



UNITED STATES MARINE CORPS  
I MARINE EXPEDITIONARY FORCE  
U. S. MARINE CORPS FORCES, PACIFIC  
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I MEFO 1650.2D  
ADJ  
02 DEC 2011

I MARINE EXPEDITIONARY FORCE ORDER 1650.2D

From: Commanding General  
To: Distribution List

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

Ref: (a) MCO P1070.12

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

1. Situation. To establish procedures for the nomination and selection of outstanding Marines as the I MEF NCO/Marine of the Quarter/Year.

2. Cancellation. I MEF Order 1650.2C.

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

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Selection as I MEF NCO/Marine of the Quarter/Year indicates that the member possesses those traits of leadership, morality, and professionalism, which should embody the goals of all Marines. The primary goal of this award 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 NCO/Marine of the Quarter will be selected quarterly per calendar year (CY), and NCO/Marine of the year annually from nominations submitted by I MEF Headquarters

Group (I MHG), Major Subordinate Commands (MSCs), and the Marine Expeditionary Units (MEUs) to the Commanding General (CG), I MEF. All NCOs may be eligible for NCO of the Quarter/Year. All Lance Corporals and below may be eligible for Marine of the Quarter/Year.

b. Subordinate Command/Element Missions

(1) Commanding Officer (CO), I MHG

(a) Select one Sergeant or Corporal to represent I MHG on the I MEF NCO of the Quarter/Year board.

(b) Select one Lance Corporal and below to represent I MHG on the I MEF Marine of the Quarter/Year board.

(2) CG, 1st Marine Division (1st MarDiv)

(a) Select one Sergeant or Corporal to represent 1st MarDiv on the I MEF NCO of the Quarter/Year board.

(b) Select one Lance Corporal and below to represent 1st MarDiv on the I MEF Marine of the Quarter/Year board.

(3) CG, 3d Marine Aircraft Wing (3d MAW)

(a) Select one Sergeant or Corporal to represent 3d MAW on the I MEF NCO of the Quarter/Year board.

(b) Select one Lance Corporal and below to represent 3d MAW on the I MEF Marine of the Quarter/Year board.

(4) CG, 1st Marine Logistics Group (1st MLG)

(a) Select one Sergeant or Corporal to represent 1st MLG on the I MEF NCO of the Quarter/Year board.

(b) Select one Lance Corporal and below to represent 1st MLG on the I MEF Marine of the Quarter/Year board.

(5) CO, 11th MEU

(a) Select one Sergeant or Corporal to represent 11th MEU on the I MEF NCO of the Quarter/Year board.

(b) Select one Lance Corporal and below to represent 11th MEU on the I MEF Marine of the Quarter/Year board.

(6) CO, 13th MEU

(a) Select one Sergeant or Corporal to represent 13th MEU on the I MEF NCO of the Quarter/Year board.

(b) Select one Lance Corporal and below to represent 13th MEU on the I MEF Marine of the Quarter/Year board.

(7) CO, 15th MEU

(a) Select one Sergeant or Corporal to represent 15th MEU on the I MEF NCO of the Quarter/Year board.

(b) Select one Lance Corporal and below to represent 15th MEU on the I MEF Marine of the Quarter/Year board.

c. Coordinating Instructions

(1) The I MEF NCO/Marine of the quarter board will convene the month following the end of each quarter. The date, time, and place will be published via separate correspondence by the I MEF Sergeant Major (SgtMaj).

(2) The I MEF NCO/Marine of the year 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.

(3) The I MEF SgtMaj is appointed as the Senior Member of the I MEF NCO/Marine of the Quarter/Year board. The SgtMaj or in the absence of the SgtMaj, the Senior Enlisted advisor of each MSC, I MHG, and MEUs are appointed as permanent members of the I MEF NCO/Marine of the Quarter/Year board.

d. I MHG, MSCs, and the MEUs will submit nomination packages utilizing the formats in enclosures (1) and (2), covering the quarter and/or CY of nomination, to the I MEF SgtMaj not later than five working days prior to the board's convening date. Ensure packages meet the following minimum requirements:

(1) Nominees for NCO/Marine of the Quarter must have served with I MEF Command Element, I MHG, MSCs, or MEUs including temporary additional duty personnel assigned, for the entire period of the quarter being covered.

(2) Nominees for NCO/Marine of the Year will be screened and selected from I MHG, MSCs, or MEUs Marine of the Quarter nominations.

e. Nomination submissions will contain the following:

(1) Current copy of the below Marine Corps Total Force System (MCTFS) remarks screens.

(a) Basic Individual Record (BIR). MCTFS Screen - TBIR.

(b) Basic Training Record (BTR), MCTFS Screen - TBTR.

(c) Record of Service (ROS). MCTFS Screen - TROS.

(d) Education Record. MCTFS Screen - TEDU.

(e) Marine Corps Institute (MCI) Courses.  
MCTFS Screen - TMCI.

(f) Awards Record. MCTFS Screen - AWDS and D143.

(g) Court Martial/Non-Judicial Punishment Record.  
MCTFS Screen - D119.

(2) Current height and weight. List body fat percent if over maximum weight.

(3) Photograph in Service "C" Uniform, submitted per paragraph 2002 of the reference.

(4) Community activities.

(5) Certified true copy of Service Record Book (SRB) pages 3, 11, Unit Punishment Book (UPB), and 13 (UPB, and 13 only if applicable).

(6) Copies of awards received while serving in current grade.

(7) Any amplifying information deemed appropriate.

(8) CG's/Officer's narrative. At a minimum, each package will include a resume of military and civilian accomplishments.

f. A nominee must best exemplify those characteristics expected of a United States Marine. Criteria for selection will include the following:

(1) First Class Physical Fitness Test and Combat Fitness Test.

(2) Average Proficiency/Conduct marks of 4.5/4.5 in service for NCO's, 4.3/4.3 in service average for Marines.

(3) Must have current T/O weapon qualification.

(4) Current Marine Corps combat swim qualification.

(5) At a minimum, Tan Belt qualified in accordance with the Marine Corps Martial Arts Program. Service School Code MMB (Tan Belt) must be entered into MCTFS prior to the convening board date.

(6) Performance of duty and leadership abilities.

(7) Noteworthy contributions to the Marine Corps within the last quarter/year, to include any performance in combat.

(8) Performance of regular/additional duties.

(9) Community participation to include civic, occupational, and organizational activities.

(10) Participation in professional military education programs, resident courses, MCI courses, off-duty education, and participation in the Professional Reading Program within the last quarter/year preceding the nomination.

## 5. Administration and Logistics

### a. I MEF Sergeant Major

(1) Perform duties as Senior member of the I MEF NCO/Marine of the Quarter/Year Selection Board.

(2) Coordinate I MEF NCO/Marine of the Quarter/Year program with the I MEF Adjutant and SgtsMaj of the MSCs.

(3) Publish board dates.

(4) Conduct the board.

b. I MHG, MSC, and MEU Commanders will publish local policies, conduct NCO/Marine of the Quarter/Year screening selection boards, and submit nominations to the CG, I MEF.

c. The Marines selected as the I MEF NCO/Marine of the Quarter/Year will be awarded the following recognition:

(1) NCO/Marine of the Quarter

(a) CG Certificate of Commendation.

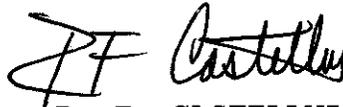
(2) NCO/Marine of the Year

(a) Navy/Marine Corps Achievement Medal.

6. Command and Signal

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

b. Command. This Order is applicable to I MEF MSCs, I MHG, 11th, 13th, and 15th MEUs.



R. F. CASTELLVI  
Chief of Staff

DISTRIBUTION LIST: I, II

SAMPLE FORMAT FOR NCO/MARINE OF THE QUARTER/YEAR BOARD  
NOMINATIONS

From: Commanding General/Officer  
 To: Commanding General, I Marine Expeditionary Force  
 Via: Chain of Command

Subj: RECOMMENDATION AS I MARINE EXPEDITIONARY FORCE (I MEF)  
 NCO/MARINE OF THE QUARTER/YEAR IN CASE OF SERGEANT  
 JOE A. MARINE XXX XX 0000/0311 USMC

Ref: (a) I MEF Order 1650.2D

Encl: (1) NCO/Marine of the Quarter/Year Data Sheet  
 (2) Current Official Photograph  
 (3) Certified true copies of SRB pages 3, 11, UPB, and 13  
 (UPB, and page 13 will be submitted if applicable)  
 (4) Current BIR/BTR/ROS  
 (5) Current Marine Corps Total Force System (MCTFS) TEDU  
 Screen  
 (6) Current MCTFS TMCI Screen  
 (7) Current MCTFS Awards (AWDS) Screen  
 (8) Current MCTFS D143

1. Per the provisions of the reference, Sergeant Marine is eligible and recommended as I MEF NCO of the Quarter/Year.
2. Enclosures (1) through (8) are submitted, as required.
3. This paragraph is for the Commanding General's/Officer's recommendation as to the Marine's qualification for selection as the I MEF NCO/Marine of the Quarter/Year. 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. Personal appearance/physical fitness.
  - b. MOS credibility.
  - c. Combat action/deployments.
  - d. Emotional maturity/ability to cope with stress.
  - e. Demonstrated leadership qualities/capability.
  - f. Professional growth potential (general value to the service).

ENCLOSURE (1)

- g. Attitude/personality.
  - h. Potential to assume additional responsibilities inherent in the next higher rank.
  - i. Other pertinent information.
4. Unit point of contact, phone number, and e-mail.

SIGNATURE

NCO/MARINE OF THE QUARTER/YEAR DATA SHEET

Date: \_\_\_\_\_

NAME \_\_\_\_\_ GRADE \_\_\_\_\_ UNIT \_\_\_\_\_ MOS \_\_\_\_\_

CURRENT DUTY ASSIGNMENT \_\_\_\_\_

TIME IN SERVICE \_\_\_\_\_ DOR \_\_\_\_\_ EAS \_\_\_\_\_ GT \_\_\_\_\_

SERVICE SCHOOLS \_\_\_\_\_

MCI COURSE "LEADING MARINES": YES/NO DATE COMPLETE: \_\_\_\_\_

NCO (8000 SERIES): YES/NO \_\_\_\_\_

MCIs (completed in last 3 months): \_\_\_\_\_

SERGEANT'S COURSE: YES/NO \_\_\_\_\_ CORPORAL'S COURSE: YES/NO \_\_\_\_\_

OFF DUTY EDUCATION/COMMUNITY SERVICE: \_\_\_\_\_

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

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

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

PERSONAL AWARDS \_\_\_\_\_

PFT DATE/SCORE/CLASS \_\_\_\_\_

CFT DATE/SCORE/CLASS \_\_\_\_\_

MCMAP BELT \_\_\_\_\_

RIFLE REQUALIFICATION DATE/SCORE/CLASS \_\_\_\_\_

SWIM QUALIFICATION \_\_\_\_\_

PROFESSIONAL READING: \_\_\_\_\_

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

SAMPLE PROPOSED NAVY AND MARINE CORPS ACHIEVEMENT MEDAL CITATION

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

(RANK AND NAME)  
UNITED STATES MARINE CORPS

For service as set forth in the following  
CITATION:

"MERITORIOUS ACHIEVEMENT WHILE SERVING AS (BILLET), (COMMAND) FROM JANUARY TO DECEMBER 20xx. DURING THIS PERIOD, (MARINE'S NAME) OUTSTANDING MILITARY CONDUCT AND 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 HIS/HER FELLOW MARINES THROUGH STERLING PERSONAL EXAMPLE. ADDITIONALLY, HE/SHE CONSISTENTLY DISPLAYED EXCEPTIONAL QUALITIES OF LEADERSHIP AND INITIATIVE THAT EARNED HIM/HER THE DISTINCTION AS I MARINE EXPEDITIONARY FORCE "NONCOMMISSIONED OFFICER/MARINE OF THE YEAR," FOR CALENDAR YEAR \_\_\_\_\_. (MARINE'S NAME) NOTEWORTHY ACCOMPLISHMENTS, PERSEVERANCE, AND DEVOTION TO DUTY REFLECTED CREDIT UPON HIMSELF/HERSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE."

For the Secretary of the Navy,

THOMAS D. WALDHAUSER  
Lieutenant General, U. S. Marine Corps

SAMPLE PROPOSED COMMANDING GENERAL CERTIFICATE OF COMMENDATION

United States Marine Corps, Certificate of Commendation takes pleasure commending

(RANK AND NAME)  
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), (COMMAND) FROM \_\_\_\_ TO \_\_\_\_ (CALENDAR YEAR). DURING THIS PERIOD, (MARINES' NAME) EXEMPLARY PERFORMANCE OF DUTIES EARNED HIM/HER THE DISTINCTION AS I MARINE EXPEDITIONARY FORCE "NONCOMMISSIONED OFFICER/MARINE OF THE QUARTER" FOR THE \_\_\_\_ QUARTER. HIS/HER DILIGENT EFFORTS AND RESOURCEFULNESS INSPIRED ALL WHO OBSERVED HIM/HER AND CONTRIBUTED TO THE ACCOMPLISHMENT OF THE OPERATIONAL READINESS OF (MARINES' COMMAND). (MARINE'S NAME) INITIATIVE, PERSEVERANCE, AND TOTAL DEDICATION TO DUTY REFLECTED CREDIT UPON HIMSELF/HERSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE."

THOMAS D. WALDHAUSER  
LIEUTENANT GENERAL, U.S. MARINE CORPS  
COMMANDING GENERAL  
I MARINE EXPEDITIONARY FORCE