**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.

4. CO’s remarks...

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

 S. D. BUTLER