



UNITED STATES MARINE CORPS
1ST MARINE AIRCRAFT WING, FMF
OPC 557 BOX 94
FPO AP 96371-9001

WgPL 1-26
CG
MAR 24 2026

1ST MARINE AIRCRAFT WING POLICY LETTER 1-26

From: Commanding General, 1st Marine Aircraft Wing
To: Distribution List

Subj: 1ST MARINE AIRCRAFT WING NONCOMMISSIONED OFFICER GUILD

Ref: (a) MCO 1500.61

Encl: (1) NCO Promotion Warrant
(2) NCO Transition Course Schedule
(3) Meeting Agenda Template

1. Situation. The Non-Commissioned Officer (NCO) Guild serves as a vital conduit for feedback from the enlisted ranks within the 1st Marine Aircraft Wing (1st MAW) to the 1st MAW Commanding General. The NCO Guild shall coordinate and execute a range of activities designed to assist the Commanding General in fulfilling the mission and enhancing the overall readiness of the unit. By definition, a “guild” is an association of individuals engaged in the same profession or pursuits, formed to protect mutual interests and uphold established standards. This organization will be entrusted with safeguarding the interests of 1st MAW by ensuring the maintenance of good order and discipline, deterring any form of insurgency or wrongdoing, and sustaining the foundational disciplines integral to the organization.

2. Mission. The 1st MAW NCO Guild exists to strengthen the bond between enlisted Marines and command leadership by fostering professional excellence, discipline, and unity. Through mentorship, accountability, and advocacy, the Guild empowers NCOs to lead with integrity, develop future leaders, and enhance the overall readiness and effectiveness of 1st MAW in support of the Marine Corps mission.

3. Execution

a. Commander’s Intent. The NCOs of 1st MAW will assemble as a formal association under the supervision and guidance of the 1st MAW Sergeant Major.

(1) Purpose. The NCO Guild serves as a link between all NCOs assigned to 1st MAW to provide insight on quality of life, command relations, and overall fitness to develop a capable ready force. NCOs are responsible for the accomplishment of their assigned mission in accordance with enclosure (1). The purpose of the NCO Guild is to bring NCOs together to move towards all mission-oriented goals.

(2) Method. The NCO Guild will conduct events, meetings, Professional Military Education (PME) classes, etc., led by a board of NCO trustees, that will promote the NCO core and strengthen their resolve to enhance and protect the reputation of 1st MAW per enclosure (2). To ensure both effective planning and transparent communication, two types of meetings will be held on a reoccurring basis. This structure allows for detailed planning while also maximizing the NCO Guild engagements and accountability across the Wing.

(a) The NCO Guild meeting will be attended exclusively by billet-holding trustees. The focus will be on planning, resourcing, and coordination of the NCO Guild activities.

(b) The NCO Guild meeting, open to all NCOs within each command in 1st MAW, will serve as a platform to disseminate information, promote PME, address concerns raised by junior enlisted members of the unit, and foster unit cohesion.

(3) End State. A unified group of NCOs whose contributions promote the development of all leaders by setting the example for others to emulate and being the embodiment of the institutional core values. This will ultimately improve the performance of 1st MAW NCOs in all areas.

b. Concept of Operations

(1) 1st MAW will establish an NCO Guild within the command. At a minimum, billets will include a Sergeant of the Guard, Corporal of the Guard, Scribe, and Operations Chief. All billets must be appointed in writing and shall be approved at each unit's Commanding Officer's level. Appointees are not to have received a non-judicial punishment, 6105, or Page 11 within the past 12 months. Appointed members must attend all NCO Guild meetings that are held at least once a month. Appointees will be appointed annually and have at least a year remaining prior to their rotation date. The following NCO Guild trustee billets, from each group, will be comprised of our very best NCOs in 1st MAW:

(a) Sergeant of the Guard. It is the Sergeant of Guard responsibility to organize training and formal turnovers, appropriately. The Sergeant of the Guard of the NCO guild will ensure that the NCO Guild members are appointed on an annual basis and maintain copies of all appointment letters. The Sergeant of the Guard attends all meetings, facilitates NCO Guild-led unit events, and starts the planning and execution phases of unit events as appropriate. The Sergeant of the Guard will be given increased visibility opportunities at higher level events and meetings to receive the commander's intent more directly, which will enhance the exposure of the Wing's challenges and the initiation of problem-solving opportunities for the NCO Guild.

(b) Corporal of the Guard. The Corporal of the Guard assists the Sergeant of the Guard in ensuring all proper procedures are followed and assumes the duty of the Sergeant of the Guard in their absence. The Corporal of the Guard is responsible for coordinating efforts across the billet holders and ensuring each role is meeting their billet responsibilities. The Corporal of the Guard also serves as the primary lead for special projects, cross-billet coordination, and event oversight.

(c) Scribe. The Scribe will attend all meetings and keep a record of meeting minutes for each meeting. It is the Scribe's duty to ensure all official correspondence complies with the naval correspondence manual and 1st MAW Staff Regulations. The Scribe will maintain both a physical and digital turnover binder for the NCO Guild. This binder will include, at a minimum, all meeting minutes, appointment letters, event planning documents, official correspondence, PME rosters, and other administrative materials essential to the continuity of operations. The binder will be reviewed and updated quarterly and will be transferred during formal turnover between incoming and outgoing secretaries. A copy of the turnover binder shall be made available to the 1st MAW Sergeant Major upon request.

(d) Operations Chief. The Operations Chief is responsible for operational execution of NCO Guild events, including PMEs, morale events, and ceremonies. The Operations Chief develops and maintains timelines, task list, and resource coordination plans for each event. The operations NCO works closely with the Sergeant and Corporal of the Guard to ensure all logistics and execution requirements are met. The operations Chief also ensures events after action reports are completed and submitted for inclusion in the turnover binder.

(e) 1st MAW Color Sergeant. Will be responsible for the conduct of all drill and ceremonies within the Wing. The 1st MAW Color Sergeant will ensure uniformity is kept across all color guard teams within the Wing per reference (a).

(2) The 1st MAW NCO Guild will consist of NCOs from platoons and sections in 1st MAW. This will provide a wider voice and an example for all Marines to emulate. The 1st MAW NCO Guild, having held a meeting once a month, will provide their respective commands with information that may influence change to their commands.

(3) The NCO Guild will frequently be in receipt of information to table at meetings for the purpose of developing a solution to challenges and complex issues that may arise from time to time. The idea is that the NCO Guild will be entrusted with finding solutions to problems and/or taking 1st MAW to new heights.

(4) Each NCO Guild will meet with the 1st MAW Sergeant Major once a quarter. Meetings will be held during normal working hours unless otherwise authorized by the 1st MAW Sergeant Major.

(5) The Groups' NCO Guild Sergeant of the Guard will have the opportunity to communicate directly with the 1st MAW Sergeant Major upon request to allow them to hear directly from the respective NCO Guilds' President.

(6) PME opportunities are highly encouraged for the NCO Guild. The NCO Guild should coordinate for a PME once a month in addition to, or conjunction with, the NCO Guild meeting so that the NCO Guild takes time to be uniformly educated on topics that affect their performance.

c. Tasks

(1) 1st MAW Sergeant Major. Oversee the professional development of the NCOs of 1st MAW.

(2) All Subordinate Commands

(a) Develop, structure, and supervise the conduct of the NCO Guild.

(b) Pursuant to a vote by the NCO Guild's trustees, undertake the formal removal or appointment of NCOs as principal representatives. Once approved, appoint in writing these key billet holders.

(c) Review monthly NCO Guild meeting minutes for possible action.

(d) Screen and appoint NCO Guild trustees and ensure that they are free from significant or repetitive derogatory material or substandard performance. Ensure that NCOs assigned to the NCO Guild are screened by their respective Sergeant Major before appointed to the NCO Guild.

(e) Ensure that once a promotion is delivered for Corporal, the Marine participates in the 1st MAW Sergeant Major's quarterly NCO Transition Course. Enclosure (2) details all events pertaining to the course. Enclosure (3) references the meeting agenda for NCO Guild meetings.

d. Coordinating Instructions

(1) The NCO Guild will not only appropriately reward deserving members but also actively supports and mentors those who fall short, by taking personal responsibility for fellow NCOs who fail to uphold the highest standards of conduct, morality, and professional skill.

(2) The NCO Guild will identify NCOs who fail to maintain the requisite level of special trust, confidence, fidelity, or capability, the matter shall first be addressed professionally with the Marines involved in a formal setting. The NCOs will be granted an opportunity to rectify the identified deficiencies. If, after a reasonable period, no satisfactory improvement is made, the NCO Guild President shall escalate the issue to the NCOs' chain of command. If the resolution remains unattained within a reasonable timeframe, the matter will be referred to the Group Sergeant Major for potential removal from the NCO Guild, a competency evaluation, and/or initiation of appropriate legal action.

4. Administration and Logistics

a. Administration. All meeting minutes will be kept on file both with the Scribe of the NCO Guild and the respective command's Sergeant Major. The point of contact for the NCO Guild is the 1st MAW Sergeant Major at (315) 645-7601.

b. Logistics. All NCO Guild meetings, events, PME and/or trips will be coordinated with the appropriate staff sections using the standard request timelines. The 1st MAW Sergeant Major will ultimately oversee the conduct of the NCO Guild.

5. Command and Signal

a. Command. This Policy Letter is applicable to all subordinate commands and appointed personnel.

b. Signal. This Policy Letter is effective on the date signed and applicable to all personnel appointed in the letter.



M. D. SERNA
Chief of Staff