



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 1650.3A
SGTMAJ
AUG 15 2012

COMBAT CENTER ORDER 1650.3A

From: Commanding General
To: Distribution List

Subj: NONCOMMISSIONED OFFICER AND MARINE OF THE QUARTER PROGRAM

Encl: (1) Sample Letter of Nomination and Data Sheet
(2) Sample Noncommissioned Officer and Marine of the Quarter Board Announcement Letter

1. Situation. The Noncommissioned Officer of the Quarter (NCOQ) and Marine of the Quarter (MOQ) Program recognizes individuals whose superior performance during the quarter went well beyond that normally expected of Marines of equal grade.

2. Cancellation. CCO 1650.3.

3. Mission. To publish instructions and procedures for the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) NCOQ and MOQ Programs.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To promote morale and encourage high standards of performance among Marines of this command by establishing the NCOQ and the MOQ Programs.

(a) Designation as NCOQ and MOQ signifies leadership, dedication, and professionalism, so such designation and recognition should be the goal of all eligible Marines.

(b) A recommendation for NCOQ or MOQ should not be considered an avenue for meritorious promotion or an achievement for the nominating command. Rather, it is a means to recognize the efforts of our individual Marines.

(2) Concept of Operations. Commanders, in considering an individual for nomination, will ensure the nominee's conduct and performance of duty clearly warrant recognition and distinguishes the individual from his/her peers.

b. Subordinate Element Missions

(1) Commanding Officers

(a) Develop, monitor and administer local NCOQ and MOQ Programs to coincide with this Order.

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(b) Conduct a screening board to select Marines to compete for the MAGTFTC, MCAGCC NCOQ and MOQ. Ensure all Marines that appear before MAGTFTC, MCAGCC boards meet all prerequisites established by this Order.

(c) Submit nominations to the Commanding General (CG), MAGTFTC, MCAGCC (Attn: Sergeant Major) in the format outlined in enclosure (1) via the Office of the CG, Administrative Chief.

(d) Provide an 8x10 color photo (in service "C" uniform with ribbons) of the Marine selected for display in the MAGTFTC, MCAGCC Headquarters.

(2) MAGTFTC, MCAGCC Sergeant Major

(a) Conduct the NCOQ and MOQ boards.

(b) Notify the CG, MAGTFTC, MCAGCC of the Marines selected, and arrange awards presentation.

(c) Ensure photographs are appropriately displayed in the MAGTFTC, MCAGCC Headquarters.

c. Coordinating Instructions

(1) Criteria for NCO of the Quarter

(a) Be a Corporal or Sergeant.

(b) Have no disciplinary action during the quarter nominated.

(c) All annual and semi-annual training must be current or an attempt made to complete the required training. Lack of current training does not disqualify the Marine; however, it does make him or her less competitive.

(d) Be Marine Corps Martial Arts Program (MCMAP) qualified.

(e) Have completed the Sergeant's or Corporal's Course, as appropriate, or completed the Marine Corps Institute (MCI) 8010 series.

(f) Have enrolled or completed the Fundamentals of Marine Corps Leadership or Leading Marines MCI.

(g) Possess a minimum of 4.5 for proficiency and conduct marks in grade.

(h) Have served the entire quarter with the current unit as an NCO prior to nomination.

(i) Have a first class physical fitness test (PFT) and combat fitness test (CFT).

(2) Criteria for Marine of the Quarter

(a) Be a Lance Corporal or below.

(b) Have no disciplinary action during the quarter nominated.

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(c) All annual and semi-annual training must be current or an attempt made to complete the required training. Lack of current training does not disqualify the Marine; however, it does make him or her less competitive.

(d) Be MCMAP qualified.

(e) Possess a minimum of 4.5 for proficiency and conduct marks in grade (waiverable dependent on time in grade).

(f) Have served the entire quarter with the current unit prior to nomination.

(g) Have a first class PFT and CFT.

(3) Guidelines. The Marine must have demonstrated a sustained level of MOS proficiency, leadership ability, and professionalism. Be specific in the nomination letter. Highlight what the Marine has done in order to deserve a nomination and limit remarks to one page.

(4) Selection

(a) The MAGTFTC, MCAGCC NCOQ/MOQ boards will convene during the first month of the following quarter to select the best qualified Marines from the previous quarter. Example: "The second quarter board will be held in the first month of the third quarter to select the best qualified Marines from the second quarter." Nomination packages will be submitted to CG, MAGTFTC, MCAGCC (Attn: Sergeant Major) per enclosure (2) during the months of January, April, July, and October.

(b) Nominees will appear before the board in the uniform prescribed by the MAGTFTC, MCAGCC Sergeant Major. If a book board is held, a scanned package will be submitted to the Office of the CG, Administrative Chief.

(c) Members of the NCOQ and MOQ boards will consist of the following: MAGTFTC, MCAGCC Sergeant Major as the senior member, Sergeants Major of Headquarters Battalion MCAGCC, Marine Aviation Weapons and Tactics Squadron 1, Marine Corps Mountain Warfare Training Center, the Senior Enlisted Advisor for Marine Corps Tactics and Operations Group, and the Senior Enlisted Advisor for Marine Corps Logistics Operations Group.

(5) Recognition. Marines selected as the MAGTFTC, MCAGCC NCOQ and MOQ will receive:

(a) A Commanding General Certificate of Commendation.

(b) A book from the Marine Corps Association.

(c) An invitation to serve as an MAGTFTC, MCAGCC representative at social events.

(d) Be allowed to park at a designated spot at the Marine Corps Exchange.

(6) Packages. All submitted packages will contain the following:

- (a) Data sheet, enclosure (1).
- (b) BTR/BIR/record of service.
- (c) MCI/education screen printout.
- (d) Awards screen printout.
- (e) Pg 3 and 11 printout.
- (f) Promotion photo.

(7) Submit recommendations concerning this Order to the sponsor.

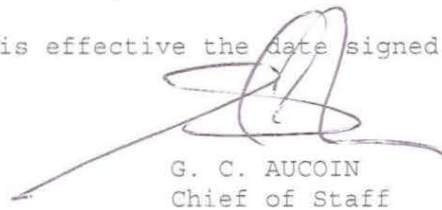
(8) Forms. Enclosure (1) is the Data Sheet form CC 1650/4 and can be obtained from the Naval Forms Online web site at <http://navalforms.daps.dla.mil>. Use the forms tab to access the search page; enter the form number or the title name in the keyword search.

5. Administration and Logistics. Distribution Statement A directives issued by the Commanding General is distributed via email upon request and can be viewed at <http://www.29palms.usmc.mil/dirs/manpower/adj/ccotoc.asp>.

6. Command and Signal

a. Command. This Order is applicable to all active duty and reserve Marines assigned within the MAGTFTC, MCAGCC chain of command.

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



G. C. AUCOIN
Chief of Staff

Sample Letter of Nomination

(HEADING)

1650
Office Code
Date

From: Department Head/Officer In Charge
To: Commanding General, Marine Air Ground Task Force Training Command,
Marine Corps Air Ground Combat Center (Attn: Sergeant Major)
Via: (1) Commanding Officer, Company A or Company B, Headquarters
Battalion, Marine Air Ground Task Force Training Command, Marine
Corps Air Ground Combat Center
(2) Commanding Officer, Headquarters Battalion, Marine Air Ground Task
Force Training Command, Marine Air Ground Combat Center
Subj: NOMINATION FOR NONCOMMISSIONED OFFICER OF THE QUARTER/YEAR OR MARINE
OF THE QUARTER/YEAR IN THE CASE OF RANK, NAME, SSN/MOS USMC

Ref (a) CCO 1650.3A

Encl: (1) Data Sheet
(2) BTR/BIR/record of Service
(3) MCI/Education Screen Printout
(4) Awards Screen Printout
(5) Pg 3 Printout
(6) Pg 11 Printout
(7) Promotion Photo

1. The letter will explain why the Marine should be considered and describe his or her qualifications. Include any information that has direct bearing on the outstanding participation of the Marine, regardless of the success of the overall operation.
2. When basing the nomination on civilian community activity, the number of organizations to which the Marine belongs and the length of involvement are not as important as the sincerity and the perceived value attached.
3. The enclosures are provided as required by the reference.
4. Closing Paragraph.

SIGNATURE

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Sample Noncommissioned Officer and Marine of the Quarter Board Announcement
Letter



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

1650
SGTMAJ

From: Sergeant Major
To: Distribution List

Subj: NONCOMMISSIONED OFFICER AND MARINE OF THE QUARTER BOARD

Ref: (a) CCO 1650.3A

1. This letter announces the Noncommissioned Officer of the Quarter (NCOQ) and Marine of the Quarter (MOQ) Board which will convene on _____ at _____ . See reference (a) for qualifications. Headquarters Battalion, Marine Aviation Weapons and Tactics Squadron-1, and Marine Corps Mountain Warfare Training Center will submit a scanned NCOQ and MOQ package to this Headquarters no later than _____ .

2. The NCOQ and MOQ Board is designed to recognize individuals whose superior performance of duty during the quarter went well beyond that normally expected of Marines of equal grade. Nominations should be based on a specific act that sets them apart from their peers, that is of a nature to bring credit to the Corps, or on sustained performance during the period. Achievements of our Marines during off-duty hours engaged in commendatory voluntary community service will be considered. Being selected as NCOQ or MOQ should not be considered an avenue for meritorious promotion or an achievement for the nominating command. Rather, it is a means to recognize the efforts of our individual Marines.

3. Addressees submit your nominees not to exceed one nominee for each category per command. Negative response requested.

4. Point of contact is _____ (Office of the Commanding General, Administrative Chief) at (760) 830-6108 or _____ .

MAGTFTC, MCAGCC SGTMAJ

Enclosure (2)