



UNITED STATES MARINE CORPS
15TH MARINE EXPEDITIONARY UNIT
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MEUO 1650.2A
SgtMaj
23 May 11

MARINE EXPEDITIONARY UNIT ORDER 1650.2A

From: Commanding Officer, 15th Marine Expeditionary Unit
To: Distribution List

Subj: 15TH MARINE EXPEDITIONARY UNIT (15TH MEU) NONCOMMISSIONED
OFFICER (NCO)/MARINE OF THE QUARTER/YEAR PROGRAM

Ref: (a) MCO P1070.2K
(b) I MEFO 1650.2B W/CH 1

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

1. Situation. Selection as the 15th MEU NCO/Marine of the Quarter/Year indicates that the member has those traits of leadership, morality, and professionalism, which embody the goals of all Marines. The primary goal of this award is to recognize those Marines who have contributed significantly to the mission effectiveness of his/her unit. In addition to job performance, nominees will be evaluated on the basis of their efforts toward self-improvement, leadership qualities, and potential.

2. Cancellation. MEUO 1650.2

3. Mission. To recognize Marines for performance of duty that is noteworthy or commendable in nature, as outlined in the references.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To establish procedures for the nomination and selection of outstanding Marines as the 15th MEU NCO/Marine of the Quarter/Year.

(2) Concept of Operations

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(a) The 15th MEU NCO/Marine of the Quarter will be selected quarterly per calendar year (CY) and NCO/Marine of the year annually from nominations submitted by the Command Element (CE), Ground Combat Element (GCE), Aviation Combat Element (ACE), and Logistics Combat Element (LCE). All NCOs may be eligible for NCO of the Quarter/Year. All Lance Corporals (LCpl) and below may be eligible for Marine of the Quarter/Year.

(b) When the MEU is not composited as a Marine Air Ground Task Force (MAGTF), only CE personnel are eligible for nomination.

b. Subordinate Element Missions

(1) Commanding Officer, GCE

(a) Select one Sergeant (Sgt) or Corporal (Cpl) to represent the GCE on the 15th MEU NCO of the Quarter/Year board.

(b) Select one LCpl and below to represent the GCE on the 15th MEU Marine of the Quarter/Year board.

(2) Commanding Officer, ACE

(a) Select one Sgt or Cpl to represent the ACE on the 15th MEU NCO of the Quarter/Year board.

(b) Select one LCpl and below to represent the ACE on the 15th MEU Marine of the Quarter/Year board.

(3) Commanding Officer, LCE

(a) Select one Sgt or Cpl to represent the LCE on the 15th MEU NCO of the Quarter/Year board.

(b) Select one LCpl and below to represent the LCE on the 15th MEU Marine of the Quarter/Year board.

c. Coordinating Instructions

(1) The 15th MEU NCO/Marine of the Quarter board will convene the last month of each quarter. The date, time, and place will be published via separate correspondence by the 15th MEU Sergeant Major (SgtMaj).

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(2) The 15th MEU NCO/Marine of the year board will convene in December of the calendar year being covered. The date, time, and place will be published via separate correspondence by the 15th MEU SgtMaj.

d. Major Subordinate Elements (MSE) SgtsMaj will submit nomination packages to the 15th MEU SgtMaj ensuring packages meet the following minimum requirements:

(1) Nominees for NCO/Marine of the Quarter must have served with their unit, including temporary additional duty personnel assigned, for the entire period of the quarter being covered.

(2) Nominees for NCO/Marine of the Year will be screened and selected from MSE NCO/Marine of the Quarter nominations.

e. Nomination submissions will contain the following:

(1) Current copy of the below Marine Corps Total Force System (MCTFS) remarks screens.

(a) Basic Individual Record (BIR). MCTFS Screen - TBIR.

(b) Basic Training Record (BTR). MCTFS Screen - TBTR.

(c) Record of Service (ROS). MCTFS Screen - TROS.

(d) Education Record. MCTFS Screen - TEDU.

(e) Marine Corps Institute (MCI) Courses. MCTFS Screen - TMCI.

(f) Awards Record. MCTFS Screen - AWDS.

(g) Court Martial/Non-Judicial Punishment Record. MCTFS Screen - D925.

(2) Current Height and Weight. List body fat percentage if over maximum weight.

(3) Photograph in Service "C" Uniform, submitted in accordance with reference (a), paragraph 2002.

(4) Community relations, activities, volunteerism.

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(5) Certified true copy of Service Record Book (SRB) pages 3, 11, 12, Unit Punishment Book (UPB), and 13 (12, UPB, and 13 only if applicable).

(6) Copies of awards received while serving in current grade.

(7) Any amplifying information deemed appropriate.

(8) Commanding Officer's Narrative. At a minimum, each package will include a resume of military and civilian accomplishments during the given quarter.

f. A nominee must best exemplify those characteristics expected of a United States Marine. Criteria for selection will include the following:

(1) First Class Physical Fitness Test/Combat Fitness Test.

(2) Average Pro/Con marks of 4.5/4.5 in service for NCO's, 4.3/4.3 in service for LCpl's and below.

(3) Must have current Table(s) of Organization weapon qualification.

(4) Current Marine Corps combat swim qualification.

(5) At a minimum, Tan Belt qualified in accordance with the Marine Corps Martial Arts Program (MCMAP). Service School Code MMB (Tan Belt) must be entered into MCTFS prior to the convening board date.

(6) Performance of duty and leadership abilities.

(7) Noteworthy contributions to the Marine Corps within the last quarter/year to include any performance in combat.

(8) Performance of regular/additional duties.

(9) Community participation to include civic, occupational, and organizational activities.

(10) Participation in professional military education (PME) programs, resident courses, Marine Corps Institute (MCI) courses, and off duty education, and participation in

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the Professional Reading Program within the last quarter/year preceding the nomination.

5. Administration and Logistics

a. MEU SgtMaj

(1) Perform duties as senior member of the 15th MEU NCO/Marine of the Quarter/Year Selection Board.

(2) Publish board dates.

(3) Conduct the board.

(4) Forward the MEU NCO/Marine of the Quarter packages to the I MEF SgtMaj in accordance with reference (b).

6. Command and Signal

a. The Marines selected as the 15th MEU NCO/Marine of the Quarter/Year will be awarded the following recognition.

(1) NCO/Marine of the Quarter

(a) Commanding General Certificate of Commendation.
(if Marine wins the I MEF Board).

(b) Commanding Officer Certificate of Commendation.
(if Marine competes at the I MEF level but isn't selected).

(2) NCO/Marine of the Year

(a) Navy/Marine Corps Achievement Medal (NMCAM)
(if Marine wins the I MEF Board).

b. Command. This Order is applicable to the CE, GCE, ACE, and LCE when composited as a MAGTF, but only applies to the CE when decomposited.

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


S. D. CAMPBELL

DISTRIBUTION: A

SAMPLE FORMAT FOR NCO/MARINE OF THE QUARTER/YEAR BOARD
NOMINATIONS

From: Commanding Officer, MSE or OIC of Command Element Section
To: Commanding General, I Marine Expeditionary Force
Via: Commanding Officer, 15th Marine Expeditionary Unit

Subj: RECOMMENDATION AS 15TH MARINE EXPEDITIONARY UNIT
NCO/MARINE OF THE QUARTER/YEAR IN THE CASE OF RANK
JOE A. MARINE 0000/0000 USMC

Ref: (a) MEU Order 1650.2A

Encl: (1) NCO/Marine of the Quarter/Year Data Sheet
(2) Current Official Photograph
(3) Certified true copies of SRB pages 3, 11, 12, UPB,
and
13 (12, UPB, and 13 will be submitted if applicable)
(4) Current BIR/BTR/ROS
(5) Current Marine Corps Total Force System (MCTFS)
TEDU Screen
(6) Current MCTFS TMC I Screen
(7) Current MCTFS Awards Screen
(8) SNM's resume

1. Per the provisions of the reference, Rank LName is eligible and recommended as I MEF NCO/Marine of the Quarter/Year.

2. Enclosures (1) through (8) are submitted as required.

3. This paragraph is for the Commanding General's/Officer's Recommendation as to the Marine's qualification for selection as the I MEF NCO/Marine of the Quarter/Year. A concise evaluation of the Marine's professional character will be provided. The evaluation should specifically address, but is not limited to, the following:

- a. Personal appearance/physical fitness.
- b. MOS credibility.
- c. Time management skills.
- d. Emotional maturity/ability to cope with stress.
- e. Demonstrated leadership qualities/capability.

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f. Professional growth potential (general value to the service).

g. Attitude/personality.

h. Other pertinent information.

4. Unit point of contact, phone number, and e-mail.

SIGNATURE

NCO/MARINE OF THE QUARTER/YEAR DATA SHEET

Date: _____

NAME _____ GRADE _____ UNIT _____ MOS _____

CURRENT DUTY ASSIGNMENT _____

TIME IN SERVICE _____ DOR _____ EAS _____ GT _____

TIME IN GRADE _____

SERVICE SCHOOLS _____

MCI COURSE "LEADING MARINES": YES/NO _____ DATE COMPLETE: _____

NCO (8000 SERIES): YES/NO _____

MCIs (completed in last 3 months): _____

SERGEANT'S COURSE: YES/NO _____ CORPORAL'S COURSE: YES/NO _____

OFF DUTY EDUCATION/COMMUNITY SERVICE: _____

NJP/COURT-MARTIAL _____

AVERAGE PRO/CON MARKS IN GRADE _____

AVERAGE PRO/CON MARKS IN SERVICE _____

PERSONAL AWARDS _____

PFT DATE/SCORE/CLASS _____

MCMAP BELT _____

RIFLE REQUALIFICATION DATE/SCORE/CLASS _____

MARINE CORPS COMMON SKILLS TEST DATE/SCORE _____

SWIM QUALIFICATION _____

PROFESSIONAL READING _____

REMARKS: _____