



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION YUMA
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 1650.2A
SGTMAJ
19 Jan 10

STATION ORDER 1650.2A

From: Commanding Officer
To: Distribution List

Subj: NONCOMMISSIONED OFFICER (NCO) OF THE QUARTER/YEAR AND
MARINE OF THE QUARTER (MOQ)/MARINE OF THE YEAR (MOY)
PROGRAM

Ref: (a) MCIWESTO 1650.2.

Encl: (1) Sample Letter of Nomination
(2) Sample Data Sheet

1. Situation. The Noncommissioned Officer (NCO) of the Quarter/Year and Marine of the Quarter (MOQ)/Marine of the Year (MOY) program recognizes individuals whose superior performance during the quarter/year go well beyond what is normally expected of Marines of equal grade.

2. Cancellation. StaO 1650.2.

3. Mission. Publish instructions and procedures for the Marine Corps Air Station Yuma NCO of the Quarter/Year/MOQ/MOY program. This order establishes policy governing the procedures in selecting and submitting those best qualified.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To promote morale and encourage high standards of performance among Marines stationed at Marine Corps Air Station Yuma.

(a) Designation of NCO of the Quarter/Year/MOQ/MOY signifies leadership, dedication and professionalism. Designation of one of these honors should be the goal of all eligible Marines.

(b) A recommendation for NCO of the Quarter/Year or MOQ/MOY should not be considered an avenue for meritorious

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promotion or an achievement for the nominating command. Rather, it is a means to recognize the efforts of our individual Marines.

(2) Concept of Operations. Commander of HHS, in considering an individual for nomination, will ensure nominees' conduct and performance of duty clearly warrant recognition and distinguish the individual from others.

(a) Criteria for NCO of the Quarter/Year

1. Be a Corporal or Sergeant.
2. Have no disciplinary action within the last six months.
3. All annual and/or semi-annual training **must** be current or an attempt made to complete the required training. Lack of current training does not disqualify the Marine; however it does make him/her less competitive.
4. Be Marine Corps Martial Arts Program qualified with no less than a grey belt certification.
5. Have completed the Sergeant's or Corporal's course, as appropriate, or completed the Marine Corps Institute (MCI) 8010 series.
6. Possess a minimum of 4.5/4.5 proficiency and conduct marks **in grade**.
7. For the Quarter board, have served the entire quarter with the squadron as an NCO prior to nomination.

(b) Criteria for Marine of the Quarter/Year

1. Be a Lance Corporal or below.
2. Have no disciplinary action within the last six months.
3. All annual and/or semi-annual training **must** be current or an attempt made to complete the required training. Lack of current training does not disqualify the Marine; however it does make him/her less competitive.

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4. Be Marine Corps Martial Arts Program qualified with no less than a grey belt certification.

5. Possess a minimum of 4.3/4.3 proficiency and conduct marks **in grade**.

6. For the Quarter board, have served the entire quarter with the squadron as an NCO prior to nomination.

(c) Guidelines. The Marine must have demonstrated a sustained level of MOS proficiency, leadership ability, and professionalism. Be specific in the nomination letter. Highlight what the Marine has done to make you want to nominate him/her. Limit remarks to one page.

(d) Selection

1. The board will convene during the first Month of the following quarter to select the best qualified Marines from the pervious quarter. Board dates are subject to change per MCIWEST requirements. Nomination packages will be submitted no later than one week to the Station Commander (Attn: SgtMaj), per enclosure (1) during the months of January, April, July and October, unless otherwise directed. The NCO of the Year/MOY board will be held normally during the month of June so that Marines selected may be considered for recognition at the annual city flag raising event.

2. Nominees may be required to appear before the Station Sergeant Major. If a book board is held, the original package will be submitted timely so that it may be scanned and sent to higher headquarters per their direction.

3. Membership of the NCO of the Quarter/Year and MOQ/MOY boards will be those individuals submitting Marines for the subject matter, unless otherwise directed.

(e) Recognition

1. Marines selected as NCO/MOQ will receive a certificate of commendation and considered for selection to attend social events that enhance their morale and fall within the legal guidelines of ethics.

2. Marines will also be awarded a 96 hour pass at the discretion of the Headquarters and Headquarters Squadron

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Commanding Officer and pictures hung within the Headquarters and Headquarters Squadron/Station Headquarters.

3. **Marines selected as the NCO of the Year/MOY** will be awarded the Navy Marine Corps Achievement medal, given their own individual parking spots at the station gym and club infinities, and be highly considered for recognition by the City of Yuma during the annual flag raising event during the month of July. Their pictures will also hang in the Marine Corps Exchange and within the MCAS Yuma Headquarters.

b. Subordinate Element Missions

(1) Tenant Commanders

(a) At the commander's discretion, submit nominees for the NCO of the Year/MOY to compete at the annual board during the month of June. All requirements should be met per the spirit of this order.

5. Administration and Logistics. Directives issued by this command are published electronically and can be accessed online via the MCAS Yuma homepage at <https://intranet.mciwest.usmc.mil/yuma/default.aspx>.

6. Command and Signal

a. Command. This order is applicable to all commands aboard MCAS Yuma.

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


M. A. WERTH

DISTRIBUTION: B

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UNITED STATES MARINE CORPS
COMMAND HEADER

1400
Office Code
Date

From: Commanding Officer/Dept Head
To: Commanding General, Marine Corps Installation West
(Attn: SgtMaj)
Via: Commanding Officer, Marine Corps Air Station Yuma
Subj: NOMINATION FOR NONCOMMISSIONED OFFICER OF THE
QUARTER/MARINE OF THE QUARTER IN CASE OF RANK FULL NAME
SSN/MOS USMC

Encl: (1) Data Sheet
(2) MCTFS BIR/BTR/ROS
(3) MCTFS MCI and Education Screen Printout
(4) MCTFS Awards Screen Printout (include copy of all
supporting documents)
(5) Pg 3 of Service Record Book
(6) Pg 11 of Service Record Book
(7) Pg 12 and/or UPB of Service Book (if applicable)
(8) Promotion Photograph
(9) Mini Biography

1. Nomination paragraph (s) will explain why SNM should be considered and describe his/her qualifications with "full concept Marine" annotation. Include any information that has a direct bearing on the Marines performance during the applicable timeframe (quarterly and/or annual for NCO and Marine of the Year).

2. Highlights and significant events that capture the Marines performance should be the focus of interest. Superfluous documentation should be discouraged.

3. Per my endorsement, the enclosures have been verified per all references.

M. A. WERTH

Sample Letter of Nomination

DATA SHEET

(PFC through SGT)

DATE SUBMITTED: _____

PHOTO: YES/NO

NAME: _____ GRADE: _____ UNIT: _____

MOS: _____ HT: _____ WT: _____ BODY FAT: _____

CURRENT DUTY ASSIGNMENT: _____

TIS: _____ TIG: _____ DOR: _____ EAS: _____ GT: _____

(MONTHS) (MONTHS)

SERVICE SCHOOLS COMPLETED:

MCI/PME COURSE COMPLETION

PERSONAL FINANCE: YES/NO DATE COMPL: _____

TERRORISM: YES/NO DATE COMPL: _____

LEADING MARINES: YES/NO DATE COMPL: _____

SGT'S PROGRAM (OR EQUIVALENT) (NON RESIDENT) YES/NO DATE COMPL: _____

MCIS COMPLETED IN SERVICE/GRADE/ENROLL (PROVIDE MCTFSSCREEN) ____/____/____

NJP/COURT MARTIAL (ARTICLE/DATE): _____

AVERAGE PRO/CON MARKS IN GRADE: PRO _____ CON _____

AVERAGE PRO/CON MARKS IN SERVICE: PRO _____ CON _____

PERSONAL AWARDS:

PHYSICAL FITNESS TEST SCORE: _____ CLASS: _____ DATE: _____

COMBAT FITNESS TEST: SCORE: _____ CLASS: _____ DATE: _____

RIFLE QUAL: SCORE: _____ CLASS: _____ DATE: _____

MARINE CORPS COMMON SKILLS (MCCS) TEST: SCORE: _____ DATE: _____

MCMAP QUALIFICATION: _____ DATE: _____

SWIM QUALIFICATION: _____ DATE: _____

PROFESSIONAL READING COMPLETED:

COLLEGE COURSES/CREDIT HOURS: _____

DEPLOYMENT HISTORY: OIF/OEF: YES/NO DATES: _____

COMMUNITY SERVICE: _____

NOTEWORTHY ACHEIVEMENTS:

**ADDITIONAL
REMARKS:** _____

SGTMAJ SIGNATURE
