _____

OFF DUTY EDU: _____

PME: _____

VOLUNTEERING: _____

AWARDS: _____

DEPLOYMENT HIST: _____ B BILLET: _____

RS CUM (U/M/L): _____ RO CUM (A/W/B): _____ DRAW CASE CODES: _____

ADVERSE MATERIAL: _____

OTHER: _____

Transfer points from Excel Spreadsheet:

	PFT	CFT	RIFLE	PISTOL	SWIM	RESIDENT	NON RES	MCMAP	VOLUNTEERING HRS	AWARDS TOTAL POINTS	TOTAL MCI	OFF EDU
POINTS SCORED												

TOTAL POINTS 0



BELOW TO BE FILLED OUT BY BOARD MEMBERS



BOARD MEMBER: _____

GRADE THE FOLLOWING FROM 1 TO 5: MILITARY APPEARANCE: 1 2 3 4 5

TOTAL POINTS: _____ TOTAL POINTS SCORED: _____ (ADD UP BOTH SCORES)

POSITIVE COMMENTS: _____

NEGATIVE COMMENTS: _____

NONCOMMISSIONED OFFICER OF THE YEAR OR MARINE OF THE
YEAR

Prerequisites for submission to the board:

- 1. Letter of recommendation from chain of command from CO, BN/SQDRN and General Officer. At least 1 page. (See example)**
- 2. Briefing and scoring sheet- (top half filled out by Marines Command) /Briefing sheet to be utilized by the board.**
- 3. Color photo (uploaded to MCICOM SharePoint) in Service Charlies. Chest Up.**

MCTFS print out:

TBIR, TBTR, AWDS, TEDU, Legal, UPB.

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UNITED STATES MARINE CORPS
(UNIT NAME AND ADDRESS)



IN REPLY REFER TO:
1400
XX

From: Commanding Officer, (Company)
To: Commander, Marine Corps Installations Command
Via: (1) Commanding Officer, (Installation)
(2) Commanding General, (Region)

Subj: NON COMMISSIONED OFFICER OF THE YEAR OR MARINE OF THE YEAR NOMINATION
ICO: SERGEANT IM A. MARINE (EDIPI)/0111 USMC

Ref: (a) Maradmin XXX/XX
(b) MCICOMBul 1400 dtd XX Sep XX

Encl: (1) Briefing and Scoring Sheet
(2) Substantiating documentation

1. Per the References, (Sergeant Im A. Marine) is being nominated for the Marine Corps Installations Command (MCICOM) Fiscal Year 15 NON COMMISSION OFFICER OF THE YEAR OR MARINE OF THE YEAR. Enclosure (1) and (2) have been provided.

2. (Place more talking points. This will serve as the letter of Recommendation). This Endorsement should take up the entire page but will not go past 1 page.

3. The Point of Contact is (Place name and information).

I. M. CAPTAIN

Copy To:
(Section)
(Company)

Enclosure (1)

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UNITED STATES MARINE CORPS
(UNIT NAME AND ADDRESS)

IN REPLY REFER TO:
1400
XX

FIRST ENDORSEMENT on (Company) ltr 1400 XX of (date)

From: Commanding Officer, (Installation)
To: Commander, Marine Corps Installations Command
Via: Commanding General, (Region)

Subj: NON COMMISSIONED OFFICER OF THE YEAR OR MARINE OF THE YEAR NOMINATION
ICO: SERGEANT IM A. MARINE (EDIPI)/0111 USMC

1. Forwarded, recommending submission for (Sergeant Im A. Marine) being nominated for the Marine Corps Installations Command (MCICOM) Fiscal Year 15 NON COMMISSION OFFICER OF THE YEAR OR MARINE OF THE YEAR.

2. (Place more talking points. This will serve as the letter of Recommendation). This Endorsement should take up the entire page but will not go past 1 page.

3. The Point of contact is (place name and information).

I. M. COLONEL

Copy To:
(Company)
(Section)
(Installation)

Enclosure (1)

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UNITED STATES MARINE CORPS
(UNIT NAME AND ADDRESS)



IN REPLY REFER TO:
1400
XX

SECOND ENDORSEMENT on (Company) ltr 1400 XX of

(date) From: Commanding General, (Region)

To: Commander, Marine Corps Installations Command

Subj: NON COMMISSIONED OFFICER OF THE YEAR OR MARINE OF THE YEAR NOMINATION

ICO: SERGEANT IM A. MARINE (EDIPI)/0111 USMC

1. Forwarded, recommending submission.

I. M. GENERAL

Copy To:
(Section)
(Company)
(Installation)
(Region)

Enclosure (1)

Sample Citation

NONCOMMISSIONED OFFICER OF THE YEAR
OR
MARINE OF THE YEAR

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

RANK FNAME MI. LNAME
UNITED STATES MARINE CORPS

CITATION :

FOR PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HIS/HER DUTIES WHILE
SERVING AS (BILLET), (UNIT), (INSTALLATION), MARINE CORPS INSTALLATIONS EAST-MARINE
CORPS BASE CAMP LEJEUNE. RANK LNAME DISPLAYED EXEMPLARY QUALITIES OF LEADERSHIP,
INITIATIVE , AND ATTENTION TO DETAIL, AS EVIDENCED BY HIS/HER SELECTION AS MARINE
CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE MARINE/NONCOMMISSIONED
OFFICER OF THE YEAR 20XX. HIS/HER POSITIVE ATTITUDE AND UNSURPASSED
PROFESSIONALISM PROVIDED A SOURCE OF MOTIVATION AND INSPIRATION FOR ALL TO
EMULATE. RANK LNAME'S INITIATIVE, PERSEVERANCE, AND TOTAL DEDICATION TO DUTY
REFLECTED CREDIT UPON HIM/HER AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF
THE UNITED STATES NAVAL SERVICE.