



**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 1650.3C  
SGTMAJ

**AUG 30 2016**

COMBAT CENTER ORDER 1650.3C

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  
(3) MAGTFTC, MCAGCC Data Sheet

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 1650.3B and CC Form 1650/4.

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 will ensure the nominee's conduct and performance of duty clearly warrant recognition and distinguish the individual from his/her peers.

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b. Subordinate Element Missions(1) Commanding Officers

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

(b) Conduct a screening board to select Marines to compete for the MAGTFTC, MCAGCC NCOQ and MOQ. Ensure all Marines who 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 the awards presentation.

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

c. Coordinating Instructions(1) Criteria for Noncommissioned Officer of the Quarter

(a) Must be a corporal or sergeant.

(b) Must have no Nonjudicial Punishment (NJP)/6105 Derogatory Pg 11's, or Convictions by Court-Martial, within past 6 months.

(c) All annual and semi-annual training must be current.

(d) Must meet height/weight (HT/WT) requirements.

(e) Marine Corps Martial Arts Program (MCMAP) qualified for grade.

(f) Must have completed the Sergeant's or Corporal's Course, as appropriate, or completed the Marine Corps Institute (MCI) MARINENET EPME 3000AA/4000AA.

(g) Must have completed the Leading Marines MCI.

(h) Must have completed professional military education (PME) requirements for grade.

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

(j) Must actively Volunteer/Participate in Community Service.

(k) Must have served the entire quarter with the current unit as an NCO prior to nomination.

(l) Must be participating actively in the Marine Corps Professional Reading Program (Book Report).

(m) Must have a first class Physical Fitness Test (PFT) and Combat Fitness Test (CFT).

(2) Criteria for Marine of the Quarter

(a) Must be a lance corporal or below.

(b) Must have no NJP/6105 Derogatory Pg 11's, or Convictions by Court-Martial, within past 6 months.

(c) All annual and semi-annual training must be current.

(d) Must meet HT/WT requirements.

(e) Must be MCMAP qualified for grade.

(f) Must have completed PME requirements for grade.

(g) Must possess a minimum of 4.3 for proficiency and conduct marks in grade (waiverable dependent on time in grade).

(h) Must actively Volunteer/Participate in Community Service.

(i) Must have served the entire quarter with the current unit prior to nomination.

(j) Must be participating actively in the Marine Corps Professional Reading Program (Book Report).

(k) Must 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 each 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.

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(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 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) BTR/BIR/record of service.

(b) MCI/education screen printout.

(c) Awards screen printout.

(d) Page 3 and 11 printout.

(e) Promotion photo (8x10 Headshot in Service "C").

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

(8) Forms. Enclosure (3) is the MAGTFTC, MCAGCC Data Sheet form CC 1000/1 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. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center directives can be found at <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/Orders.aspx>.

6. Command and Signal

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

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

  
J. F. HARP  
Chief of Staff

Distribution: A

Sample Letter of Nomination



**UNITED STATES MARINE CORPS**  
(UNIT LETTERHEAD)

1650  
(Org Code)  
(Date)

From: Commanding Officer, Headquarters Battalion, Marine Air Ground Task Force Training Command, Marine Air Ground Combat Center  
To: Commanding General, Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center (Attn: Sergeant Major)  
Subj: NOMINATION FOR NONCOMMISSIONED OFFICER OF THE QUARTER/YEAR OR MARINE OF THE QUARTER/YEAR IN THE CASE OF RANK FNAME MI LNAME EDIPI/MOS USMC

Ref (a) CCO 1650.3C

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. All information provided on enclosure (1) has been certified by my Senior Enlisted Advisor as well as verified updated in the Marine's master record.
4. The enclosures are provided as required by the reference.
5. Closing Paragraph.

(SIGNATURE)

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Sample Noncommissioned Officer and Marine of the Quarter Board  
Announcement Letter



**UNITED STATES MARINE CORPS**  
(UNIT LETTER HEAD)

1650  
SGTMAJ  
(Date)

From: Sergeant Major  
To: Distribution List

Subj: NONCOMMISSIONED OFFICER AND MARINE OF THE QUARTER BOARD

Ref: (a) CCO 1650.3C

1. This letter announces the Noncommissioned Officer of the Quarter (NCOQ) and Marine of the Quarter (MOQ) Board which will convene on (Date) at (Location). See reference (a) for qualifications. Headquarters Battalion, Marine Corps Tactics and Operations Group, Marine Corps Logistics Operations Group, 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 (Date).

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. The point of contact is RANK FNAME LNAME (Office of the Commanding General, Administrative Chief) at (760) 830-6108 or name@usmc.mil.

(MAGTFTC, MCAGCC SGTMAJ SIGNATURE)

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CCO 1650.3 (series)  
CCO 1400.4 (series)

MAGTF/TC, MCAGCC DATA SHEET (instructions on second page)			
1. TYPE OF BOARD <span style="float: right;">▼</span>			
NOMINEE DATA			
2. RANK <span style="float: right;">▼</span>	3. NAME (First MI Last)	4. EDIPI	
		MSE/C	CMD SUITE
5. MEETS TIME IN SERVICE REQUIREMENTS:	a. NO. OF MOS	b. SGTMAJ CERT	c. QC
6. HAS A CURRENT AND <u>FIRST CLASS</u> PFT:	a. SCORE/CLASS	b. SGTMAJ CERT	c. QC
7. HAS A CURRENT AND <u>FIRST CLASS</u> CFT:	a. SCORE/CLASS	b. SGTMAJ CERT	c. QC
8. MEETS HEIGHT AND WEIGHT STANDARDS:	a. HT/WT	b. SGTMAJ CERT	c. QC
9. HAS A CURRENT T/O WEAPON QUAL:	a. SCORE/CLASS	b. SGTMAJ CERT	c. QC
10. HAS A CURRENT COMBAT SWIM QUAL:	a. SCORE/CLASS	b. SGTMAJ CERT	c. QC
11. ANNUAL TRAINING COMPLETE, INCLUDING GAS:	a. SGTMAJ CERT	b. QC	
12. MEETS MCMAP MINIMUM BELT REQUIREMENT:	a. BELT	b. SGTMAJ CERT	c. QC
13. MEETS MINIMUM PROMOTION MARKS IN SERVICE:	a. MARKS	b. SGTMAJ CERT	c. QC
14. NO NJP/COURT MARTIAL WITHIN PAST 6 MONTHS (NCO/MOQ) OR 12 MONTHS (MERPROM):		a. SGTMAJ CERT	b. QC
15. NO DEROGATORY PAGE WITHIN PAST 6 MONTHS (NCO/MOQ) OR 12 MONTHS (MERPROM):		a. SGTMAJ CERT	b. QC
16. REQUIRED NONRESIDENT PME(S) FOR PROMOTION (see instructions):		a. SGTMAJ CERT	b. QC
17. ACTIVE PARTICIPANT IN THE CMC PROFESSIONAL READING PROGRAM:	a. BOOKS READ	b. SGTMAJ CERT	c. QC
18. VOLUNTEER SERVICE:	a. HOURS	b. SGTMAJ CERT	c. QC
		19. COMMANDER'S SIGNATURE	DATE
		20. COMMANDER'S NAME (print)	

SAMPLE

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CCO 1650.3 (series)  
CCO 1400.4 (series)**INSTRUCTIONS**

- Block 1: Select the one of the following types of board from the drop-down list: Meritorious Promotion, Noncommissioned Officer of the Quarter, or Marine of the Quarter.
- Block 2: Select the rank of the nominee from the drop-down list.
- Block 3: Enter the nominee's name in the specified format (first, MI, last).
- Block 4: Enter the nominee's EDIPI.
- Blocks 5-18: **Sergeant Major/Senior Enlisted initials certify that the information has been verified and updated in the Marine's master record. All status' must be updated in MCTFS prior to nomination being received. All requests for exceptions to policy (i.e., training) will be directed to the MAGTFTC, MCAGCC Sergeant Major.**
- Block 5: Enter the nominee's number of months in present grade in block 5a and initial to indicate verification.  
Requirements: PFC/LCPL - None; CPL - 6 mos; SGT - 18 mos.
- Block 6: Enter the nominee's PFT score and class in block 6a and initial to indicate verification.
- Block 7: Enter the nominee's CFT score and class in block 7a and initial to indicate verification.
- Block 8: Enter the nominee's height and weight in block 8a and initial to indicate verification.
- Block 9: Enter the nominee's annual score and class (E/SS/MM) for the T/O weapon (rifle/pistol) in block 9a and initial to indicate verification.
- Block 10: Enter the nominee's current combat swim qualification class in block 10a and initial to indicate verification.
- Block 11: Review all training requirements and initial to indicate verification of completion.
- Block 12: Enter nominee's current belt in block 12a and initial to indicate verification.  
Requirements: CPL/LCPL/PFC - Less than 2 years TIS, tan; more than 2 years TIS, gray.  
SGT - Minimum is gray.
- Block 13: Enter nominee's pro/con marks in block 13a and initial to indicate verification.  
Requirements: LCPL/SGT - minimum is 4/4; SGT - minimum is 4.5/4.5.
- Blocks 14-15: Review nominee's disciplinary record and initial to indicate verification.
- Block 16: Review nominee's training record and initial to indicate verification.  
Requirements: CPL - MarineNet EPME 3000AA "Leading Marines" **AND** command-sponsored Leadership & Ethics Seminar.  
SGT - MarineNet EPME 4000AA "CPLS CRS DEP" **AND** command-sponsored Corporals Course.
- Block 17: Enter the number of books read by year's end in block 17a and initial to indicate verification.  
Requirement: Marines must read 3 books by year's end per ALMAR 001/13.
- Block 18: Enter the hours of volunteer service in block 18a and initial to indicate verification.
- Blocks 19-20: Battalion Commander's signature block.