



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATION NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
3250 CATLIN AVENUE
QUANTICO, VIRGINIA 22134

MCINCR-MCBQO 1650.2
B013
28 Jun 16

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE
QUANTICO ORDER 1650.2

From: Commander
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS
BASE QUANTICO NON-COMMISSIONED OFFICER OF THE YEAR/MARINE OF
THE YEAR PROGRAM

Ref: (a) MCO P1070.12k w/ch1
(b) MCRP 3-02B (MCMAP Program)
(c) MCBO 1650.1

Encl: (1) Sample Format for NCOY/MOY Board Nominations
(2) NCO/Marine of the Year Data Sheet

1. Situation. Per the references, this order is to establish procedures for the nomination and selection of outstanding Marines as the Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) Non-Commissioned Officer of the Year (NCOY)/Marine of the Year (MOY).

2. Mission. To recognize Marines for sustained performance of duty, which has been noteworthy or commendable in nature.

3. Execution

a. Commander's Intent and Concept of Operations.

(1) Commander's Intent. Selection as MCINCR-MCBQ 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 MCINCR-MCBQ NCOY/MOY will be selected annually, according to each calendar year (CY), from nominations submitted by Commanding Officers who report directly to the Commander, MCINCR-MCBQ.

All Corporals and Sergeants are eligible for nomination and selection as NCOY. All Lance Corporals and below are eligible for nomination and selection as Marines of the Year.

(b) Compilation and review of submissions for quarterly recognition boards will be conducted at the battalion level.

b. Tasks

(1) MCINCR-MCBQ Sergeant Major:

(a) Perform duties as President of the MCINCR-MCBQ NCOY/MOY selection board.

(b) Coordinate MCINCR-MCBQ NCOY/MOY program with MCINCR-MCBQ G-1 Adjutant and subordinate unit Sergeants Majors.

(c) Determine the board date(s) no later than 15 December.

(2) MCINCR-MCBQ 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) Serve as board recorder when required.

(d) Process award submissions via the improved Awards Processing System (iAPS).

(3) Commanding Officers

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

(b) Select (1) Corporal or Sergeant to represent your command at the MCINCR-MCBQ NCOY board and submit the nomination in accordance with this order.

(c) Select (1) junior Marine (Lance Corporal and below) to represent your command at the MCINCR-MCBQ MOY board and submit the nomination in accordance with this order.

c. Coordinating Instructions

(1) Board Convention. The MCINCR-MCBQ NCOY/MOY board will convene in January of the year following the previous CY. The date, time, and place will be published via separate correspondence by the MCINCR-MCBQ Sergeant Major.

(2) Board Membership. The MCINCR-MCBQ Sergeant Major is appointed as Board President of the MCINCR-MCBQ NCOY/MOY board. If the MCINCR-MCBQ Sergeant Major is unavailable, he will appoint a temporary successor. Senior Enlisted Advisors from each subordinate battalion will be appointed as permanent members of the MCINCR-MCBQ NCOY/MOY board.

(3) Board Submissions. All nominations will be submitted utilizing the formats in enclosures (1) and (2), to the MCINCR-MCBQ Adjutant no later than five (5) working days prior to the board's convening date. Packages shall include:

(a) Marine Corps Total Force System (MCTFS) Screen - Court Martial/Nonjudicial Punishment (NJP) Record (D119).

(b) Current height and weight. List body fat percentages if over maximum weight (ensure a current semi-annual date is reflected in MCTFS).

(c) Bust photograph in Service "C" (this is for immediate post of the winner in the MCINCR-MCBQ Commander's building).

(d) Copies of awards received during recognition period.

(4) A nominee must exemplify those characteristics expected of United States Marines. At minimum, the criteria for selection includes 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. 4.4/4.4

(d) (Current) T/O Weapon. Sharpshooter

(e) (Current) Marine Corps Combat Swim. Basic

(f) Marine Corps Martial Arts Program (MCMAPP). Must meet the following requirements prior to board convening date:

1. MOY submissions: Grey Belt

2. NCOY submissions: Green Belt

4. Administration and Logistics. The Marines selected as the MCINCR-MCBQ NCOY/MOY will be recognized as follows:

- a. NCO of the Year. Navy and Marine Corps Achievement Medal.
- b. Marine of the Year. Navy and Marine Corps Achievement Medal.

c. The NCOY/MOY winners' respective units are responsible for drafting and submitting the citation and summary of action to the MCINCR-MCBQ Adjutant via iAPS no later than 30 days following the board's determination.

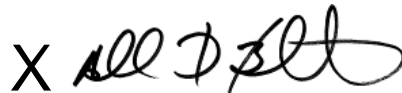
d. The signature authority in the case of NCOY/MOY Navy and Marine Corps Achievement Medals is the Commander, MCINCR-MCBQ.

e. Awards for NCOY/MOY will be presented to the respective Marines by the MCINCR-MCBQ Commander and Sergeant Major at the first available opportunity and/or professional military education event.

5. Command and Signal

a. Command. This Order is applicable to the tenant activities and commands of Headquarters and Service Battalion, Security Battalion, and Marine Corps Air Facility, MCINCR-MCBQ.

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



ALLEN D. BROUGHTON
Chief of Staff
Signed by: BROUGHTON.ALLEN.DALE.1168122922

Sample Format for NCOY/MOY Board Nominations

1. All NCOY/MOY nominations will be submitted in six part folders.
2. Enclosure (2) will serve as the cover page for the Marine's nomination package.
3. Page (2) will be the Marine's photo in Service "C"
4. Page (3) will be the Marine's Awards printout, including copies of awards received during the period of recognition.
5. Page (4) will be the Marine's MCTFS printout
6. Page (5) will be the Marine's bio
7. Page (6) will be any commendatory write-ups, list of accomplishments, Section I comments, or letters of recommendation that the Marine wishes to include in his/her package.

Sample NCOY/MOY Data Sheet

Name:
Rank:
EDIPI:
Height:
Weight/BF%:

Physical Fitness Test (PFT) score:

Combat Fitness Test (CFT) score:

Service Proficiency/Conduct marks:

Rifle Qual Score:

Marine Corps Combat Swim Qual:

Marine Corps Martial Arts Program (MCMAP) Belt:

Awards received during period of recognition:

Completed PME: _____

Civilian Education: _____

SNCO/OIC Comments: _____

Senior Board Member Comments: _____

