



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
PSC BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

AirStaO 1650.10E
SgtMaj

21 APR 2009

AIR STATION ORDER 1650.10E

From: Commanding Officer, Marine Corps Air Station Cherry Point
To: Distribution List

Subj: MARINE NONCOMMISSIONED OFFICER (NCO) OF THE QUARTER/MARINE
OF THE QUARTER

1. Situation. To establish policy concerning the "Marine NCO of the Quarter" and "Marine of the Quarter" programs.
2. Cancellation. AirStaO 1650.10D.
3. Mission. As a means of promoting morale and encouraging high standards of performance of Marines of this command, "Marine NCO of the Quarter" and "Marine of the Quarter" programs are established. These Marines will be selected by a Board appointed by the Commanding Officer.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Commanding Officers of Headquarters and Headquarters Squadron, Marine Transport Squadron One, Center for Naval Aviation Technical Training, and Fleet Readiness Center East will submit qualified nominees to reach this Headquarters (Attn: MCAS SgtMaj) no later than the first Friday during the months of January, April, July, and October.

(2) Concept of Operations

(a) The Selection Board for these programs will be comprised of the MCAS Sergeant Major (Senior Member); the Sergeant Major, Headquarters and Headquarters Squadron; the Sergeant Major, Marine Transport Squadron One; the Sergeant Major, Center for Naval Aviation Technical Training; and the First Sergeant, Fleet Readiness Center East. The board will meet on call of the Senior Member during the months of January, April, July, and October.

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distribution is unlimited.

(b) Criteria for nomination for both Marine NCO and Marine of the Quarter will include:

1. Be in the grade of Corporal or Sergeant for Marine NCO of the Quarter and Lance Corporal or below for Marine of the Quarter.

2. Outstanding performance of military duties to include at a minimum 4.4 Conduct mark and 4.4 Proficiency mark during the last marking period.

3. Performance of regular duties is particularly valuable to the command and clearly distinguishes the individual from others.

3. Must have a 1st Class score on most recent Physical Fitness Test (PFT).

4. Must have exceptional personal appearance and military bearing.

(c) Nominations will be in letter form and are limited to one Marine per command.

(d) Nominations will contain brief, factual justification and will set forth specific noteworthy traits and characteristics displayed.

(e) Personnel nominated will appear personally before the Selection Board at a time and date to be published by separate correspondence.

(f) Marines selected as Marine NCO and Marine of the Quarter will receive:

1. Receive a Certificate of Commendation from the Commanding Officer.

2. Receive a special parking pass to be used at the Marine Corps Air Station Cherry Point Exchange and Commissary.

3. Have a Fleet Hometown News Release submitted for publication.

4. Be eligible for 96-hour special liberty

b. Coordinating Instructions. Submit all recommendations concerning this Order to the Sergeant Major, MCAS, Cherry Point via the appropriate chain of command.

5. Administration and Logistics. This Order is published electronically and can be accessed on-line via the MCAS homepage at <http://www.cherrypoint.usmc.mil/MCASCP/stationadj/>.

6. Command and Signal

a. Command. This Order is applicable to MCAS Cherry Point.

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



ROBERT D. CLINTON
Executive Officer

DISTRIBUTION: A