



UNITED STATES MARINE CORPS
III MARINE EXPEDITIONARY FORCE, FMF
OPC 559 BOX 62
FPO AP 96377-9001

III MEFO 1650.1G
CG
21 OCT 2024

III MARINE EXPEDITIONARY FORCE ORDER 1650.1G

From: Commanding General, III Marine Expeditionary Force
To: Distribution List

Subj: NONCOMMISSIONED OFFICER AND MARINE OF THE YEAR PROGRAM

Encl: (1) Sample Format for Command Nomination Letter
(2) Board Record Data Sheet
(3) Biography Template

1. Situation. The III Marine Expeditionary Force (MEF) Noncommissioned Officer (NCO) and Marine of the Year program serve an important command function by acknowledging our most outstanding Marines. To overlook or disregard proper recognition of high individual achievement inhibits, and can even destroy, personal initiative and motivation to excel.

2. Cancellation. III MEFO 1650.1F.

3. Mission. To recognize our finest NCOs and Marines.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This program is designed to recognize those Marines who have made significant contributions to this command during the past year. The emphasis is on the specific acts, accomplishments, and sustained performance that distinguishes them from their peers.

(2) Concept of Operations

(a) All Major Subordinate Commands (MSCs) and Major Subordinate Elements (MSEs) III MEF Information Group and 31st Marine Expeditionary Unit are eligible to submit NCO and Marine of the Year nomination packages in accordance with this Order.

(b) Each MSC/MSE will be allowed to submit one nomination per category.

(c) In determining if a Marine is "exceptionally qualified" by exceeding expectations, particular attention will be given to the "whole Marine" concept. The performance of the Marine during the past 12 months, both on and off duty, is to be considered.

(d) Commanders must consider the following when screening nominees:

1. Must have received a current first class on the Marine Corps Physical Fitness Test and Combat Fitness Test.

2. Received no derogatory page 11's, non-judicial punishment or courts-martial within the past 12 months.

3. Completed appropriate in grade Professional Military Education requirements.

4. Must have received permanent change of station or permanent change of assignment orders for assignment to III MEF or one of the MSCs or MSEs and have served in III MEF for the last 90 days.

5. Have met all training requirements within the last 12 months, or be officially exempt from specific requirements.

6. Active in the Marine Corps' professional reading program.

7. Meet the Marine Corps height, weight, and body composition standards.

8. If competing as a corporal for Marine of the Year, must have been promoted within 90 days of the III MEF board convening (waivable by the III MEF Sergeant Major).

9. If competing as a Sergeant and selected off the regular promotion board, must have been (at a minimum) an NCO of the quarter at least once for that fiscal year, have competed at the MSC level, and have not been promoted within 60 days of the III MEF board convening.

b. Tasks

(1) MSC and MSE Commanders

(a) Nominate Marines for consideration as III MEF NCO or Marine of the Year respectively. The packages will be submitted electronically to the III MEF Adjutant Portal by 1600 on the date required by the published III MEF Bulletin announcing the board.

(b) Provide a Sergeant Major and a Master Gunnery Sergeant as board members.

(2) III MEF Sergeant Major

(a) Conduct a board during January of each calendar year. Coordinate with the MSCs/MSEs for date, time, and location.

(b) Arrange for the announcement of the winners of each board. Winners will receive the following:

1. Navy and Marine Corps Commendation Medal for NCO of the Year.

2. Navy and Marine Corps Achievement Medal for Marine of the Year.

a. It is the responsibility of the Marines' Commanding Officer to submit the summary of action and citation through Improved Awards Processing System for proper processing and awarding.

3. Four-day special liberty.

5. Administration and Logistics

a. At a minimum the nominations will contain the following items:

(1) Commanding Officer's nomination letter (battalion/squadron and regiment/group), enclosure (1).

(2) MSC/MSE Commander's recommendation.

(3) Board record data sheet, enclosure (2).

(4) One page biography, enclosure (3).

(5) Nominee's basic training record, basic individual record, record of service, awards, education, legal (D119), and chronological screens from Marine Corps Total Force System.

(6) All NAVMC 118 (page 11) from Official Military Personnel File.

6. Command and Signal

a. Command. This Order is applicable to III MEF active duty and reserve Marines.

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


R. J. MCCLAIN
Chief of Staff

DISTRIBUTION: List I, II

Sample Format for Command Nomination Letter

ORGANIZATION LETTERHEAD

1650
S-1
Date

From: Commanding Officer
To: Commanding General, III Marine Expeditionary Force
Via: Commanding General/Officer, Major Subordinate Command/Element

Subj: NOMINATION FOR NONCOMMISSIONED OFFICER/MARINE OF THE YEAR IN
CASE OF CORPORAL ALWAYS M. MOTIVATED 1234567890/0311 USMC

Ref: III MEFO 1650.1G

Encl: (1) Board Record Data Sheet
(2) Biography
(3) MCTFS BIR/BTR/TEDU/AWDS/D119/CHRO Screens
(4) Page 11 (all pages to include from OMPF) -Certified True Copy
(5) UPB, Page 13 (*as applicable)-Certified True Copy

1. Per the reference, subject named Marine is nominated for the III Marine Expeditionary Force Noncommissioned Officer/Marine of the Year. Enclosures (I) through (X) are provided in support of this submission.
2. This paragraph is for the Commanding Officer's nomination justification. A concise evaluation of the Marine's professional character will be provided.
3. Point of contact at this command is Sergeant Major D. A. Best at d.a.best@usmc.mil.

I.M. COMMANDER

BOARD RECORD DATA SHEET

Rank/Name: _____ MOS/Billet: _____

DOR: _____ DCTB: _____ AFADBD: _____ EAS: _____ Time in Service: _____

Rifle Score: _____	Qual: _____	Date: _____	Pistol Score: _____	Qual: _____	Date: _____
PFT Score: _____	Class: _____	Date: _____	CFT Score: _____	Class: _____	Date: _____
MCMAP Belt: _____	Date: _____		Swim Qual: _____	Recert Date: _____	
BST Score: _____	Date: _____				

PME IN GRADE/SERVICE:

AWARDS IN GRADE/SERVICE:

SPECIAL DUTY ASSIGNMENTS/SPECIAL TOURS:

OFF DUTY EDUCATION:

VOLUNTEER WORK:

MOS CREDIBILITY:

DISCIPLINARY COMMENTS:

WHOLE MARINE CONCEPT:

ADDITIONAL COMMENTS:

Biography Template



Sergeant D. A. Best

3d Motor Transport Company, III Marine Expeditionary Force

Sgt D. A. Best was born in Chicago, Illinois on September 11, 1775 and is a first generation Marine. He enlisted in the Marine Corps in November 1795, and reported to Boot Camp at MCRD Parris Island, on June 23, 1796. He graduated Boot Camp in September 1796 and MCT in October 1796 with an MOS of 6014 and immediately reported to Pensacola, FL for Airframes A-School.

He reported into his first unit, VMR-1, at Cherry Point, NC as a Lance Corporal in the Airframes shop in May 1798. While at VMR-1 he worked on HH-46D Search and Rescue helicopters and DC-9B (Commandant's aircraft). While stationed at Cherry Point, he was a member of its semi-professional baseball team. After just over one year at Cherry Point, Lance Corporal Green was selected for Marine Security Guard duty.

Sgt D. A. Best checked into Marine Security Guard Battalion in Quantico, VA in July 1780. As a Marine Security Guard he was posted in Dhaka, Bangladesh and Guatemala City, Guatemala. He was promoted to Sergeant in August 1781.

Sgt D. A. Best is married to the former D. A. Boss of New York City, NY. They have two boys: Almost D. Best (20), and Iam D. Best (9).