



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
BEAUFORT, SOUTH CAROLINA 29904-5001

IN REPLY REFER TO  
ASO 1650.7E  
CO

FEB 17 2021

AIR STATION ORDER 1650.7E

From: Commanding Officer, Marine Corps Air Station Beaufort  
To: Distribution List

Subj: NONCOMMISSIONED OFFICER/MARINE OF THE QUARTER PROGRAM

Ref: (a) MCIEAST-MCB CAMLEJO 1650.7B  
(b) MCIEAST-MCB CAMLEJO 1650.8  
(c) MCIEAST-MCB CAMLEJBul 1400 series

Encl: (1) Sample Format for Command Recommendation  
(2) NCOQ/MOQ Score Sheets

1. Situation. This Order promulgates policy and procedures for the Marine Corps Air Station (MCAS) Beaufort Noncommissioned Officer (NCO) of the Quarter (NCOQ)/Marine of the Quarter (MOQ) and NCO/Marine of the Year program.

2. Cancellation. ASO 1650.7D.

3. Mission. Per the references, the Commanding Officer (CO), MCAS Beaufort shall solicit nominations from Headquarters and Headquarters Squadron (HQHQRON) to compete for NCOQ and MOQ. To qualify for the NCO/Marine of the Year, individuals must have been selected as the NCOQ or MOQ for Marine Corps Installations East (MCIEAST) on a previous board during the same calendar year (CY).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The CO, MCAS Beaufort shall recognize and nominate one NCO and one Lance Corporal or below per quarter to be considered for recognition as the MCIEAST NCOQ/MOQ.

(a) General Information. Enclosure (1) provides the format used for all NCOQ/MOQ and NCO/Marine of the Year packages.

1. Lance Corporals and below will compete for recognition as the "Marine of the Quarter."

2. Sergeants and Corporals will compete for recognition as the "NCO of the Quarter."

3. NCOQ/MOQ boards will be based on CY.

(b) Nomination Prerequisites.

1. Record of outstanding performance of military duties.

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2. Passed a physical fitness test and combat fitness test within the past 12 months. Waivers may be accepted if a class 9 code has been entered in the Marine Corps Total Force System (MCTFS).

3. Qualified with their table of organization weapon within the past fiscal year. Waivers may be accepted on a case-by-case basis. Marines with an exemption in MCTFS are still eligible for nomination.

4. Exceptional personal appearance and military bearing.

5. Outstanding record of conduct; no prior disciplinary action such as nonjudicial punishment or negative page 11 counseling entries during the observed period (waiver not accepted).

6. Duties performed are particularly valuable to the command and the individual's performance is exceptional to the degree that it clearly distinguishes the nominee from other Marines.

7. Active in pursuing improvement of military proficiency other than on-the-job training (e.g., correspondence courses, Marine Corps Institute course, college courses, etc.).

8. Nominees shall have a minimum of six months observed time as a member of HQHQRON as of the nomination date.

(2) Concept of Operations. Nomination packages and score sheets found in the enclosures shall be submitted to the MCAS Beaufort Sergeant Major via the Station Adjutant at BFRT\_ADJUTANT@usmc.mil two weeks prior to the board convening. Board dates are provided via reference (c).

b. Tasks

(1) CO, HQHQRON. Ensure all eligible Marines are given the opportunity to compete for selection within the NCOQ/MOQ programs.

(2) Sergeant Major, HQHQRON

(a) Convene a board with a minimum of four staff noncommissioned officers and one senior member to nominate the most deserving Marine.

(b) All nominees will personally appear before the selection board. Grade appropriate questions will be asked regarding general military knowledge, current events, and the chain of command.

(3) Sergeant Major, MCAS Beaufort

(a) Act as the chairman and point of contact for the NCOQ/MOQ and NCO/Marine of the Year program.

(b) Upon receipt of nominees for NCOQ/MOQ from HQHQRON, screen all documents and enclosures for accuracy and compliance with the basic criteria for the program.

(c) Forward nomination packages to the MCIEAST-MCB CAMLEJ Adjutant's office with the appropriate endorsement from the CO, MCAS Beaufort.

c. Coordinating Instructions

(1) NCOQ/MOQ nominations shall comply with the format provided in enclosure (1). Recommendations are limited to 200 words or less and must address the criteria and qualities of a NCOQ/MOQ.

(2) NCOQ/MOQ packages shall include the following:

(a) Original command recommendation signed by the CO, HQHQRON.

(b) Accurate and complete data sheet.

(c) Certified true copies of the Marine's basic individual record, basic training record, record of service, awards, and education screens in MCTFS.

(d) Certified true copies of the Marine's page 11s, whether derogatory or not. Page 11s can be printed from the Marine's Official Military Personnel File by the S-1, HQHQRON.

5. Administration and Logistics. The MCAS Beaufort Sergeant Major has cognizance over the NCOQ/MOQ and NCO/Marine of the Year program.

6. Command and Signal

a. Command. This Order is applicable to MCAS Beaufort.

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



K. R. ARBOGAST

DISTRIBUTION: A



UNITED STATES MARINE CORPS  
HEADQUARTERS AND HEADQUARTERS SQUADRON  
MARINE CORPS AIR STATION  
BEAUFORT, SOUTH CAROLINA 29904-5010

IN REPLY REFER TO:  
1650  
CO

From: Commanding Officer, Headquarters and Headquarters Squadron  
To: Commanding General, Marine Corps Installations East - Marine Corps  
Base, Camp Lejeune  
Via: Commanding Officer, Marine Corps Air Station Beaufort

Subj: NOMINATION FOR NONCOMMISSIONED OFFICER OR MARINE OF THE QUARTER IN  
THE CASE OF LANCE CORPORAL/CORPORAL HARD F. CHARGER EDIPI/MOS USMC

Ref: (a) MCIEAST-MCB CAMLEJO 1650.7B  
(b) ASO 1650.7E

Encl: (1) Official promotion photograph  
(2) Color photograph (Head and Shoulder) in the service "C" uniform  
(3) MCTFS screens (BIR, BTR, ROS, AWDS, and EDU)  
(4) Certified true copy of page 11

1. Per the references, Corporal Charger is eligible and recommended for Noncommissioned Officer/Marine of the Quarter Board. Accordingly, the enclosures are submitted as required.
2. Corporal Charger's height and weight are inches and pounds (body fat percentage if not within standards). The most current physical fitness was recorded on 1 January 2020 and obtained a score of 300/1st class. The most current combat fitness test was recorded on 2 January 2020 and obtained a score of 300/1st class.
3. This paragraph is for the Commanding Officer's recommendation regarding the Marine's qualification for Noncommissioned Officer or Marine of the Quarter. A concise evaluation of the Marine's professional ability and character shall be provided.
4. The point of contact for any administrative matters is Rank Last name, commercial phone number and full government email address.

I. M. COMMANDING

Enclosure (1)



# MARINE OF THE QUARTER

GRADE NAME	AGE	MOS	TIS	DOR	TIG	EAS	PFT	CFT	SWIM	RIFLE	PISTOL	MCMAP	RESIDENT		NON RESIDENT		IN QTR MCVMN	OFF DUTY EDUCATION	PERSONAL AWARDS	PROCON/VOL TIME	NEG SRB	
													LCPL	CPL	CPL	CRS						LD MAR
SCORE																						
UNIT																						
NEGATIVE REMARKS IN THE RECORD BOOK WILL BE DISCUSSED BY THE BOARD MEMBERS																						
																					SCORE	0

GRADE NAME	AGE	MOS	TIS	DOR	TIG	EAS	PFT	CFT	SWIM	RIFLE	PISTOL	MCMAP	RESIDENT		NON RESIDENT		IN QTR MCVMN	OFF DUTY EDUCATION	PERSONAL AWARDS	PROCON/VOL TIME	NEG SRB	
													LCPL	CPL	CPL	CRS						LD MAR
SCORE																						
UNIT																						
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SCORE																						
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																					SCORE	0

PFT	CFT	SWIM	RIFLE	PISTOL	MCMAP	MCMAP	RESIDENT	NON-RESIDENT	OFF DUTY ED	AWDS
300	290	WSB-4	365-400	5	Black = 5	1 pt ea	3 pts for every	3 pts for every	LCde 0.5	
344	290	WSB-5	364-384	4	Brown = 4	1 pt ea	1 pt ea	1 pt ea	Mar 1 Medal 1 D	
344	278	WSB-4	345-384	3	Green = 3	CPL CRS	CPL DEP	1 pt ea	1 pt ea	
344	278	WSB-4	345-384	2	Gray = 2	1 pt ea	1 pt ea	1 pt ea	1 pt ea	
344	278	WSB-4	345-384	1	1 pt ea	1 pt ea	1 pt ea	1 pt ea	1 pt ea	
344	278	WSB-4	345-384	1	1 pt ea	1 pt ea	1 pt ea	1 pt ea	1 pt ea	

PFT	CFT	SWIM	RIFLE	PISTOL	MCMAP	MCFMNI	RESIDENT	NON-RESIDENT	OFF DUTY ED	AWDS
300 - 285 = 5	300 - 290 = 5	MCIWS=6	250-240=5	385-400	Black = 5	1 pt ea	L CPL	LEAD/FMC LDR	3 pts for every	LOA= 0.5
284 - 250 = 4	289 - 280 = 4	WSQ=5	239-220=4	364-384	Brown = 4		1pt ea	1pt ea	yr; ea class	Mert Mast=1.0
249 - 235 = 3	279 - 270 = 3	WSA=4	219-210=3	345-363	Green = 3		CPL CRS	CPL DEP	is 0.5 pt per 3	Cert Com=1.5
234 - 175 = 2	269 - 235 = 2	WSI=3	209-200=2	324-344	Gray = 2		1pt ea	1pt ea	credit hrs, both	NMCCAM=2
174 - 145 = 1	234 - 190 = 1	WSBP=2	199-190=1	264-323	Tan = 1		SGT CRS	SGT DEP	done in grade.	NMCCM=2.5
		S-4=1					1pt ea	1pt ea		MSM=3.0
		WSB=1								

ENCLOSURE (2)