



UNITED STATES MARINE CORPS  
2D MARINE AIRCRAFT WING  
II MARINE EXPEDITIONARY FORCE  
POSTAL SERVICE CENTER BOX 8050  
CHERRY POINT, NC 28533-0050

WgO 1650.22D  
SGTMAJ  
OCT 16 2012

WING ORDER 1650.22D

From: Commanding General, 2d Marine Aircraft Wing  
To: Distribution List

Subj: 2D MARINE AIRCRAFT WING (2D MAW) NONCOMMISSIONED OFFICER  
OF THE QUARTER (NCOQ)/MARINE OF THE QUARTER (MOQ)  
SELECTION

Ref: (a) MCO P1400.32D W/CH 1

Encl: (1) Record Book Data Sheet  
(2) Sample Commanding General's Certificate of  
Commendation for NCOQ  
(3) Sample Commanding General's Certificate of  
Commendation for MOQ  
(4) Noncommissioned Officer of the Quarter/Marine of the  
Quarter Grading Sheet  
(5) Sample Nomination Letter

1. Situation. To promulgate procedures for the selection and recognition of the 2d MAW NCOQ and MOQ.

2. Cancellation. WgO 1650.22C.

3. Mission. This program provides recognition for individual excellence and performance of duty which are considered noteworthy, or a demonstration of exceptional industry, judgment, or initiative commensurate with the grade of the individual.

4. Execution

a. Commander's Intent. This program is not intended to replace or diminish the emphasis currently placed upon unit NCOQ or MOQ programs. A recommendation for NCOQ or MOQ is not a substitute for performance more adequately recognized by a personal award recommendation. Nominees must:

(1) Be a Corporal or Sergeant for consideration as NCOQ.

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(2) Be a Private First Class or Lance Corporal for consideration as MOQ.

(3) Have no conviction by courts-martial on current enlistment.

(4) Have not received a non-judicial punishment within 12 months of the board or in current grade, whichever is shorter.

(5) Have a first class Physical Fitness Test (PFT) or Combat Fitness Test (CFT) for the latest semi-annual period. A Marine who failed the regularly scheduled PFT/CFT and then passed the PFT/CFT remedially, is not considered to have distinguished himself/herself as meritorious within the spirit of this Order.

(6) Have a current qualifying T/O weapon score or waiver. A Marine who failed to qualify during the regularly scheduled annual firing and then qualified remedially, is not considered to have distinguished himself/herself as meritorious within the spirit of this Order.

(7) Be current in required Professional Military Education.

(8) Be within Marine Corps height and weight standards.

(9) Have been selected as the Squadron/Group NCOQ/MOQ.

(10) All training requirements must be current or applicable waiver documentation on file.

b. Concept of Operations

(1) Marine Wing Headquarters Squadron 2 (MHWS-2), and each Group within 2d MAW will select candidates for the 2d MAW NCOQ and MOQ board.

(2) The NCOQ/MOQ board will normally convene during the third week of the new quarter to select the NCO/MOQ for the previous quarter (Oct, Jan, Apr, Jul).

(3) Nominees will appear before the board, in person, or by Video Teleconference (VTC), and in the prescribed uniform. The nomination letter, Marine Corps Total Force System (MCTFS) screens, pages 11 and 12 of the Service Record Book (SRB), and

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data sheet, contained in enclosure (1), will be forwarded electronically by the assigned due date to the 2d MAW command deck administrative clerk to be displayed on the share drive.

(4) The selection board will consist of the 2d MAW Group Sergeants Major and the MWHS-2 Sergeant Major. The senior member will be the 2d MAW Sergeant Major.

(5) The 2d MAW Sergeant Major will establish the date and time for conducting the boards.

(6) Each nomination package will consist of the Commanding Officer's nomination letter, Group Commander endorsement letter and data sheet (enclosure (1)), page 11 and 12 from the SRB, TBIR, TBTR, TEDU, TMCI, TROS, and the awards page from MCTFS.

5. Administration and Logistics. The NCOQ/MOQ board nominees will receive a Commanding General's Certificate of Commendation, located in enclosures (2) and (3). The NCOQ/MOQ will also receive a two day, three night trip to the Quantico/DC area for purpose of battle studies. One SNCO, designated by the Group(S) who own the NCOQ/MOQ will be assigned to accompany these Marines and facilitate this trip.

6. Command and Signal

a. Command. This Order is applicable to all units assigned or attached to 2d MAW.

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

  
R. W. REGAN  
Chief of Staff

DISTRIBUTION: A

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RECORD BOOK DATA SHEET

DATA SHEET FOR: . NCOQ/MOQ/MERT PROM \_\_\_\_\_ DATE: \_\_\_\_\_

RANK	LAST NAME	FIRST MI	SSN/MOS	UNIT
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BILLET DESC: \_\_\_\_\_

MARITAL STATUS: \_\_\_ AFABBD: \_\_\_\_\_ TIS (MO) : \_\_\_ DOR: \_\_\_\_\_ TIG (MO) : \_\_\_

DCTB: \_\_\_\_\_ RTD: \_\_\_\_\_ EAS: \_\_\_\_\_

AVG PRO/CON: IN SVC \_\_\_/\_\_\_ IN GRD \_\_\_/\_\_\_ PRESENT \_\_\_/\_\_\_

\*PFT SCORE/CL/PTS/DT: \_\_\_/\_\_\_/\_\_\_/\_\_\_

\*CFT SCORE/CL/PTS/DT: \_\_\_/\_\_\_/\_\_\_/\_\_\_

\*MCMAP BELT/DATE: \_\_\_/\_\_\_

\*RIFLE QUAL/REQUAL SCORE/PTS/DT: \_\_\_/\_\_\_/\_\_\_ EXP AWD BAR # \_\_\_

PISTOL QUAL/REQUAL SCORE/PTS/DT: \_\_\_/\_\_\_/\_\_\_ EXP AWD BAR # \_\_\_

CIV EDUCATION: \_\_\_ GED \_\_\_ COLLEGE \_\_\_ ASSOC \_\_\_ BACHLORS \_\_\_

CIV COLLEGE COURSES: \_\_\_\_\_

\_\_\_\_\_

FORMAL SCHOOL/DTE: \_\_\_\_\_

\_\_\_\_\_

MCI/PME NON-RESIDENT: \_\_\_\_\_

\_\_\_\_\_

PERSONAL DECORATIONS/DTS: \_\_\_\_\_

\_\_\_\_\_

OTHER RECOGNITIONS (NCOQ,MOQ) : \_\_\_\_\_

\_\_\_\_\_

DEROGATORY COMMENTS (PG 11, 12, 13): \_\_\_\_\_

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SAMPLE COMMANDING GENERAL'S CERTIFICATE OF COMMENDATION

(NCOQ)

SELECTION AS MARINE NONCOMMISSIONED OFFICER OF THE QUARTER FOR THE 2D MARINE AIRCRAFT WING FOR THE PERIOD \_\_\_\_\_ TO \_\_\_\_\_ . CORPORAL/SERGEANT \_\_\_\_\_ DEMONSTRATED THOSE TRAITS AND QUALITIES OF A NONCOMMISSIONED OFFICER WHICH CLEARLY DISTINGUISH MARINES OF EXCEPTIONAL CALIBER. IN COMPETITION BEFORE A BOARD OF SEASONED VETERANS, HE/SHE READILY DISPLAYED AND QUICKLY DEMONSTRATED EXCEPTIONAL MILITARY BEARING, KNOWLEDGE, AND COMMAND OF PRESENCE. DURING TESTS OF HIS/HER MILITARY AND PROFESSIONAL SKILLS, CORPORAL/SERGEANT \_\_\_\_\_ RESPONDED ADMIRABLY TO ALL QUERIES WITH CONFIDENCE AND POISE. SELECTION AS MARINE NONCOMMISSIONED OFFICER OF THE QUARTER FOR 2D MARINE AIRCRAFT WING REFLECTS GREAT CREDIT UPON HIMSELF/HERSELF AND HIS/HER UNIT. "NCO OF MARINES" IS A TITLE RECOGNIZED AND RESPECTED BY MEMBERS OF THE CORPS, AND CORPORAL/SERGEANT \_\_\_\_\_ HAS CLEARLY DEMONSTRATED HE/SHE IS WORTHY OF THIS DISTINCTION.

Enclosure (2)

**OCT 16 2012**SAMPLE COMMANDING GENERAL'S CERTIFICATE OF COMMENDATION

(MOQ)

SELECTION AS MARINE OF THE QUARTER FOR 2D MARINE AIRCRAFT WING FOR THE PERIOD \_\_\_\_\_ TO \_\_\_\_\_. PRIVATE FIRST CLASS /LANCE CORPORAL \_\_\_\_\_ DEMONSTRATED THOSE TRAITS AND QUALITIES WHICH CLEARLY DISTINGUISH MARINES OF EXCEPTIONAL CALIBER. IN COMPETITION BEFORE A BOARD OF SEASONED VETERANS, HE/SHE READILY DISPLAYED AND QUICKLY DEMONSTRATED EXCEPTIONAL MILITARY BEARING, KNOWLEDGE, AND COMMAND PRESENCE. DURING TESTS OF HIS/HER MILITARY AND PROFESSIONAL SKILLS, PRIVATE FIRST CLASS/LANCE CORPORAL \_\_\_\_\_ RESPONDED ADMIRABLY TO ALL QUERIES WITH CONFIDENCE AND POISE. SELECTION AS MARINE OF THE QUARTER FOR 2D MARINE AIRCRAFT WING REFLECTS GREAT CREDIT UPON HIMSELF/HERSELF AND HIS/HER UNIT. PRIVATE FIRST CLASS/LANCE CORPORAL \_\_\_\_\_ CAN BE JUSTIFIABLY PROUD OF HIS/HER SELECTION AS MARINE OF THE QUARTER AND HAS CLEARLY DEMONSTRATED HE/SHE IS WORTHY OF THIS DISTINCTION.

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NONCOMMISSIONED OFFICER OF THE QUARTER/MARINE OF THE QUARTER GRADING SHEET

UNIT	MWHS-2	MAG-14	MAG-26	MWSG-27	MACG-28	MAG-29	MAG-31
NAME							
RANK							
BILLET DESCRIPTION							
DOR							
PEBD							
DCTB							
DEROGATORY PG 11/12							
CFT							
PFT							
RIFLE							
PISTOL							
MCMAP							
NON-RES PME							
CPL'S CRSE							
PRO/CONS							
OFF-DUTY EDUCATION							
MCI'S COMPL IN GRADE							
TOTAL MCIs COMPLETED							
PERSONAL AWARDS							
MM/LOA/CERCOM							
APPEARANCE/ PRESENTATION/ POISE/COMPOSURE							
QUESTIONS: RIGHT/WRONG							
TOTAL							

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SAMPLE NOMINATION LETTER

(Unit Letterhead)

1650

S-1

Date

From: Commanding Officer, Squadron  
To: Commanding General, 2d Marine Aircraft Wing (Attn:  
Wing SgtMaj)  
Via: Commanding Officer, Marine Aircraft Group \_\_

Subj: RECOMMENDATION FOR NONCOMMISSIONED OFFICER OF THE  
QUARTER/MARINE OF THE QUARTER ICO PFC/LCPL/CPL/SGT  
IM A. MARINE 0000/XXXX USMC

Ref: (a) WgO 1650.22D

Encl: (1) Individual Data Sheet  
(2) MCTFS 3270 Screens (BIR, BTR, EDU, MCI, ROS, AWDS)  
(3) PG 11/UPB  
(4) Letters of recommendation from Chain of command  
(Section/Division leadership)

1. Per the reference, PFC/LCpl/Cpl/Sgt is eligible and recommended for NCO/Marine of the Quarter. Enclosures (1) through (4) are submitted as required.

2. [Commanding Officer's recommendation.]

3. Point of contact is \_\_\_\_\_.

SIGNATURE

Enclosure (5)