AIR STATION ORDER 1650.7D

Prom: Commanding Officer
To: Distribution List

Subj: MARINE/NONCOMMISSIONED OFFICER OF THE YEAR PROGRAM

Encl: (1) Marine of the Quarter
       (2) Noncommissioned Officer of the Quarter
       (3) Sample Format for Command Recommendation
       (4) Fleet Hometown News Release

1. Situation. This Order publishes procedures for the nomination of Marine/Noncommissioned Officer of the Year from Marine Corps Air Station (MCAS) Beaufort for further competition and selection of the Commanding General, Marine Corps Installations East (CG MCIEAST) Marine/Noncommissioned Officer of the Year.

2. Cancellation. ASO 1650.7C.

3. Mission

   a. Information. The Commanding Officer, MCAS Beaufort will solicit nominations to compete for MCIEAST Marine/Noncommissioned Officer of the Year. Nominees will have their packages screened and forwarded via the Sergeant Major, MCAS Beaufort to MCIEAST for the yearly board.

   b. Summary of Revision. This Order has been revised and should be thoroughly reviewed in its entirety.

4. Execution

   a. Commander’s Intent and Concept of Operations

      (1) Commander’s Intent. The Commanding Officer will recognize and forward enlisted Marines, Private through Sergeant, who have demonstrated exceptional performance of duty for competition in the MCIEAST Marine/Noncommissioned Officer of the Year Board held every calendar year.

      (2) Concept of Operations. Eligibility will be based on the previous selection as Marine/Noncommissioned Officer of the Year for Headquarters and Headquarters Squadron MCAS Beaufort, performance of the Marine as reported in the Squadron Commanders recommendation and the Marine’s military record.

         (a) Lance Corporals and below will compete for recognition as Air Station Marine of the Year and their respective nomination to the MCIEAST board.

         (b) Sergeants and Corporals will compete for recognition as Air Station Noncommissioned Officer of the Year and their respective nomination to the MCIEAST board.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.
(c) The Commanding Officer, Headquarters and Headquarters Squadron, in their determination of the qualifications for competition, will be guided by, but not limited to the following:

1. Sergeants and below with a minimum six months observed time as a member of your command as of date of nomination.

2. Outstanding performance of military duties.

3. Passed the Physical Fitness Test (PFT) and Combat Fitness Test (CFT) within the previous required testing period (waiver accepted).

4. Qualified with T/O 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 preceding 12 months or courts-martial conviction during the preceding 24 months (waiver not accepted).

7. Recommended for reenlistment (if applicable).

8. Active in improving military proficiency, i.e., Marine Corps Institute (MCI) courses, college courses, professional reading, etc.

9. Successful completion of the MCI course “Leading Marines” for Lance Corporals and below. Successful completion of “Leading Marines” and enrollment in the Sergeant’s Non-resident Program for the Corporals and Sergeants.

(d) Conduct of the Marine/Noncommissioned Officer of the Year board

1. Nominees will be required to report to the Sergeant Major, MCAS Beaufort prior to reporting to the Sergeant Major, MCIEAST, Camp Lejeune or another designated location as directed, at the date and time the board convenes.

2. All nominees will personally appear before the Selection Board. Questions will come from the following subjects: general military, current, and the chain of command.

b. Task

(1) Headquarters and Headquarters Squadron Commander

(a) Comply with the intent of this Order by ensuring that all eligible Marines are given the opportunity to compete for selection and Marine/Noncommissioned Officer of the Year.

(b) Screen and nominate Marines for competition ensuring completion of enclosures.
(2) Sergeant Major, MCAS Beaufort

(a) Publish an announcement prescribing the date and time packages are due for screening and forwarding to MCIEAST.

(b) Screen the SRB’s and accompanying documents for accuracy and compliance with the basic prerequisites and forward them to Sergeant Major, MCIEAST prior to the board with the appropriate endorsement from the Commanding Officer, MCAS Beaufort.

c. Coordinating Instructions. All nominations for Marine/Noncommissioned Officer of the Year will be forwarded to CG MCIEAST (Attn: Sergeant Major) at the date and time prescribed by the board announcement and include the following:

(1) Original enclosure (3) signed by the Commanding Officer, and the completed Data Sheet.

(2) SRB

(3) Enclosure (4) completed and signed by the Marine.

5. Administration and Logistics. The Sergeant Major, MCAS Beaufort has cognizance over the Marine/Noncommissioned Officer of the Year Program.

6. Command and Signal

(a) Command. This Order is applicable to MCAS Beaufort, SC.

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

J. R. SNIDER

DISTRIBUTION: B
MARINE OF THE YEAR

1. Recognition. Marine of the Quarter will receive the following:

   a. A Marine of the Quarter Certificate.

   b. A 96 hour special liberty pass.

   c. The opportunity to appear at the next MCAS meritorious promotion board, if eligible and recommended by the Commanding Officer, Headquarters and Headquarters Squadron.
1. Recognition. Noncommissioned Officer of the Quarter will receive the following:

   a. A Noncommissioned Officer of the Quarter Certificate.

   b. A 96 hour special liberty pass.

   c. The opportunity to appear at the next MCAS meritorious promotion board, if eligible and recommended by the Commanding Officer, Headquarters and Headquarters Squadron.
SAMPLE FORMAT FOR COMMAND RECOMMENDATION

From: Commanding Officer, (Unit)
To: Senior Member, (applicable board)
Via: Commanding Officer, Marine Corps Air Station, Beaufort, SC

Subj: NOMINATION FOR THE NONCOMMISSIONED OFFICER/MARINE OF THE YEAR, IN THE CASE OF (RANK, FIRST NAME, MI, LAST NAME, SSN/MOS)

Ref: (a) ASO 1650.7D

Encl: (1) Data Sheet
(2) MCTFS Records (BIR/BIR, ROS, AWDS, EDU)
(3) NAVMC 118(11) or UPB
(4) Current Photograph
(5) Additional Correspondence (As Required)

1. Per the reference, Devil Dog is recommended for the MCIEAST Marine or NCO of the Year. Accordingly, the enclosures are submitted as required.

2. This paragraph is for the Commanding Officer's recommendation regarding the service member's qualification for special recognition thoroughly addressing significant accomplishments, performance, and future potential (limit 500 words). A concise evaluation of the service member's professional ability and character should be provided. This should be prepared in a manner that allows verbatim transcription thereof in preparing subsequent recognitions.

3. The point of contact for any administrative matters is Rank, Name, DSN/commercial phone number.

I. N. CHARGE

ENCLOSURE (3)
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CURRENT PHOTOGRAPH

PROMOTION STYLE PHOTO
CENTERED ON 8.5" X 11"
WHITE PAPER

MCC/RUC
DSN (SGTMAJ)
USMC

CERTIFICATION: (SGTMAJ)
FLEET HOMETOWN NEWS RELEASE