



UNITED STATES MARINE CORPS
1ST MARINE AIRCRAFT WING, FMF
UNIT 37101
FPO AP 96373-7101

IN REPLY REFER TO:
WgO 1650.11M
SgtMaj
01 JUN 2023

1ST MARINE AIRCRAFT WING ORDER 1650.11M

From: Commanding General, 1st Marine Aircraft Wing

To: Distribution List

Subj: 1ST MARINE AIRCRAFT WING NONCOMMISSIONED OFFICER AND MARINE
OF THE QUARTER/YEAR RECOGNITION PROGRAM

REF: (a) III MEFO 1650.1F

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

1. Situation. The 1st Marine Aircraft Wing (1st MAW) Noncommissioned Officer (NCO) and Marine of the Quarter, and NCO and Marine of the Year Program serves an important command function by acknowledging our most outstanding Marines for individual merits and exceptional performance of military duties and leadership.

2. Cancellation. WgO 1650.11L Ch 1

3. Mission. To recognize Marines for performance of duty, that is noteworthy or commendable in nature by recognition as either NCO or Marine of the Quarter/Year.

4. Execution.

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Selection as either NCO or Marine of the Quarter/Year indicates that the member possesses those traits of leadership, morality, and professionalism, which should embody the goals of all Marines. The primary goal of the award is to recognize those Marines who have contributed significantly to the mission effectiveness of their unit. In addition to job performance, nominees shall be evaluated based on their efforts toward self-improvement, leadership qualities, and potential.

(2) Concept of Operations.

(a) Each Major Subordinate Element (MSE) shall submit one nomination per category, per quarter.

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(b) At the end of the Calendar Year (CY), each NCO and Marine of the Quarter from the previous CY quarters will compete for NCO and Marine of the Year, if still assigned to 1st MAW.

(c) In determining if a Marine is “exceptionally qualified,” particular attention will be given to the “whole Marine” concept. The performance of the Marine during the specific quarter or CY, both on and off duty, is to be considered.

(d) Commanders must consider the following when screening nominees for NCO and Marine of the Quarter:

1. Performance of duty and leadership abilities.
2. Noteworthy contributions to the Marine Corps within the period covered. Nominees will be reviewed only on their accomplishments during the selection period nominated.
3. Performance of regular and additional duties.
4. Community participation to include civic and organizational activities.
5. Active in the Marine Corps’ Professional Reading Program. Each book report completed will be verified by the chain of command.
6. Must have been assigned to 1st MAW or one of the MSEs and have served within 1st MAW for the entire quarter for which considered. Marines from UDP squadrons must have been assigned at a minimum of 90 days with their respective unit and assigned at a minimum of 45 days to 1st MAW. Marines assigned to the 31st Marine Expeditionary Unit (31st MEU) will submit thru the 31st MEU.
7. Cannot be a prior 1st MAW NCO or Marine of the Quarter during the same CY.
8. Meet the Marine Corps height, weight, and body composition standards.
9. Completed appropriate in grade Professional Military Education (PME) requirements or on track with unit standard operating procedure requirements. Marines competing for NCO and Marine of the year must be PME complete.
10. Have met all training requirements within the last 12 months or be officially exempt from specific requirements.

11. Must have scored a first class on their most recent Marine Corps Physical Fitness Test and Combat Fitness Test.

12. Received no derogatory page 11s (6105s), non-judicial punishment, or court-martial within the past 12 months.

(e) Additional requirements for Marines competing for NCO and Marine of the year.

1. Sergeants with more than six months' time in grade at the time the NCO of the Year Board convenes must have completed Regional, Culture and Language Familiarization (RCLF) Program Enlisted Block 3. This completion must be annotated on the Marine's Basic Individual Record (TBTR).

2. Have qualified with the service rifle during the previous Fiscal Year (FY) or have an official exemption or waiver approved and annotated on their TBTR.

3. Have satisfied the minimum requirements by reading five books from the current Commandants Professional Reading Program list during the CY for which they are being considered.

4. If competing as a Corporal for Marine of the Year, must have been promoted within 90 days of the Wing Board convening.

b. Tasks

(1) MSE Commanders

(a) Conduct selection boards and nominate Marines for consideration as Wing NCO or Marine of the Quarter.

(b) For all NCO and Marine of the Quarter winners, continue to collect data on their performance and contributions for the remainder of the CY to add additional information to their "of the Year" write-ups and packages.

(2) 1st MAW Sergeant Major

(a) Perform duties as the senior member of the board.

(b) Publish the quarterly board schedule.

(c) Announce the winners of each board once approved by the Commanding General (CG). The NCO and Marine of the Quarter will receive:

1. Certificate of Commendation from the CG.

2. A 72-hour special liberty, to be taken at the discretion of the Marine's chain of command based on operation commitments.

(d) The NCO and Marine of the Year will receive:

1. Navy and Marine Corps Achievement Medal, awarded by the 1st MAW CG. It is the responsibility of the Marine's Commanding Officer to submit the summary of action and citation through Improved Awards Processing System for proper processing and awarding.

2. A 96-hour special liberty, to be taken at the discretion of the Marine's chain of command based on operation commitments.

(3) ASSEC

(a) Collect all packages from the MSE S-1s by the due date.

(b) Produce a consolidated board data sheet and voting sheets for each of the boards.

(c) Prepare the NCO and Marine of the Quarter winners Certificates of Commendation for the CG's signature.

5. Administration and Logistics

a. At a minimum, the nomination packages will contain the following items:

(1) Squadron Commander's nomination letter.

(2) Group Commander's endorsement and recommendation, if applicable.

(3) Board record data sheet.

(4) One page biography.

(5) Nominee's basic individual record (TBIR), TBTR, education (TEDU), Record of Service (TROS), awards (AWDS), and legal (D119) from the Marine Corps Total Force System (MCTFS). The chronological (CHRO) screens will be included for NCO and Marine of the Year nominations.

(6) All NAVMC 118 (page 11) from the Official Military Personnel Files (OMPF).

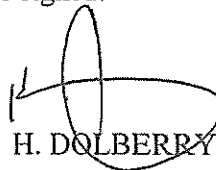
(7) All Unit Punishment Books from the OMPF (if applicable).

b. Packages will be submitted electronically to the 1st MAW Assistant Staff Secretary (ASSEC) by 1600 JST on the date required by the published Wing Bulletin announcing the board.

6. Command and Signal

a. Command. This Order is applicable to all Marines permanently assigned to 1st MAW via permanent change of station, permanent change of assignment order, and those attached via the Unit Deployment Program.

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



H. DOLBERRY
Chief of Staff

DISTRIBUTION A



UNITED STATES MARINE CORPS
(UNIT LETTER HEAD)

WgO 1650.11M

1650
CO
Date

From: Commanding Officer
To: Commanding General, 1st Marine Aircraft Wing (Attn: SgtMaj)
Via: Commanding Officer, XXX Group XX

Subj: NOMINATION FOR MARINE OF THE QUARTER/NCO OF THE QUARTER/YEAR
IN THE CASE OF RANK FIRST M. LAST EDIPI/MOS USMC

REF: WgO 1650.11M

Encl: (1) Board Record Data Sheet
(2) Biography
(3) MCTFS BIR/BTR/EDU/ROS/AWDS/D119
(4) Page 11s - Certified True Copy
(5) UPB, Page 13 (*as applicable) - Certified True Copy

1. In accordance with the reference, Rank Name is enthusiastically nominated for the 1st Marine Aircraft Wing's Noncommissioned Officer/Marine of the Quarter (XX Quarter, CY-XX) or Year 20XX.
2. Use this and subsequent paragraphs to highlight merits of the Marine that is most qualified to be nominated for this program. Outline the Marine's accomplishments from the last quarter, with emphasis on results, leadership, experience, and overall impact on the Marines and/or the section/unit.
3. List the point of contact with a phone number and email address for the unit.

I. M. COMMANDER

BOARD RECORD DATA SHEET

Rank/Name: _____ MOS/Billet: _____ Unit: _____

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: _____ Non-Res PME Date: _____ Resident PME Date: _____

Height: _____ Weight: _____ BF%: _____ Verification Date (within quarter): _____

MARINET/JKO/ON-LINE MOS COURSES COMPLETED DURING THE RECOGNITION PERIOD:

PERSONAL AWARDS RECEIVED DURING THE RECOGNITION PERIOD:

OFF-DUTY EDUCATION DURING THE RECOGNITION PERIOD:

PROFESSIONAL READING DURING THE RECOGNITION PERIOD:

VOLUNTEER WORK DURING THE RECOGNITION PERIOD:

MOS CREDIBILITY:

DISCIPLINARY REMARKS:

WHOLE MARINE CONCEPT:

ADDITIONAL IN QUARTER COMMENTS:



Full Rank First Name MI Last Name

Billet, Squadron

For the Career Biography, the Marine should list every billet and duty location starting with enlisting in the Marine Corps and reporting to Boot Camp. The Marine can choose to put his or her hometown if he or she chooses.

To conclude the biography, the Marine should list any college degrees and personal awards (Only list personal awards and not good conduct medals, GWOT medals, Sea Service Deployment ribbons, etc.) The Marine can list his or her spouse and children, but do not include dates of birth, ages, current residential street addresses, nor any information about family members.

Print to a pdf:

- Save the fillable Biography on the computer as: Rank First MI Last Name - Fillable
- Click the "Print" icon
- Select the printer called "Microsoft Print to PDF" or "Adobe PDF"
- Click "Print" and a "Save As" window will open
- Save the pdf to the computer as: Rank First MI Last Name
- Saving the new pdf to a different name will keep the "fillable" pdf intact and the printed pdf will not be editable.