



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

I MEFO 1650.2F  
G-1/SgtMaj  
FEB 10 2020

I MARINE EXPEDITIONARY FORCE ORDER 1650.2F

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

Subj: I MARINE EXPEDITIONARY FORCE NONCOMMISSIONED OFFICER OF THE  
YEAR/MARINE OF THE YEAR PROGRAM

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

Encl: (1) Sample Format for NCOY/MOY Board Nominations  
(2) NCOY/MOY Data Sheet  
(3) Sample Award Citation Noncommissioned Officer of the Year  
(4) Sample Award Citation Marine of the Year

1. Situation. Per the references, to establish procedures for the nomination and selection of outstanding Marines as the I Marine Expeditionary Force (I MEF) Noncommissioned Officer of the Year (NCOY)/Marine of the Year (MOY).

2. Cancellation. I MEFO 1650.2E W/CH 2

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 (CG) and Commanding Officers (CO) who report directly to the CG, I MEF. All Corporal's (Cpls) and Sergeant's (Sgts) are eligible for nomination and selection as NCOY. All Lance Corporal's (LCpls) and below are eligible for nomination and selection as MOY.

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

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

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).

(c) Publish board date(s).

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

(a) Serve as consolidation and screening point for all NCOY/MOY 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 including a digital photo are uploaded to the I MEF SharePoint (SgtMaj's tab) for board processing.

(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.

(3) CGs, I MEF MSC's

(a) Publish local policies and conduct NCOY/MOY screening selection boards.

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

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

(4) COs, I MEF MSE's

(a) Publish local policies and conduct NCOY/MOY screening selection boards.

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

(c) Select one LCpl and below to represent your command 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 at a date determined 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) at a date and time determined by the I MEF SgtMaj.

(a) Marine Corps Total Force System (MCTFS) Screen - Court Martial/Nonjudicial Punishment 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) Command photograph in Service "A" (this is for immediate post of the winners in the I MEF CG building).

(d) Copies of awards received during recognition period.

(e) Digital promotion photo

(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) Table of Organization Weapon qualification.  
Marksman.

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

1. Two years of service (or less): Tan Belt

2. More than two 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 follows:

a. NCOY. Navy and Marine Corps Achievement Medal (see enclosure 3).

b. MOY. 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 MEF Information Group, 11th, 13th, 15th Marine Expeditionary Units, and Special Purpose Marine Air-Ground Task Force.

  
J L OSTERMAN

DISTRIBUTION: I/II

Sample Format for NCOY/MOY 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 TMC I 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)

NCOY/MOY 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 (MARINENET EPME 3000AA): "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 5 BY YEARS END PER ALMAR 015/17)

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

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

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

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

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

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

(CURRENT) RIFLE QUAL SCORE/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. WILL BE JUSTIFIED BY THE  
 SENIOR ENDORSERS WRITE UP.

Sample Award Citation  
(NCOY)

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

SERGEANT IAM 2 HARDCHARGER  
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 "NON-COMMISSIONED OFFICER 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."

Sample Award Citation  
(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."