



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 1650.2
3AA3
02 MAR 1998

STATION ORDER 1650.2

From: Commanding Officer
To: Distribution List

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

Encl: (1) Format For Submitting Nominations
(2) Selects Rewards

1. Purpose. To outline the procedures for the selection of the Marine Corps Air Station Marine of the Quarter and Noncommissioned Officer of the Quarter.

2. Information

a. This program is established to extend recognition to individuals whose performance of duty is considered noteworthy by their commands.

b. Designation as the Marine Corps Air Station "Marine of the Quarter" or "Noncommissioned Officer of the Quarter" should be the goal of all Sergeants and below assigned to Marine Corps Air Station (MCAS) Yuma. It signifies that the individuals' performance of duty, over a sustained period, has been exceptional and commendatory.

c. A recommendation for the subject titles is not to be used as a substitute for a Meritorious Mast; however, the letter may be a factor to consider nominating an individual.

3. Nomination Criteria. Commands, in considering an individual for nomination, should be guided, but not limited to the following:

a. Conduct and performance of duty to a degree which clearly warrants recognition.

b. Conduct and performance of the individual in areas outside the individuals' MOS.

4. Procedures

a. The following units can submit one nominee to the Marine of the Quarter Board and one nominee to the Noncommissioned Officer of the Quarter Board:

- (1) Marine Aircraft Group 13 (Tenant units only).
- (2) Marine Aviation Weapons and Tactics Squadron 1.
- (3) Headquarters and Headquarters Squadron.

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- (4) Marine Air Control Squadron 7.
- (5) Marine Wing Support Squadron 371.
- (6) 1st Force Service Support Group (CSSD-16).

b. Unit Commanders will:

(1) Establish a unit selection board to recommend personnel to appear before the Air Station Selection Board.

(2) Submit to the Station Sergeant Major, by the tenth day of the last month of each calendar quarter, the nominee for each title, along with the nomination letter and SRB, to appear before the Air Station Selection Board.

c. The Station Sergeant Major will:

(1) Convene the Air Station Selection Board by the twenty-fifth day of the last month of each calendar quarter.

(2) Submit the recommendations of the Air Station Board for the Commanding Officer's approval.

5. Selection Board Composition

a. The Station Sergeant Major will sit on the board as the senior member. In the absence of the Station Sergeant Major, the Marine Aircraft Group 13 Sergeant Major will function as the senior member.

b. The Sergeants Major of Headquarters and Headquarters Squadron, Marine Aviation Weapons and Tactics Squadron 1, Marine Wing Support Squadron 371, and Marine Air Control Squadron 7 will sit on the board as members.

6. Senior Member's Responsibilities

a. Designate the uniform, date/time and place of the board and notify the commands.

b. Brief the board members on the procedures of the board before interviewing nominees.

c. Report the Board's selections, in writing, to the Commanding Officer, Marine Corps Air Station.

d. Upon approval of the selections by the Commanding Officer, submit copies of the approval to the various organizations and departments listed in enclosure (3).

e. Order plaques through the Station Adjutant.

f. Coordinate date/time for presentation of awards listed in enclosure (3).

7. Action

a. Unit commanders will ensure compliance with the procedures outlined in this order.

b. The Public Affairs Officer will publish an item in the Station Newspaper on each quarter's selection.


C. J. TURNER

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FORMAT FOR SUBMITTING NOMINATIONS

From: (Unit Name)
To: Station Sergeant Major
Via: (Unit Sergeant Major)

Subj: NOMINATION FOR (MARINE/NCO) OF THE QUARTER; CASE OF
(INDIVIDUALS IDENTIFYING DATA)

Ref: (a) (Current Station Order)

1. Per the reference, _____ is nominated for the
_____ Quarter of _____ .
2. (NCOIC's remarks).
3. (OIC's remarks).

Note: Remarks should indicate billet assignment, job description,
value of service, leadership abilities, and community service.

OIC's Signature

ENCLOSURE (1)

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SELECTEES REWARDS

1. Certificate of Commendation from Commanding Officer, Marine Corps Air Station, Yuma.
2. An engraved plaque denoting selection.
3. Recognition by the Yuma Chamber of Commerce Military Affairs Committee with an appropriate gift.
4. Submission of a Hometown News Release.
5. Item in "Cactus Comet" denoting selection.
6. Selectees may appear before the Station Marine of the Year Board.

ENCLOSURE (2)