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UNITED STATES MARINE CORPS
3D MARINE DIVISION
III MARINE EXPEDITIONARY FORCE
UNIT 35801
FPO AP 96382-5801

DivO 1651.1B
SGTMAJ
Mar 16 2020

DIVISION ORDER 1651.1B

From: Commanding General, 3d Marine Division
To: Distribution List

Subj: NONCOMMISSIONED OFFICER AND MARINE OF THE QUARTER AND YEAR PROGRAM

Ref: (a) III MEFO 1650.1F – NCO and Marine of the Year Program
(b) MarAdmin 521/14 – Updated Enlisted PME Promotion Requirements by Grade and Announcement of Command Sponsored Lance Corporal Leadership and Ethics Seminar and Corporals Course
(c) MCBul 1500 – Annual Training and Education Requirements
(d) AIMar 005/19 – Revision of the Commandants Professional Reading List
(e) MarAdmin 348/19 – Updates to the Regional, Culture, and Language Familiarization (RCLF) Program
(f) MCO 3574.2L – Marine Corps Combat Marksmanship Programs
(g) MarAdmin 693/17 – Implementation of the Revised Battle Skills Test Program
(h) MCO 1650.60 – Marine Corps Ground Awards Program

Encl: (1) Sample Format for Command Nomination Letter
(2) Board Record Data Sheet
(3) Promotion Photo Example
(4) Biography Template
(5) Brief Sheet Template
(6) Package Quality Control Sheet

1. Situation. The 3d Marine Division Noncommissioned Officer (NCO) and Marine of the Quarter and Year Program serve an important command function by acknowledging our most outstanding Marines.

2. Cancellation. DivO 1651.1.

3. Mission. To recognize our finest NCOs and Marines.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This program is designed to recognize those Marines who have made significant contributions to the Division throughout the calendar year. The emphasis is on the specific acts, accomplishments, and sustained performance that distinguishes them from their peers.

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(2) Concept of Operations

(a) All Major Subordinate Elements (MSE) are eligible to submit NCO and Marine of the Quarter and Year nomination packages in accordance with this order.

(b) Each MSE will be allowed to submit one nomination per category per quarter.

(c) At the end of the Calendar Year (CY), each NCO and Marine of the Quarter from the previous CY quarters will compete for NCO and Marine of the Year, if still assigned to 3d Marine Division.

(d) In determining if a Marine is "exceptionally qualified," particular attention will be given to the "whole Marine" concept. The performance of the Marine during the specific quarter or calendar year, both on and off duty, is to be considered.

(e) Commanders must consider the following when screening nominees for NCO and Marine of the Quarter:

1. Must have received permanent change of station (PCS) or permanent change of assignment (PCA) orders for assignment to 3d Marine Division or one of the MSEs and have served in 3d Marine Division for the entire quarter for which considered.

2. Cannot be a prior 3d Marine Division NCO or Marine of the Quarter.

3. Meet the Marine Corps height, weight, and body composition standards.

4. Completed appropriate in grade Professional Military Education requirements per ref (b).

5. Have met all training requirements within the last 12 months, or be officially exempt from specific requirements, per ref (c).

6. Must have scored a first class on their most recent Marine Corps Physical Fitness Test and Combat Fitness Test.

7. Have average proficiency/conduct (pro/con) markings in grade of 4.5/4.5, for corporals and below.

8. Received no derogatory page 11s (6105s), non-judicial punishment, or court-martial within the past 12 months.

9. Active in the Marine Corps' professional reading program per ref (d).

(e) Members of the Division Board must consider the following when screening nominees for NCO and Marine of the Year, in addition to all requirements in paragraph 4.a.(2)(e):

1. Sergeants with more than six months time in grade at the time the NCO of the Year Board convenes must have completed Regional, Culture, and Language Familiarization (RCLF) Program Enlisted Block 3 per ref (e). This completion must be annotated on the Marine's Basic Individual Record.

2. Have qualified with the service rifle during the previous fiscal year (FY), or have an official exemption or waiver approved, and reflected on their Basic Training Record, per ref (f).

3. Have passed the Battle Skills Test during the CY for which they are being considered, per ref (g).

4. Have satisfied the minimum requirements by reading five books off of the Commandants Professional Reading Program List during the CY for which they are being considered, per ref (d).

5. If competing as a Corporal for Marine of the Year, must have been promoted within 90 days of the Division Board convening.

b. Tasks

(1) MSE Commanders

(a) Nominate Marines for consideration as Division NCO or Marine of the Quarter. The packages will be submitted electronically to the Division Staff Secretary (SSEC) Chief by 1600 on the date required by the published Division Bulletin announcing the board.

(b) Provide a Sergeant Major and a Master Gunnery Sergeant as board members.

(c) For all NCO and Marine of the Quarter winners, continue to collect data on their performance and contributions for the remainder of the CY, in order to add additional information to their "of the Year" write-ups and packages.

(2) Division Sergeant Major

(a) Conduct a board during the month immediately following each CY quarter to select the Division NCO and Marine of the Quarter, and during January of each calendar year to select the Division NCO and Marine of the Year. Coordinate with the MSEs for date, time, and location.

(b) Announce the winners of each board once approved by the Commanding General. The NCO and Marine of each Quarter will receive:

1. Certificate of Commendation from the Commanding General, and a certificate signed by the Commanding General and Division Sergeant Major

2. A 72 hour special liberty, to be taken at the discretion of the Marine's chain of command based on operational commitments.

(c) The NCO and Marine of the Year will receive:

1. Navy and Marine Corps Achievement Medal, awarded by the Division Commanding General. If the NCO and/or Marine of the Year are selected as the III Marine Expeditionary Force NCO or Marine of the Year, the Navy and Marine Corps Achievement Medal will be awarded by the Commanding General, III Marine Expeditionary Force.

2. A 96 hour special liberty, to be taken at the discretion of the Marine's chain of command based on operational commitments.

3. The NCO of the Year will accompany the Commanding General and Sergeant Major to the Marine Corps Association and Foundation Ground Awards Dinner in the spring of the year to be recognized by the Commandant of the Marine Corps, per ref (h).

(3) Staff Secretary Chief

(a) Collect all packages from the MSE S-1s by the due date.

(b) Provide hard copies of all packages to the Division Sergeant Major for the Board.

(c) Produce data sheets and voting sheets for each member of the Board.

(d) Ensure that digital copies of each photo are received in JPG format, and display them on the monitors in the Commanding General's Conference Room during the Board.

(e) Prepare Certificates of Commendation and NCO and Marine of the Quarter certificates per paragraph 4.b.(2)(b)1. of this order, and Navy and Marine Corps Achievement Medals per paragraph 4.b.(2)(c)1. of this order.

5. Administration and Logistics

a. At a minimum, the nomination packages will contain the following items:

(1) Battalion Commanding Officer's nomination letter, enclosure (1).

(2) Regimental Commander's endorsement and recommendation, if applicable.

(3) Board record data sheet, enclosure (2).

(4) Electronic promotion style photograph in the service "C" uniform, enclosure (3).

(5) One page biography, enclosure (4).

(6) Nominee's basic individual record (TBIR), basic training record (TBTR), education (TEDU), record of service (TROS), awards (AWDS), legal (D119), and chronological (CHRO) screens from the Marine Corps Total Force System (MCTFS).

(7) All NAVMC 118 (page 11) from the OMPF.

(8) All Unit Punishment Books from the OMPF (if applicable).

(9) Master Brief Sheet for all Sergeants.

6. Command and Signal

a. Command. This Order is applicable to all Marines permanently assigned to 3d Marine Division via PCS or PCA orders.

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



G. R. BOYCE
Chief of Staff

DISTRIBUTION: A

Sample Format for Command Nomination Letter

ORGANIZATION LETTERHEAD

1651
S-1
Date

From: Commanding Officer
To: Commanding General, 3d Marine Division
Via: Commanding Officer, XXX Marine Regiment (if applicable)

Subj: NOMINATION FOR NONCOMMISSIONED OFFICER/MARINE OF THE
QUARTER/YEAR IN THE CASE OF CORPORAL ALWAYS M. MOTIVATED
EDIPI 1234567890/0311 USMC

Ref: DIVO 1650.1F

Encl: (1) Board Record Data Sheet
(2) Promotion Style Photograph (Submit JPEG w/ package)
(3) Biography
(4) MCTFS BIR/BTR/EDU/ROS/AWDS/D119/CHRO Screens
(6) Page 11 (all pages to include from OMPF) - Certified True Copy
(7) UPB, Page 13 (*as applicable) - Certified True Copy
(8) Master Brief Sheet (Sergeants only)

1. Per the reference, subject named Marine is nominated for the 3d Marine Division Noncommissioned Officer/Marine of the Quarter/Year. Enclosures (1) through (8) are provided in support of this submission.
2. This paragraph is for the Commanding Officer's nomination justification. A concise evaluation of the Marine's professional character will be provided.
3. Point of contact at this command is Sergeant Major D. A. Best at d.a.best@usmc.mil.

I. M. COMMANDER

BOARD RECORD DATA SHEET

Rank/Name: _____ MOS/Billet: _____

DOR: _____ DCTB: _____ AFADBD: _____ EAS: _____ Time in Service: _____

Rifle Score: _____	Qual: _____	Date: _____	Pistol Score: _____	Qual: _____	Date: _____
PFT Score: _____	Class: _____	Date: _____	CFT Score: _____	Class: _____	Date: _____
MCMAP Belt: _____	Date: _____		Swim Qual: _____	Recert Date: _____	
BST Score: _____	Date: _____				

PME IN GRADE/SERVICE:

AWARDS IN GRADE/SERVICE:

SPECIAL DUTY ASSIGNMENTS/SPECIAL TOURS:

OFF DUTY EDUCATION:

VOLUNTEER WORK:

MOS CREDIBILITY:

DISCIPLINARY COMMENTS:

WHOLE MARINE CONCEPT:

ADDITIONAL COMMENTS:



Biography Template



Sergeant John M. Smith **Rifle Squad Leader** **1st Battalion, 3d Marines**

Sergeant Smith was born on 10 November 1995 in Raritan, New Jersey. He enlisted in the United States Marine Corps and reported to Recruit Training at Marine Corps Recruit Depot Parris Island, South Carolina, in June of 2014. Upon graduation from Company K, 3d Recruit Training Battalion, he was meritoriously promoted to Private First Class for graduating as the Company Honor Man. He then reported to Infantry Training Battalion, School of Infantry (East), Camp Geiger, North Carolina, and earned the military occupational specialty of 0311, Rifleman, upon graduation. He was also meritoriously promoted to Lance Corporal for graduating as the Company Honor Man.

In December of 2014, Lance Corporal Smith reported to 1st Battalion, 6th Marines at Camp Lejeune, North Carolina. While assigned to Company A, he served as a Rifleman and Automatic Rifleman. From July to December of 2015, he served as a Team Leader while the Battalion was deployed with the 22d Marine Expeditionary Unit to the Mediterranean. In December of 2015, he was meritoriously promoted to Corporal.

Corporal Smith graduated from Corporals Leadership Course as the recipient of the Iron Man and Gung Ho Awards, and attended Advanced Infantry Marine Course, where he graduated as a Distinguished Graduate. From January to June of 2017, he deployed with the Battalion on the Unit Deployment Program to Okinawa, Japan, as a Squad Leader. He was awarded the Navy and Marine Corps Achievement Medal following deployment.

In January of 2018, he was promoted to his current rank, and attended Infantry Small Unit Leaders Course, where he was the Honor Graduate. Sergeant Smith then attended Sergeants Course, where he was the recipient of the Gung Ho Award and was named a Distinguished Graduate. Upon reenlistment, he received orders to 1st Battalion, 3d Marines at Kaneohe Bay, Hawaii, and was accepted for the Squad Leader Development Program, earning the military occupational specialty of 0365.

Sergeant Smith reported to 1st Battalion, 3d Marines in June of 2018. From December of 2018 to May of 2019, he deployed with the Battalion on the Unit Deployment Program to Okinawa, Japan, as Squad Leader. Sergeant Smith currently serves as a Squad Leader with Company C, and as the Battalion Color Sergeant.

Sergeant Smith is married to the former Rena Johnson of Raritan, New Jersey, and they have two sons, Dan and Smedley.

SERGEANT MAJOR BRIEFING SHEET

1. PME Complete – Yes
2. PHOTO CURRENT: Yes
WITHIN STANDARDS: Yes
WEIGHT CONTROL: No history
3. TRAINING:
Rifle – 326/ Expert (4th award) / Current 20190301
Pistol – 380 / Expert (2nd award) / Current 20190301
PFT – First class / 285 / Current 20190601
CFT – First class / 300 / Current 20191018
MCMAP – Black Belt First Degree User
Swim Qual – WSI / Current
BST – Current 20191202
4. CIVILIAN EDUCATION – Has completed 51 of 120 credits towards his Bachelor's degree in Criminal Justice Maritime Law, which he is on track to complete by July of 2020.
5. MILITARY EDUCATION – SEJPMI I, Sergeants Course Resident, Infantry Rifleman, Basic Security Guard Course, Advance Urban Combat, Non-Lethal weapons training, Basic Career Planner Course, Urinalysis Program Coordinator Course, OSCAR Train-the-Trainer, UMAPIT 2.0 Trainer Course, RCLF EB3.
6. AWARDS – (1) Navy and Marine Corps Achievement Medal, (1) Certificate of Commendation, (3) Certificate of Appreciation, (16) Letters of Appreciation.
7. SPECIAL DUTY – N/A
8. DEPLOYMENTS – UDP with 1/3 in 2018.
9. ADVERSITY – NJP in 2016 for underage drinking at SOI(W).
10. GENERAL VALUE IN GRADE –

RS – At processing: 75% of his reports are in the UPPER 1/3
RS – Cumulative value: 75% of his reports are in the UPPER 1/3 and 0% in the LOWER 1/3

RO – At processing: Only 10.5% of his peers are marked ABOVE him
RO – Cumulative value: Only 8.7% of his peers are marked ABOVE him

REMARKS FROM WRITE-UP / FITNESS REPORTS / AWARDS

3D MARINE DIVISION
NCOQ/NCOY & MOQ/MOY PACKAGE QUALITY CONTROL SHEET

Section 1 – Prerequisites (NCOQ & MOQ):

- Current reference is Division Order 1651.1B.
- Quarters run by Calendar Year:
 - ✓ 1st Quarter – January 1st to March 31st
 - ✓ 2nd Quarter – April 1st to June 30th
 - ✓ 3rd Quarter – July 1st to September 30th
 - ✓ 4th Quarter – October 1st to December 31st
- Must have been PCS or PCA to 3d MarDiv.
- Not a prior NCOQ or MOQ.
- Meets height, weight, and body composition standards.
- Completed PME for grade.
- Current on all CY and FY annual training requirements.
- Must have a current first class PFT and CFT.
- Average in service Pros & Cons of 4.5/4.5, if a corporal or below.
- No 6105s, NJP, or courts-martial in last 12 months.
- Active in the Marine Corps professional reading program, with book titles annotated on the Brief Sheet.

Section 2 – Prerequisites (NCOY & MOY):

- RCLF Enlisted Block 3 complete (sergeants only).
- Current rifle qualification, or waiver or exemption, on BTR.
- BST for last CY passed, with supporting documentation.
- Five books read off of the Professional Reading Program List, with book titles on the Brief Sheet.
- Corporals competing for MOY, no more than 3 months TIG.

Section 3 – Battalion Commander’s Write-up Addresses:

- Noteworthy performance of primary and collateral duties and contributions to the unit.
- Community service to military or civilian populace (provide documentation of proof).
- Physical fitness and superb military appearance.
- Outstanding leadership and potential to excel.

Section 4 – Package Requirements:

- Recommendation letter from Battalion Commander.
- Endorsement from Regimental Commander (not applicable for HQBn or 3d Reconnaissance Battalion).
- Data Sheet.
- Promotion Board style photo in Service C with data board (submit JPG copy separate for digital display in Board Room). Data on board matches data sheet (billet, etc.).
- Biography in proper format, no more than one page.
- BIR print out from MCTFS, NOT MOL.

- BTR print out from MCTFS, NOT MOL.
- EDU print out from MCTFS, NOT MOL.
- ROS print out from MCTFS, NOT MOL.
- AWDS print out from MCTFS, NOT MOL.
- D119 print out from MCTFS.
- CHRO print out from MCTFS.
- All Page 11s from Electronic Service Record in OMPF module of MOL – if the Marine has not received any Page 11s or 6105s, print the blank Page 11. All must be certified true copies.
- All UPBs from Electronic Service Record in OMPF module of MOL. All must be certified true copies.
- Master Brief Sheet (sergeants only).
- Personnel briefing sheet.

Section 5 – Data Sheet Accuracy:

- Header data correct, and matches the BIR (DOR, DCTB, AFADBD, EAS, TIS).
- Rifle qualification current, and reflects what the BTR states. Make sure date is included.
- If the Marine was exempt or granted a waiver for rifle qualification, does their BTR reflect a Code 9?
- Is the Marine pistol qualified, and does it reflect what the BTR states? Make sure date is included.
- PFT current, and reflects what the BTR states.
- CFT current, and reflects what the BTR states.
- MCMAP belt accurate per the BTR.
- Swim qualification current, including requalification date, per the BTR.
- BST score and date accurate per MCTIMS.
- All resident and non-resident PME listed, and reflected on the BTR and EDU.
- Books from the Commandant's Professional Reading List listed by name, with their completion dates.
- Only personal awards included – Letter of Appreciation, Certificate of Appreciation, Meritorious Mast, Certificate of Commendation, Combat Action Ribbon, and Navy and Marine Corps Achievement Medal and above (no campaign or service awards listed), and reflects what the AWDS screen states.
- SDA/Special Tours section reflects only SDAs, and Type I or II Screen-able Billets, per MCO 1326.6 of 19 February 2019 (SCREENMAN).
- College degrees reflect on BIR.
- Off-duty education classes listed also reflect on the EDU screen.
- If the Marine has community service, does the package include supporting documentation of proof?

Section 6 – Additional Package Requirements:

- Are all enclosures stamped or marked as enclosures per the DivO (includes photos).
- MCTFS print-outs and Photo no older than 30 days.