



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788200
TWENTYNINE PALMS, CALIFORNIA 92278-8200

CCO 1650.3F
SgtMaj
SEP 09 2026

COMBAT COMMAND CENTER ORDER 1650.3F

From: Commanding General
To: Distribution List

Subj: MARINE/NON-COMMISSIONED OFFICER OF THE QUARTER/YEAR

Ref: (a) MCO P1070.12
(b) CCBUL 1400 FY27

Encl: (1) Sample format for Marine/NCO of the Quarter/Year
Board Nominations
(2) Marine/NCO of the Quarter/Year Data Sheet

1. Situation. Outstanding performance above and beyond the call of duty is a hallmark of our Corps and contributes measurably to success in both garrison and deployed environments. As leaders, we must justly recognize those young men and women who regularly go the extra mile in pursuit of mission accomplishment.

2. Cancellation. CCO 1650.3E.

3. Mission. To formally recognize and award Marines by the Commanding General for performance that has been noteworthy or commendable in nature.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To promote morale and encourage the highest standard of performance among Marines of this command.

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

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distribution is unlimited.

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(b) A recommendation for Marine/NCO of the Quarter should not be considered an avenue for meritorious promotion or 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 or her peers.

b. Tasks

(1) Sergeant Major, Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC)

(a) Act as Senior Member of the MAGTFTC MCAGCC Marine/NCO of the Quarter/Year selection board.

(b) Publish board dates.

(c) Conduct the board.

(2) Sergeants Major, Subordinate Element Missions

(a) Publish and disseminate MAGTFTC MCAGCC policies pertaining to this order.

(b) Conduct Marine/NCO of the Quarter/Year screening selection boards and submit nominations to the MAGTFTC MCAGCC Sergeant Major via the Commanding General's Admin Chief per the date from the Combat Center Bulletin (CCBul) 1400 Fiscal Year (FY)27.

c. Coordinating Instructions

(1) The MAGTFTC MCAGCC Marine/NCO of the Quarter board will convene the month following the end of each quarter.

(2) The MAGTFTC MCAGCC Marine/NCO of the Year board will convene in January of the year following the FY covered.

(3) The MAGTFTC MCAGCC Sergeant Major is appointed as the Senior Member of the MAGTFTC MCAGCC Marine/NCO of the Quarter/Year board; the board will also consist of Sergeants Major from Headquarters Battalion, Marine Aviation Weapons and Tactics Squadron One, Marine Corps Mountain Warfare Training

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Center, the Senior Enlisted Advisors for Marine Corps Logistics Operations Group, Marine Corps Tactics Operations Group, Expeditionary Warfare Training Group (Atlantic/Pacific).

(4) Commands will submit nomination submissions covering the respective quarter utilizing the formats in the enclosures. Nominations will be submitted to the MAGTFMC MCAGCC Sergeant Major per the due dates on CCBul 1400 FY27.

(5) Nomination submissions will contain the following:

(a) Electronic Service Record (ESR) pages 3, 11, 12 (pages 12 as required)

(b) Unit Punishment Book (UPB) (as required)

(c) Page 13 per reference (a) (as required)

(d) Basic Individual Record (BIR)

(e) Basic Training Record (BTR)

(f) Record of Service (ROS)

(g) Chronological Record (CHRO)

(h) Education Record

(i) Marine Corps Institute (MCI) and Marine Corps eLearning Ecosystem (MCELE) courses

(j) Awards Record

(k) Junior Enlisted Performance Evaluation System (JEPES) worksheet

(l) Book reports

(m) Commanding Officer's narrative. Each package will include a resume of accomplishments within scrutinized time period, to include military achievements, civilian/community service, and any other performance deemed noteworthy.

(6) Nomination Criteria

(a) Current first class Physical Fitness Training (PFT) and Combat Fitness Training (CFT). A waiver may be

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accepted if a class 9 code has been entered into the Marine Corps Total Force System (MCTFS).

(b) Current T/O weapon system qualification; a waiver may be issued if a "WWW" code has been entered into MCTFS.

(c) Gray belt or higher in accordance with the Marine Corps Martial Arts Program. Service school code MMC (Gray Belt) must be entered into MCTFS prior to the convening board date.

(d) Participation in Professional Military Education (PME) programs, resident courses, and/or off-duty education.

(e) Participation in the Professional Reading Program during or immediately preceding the respective quarter/year, with evidence exhibiting the completion of the accredited book(s) (e.g. book reports).

(f) Completion of the following MCI and MCELE courses: Leading Marines and Terrorism Awareness.

5. Administration and Logistics. Directives issued by Headquarters are published and distributed electronically. Electronic versions of Combat Center directives can be found at <https://www.29palms.marines.mil/Staff-Offices/G-1-Manpower-Directorate/Adjutant/#combat-center-orders>

(1) The Marines selected as MAGTFMC MCAGCC Marine/NCO of the Quarter/Year will be awarded the following:

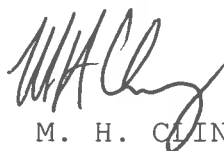
a. Marine/NCO of the Quarter: Certificate of Commendation.

b. Marine/NCO of the Year: Navy and Marine Corps Achievement Medal.

6. Command and Signal

a. Command. This order is applicable to MAGTFMC MCAGCC.

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



M. H. CLINGAN

DISTRIBUTION: A



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1650
CO
DD MMM YY

From: Commanding Officer, Unit Name
To: Commanding General, Marine Corps Task Force Training Command, Marine
Corps Air Ground Combat Center
Via: Chain of command, Unit Name

Subj: RECOMMENDATION FOR NCO/MARINE OF THE QUARTER/YEAR BOARD NOMINATION IN
THE CASE OF RANK FNAME MI. LNAME EDIPI/MOS USMC

Ref: (a) MCO P1400.32D Ch 2
(b) CCO 1650.3F

Encl: (1) NCO/Marine of the Quarter/Year and Data Sheet
(2) Certified true copies of ESR pages 3, 11, 12, UPB, and 13
(3) MCTFS CHRO Screen
(4) MCTFS TBIR/TBTR/TROS Screens
(5) MCTFS TEDU Screen
(6) MCTFS TMCI Screen
(7) MCTFS Awards Screen
(8) JEPES Worksheet
(9) Book Reports

1. Per the provisions of the reference, Lance Corporal Name is eligible and recommended as Marine Air Ground Task Force Training Command Marine Corps Combat Center Marine of the Quarter/Year.

2. Enclosures (1) through (9) are submitted, as required and in support of this nomination.

3. This paragraph is for the Commanding Officer's recommendation as to the Marine's qualification for selection as the MAGTF/MCAGCC Marine/NCO of the Quarter/Year. A concise evaluation of the Marine's professional character will be provided. The evaluation should specifically address, but is not limited to, the following:

a. Community participation to include civic, occupational, and organizational activities.

b. Combat tours and/or deployments.

c. Emotional maturity/ability to cope with stress.

d. Demonstrated leadership qualities/capabilities.

e. Professional growth potential (general value to the service).

f. Attitude/Personality.

g. Potential to assume additional responsibilities inherent in the next higher rank.

ENCLOSURE (1)

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i. Other pertinent information.

4. The point of contact in this matter is First Sergeant (Company First Sergeant), (XXX)XXX-XXXX or via email devil.dog@usmc.mil.

C. O. MMANDER

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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 (NON-MCIS OR MARINE NET COURSES):

AWARDS IN GRADE/SERVICE:

SPECIAL DUTY ASSIGNMENTS/SPECIAL TOURS:

OFF DUTY EDUCATION:

VOLUNTEER WORK:

MOS CREDIBILITY:

DISCIPLINARY REMARKS:

WHOLE MARINE CONCEPT:

ADDITIONAL COMMENTS:

ENCLOSURE (2)