



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION  
MARINE CORPS BASE QUANTICO  
3250 CATLIN AVENUE  
QUANTICO, VIRGINIA 22134-5001

Canc: 31 Jan 24

MCINCR-MCBQBul 1650  
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**NOV 28 2022**

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE QUANTICO  
BULLETIN 1650

From: Commander, Marine Corps Installations National Capital Region-Marine  
Corps Base Quantico

To: Distribution List

Subj: MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE  
QUANTICO MARINE AND NONCOMMISSIONED OFFICER OF THE QUARTER/YEAR  
RECOGNITION PROGRAM

Ref: (a) MCICOMBul 1400

Encl: (1) Commanding Officer Nomination Letter Template

1. Situation. To promulgate policy and establish procedures for the selection of exceptionally qualified nominees for Marine and Noncommissioned Officer of the Quarter/Year.

2. Mission. Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) will recognize Quarterly and Annually those Marines nominated by tenant commands for outstanding leadership and sustained performance of duty of our exceptionally well-qualified Marines.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To screen, select and recognize outstanding Marines and Noncommissioned Officers within MCINCR-MCBQ based on overall performance which exceeds normal expectations and demonstrates efforts of self-improvement, unit improvement, displayed leadership qualities, and overall potential during the Quarter/Year.

(2) Concept of Operations. On a Quarterly and Calendar Year timeframe, MCINCR-MCBQ will select the most qualified and exemplary nomination submitted by the tenant commands as the MCINCR-MCBQ Marine and Noncommissioned Officer of the Quarter/Year.

(a) An electronic board will be conducted on the second full week of the month immediately following the quarter.

(b) Nomination packages are due to the MCINCR-MCBQ Adjutant section by the first Thursday of the month immediately following the quarter.

b. Tasks

(1) Commanders and Sergeants Major. Disseminate this Bulletin for

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maximum visibility and apply strict screening procedures while adhering to the prescribed deadlines. Nominate outstanding Marines, under your charge, who meet the requirements set forth in this Bulletin.

(2) Unit S-1/Sergeants Major

(a) Utilize the dates below to initiate preparation of packages far enough in advance to allow for a thorough review and timely submission via the chain of command.

QUARTER	MONTHS	DUE TO ADJ SECT	MCINCR-MCBQ BOARD
1 <sup>ST</sup>	Jan, Feb, Mar	7 Apr 23	12 Apr 23
2 <sup>ND</sup>	Apr, May, Jun	7 Jul 23	13 Jul 23
3 <sup>RD</sup>	Jul, Aug, Sep	6 Oct 23	13 Oct 23
4 <sup>TH</sup>	Oct, Nov, Dec	12 Jan 24	10 Jan 24
YEAR	Jan-Dec	18 Jan 24	23 Jan 24

(b) Prior to submission to the MCINCR-MCBQ Adjutant Section, validate eligibility requirements, administrative correctness of the packages, and the presence of required material to ensure a complete submission. Nomination packages are expected to be screened and submitted by the unit S-1 to the Adjutant Section via SharePoint: [https://usmc.sharepoint-mil.us/sites/MCINCR\\_quantico\\_workflow\\_paperwork](https://usmc.sharepoint-mil.us/sites/MCINCR_quantico_workflow_paperwork).

(3) MCINCR-MCBQ Adjutant Section

(a) Receive and screen nomination packages from tenant commands for accuracy and completeness.

(b) Coordinate a location and time for the board with the MCINCR-MCBQ Sergeant Major.

(c) Submit, print, and route a Certificate of Commendation for all winners of the MCINCR-MCBQ Marine and Noncommissioned Officer of the Quarter.

(d) Submit, print, and route an impact Navy and Marine Corps Achievement Medal for all winners of the MCINCR-MCBQ Marine and Noncommissioned Officer of the Year.

c. Coordinating Instructions

(1) MCINCR-MCBQ Sergeant Major will serve as the senior member of the Noncommissioned Officer and Marine of the Quarter/Year electronic boards. Board members will be assigned by the MCINCR-MCBQ Sergeant Major.

(2) Lance Corporals and below will be eligible for Marine of the Quarter/Year. Corporals and Sergeants will be considered for the Noncommissioned Officer of the Quarter/Year.

(3) The following Commanders may nominate Marines for the subject awards:

(a) Commanding Officer, Security Battalion

(b) Commanding Officer, Marine Corps Air Facility

(c) Commanding Officer, Marine Corps Information Operation Center

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- (d) Commanding Officer, Marine Corps Intelligence Activity
- (e) Commanding Officer, Wounded Warrior Regiment
- (f) Commanding Officer, Marine Aviation Detachment Patuxent River
- (g) Commanding Officer, Marine Helicopter Squadron One
- (h) Commanding Officer, Marine Corps Embassy Security Group
- (i) Commanding Officer, Headquarters and Service Battalion, HQMC

(4) To submit a nominee for Marine or Noncommissioned Officer of the Year, the nominee must have previously won a Marine or Noncommissioned Officer of the Quarter board unless otherwise approved by the MCINCR-MCBQ Sergeant Major.

(5) The minimum criteria for all nominees are:

(a) First-class scores on the most recent Physical Fitness Test and Combat Fitness Test.

(b) Score of Sharpshooter or higher on most recent Annual Rifle Qualification.

(c) Current Water Survival.

(d) Marine Corps Martial Arts Program: Grey Belt (Marine of the Quarter/Year), Grey Belt (Noncommissioned Officer of the Quarter/Year).

(e) Nominees must have not received derogatory page 11 entries, been subject to disciplinary action, or have been involved in alcohol-related incidents within 12 months of nomination.

(f) Read and completed at least one book report from the Commandant's reading list.

(6) Marine and Noncommissioned Officer of the Quarter winners will receive a Certificate of Commendation from the MCINCR-MCBQ Base Commander.

(7) Marine and Noncommissioned Officer of the year winners will receive a Navy and Marine Corps Achievement Medal from the MCINCR-MCBQ Commander.

#### 4. Administration and Logistics

##### a. Administration

(1) Nominations. Each tenant command listed in paragraph 4.c.(3) is allotted one nominee submission for Marine and Noncommissioned Officer of the Quarter/Year. Winners of the board will be announced upon completion of the board.

(2) Nomination Packages. Each nomination package will meet the requirements set forth in this Bulletin and be submitted using the template provided in Enclosure (1).

b. Logistics. Upon notification, units must provide a physical copy of a professional promotion photo of the winner taken in Service Alphas to be displayed in Lejeune Hall.

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5. Command and Signal

a. Command. This Bulletin is applicable to MCINCR-MCBQ and all tenant commands under the General Court Martial Convening Authority of MCICOM listed in paragraph 4.c.(3).

b. Signal. This Bulletin is effective on the date signed.

  
MICHAEL L. BROOKS

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MARINE CORPS BASE QUANTICO  
3250 CATLIN AVENUE  
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:  
1400  
B 10

From: Commanding Officer, Unit  
To: Commander, Marine Corps Installations National Capital Region-Marine Corps Base Quantico

Subj: NONCOMMISSIONED OFFICER OF THE YEAR/QUARTER NOMINATION IN CASE OF SERGEANT JANE D. DOE 1234567891/0111 USMC

Ref: (a) MCINCR-MCBQBul 1650

Encl: (1) Scoring Sheet  
(2) MCTFS Record (BIR/BTR, EDU, JEPES, AWDS, PG 11s, UPB/PG 13)

1. Per the reference, Sergeant Doe is nominated to compete for the Noncommissioned Officer of the Quarter/Year board for Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ).

2. Enclosures (1) through (2) are submitted in support of this nomination.

3. Qualifications

a. Noteworthy contributions to the unit, MCINCR-MCBQ and Marine Corps. In this section, outline SNM's contributions and actions that have impacted the unit, the base, and the Marine Corps overall.

b. Performance of Duty (MOS credibility). Discuss specifically how SNM has displayed technical proficiency within their MOS. How has their actions within their MOS contributed to the overall success of the unit and advancement of their MOS.

c. Personal appearance / physical fitness / attitude. Outline SNM's commitment to the Marine Corps physical fitness standards, adherence to Marine Corps grooming and uniform standards, and how their commitment has influenced those around them.

d. Emotional maturity / ability to cope with stress. Identifies how SNM has distinguished themselves as an NCO/Marine outside of their day-to-day tasks and working hours. Highlight instances where SNM shined outside of their billet and in unfamiliar circumstances.

e. Demonstrated leadership qualities / capability. Describe SNM's leadership traits and principles.

f. Community participation. This includes formal and informal community participation and events. This can include SNM's formal community service and volunteering for unit/section/shop activities.

g. Participation in professional military education, Commandant's Reading List, and other education programs. This section provides an opportunity to list completed and/or in progress courses and steps taken to complete education aspirations.

**ENCLOSURE (1)**

Subj: NONCOMMISSIONED OFFICER OF THE YEAR/QUARTER NOMINATION IN CASE OF  
SERGEANT JANE D. DOE 1234567891/0111 USMC

4. CO's remarks...

5. Point of contact is Sergeant Major Daniel J. Daly, (703) 784-1775.

S. D. BUTLER

MCTFS Record (BIR, BTR, EDU, JEPES, AWDS, PG 11s, UPB/PG 13)

**ENCLOSURE (2)**