



UNITED STATES MARINE CORPS
MARINE CORPS COMBAT DEVELOPMENT COMMAND
QUANTICO, VIRGINIA 22134-5001

MCCDCO 1650.2B
c 05
16 Aug 96

MARINE CORPS COMBAT DEVELOPMENT COMMAND ORDER 1650.2B

From: Commanding General
To: Distribution List

Subj: MARINE AND NONCOMMISSIONED OFFICER OF THE QUARTER AND YEAR
PERSONAL RECOGNITION PROGRAM

Ref: (a) MCCDCO 1650.1C

Encl: (1) Sample Quarterly Memorandum Announcing the Convening
of the Selection Board
(2) Personal Biography Format for Nominees

1. Purpose. To provide background and instructions for the selection of exceptionally qualified Marines as the MCCDC Marine of the Quarter and NCO of the Quarter and Year.

2. Cancellation. MCCDCO 1650.2A.

3. Summary of Revision. This revision contains a significant number of changes and should be reviewed in its entirety.

4. Background. It is the Marine Corps policy to officially recognize meritorious achievement and superlative performance. Meritorious masts, letters of appreciation, and meritorious and accelerated promotions are established for this purpose and should be used as appropriate. Commensurate with their grade and time in service, it is also recommended to periodically single out individual Marines whose performance of duty and standards of proficiency exceed that generally expected of all Marines. To afford these highly qualified Marines due recognition, the CG MCCDC has established the subject awards program as outlined in the reference.

5. Information

a. The Marine of the Quarter and NCO of the Quarter and Year Boards are established as follows:

(1) The MCCDC Sergeant Major serves as the senior member of the NCO of the Quarter and Year Board and the MCB Sergeant Major serves as the senior member of the Marine of the Quarter **and** Year Board. Board members will be provided by all participating activities in the grades of master sergeant through sergeant major. The MCCDC Sergeant Major will publish a quarterly memorandum to all Boards. A sample memorandum is contained in enclosure (1).

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(2) The Board normally meets on the fourth Wednesday of December, March, June, and September to select the Marine of the Quarter and NCO of the Quarter for each quarter.

(3) The Marine of the Quarter will be selected from the enlisted grades of lance corporal and below.

(4) The NCO of the Quarter will be selected from the grades of corporal and sergeant.

(5) Nominees for Marine and NCO of the Quarter and Year will:

(a) Have an in-grade Pro/Con average of 4.5/4.5.

(b) Not have derogatory page 11 entry for the quarter and year nominated.

(c) Not have a conviction for drug or alcohol abuse during their career.

(d) Not have an NJP/CM for at least 1 year prior to the convening of the Board.

b. Nominations for the Marine of the Quarter and Year and NCO of the Quarter and Year are submitted in writing describing each individual nominee, and the specific action or sustained performance of duty for which the Marine is being recommended. In addition, each nomination package will consist of:

(1) Service Record Book.

(2) Most recent Basic Individual Record and Basic Training Record.

(3) Proposed CG's Certificate of Commendation (for Marine and NCO of the Quarter).

(4) Proposed citation for the Navy and Marine Corps Achievement Medal (for Marine and NCO of the Year).

(5) A short biography (see enclosure (2)).

(6) 8 x 10 color photo in the Service "A" uniform.

c. The following organizational commanders may nominate Marines for the subject awards:

Commanding Officer, Headquarters and Service Battalion
Commanding Officer, Security Battalion
Commanding Officer, Weapons Training Battalion

Commanding Officer, Officer Candidates School
Commanding Officer, The Basic School
Commanding Officer, Marine Security Guard Battalion
Commanding Officer, Marine Helicopter Squadron-One

d. A Marine may be selected for only one of the subject awards during a 12 month period.

e. Various civic organizations in the Quantico area and surrounding vicinity honor the reigning Marine of the Quarter and NCO of the Quarter and year at a luncheon and other appropriate festivities. Whenever our selected award recipients receive an official invitation to attend such a ceremony, as a representative of this Command they may attend in an informal capacity.

f. Each fiscal year, Marines selected for the Marine of the Quarter and NCO of the Quarter, who continue to meet the requirements in paragraph 5a(5), will compete during the month of October for Marine of the Year and NCO of the Year, respectively. The Marine and NCO of the Year Board will normally be held the third week of October and will be announced by the MCCDC Sergeant Major (see enclosure 1).

g. Awards

(1) The Marines selected as Marine of the Quarter and NCO of the Quarter are normally presented their awards during the first week of the month following selection.

(2) The following awards will be presented to the selected Marines:

- (a) CG MCCDC Certificate of Commendation.
- (b) Plaque with personalized plate.
- (c) Four-day special liberty pass.
- (d) Various awards from the civilian community.
- (e) Reserved parking for the MCX/Commissary.

6. Action

a. Organizational Commanders

(1) Submit nominations per paragraphs 5a, b, and d.

(2) Direct Marines appearing before the Selection Board to wear the Service "A" or Service "C" uniform depending on the season. Direct Women Marines appearing before the Board to wear oxfords.

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(3) Ensure availability of Marine(s) selected during the first week of the month following selection.

b. Staff Secretary, MCCDC. Ensure appropriate photographic coverage for the presentation of each award is provided.

c. Public Affairs Officer. Provide appropriate press coverage for the presentation of each award.



J. C. MCABEE
Chief of Staff

DISTRIBUTION: 3, 7, 16 (15), 20 (4), 22, 25

copy to: MCCDC SgtMaj, MCB SgtMaj

SAMPLE QUARTERLY MEMORANDUM ANNOUNCING THE CONVENING OF
THE SELECTION BOARD



SERGEANT MAJOR
MARINE CORPS COMBAT DEVELOPMENT COMMAND
3300 RUSSELL ROAD
QUANTICO, VA 22134-5001



5 June 1995

MEMORANDUM FOR: SERGEANTS MAJOR

**SUBJ: NONCOMMISSIONED OFFICER AND MARINE OF THE QUARTER; 3RD
QUARTER, FY-95**

Ref: (a) MCBO 1650.2A

1. The subject Board is scheduled for Thursday, 29 June 1995.
 - a. The NCO of the Quarter Board will commence at 1330 in the CG MCCDC conference room.
(Room 220, Combat Development Center)
 - b. The Marine of the Quarter Board will commence at 1330 in the Video Teleconferencing Center.
(Room 2 11, Combat Development Center)
2. The uniform for nominees and board members is Service "C" with ribbons.
3. Composition of the Boards will be:

NCO of the Year

Sergeant Major, MCCDC
Sergeant Major, MCU
Sergeant Major, WTBn
Sergeant Major, MSGBn
Sergeant Major, HQSVCBn
Sergeant Major, SptBn, TBS

Marine of the Year

Sergeant Major, MCB
Sergeant Major, TBS
Sergeant Major, SNCO
Sergeant Major, OCS
Sergeant Major, MMSB
Sergeant Major, SctyBn

(In the event the SgtMaj cannot make the Board, provide a replacement in the grade of MSgt, 1stSgt, or MGySgt)

ENCLOSURE (1)

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4. Submit **SRB's**, to include the items listed below, by close of business, 26 June 1995:
 - a. Most recent Basic Individual Record.
 - b. Most recent Basic Training Record.
 - c. Writeup for a **CG's** Certificate of Commendation.
 - d. A short biography in bullet format.
 - e. 8x10 color photo (covered) if possible.

//Signature//

ENCLOSURE (1)

PERSONAL BIOGRAPHY FORMAT FOR NOMINEES

**MARINE AND NCO OF THE QUARTER
BIOGRAPHICAL INFORMATION SHEET**

NAME: LAST, FIRST, MI; SSN; MOS (ADD ENGLISH DESCRIPTION OF MOS)

DATE & PLACE OF BIRTH:

PARENTS NAMES AND RESIDENCE: PLEASE IDENTIFY IF PARENTS ARE DIVORCED/SEPERATED/ DECEASED, ETC.

GRADUATED FROM: NAME, DATE, AND LOCATION OF HIGH SCHOOL GRADUATED FROM.

CIVILIAN EDUCATION: ANY COLLEGE LEVEL COURSES OR DEGREES. IF CURRENTLY ENROLLED IN OFF-DUTY EDUCATION (NOT MCI), WHERE AND WHAT MAJOR.

MILITARY BACKGROUND:

DATE ENLISTED.

ATTENDED RECRUIT TRAINING AT MCRD, _____

FORMAL MILITARY SCHOOLS.

PRIOR COMMANDS SERVED IN WITH DATES AND JOB DESCRIPTIONS.

CURRENT DUTY ASSIGNMENT WITH JOB DESCRIPTION AND HOW LONG IN BILLET.

MARITAL STATUS: IF MARRIED, PROVIDE THE SPOUSE'S FULL NAME (AND MAIDEN NAME), RESIDENT OF WHAT STATE, AND DATE OF MARRIAGE. FURTHER, PROVIDE SPOUSAL INFORMATION SUCH AS JOB, HOBBIES, VOLUNTEER WORK, ETC.

CHILDREN: PROVIDE THE NAMES, AGES, AND GENDER OF ALL CHILDREN.

HOBBIES AND OTHER OFF-DUTY INTERESTS AND ACTMTIES: LIST HOBBIES AND SPECIAL INTERESTS, I.E., GOLF, FISHING, HUNTING, PRIVATE PILOT'S LICENSE, BOY/GIRL SCOUT TROOP LEADER RED CROSS VOLUNTEER, ETC.

THIS TYPE OF INFORMATION HELPS THE CG "PERSONALIZE" THE AWARD CEREMONY AND MAKES THE MARINE FEEL MORE COMFORTABLE DURING THE PRESENTATION.