



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

1650  
ADJ  
4 DEC 2023

AIR STATION ORDER 1650.13D ADMINISTRATIVE CHANGE 1

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

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

1. Situation. To provide updated policy and procedural guidance for the Service Person of the Quarter for Havelock, New Bern, and Carteret County program.

2. Cancellation. ASO 1650.13D.

3. Mission. To implement changes to the Order.

4. Execution. Changes to the order as follows:

a. Page 2, Paragraph 4.a.(2)(d) to remove "Sergeant/Petty Officer Second Class (E-5) or below" to replace with "E-6 or below"

b. Page 2, Paragraph 4.b.(1) remove paragraph.

c. Page 4, Enclosure (1) to remove "MCAS CPLOS NCO Staff Sergeant Chad J. Croh Chad.j.croh@usmc.mil" to replace with "Station Adjutant's Office chpt.mcas.adjutant.omb@usmc.mil"

5. Administration and Logistics. This recognition program shall fall under the staff cognizance of the Marine Corps Air Station Cherry Point (MCAS CHPT) Sergeant Major.

6. Command and Signal

a. Command. This Order is applicable to MCAS CHERPT and its tenant commands.

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

  
B. C. BURKS

DISTRIBUTION: A



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AIR STATION ORDER 1650.13D

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

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

Ref: (a) SECNAVINST 1650.1F

Encl: (1) Sample Nomination Form for Service Person of the Quarter  
(2) Monthly Schedule for Service Person of the Quarter

1. Situation. To provide guidance and establish procedures for the selection of an enlisted Service Member as the Marine Corps Air Station Cherry Point (MCAS CHERPT) Area Service Person of the Quarter for the Havelock, New Bern, and Carteret County Chambers of Commerce.

2. Cancellation. ASO 1650.13C.

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 Chambers of Commerce will honor the MCAS CHERPT, Area Service Person. The award is public recognition to the recipient and the Marine Corps. Each month, the corresponding communities will hold a ceremony to show appreciation to the service member chosen. The award is based on an evaluation of duties or contributions performed, or a conspicuous act of service, which is above and beyond that of which is normally expected and distinguishes the individual from those performing similar acts or services. Examples of contributions made by military members could include: volunteer work for health care or charitable organizations, church or civic organizations, youth activities, or activities involving the handicapped or underprivileged:

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 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 performs commendably beyond the usual requirements of duty, displays exceptional energy, or judgment of initiative, a report should be made to his Commanding Officer (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.

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(2) Concept of Operations

(a) A selection board, chaired by the MCAS Sergeant Major (SgtMaj) 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 Station Adjutant Office, according to the assigned due date released via email by the Station Adjutant's Office each quarter.

(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 the grade of ~~Sergeant Petty Officer Second Class (E-5)~~ or below, .

b. Tasks

~~(1) Community Plans and Liaison Office Staff Noncommissioned Officer (CPLCSNCO). Will consolidate nominations for the board, and coordinate the administrative functions required by the selection board.~~

(1) ~~(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).

(2) ~~(3)~~ Communication Strategy and Operations (COMMSTRAT). Will provide appropriate publicity for this award.

(3) ~~(4)~~ Commanding Officer of the Individual Selected. Will ensure the individual is notified 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. This recognition program shall fall under the staff cognizance of the MCAS CHERPT SgtMaj.

6. Command and Signal

a. Command. This Order is applicable to MCAS CHERPT and its tenant commands

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



M. R. HUBER

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# SERVICE PERSON OF THE QUARTER NOMINATION FORM

## **Part I:**

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Command/Unit: \_\_\_\_\_

Work Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Rank (E-5 and below): \_\_\_\_\_ Position: \_\_\_\_\_

Anticipated Rotation Date (PCS/EAS/Etc.): \_\_\_\_\_

Home of Record (Include City and State): \_\_\_\_\_

Education (City of H.S. and date graduated and any secondary education):  
\_\_\_\_\_  
\_\_\_\_\_

Spouses Name (if applicable): \_\_\_\_\_

Child(ren) Name(s) (if applicable): \_\_\_\_\_

Brief description of past and present duty stations and accomplishments in chronological order:  
\_\_\_\_\_  
\_\_\_\_\_

## **Part II:**

Nominated for:

Havelock SPOQ (Award Presentation Ceremony typically occurs Jan / Apr / July / Oct)

Carteret SPOQ (Award Presentation Ceremony typically occurs Feb / May / Aug / Nov)

New Bern SPOQ (Award Presentation Ceremony typically occurs Mar / Jun / Sep / Dec)

Local Community Service:  
\_\_\_\_\_  
\_\_\_\_\_

## **Part III:**

FULL NAME AND RANK OF ALL PERSONS TO ACCOMPANY SERVICE MEMBER TO RECOGNITION EVENT

OFFICER: \_\_\_\_\_

SENIOR ENLISTED: \_\_\_\_\_

**ENCLOSURE (1)**

SPOUSE: \_\_\_\_\_

**\*\* The Officer and Senior Enlisted guest will be given the opportunity to say a few words on behalf of the SPOQ**

**Part IV.**

Short Biography of nominee:

**Part V.**

PLEASE SIGN RELEASE STATEMENT:

I hereby grant permission to the have the above information and my photo released to the respective Chamber of Commerce Executive Director, as appropriate.

Signature of Nominee: \_\_\_\_\_ Date: \_\_\_\_\_

**Part VI.**

(TO BE COMPLETED BY THE NOMINATOR)

Please state the reason as to why this service member is being nominated as a SPoQ.

\_\_\_\_\_  
\_\_\_\_\_

Name, Rank and Command/Unit of Nominator: \_\_\_\_\_

Date (DD MM YY): \_\_\_\_\_

**PLEASE RETURN THIS FORM TO THE BELOW STATION POC:**

~~MCASCP CPLOSNGO~~  
~~Staff Sergeant Chad J. Groh~~  
~~Chad.j.groh@usmc.mil~~

Station Adjutant's Office chpt.mcas.adjutant.omb@usmc.mil
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**Chamber Service Person of Quarter Schedule**

<b>Day</b>	<b>Time</b>	<b>Event</b>	<b>Attendees</b>	<b>Location</b>	<b>Station Deadline</b>
JAN, 4th TUES	1130	Havelock SPoQ	CO/XO, SgtMaj, CPLO	Hancock Lodge, MCAS CP	
FEB, 3rd FRI	1200	Carteret SPoQ	CO/XO, SgtMaj, CPLO	Varies	
MAR, 2nd THURS	1200	New Bern SPoQ	CO/XO, SgtMaj, CPLO	NB Golf & Country Club	
APR, 4th TUES	1130	Havelock SPoQ	CO/XO, SgtMaj, CPLO	Hancock Lodge, MCAS CP	
MAY, 3rd FRI	1200	Carteret SPoQ	CO/XO, SgtMaj, CPLO	Varies	
JUN, 2nd THURS	1200	New Bern SPoQ	CO/XO, SgtMaj, CPLO	NB Golf & Country Club	
JUL, 4th TUES	1130	Havelock SPoQ	CO/XO, SgtMaj, CPLO	Hancock Lodge, MCAS CP	
AUG, 3rd FRI	1200	Carteret SPoQ	CO/XO, SgtMaj, CPLO	Varies	
SEPT, 2nd THURS	1200	New Bern SPoQ	CO/XO, SgtMaj, CPLO	NB Golf & Country Club	
OCT, 4th TUES	1130	Havelock SPoQ	CO/XO, SgtMaj, CPLO	Hancock Lodge, MCAS CP	
NOV, 3rd FRI	1200	Carteret SPoQ	CO/XO, SgtMaj, CPLO	Varies	
DEC, 2nd THURS	1200	New Bern SPoQ	CO/XO, SgtMaj, CPLO	NB Golf & Country Club	