



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

AirStaO 1650.13B
CPLO
13 Jun 06

AIR STATION ORDER 1650.13B w/chl

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

Subj: SERVICE PERSON AND MILITARY FAMILY OF THE QUARTER FOR
HAVELOCK, NEW BERN, AND CARTERET COUNTY

Ref: (a) SECNAVINST 1650.1F
(b) AirStaO 1650.6

Encl: (1) Sample Ltr for Area Service Person of the Quarter
(2) Sample Ltr for Family of the Quarter
(3) Monthly schedule for Service Person/Family of the Quarter

1. Situation. To provide guidance and establish procedures for the selection of an enlisted Marine/Sailor as the MCAS Cherry Point Area Service Person or Military Family of the Quarter for the Havelock, New Bern, and Carteret County Chamber's of Commerce.

2. Cancellation. ASO 1650.13A, ASO 1650.3E.

3. Mission. As part of a continuing effort to strengthen the relations between the Air Station and neighboring communities, and to develop and maintain public interest, the Havelock, New Bern, and Carteret County Chamber's of Commerce will honor the MCAS Cherry Point, Area Service Person or Military Family of the Quarter. The award is public recognition to the recipient and the Marine Corps. The award will be presented during a ceremony per enclosure (2) and a joint ceremony by all three Chambers in October. The award is based on an evaluation of duties or contributions performed, or a conspicuous act of service which is above and beyond that which is normally expected and distinguishes the individual (and/or family members) from those performing similar acts or services. Examples of contributions made by military member and/or family members could include: volunteer work for health care or charitable organizations, church or civic organizations, youth activities, or activities involving the handicapped or underprivileged.

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4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Commanders at all levels will make maximum use of available sources in evaluating and recommending individuals and/or their family members who display outstanding qualities of leadership, acts of service, or those traits which are essential for the selection of this award.

(b) Whenever an enlisted member or their family member performs commendably beyond the usual requirements of duty, displays exceptional energy, or judgment of initiative, a report should be made to his CO by the senior member who observed the meritorious act.

(c) Recommendations for awarding a military decoration will be submitted in accordance with the references.

(2) Concept of Operations

(a) A selection board, consisting of Community Plans and Liaison Officer (Chair), MCAS Sergeant Major, 2d MAW Sergeant Major and Master Chief Petty Officer, Naval Hospital will convene to consider nominations. This board will be guided in its selection by this Order, the letters of nomination, and other directives that may be issued from time to time.

(b) Nominations should include a concise description of any meritorious action, biographical information, a comprehensive portrayal of the professional character of the person recommended, and a proposed citation.

(c) The nomination selected by their respective unit/squadron will be submitted to the ~~MCAS Chief of Staff, (Attn: Community Plans and Liaison Officer~~ , not later than the 20th of December, March, June, and September for award ceremonies to be held in the subsequent quarter. Nominations from 2d MAW should be submitted via CG 2d MAW, (Attn: Adjutant).

(d) The individual nominated will be selected for overall outstanding performance or for the execution of a particularly valuable or unusual service. This nominee may be of any enlisted grade.

(e) Individuals selected will be awarded a CG's Certificate of Commendation concurrent with the honors received from the Havelock, New Bern and Carteret County Chamber's of Commerce.

b. Tasks

(1) Selection Board, Community Plans and Liaison Officer (Chair). Will consolidate nominations for the board, and coordinate the administrative functions required by the selection board.

(2) Community Plans and Liaison Office (CPLO). Will serve as the liaison between the military and civilian communities with regard to this award. They will determine a mutually convenient date and time for the presentation ceremony between the Chamber of Commerce and the Commanding Officer of the selected military individual based on the annual scheduled in Enclosure (2). An annual joint ceremony will be held in October of each year.

(3) Joint Public Affairs Officer (JPAO). Will provide appropriate publicity for this award.

(4) Commanding Officer of the Individual Selected. Will notify the individual and ensure that the military member is present at the ceremony; if recipient cannot attend for any reason, immediately notify CPLO (466-4196). The CO should also be prepared to attend the award ceremony and to introduce and make appropriate remarks substantiating the individual's worthiness for selection of the award.

5. Administration and Logistics

6. Command and Signal

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

b. Command. This Order is applicable to the CG 2d MAW, CO's ~~Naval Hospital, NADEP~~ and CLC-21, and the Marine Corps Reserve.

NAVAL HEALTH CLINIC, FRC EAST



D. L. BULAND
Chief of Staff

DISTRIBUTION: A



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
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AirStaO 1650.13B Ch 1
CPLO
30 JUN 2008

AIR STATION ORDER 1650.13B Ch 1

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

Subj: SERVICE PERSON AND MILITARY FAMILY OF THE QUARTER FOR
HAVELOCK, NEW BERN, AND CARTERET COUNTY

1. Situation. To direct pen changes to the basic Order.

2. Execution

a. Page 2, paragraph 4(a)(2)(c), second line, delete "MCAS Chief of Staff, (Attn: Community Plans and Liaison Officer)", and replace with "Community Plans and Liaison Officer".

b. Page 3, paragraph 6(b), change "Naval Hospital" to "Naval Health Clinic" and change "NADEP" to "FRC East".

3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.

A handwritten signature in black ink, appearing to read "R. C. Mann".

R. C. MANN
By direction

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distribution is unlimited.

AirStaO 1650.13B
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SAMPLE LTR FOR AREA SERVICE PERSON OF THE QUARTER

(UNIT HEADING)

1650
(OFFICE CODE)
(DATE)

From: Commanding Officer, Headquarters and Headquarters Squadron,
Cherry Point
To: Commanding Officer, Marine Corps Air Station, Cherry Point
(CPLO)
Via: (Chain of Command)
Subj: RECOMMENDATION FOR AREA SERVICE PERSON OF THE QUARTER FOR
(1ST, 2ND, 3D, 4TH QTR CY__); CASE OF CORPORAL MARINE A.
THUNDERGRUNT

Ref: (a) AirStaO 1650.13B

Encl: (1) Proposed Certificate of Commendation

1. In accordance with the references, the following is submitted:

a. Corporal Thundergrunt continually distinguished himself/herself by superior performance of duty while serving as Assistant Representative and Warfare Instructor of Headquarters and Headquarters Squadron from October 2005 to December 2006. He/she is a highly motivated Marine who presents himself in an outstanding manner while striving to further his value to the Marine Corps and the local community. As an instructor, he/she expertly engineered and rewrote all lesson plans, student objectives and handouts, as well as designed training aids for the Basic Defense Course. As a lecturer, his/her attention to detail, ingenuity in maintaining the attention of his classes, and his ability to express himself make Corporal Thundergrunt an inspiration and shining example for his/her fellow instructors.

b. On 24 December 2005, Corporal Thundergrunt's professionalism was further attested to when a motorcycle vehicle collision occurred on US Highway 70. By applying immediate action and first aid techniques, he/she was directly responsible for preventing possible loss of life. He/she did much to ease the victims' minds by his/her comforting words.

ENCLOSURE (1)

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Subj: RECOMMENDATION FOR AREA SERVICE PERSON OF THE QUARTER FOR
(1ST, 2ND, 3D, 4TH QTR CY__); CASE OF CORPORAL MARINE A.
THUNDERGRUNT

2. Through his assignment, Corporal Thundergrunt displayed initiative, dedication, and leadership far exceeding those which are asked or expected. His positive attitude and good-nature have enriched all who have worked or came in contact with him/her.

3. It is with enthusiasm that Corporal Thundergrunt is recommended for the Marine Corps Air Station, Cherry Point, Area Service person of the Quarter. The enclosure is forwarded for Consideration.

Signature of Commanding Officer

ENCLOSURE (1)

PROPOSED CERTIFICATE OF COMMENDATION

COMMANDING OFFICER, MARINE CORPS AIR STATION, CHERRY POINT

CORPORAL MARINE A. THUNDERGRUNT, UNITED STATES MARINE CORPS

superior performance of duty while serving as xxxxxxxxxxxxxxxxxxxxxxx
xx
xx. During this period, Corporal
Thundergrunt performed his demanding duties in an exemplary and
highly professional manner. xxx
xx.
xx.
Corporal Thundergrunt's diligent efforts, attention to detail and
devotion to duty reflected great credit upon himself/herself and
were in keeping with the highest traditions of the United States
Marine Corps.

ENCLOSURE (1)

AirStaO 1650.13B
13 Jun 06

SAMPLE LTR FOR AREA FAMILY OF THE QUARTER

(UNIT HEADING)

1650
(OFFICE CODE)
(DATE)

From: Commanding Officer, Marine Transport Squadron One
To: Commanding Officer, Marine Corps Air Station, Cherry Point
(CPLO)
Via: (Chain of Command)

Subj: RECOMMENDATION FOR AREA FAMILY OF THE QUARTER FOR
(1ST, 2ND, 3D, 4TH QTR CY__); CASE OF MASTER SERGEANT MARINE
A. THUNDERGRUNT

Ref: (a) ASO 1650.13B

Encl: (1) Proposed Certificate of Commendation

1. In accordance with the references, the following is submitted:
2. Master Sergeant Thundergrunt is the Maintenance Chief Marine Transport Squadron 1. He/she dedicates numerous hours in support of the squadron's success. Truly a natural leader, he/she is compassionate, yet demanding, and always has the time to provide sage counsel to all Marines in the squadron. Particularly involved in mentoring and developing the SNCOs of the squadron, he/she regularly makes time to assist junior Marines, and officers alike. Master Sergeant Thundergrunt possesses that type of leadership style that makes people want to work for him/her and with him/her. Not by coercion, but because he/she has the charisma to always make the mission relevant to everyone in this squadron.
3. Not only does Master Sergeant Thundergrunt go above and beyond by contributing much of his/her personal time to the squadron, he/she is also an active participant in community events and activities. A gifted communicator, he/she has been a lector at Annunciation Catholic Church in Havelock for the past 2 years. Understanding the importance of instilling teamwork at a young age, Master Sergeant Thundergrunt has also been an assistant coach for the Havelock Pop Warner football league for the past 3 consecutive

ENCLOSURE (2)

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Subj: RECOMMENDATION FOR AREA FAMILY OF THE QUARTER FOR
(1ST, 2ND, 3D, 4TH QTR CY__); CASE OF MASTER SERGEANT MARINE
A. THUNDERGRUNT

years, becoming fully certified this past season. He/she has acted as Head Coach on numerous occasions for both games and practices. His/her son Dylan, plays on the team. Possessing an appreciation for the Arts, he/she supports his/her older son T.J.'s musical career by regularly attending concerts and performances. T.J. plays the trumpet and other horns in the Havelock High School band.

4. Mrs./Mr. First Name Thundergrunt is a devoted wife and dedicated mother/father. Her/his hard work is evident in her/his spouse's continuous calm demeanor and ability to consistently devote 110 percent in the workplace, and her/his sons' gentlemanly behavior, academic achievement, and extensive involvement in school and the community. Because of her/his, they are an enthusiastic family with seemingly boundless energy. Like her/his spouse Mrs./Mr. Thundergrunt is active in her/his parish community. She/he works with the youth group and serves as Secretary to the Women's/Men's Bible study outreach group. She/He also provides assistance to Annunciation school as a volunteer room monitor when needed.

5. Together, the Thundergrunts reflect exemplary family values. They have two sons, T.J. 16 and Dylan 12. They are involved in squadron life, church life, and the community.

6. It is my honor and distinct pleasure to nominate the Thundergrunt family as Military Family of the Quarter.

Signature of Commanding Officer

ENCLOSURE (2)

PROPOSED CERTIFICATE OF COMMENDATION

COMMANDING OFFICER, MARINE CORPS AIR STATION, CHERRY POINT
MASTER SERGEANT MARINE A. THUNDERGRUNT, UNITED STATES MARINE CORPS

superior performance of duty while serving as xxxxxxxxxxxxxxxxxxxxxxx
xx
xx xxx
Sergeant Thundergrunt performed his/her demanding duties in an
exemplary and highly professional manner. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xx
xx
Master Sergeant Thundergrunt's diligent efforts, attention to detail
and devotion to duty reflected great credit upon himself/herself and
were in keeping with the highest traditions of the United States
Marine Corps.

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ANNUAL SCHEDULE FOR SERVICE PERSON OF THE QUARTER

January - Havelock
February - Carteret County
March - New Bern
April - Havelock
May - Carteret County
June - New Bern
July - Havelock
August - Carteret County
September - New Bern
October - Joint event with all three Chambers (three individuals/
families will be recognized)

ENCLOSURE (3)