



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

ASO 1650.10F
SGTMAJ

AIR STATION ORDER 1650.10F

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

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

1. Situation. To establish policy concerning the "Marine NCO/Marine of the Quarter" and "Marine NCO/Marine of the Year" programs.

2. Cancellation. AirStaO 1650.10E.

3. Mission. As a means of promoting morale and encouraging high standards of performance of Marines in this command, "Marine NCO/Marine of the Quarter" and "Marine NCO/Marine of the Year" 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) Commanders Intent. Commanding Officers of Headquarters and Headquarters Squadron, 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 day 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, 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.

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

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

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2. Outstanding performance of military duties to include at a minimum 4.4 Conduct mark and 4.4 Proficiency mark for Marine NCO and 4.3 Conduct mark and 4.3 Proficiency mark for Lance Corporal and below nominations during the last marking period.

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

4. Must have a 1st class score on most recent Physical Fitness Test (PFT)/Combat Fitness Test (CFT).

5. 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 the Marine NCO and Marine of the Quarter will:

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

2. Have their photograph displayed in a place of honor at this Headquarters.

3. Retain eligibility for nomination as Marine NCO and Marine of the Year.

(g) Marines selected as the Marine NCO and Marine of the Year will:

1. Receive a Navy and Marine Corps Achievement Medal from the Commanding Officer.

2. Have their photograph displayed in a place of honor at this Headquarters.

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 online via the MCAS Cherry Point, Station Adjutant 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.



M. R. HUBER

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