



UNITED STATES MARINE CORPS

I MARINE EXPEDITIONARY FORCE  
U. S. MARINE CORPS FORCES, PACIFIC  
BOX 555300  
CAMP PENDLETON, CA 92055-5300

I MEFO 1650.2E  
G-1/SgtMaj

28 APR 2015

I MARINE EXPEDITIONARY FORCE ORDER 1650.2E w/Ch 1

From: Commanding General, I Marine Expeditionary Force  
To: Distribution List

Subj: I MARINE EXPEDITIONARY FORCE (I MEF) NONCOMMISSIONED OFFICER OF THE YEAR (NCOY)/MARINE OF THE YEAR (MOY) PROGRAM

Ref: (a) MCO P1070.12K ch 1  
(b) MCRP 3-02B (MCMAP Program)

Encl: (1) Sample format for NCOY/MOY Board Nominations  
(2) NCO/Marine of the Year Data Sheet  
(3) Sample Award Citations (NCOY)  
(4) Sample Award Citations (MOY)

1. Situation. Per references, to establish procedures for the nomination and selection of outstanding Marines as the I MEF NCO of the Year/Marine of the Year.

2. Cancellation. I MEFO 1650.2D.

3. Mission. To recognize Marines for sustained performance of duty, which has been noteworthy or commendable in nature.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Selection as I MEF NCOY/MOY indicates that the member possesses those traits of leadership, moral fortitude and professionalism, which should embody the goals of all Marines. The primary goal of this distinction is to recognize those Marines who have contributed significantly to the mission effectiveness of his/her unit. In addition to job performance, nominees shall be evaluated on the basis of their efforts toward self-improvement, leadership qualities, and potential.

(2) Concept of Operations

(a) The I MEF NCOY/MOY will be selected annually (calendar year "CY") from nominations submitted by Commanding Generals and Commanding Officers who report directly to the Commanding General, I MEF. All Corporals (Cpls) and Sergeants (Sgts) are eligible for nomination and selection as NCO of the Year. All Lance Corporals (LCpl) and below are eligible for nomination and selection as Marine of the Year.

(b) Quarterly recognition boards will be conducted at the Major Subordinate Command/Element (MSC/E) levels only.

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\* (c) Must have served as one of the current calendar year NCO/Marine of the Quarter's, any quarter, at Division, MLG, MAW, MHG or MEU level.

b. Tasks

(1) I MEF Sergeant Major (SgtMaj)

(a) Perform duties as President of the I MEF NCOY/MOY selection board.

(b) Coordinate I MEF NCOY/MOY program with the I MEF G-1 (Adjutant), and Information Management Officer.

(c) Publish board date(s).

(2) I MEF Assistant Chief of Staff, G-1 (Adjutant)

(a) Serve as consolidation and screening point for all MOY/NCOY nominations.

(b) Ensure all requirements and expectations denoted in this Order are adhered to. Return all submissions deemed non-compliant with this Order back to senior endorser without action.

\* (c) Ensure all nomination packages are scanned and uploaded to the I MEF SharePoint (Sergeant Major's tab) for board processing (or as designated by MEF SgtMaj).

(d) Serve as Board Recorder when required.

(e) Process award submissions in conjunction with the I MEF Staff Secretary via the improved Awards Processing System (iAPS).

(3) Commanding Generals

(a) Publish local policies, conduct NCO/Marine of the Quarter/Year screening selection boards.

(b) Select one eligible Sgt or Cpl to represent your Command at the I MEF NCOY board and submit nomination in accordance with this Order.

(c) Select one eligible LCpl and below to represent your Command at the I MEF MOY board and submit nomination in accordance with this Order.

(4) Commanding Officers

(a) Publish local policies, conduct NCO/Marine of the Quarter/Year screening selection boards.

(b) Select one eligible Sgt or Cpl to represent your Command at the I MEF NCOY board and submit nomination in accordance with this Order.

(c) Select one eligible LCpl and below to represent your Command

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at the I MEF MOY board and submit nomination in accordance with this Order.

c. Coordinating Instructions

(1) Board Convene. The I MEF NCOY/MOY board will convene in January of the year following the CY being covered. The date, time, and place will be published via separate correspondence by the I MEF SgtMaj.

(2) Board Membership. The I MEF SgtMaj is appointed as Board President of the I MEF NCOY/MOY board. If I MEF SgtMaj is unavailable, he will appoint, a temporary successor. Senior Enlisted Advisors (normally the SgtMaj) from each MSC/Es are appointed as permanent members of the I MEF NCOY/MOY board.

(3) Board Submission(s). In addition to the following, all nominations will be submitted utilizing the formats in enclosures (1) and (2) covering the recent CY to the I MEF SgtMaj (via the G-1 Adjutant) not later than five (5) working days prior to the board's convening date.

(a) Marine Corps Total Force System (MCTFS) Screen - Court Martial/Nonjudicial Punishment (NJP) Record (D119).

(b) Current height and weight. List body fat percentage if over maximum weight (ensure a current semi-annual date is reflected in MCTFS).

(c) Bust photograph in Service "A" (this is for immediate post of the winners in the I MEF Commanding General building).

(d) Copies of awards received during recognition period.

(4) A nominee must best exemplify those characteristics expected of United States Marines. Criteria for selection will include the following:

(a) (Current) Physical Fitness Test. First Class.

(b) (Current) Combat Fitness Test. First Class.

(c) (Average) Service Proficiency/Conduct marks:

(1) NCOY. 4.5/4.5

(2) MOY. 4.3/4.3

(d) (Current) T/O Weapon. Marksman.

(e) (Current) Marine Corps Combat Swim. Basic.

(f) Marine Corps Martial Arts Program (MCMAP). Must have attained by board convening date a minimum MCMAP qualification as follow:

1. 2 years of service (or less): Tan Belt (code MMB reflected in MCTFS).

2. More than 2 years of service: Gray Belt (minimum).

Waiver of this requirement will be addressed in detail and endorsed by the Senior level endorser explaining circumstances warranting exception to policy.

\* 5. Administration and Logistics. The Marines selected as the I MEF NCOY/MOY will be recognized as follow:

a. NCO of the Year. Navy and Marine Corps Commendation Medal (see enclosure 3).

b. Marine of the Year. Navy and Marine Corps Achievement Medal (see enclosure 4).

6. Command and Signal

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

\* b. Command. This Order is applicable to I MEF MSCs, I Marine Expeditionary Force Headquarters Group (I MHG), 11th, 13th, and 15th Marine Expeditionary Units (MEUs) only.

//Signed//  
M. J. GOUGH  
Chief of Staff

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SgtMaj/G-1

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I MARINE EXPEDITIONARY FORCE ORDER 1650.2E Ch 1

From: Commanding General, I Marine Expeditionary Force  
To: Distribution List

Subj: I MARINE EXPEDITIONARY FORCE (I MEF) NONCOMMISSIONED OFFICER OF THE  
YEAR (NCOY)/MARINE OF THE YEAR (MOY) PROGRAM

Encl: (1) New page insert to I MEFO 1650.2E

1. Situation. This change is issued in order to transmit new page insert(s) to basic Order.
2. Execution. Replace corresponding pages of basic Order with the enclosure.
3. Summary of Change(s). All changes are preceded by an asterisk (\*).
  - a. Clarifies nomination eligibility criteria.
  - b. Includes administrative processing flexibility of nomination packages forwarded for MEF level boarding.
  - c. Removes "I MEF SgtMaj Challenge Coin" as a recognition.
  - d. Excludes Special Purpose Marine Air Ground Task Force from scope of this Order.
4. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Order.

  
LEWIS A. CRAPAROTTA

DISTRIBUTION: I/II

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Sample format for NCO/Marine of the Year Board Nominations

From: Unit Commander (via: Chain of Command)  
To: Commanding General, I Marine Expeditionary Force (SgtMaj)  
Subj: NOMINATION AS I MARINE EXPEDITIONARY FORCE NONCOMMISSIONED OFFICER OF  
THE YEAR/MARINE OF THE YEAR IN CASE OF SERGEANT/LANCE CORPORAL JOE A.  
MARINE EDIPI/MOS USMC

Ref: (a) I MEFO 1650.2\_

Encl: (1) NCOY/MOY Data Sheet  
(2) Current Official Promotion Type Photograph  
(3) (Certified true) SRB pages 3, 11, UPB, and 13  
(4) MCTFS CHRONO Screen  
(5) MCTFS BIR/BTR/ROS Screen(s)  
(6) MCTFS TEDU Screen  
(7) MCTFS TMCI Screen  
(8) MCTFS Awards Screen

1. Per the reference, subject named Marine is eligible and recommended as I MEF NCOY or MOY.

2. Enclosures (1) through (8) are submitted in support of this nomination.

3. This paragraph is for the Commanding General's/Officer's recommendation as to the Marine's qualification for selection as the I MEF NCOY/MOY. A concise evaluation of the Marine's professional character will be provided. The evaluation should specifically address, but is not limited to, the following:

a. Noteworthy contributions to the Marine Corps and I MEF within last year, to include any performance in combat.

b. Performance of duty (MOS credibility).

c. Personal appearance/physical fitness/attitude.

d. Emotional maturity/ability to cope with stress.

e. Demonstrated leadership qualities/capability.

f. Community participation to include civic, occupational, and organizational activities.

g. Participation in professional military education (PME) programs. MCI courses, off duty education, and participation in the Professional Reading Program over the last year.

4. My point of contact is Sergeant Major / First Sergeant Daniel Daly, phone number, and e-mail.

I. M. COMMANDER

Enclosure (1)

NCO/Marine of the Year Data Sheet

NAME \_\_\_\_\_ RANK \_\_\_\_\_ MOS \_\_\_\_\_  
BILLET DESCRIPTION \_\_\_\_\_ UNIT \_\_\_\_\_ MSC/E \_\_\_\_\_

\*TIME IN SERVICE (YEARS): \_\_\_\_\_ TIME AT I MEF (YEARS): \_\_\_\_\_

AVERAGE PRO/CON MARKS IN SERVICE \_\_\_\_\_ / \_\_\_\_\_

REQUIRED NONRESIDENT PME(S):

LCPL (MCI 0037): "LEADING MARINES": YES / NO  
CPL (MARINENET EMPE 4000AA): "CPLS CRS DEP": YES / NO  
SGT (MCI 8010): "SGTS CRS": YES / NO  
SGT (MARINENET EMPE 5000AA): "SGTS CRS DEP": YES / NO  
OTHER MCIs (over last year): \_\_\_\_\_

REQUIRED RESIDENT PME(S): LCPL SEMINAR: YES / NO  
CPL'S COURSE: YES / NO  
SGT'S COURSE: YES / NO

PROFESSIONAL READING; TITLE: \_\_\_\_\_  
(Book Report Enclosed X MUST HAVE READ 3 BY YEARS END PER ALMAR 001/13)  
TITLE: \_\_\_\_\_  
TITLE: \_\_\_\_\_

OFF DUTY EDUCATION: \_\_\_\_\_

COMMUNITY SERVICE: \_\_\_\_\_

PERSONAL DECORATIONS \_\_\_\_\_

(CURRENT) PFT SCORE/CLASS \_\_\_\_\_ CFT SCORE/CLASS \_\_\_\_\_

(CURRENT) GAS CHAMBER / DATE \_\_\_\_\_ ANNUAL TRAINING COMPLETE YES / NO

MCMAP BELT: TAN / GRAY / GREEN / BROWN / BLACK / OTHER: \_\_\_\_\_  
\*(See Time in Service)

(CURRENT) RIFLE QUAL SCORE/CLASS \_\_\_\_\_ (CURRENT) SWIM QUAL / CLASS \_\_\_\_\_

NJP/COURT-MARTIAL: \_\_\_\_\_

REMARKS: \_\_\_\_\_

NOTE 1: INFORMATION CONTAINED SHOULD COVER RECOGNITION PERIOD (JAN - DEC)  
NOTE 2: ALL STATUS' MUST BE UPDATED IN THE MCTFS PRIOR TO NOMINATION BEING RECEIVED  
NOTE 3: ALL REQUEST FOR EXCEPTION TO POLICY (WAIVER) I.E. GAS CHAMBER WILL BE JUSTIFIED  
SENIOR ENDORSERS WRITE UP.

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**Sample Award Citations**  
**(NCOY)**

The Secretary of the Navy takes pleasure in presenting the NAVY AND MARINE CORPS COMMENDATION MEDAL to

SERGEANT IAM 2 HARDCHARGER  
UNITED STATES MARINE CORPS

For service as set forth in the following  
CITATION:

"MERITORIOUS ACHIEVEMENT WHILE SERVING AS (BILLET), (UNIT), (MSC/E), I MARINE EXPEDITIONARY FORCE, FROM (DAY MONTH YEAR) TO (DAY MONTH YEAR). DURING THIS PERIOD, (RANK NAME)'S OUTSTANDING MILITARY PRESENCE, LEADERSHIP AND PERSONAL EXAMPLE WERE BEYOND REPROACH, AND DEMONSTRATED A CONTINUING PERSONAL PRIDE IN HIMSELF/HERSELF AND THE UNIFORM IN WHICH HE/SHE PROUDLY WEARS. HE/SHE DISPLAYED A SUSTAINED SUPERIOR PERFORMANCE OF DUTY FAR ABOVE THAT OF HIS/HER CONTEMPORARIES AND INSPIRED SELF-IMPROVEMENT IN HIS/HER FELLOW MARINES THROUGH STERLING EXAMPLE, EXPERTISE AND CONDUCT. FURTHER, HE/SHE CONSISTENTLY DISPLAYED EXCEPTIONAL QUALITIES OF LEADERSHIP AND INITIATIVE THAT EARNED HIM/HER THE DISTINCTION AS I MARINE EXPEDITIONARY FORCE "NONCOMMISSIONED OFFICER OF THE YEAR," FOR CALENDAR YEAR \_\_\_\_\_. (RANK NAME)'S NOTEWORTHY ACCOMPLISHMENTS, PERSEVERANCE, AND DEVOTION TO DUTY REFLECTED CREDIT UPON HIM/HER AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE."



23 APR 2015

**Sample Award Citations**  
**(MOY)**

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

LANCE CORPORAL IAM 2 HARDCORPS  
UNITED STATES MARINE CORPS

For service as set forth in the following  
CITATION:

"PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF (HIS,HER) DUTIES WHILE SERVING AS (BILLET), (UNIT), (MSC/E), I MARINE EXPEDITIONARY FORCE, FROM (MONTH YEAR) TO (MONTH YEAR). DURING THIS PERIOD, (RANK NAME)'S OUTSTANDING MILITARY CONDUCT, STERLING EXAMPLE AND IMPECCABLE PERSONAL APPEARANCE WERE BEYOND REPROACH, AND DEMONSTRATED A CONTINUING PERSONAL PRIDE IN HIMSELF/HERSELF AND THE UNIFORM HE/SHE PROUDLY WEARS. HE/SHE DISPLAYED A SUSTAINED SUPERIOR PERFORMANCE OF DUTY FAR ABOVE THAT OF HIS/HER CONTEMPORARIES AND INSPIRED SELF-IMPROVEMENT IN ALL THAT OBSERVED HIM/HER. ADDITIONALLY, HE/SHE CONSISTENTLY DISPLAYED EXCEPTIONAL QUALITIES OF LEADERSHIP AND INITIATIVE THAT EARNED HIM/HER THE DISTINCTION AS I MARINE EXPEDITIONARY FORCE "MARINE OF THE YEAR," FOR CALENDAR YEAR \_\_\_\_\_. (RANK NAME)'S INITIATIVE, PERSEVERENCE, AND TOTAL DEDICATION TO DUTY REFLECTED CREDIT UPON (HIM,HER) AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE."