



UNITED STATES MARINE CORPS

COMMANDER, MARINE FORCES RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

ForO 1650.1B

SGTMAJ

19 DEC 2008

FORCE ORDER 1650.1B

From: Commander, Marine Forces Reserve
To: Distribution List

Subj: MARINE OF THE YEAR AND QUARTERLY AWARDS RECOGNITION
PROGRAM

Ref: (a) MCO 1650.19G

Encl: (1) Sample Nomination Format

1. Purpose. To recognize exceptional Active Component and Reserve Component individuals within Marine Forces Reserve (MFR) assigned to active duty staffs and Selected Marine Corps Reserve (SMCR) units within MARFORRES. The candidates should possess the dedication and abilities that symbolize the pride and professionalism of the United States Marine Corps.

2. Cancellation. ForO 1650.1A

3. Background. The Commander, Marine Forces Reserve (COMMARFORRES) desires to recognize enlisted personnel who best represent the high qualities and professional character associated with the United States Marine Corps.

4. Policy. At the reporting unit level, unit commanders are expected to recognize outstanding Marines serving both on active duty staffs and as members of Selected Marine Corps Reserve (SMCR) units. This Order establishes the MARFORRES Marine of the Year program as a means of recognizing those exceptional individuals.

5. Guidelines

a. General

(1) The period of consideration for selection will begin 1 January and end 31 December annually. Nominees may include active duty staff and Reserve unit Marines of the Quarter, but this is not a prerequisite.

(2) A selection board will be convened annually at MARFORRES headquarters for the purpose of selecting one active component member and one Reserve component member for the MARFORRES Marine of the Year.

b. Eligibility

(1) Nominees may be selected from all affiliated members in pay grades E-5 and below of each active duty staff and SMCR unit.

(2) SMCR personnel must have attended a minimum of 90 Percent of drills for the past 12 months.

(3) All nominees must meet all minimum PFT, height and weight standards, and appropriate grooming standards.

(4) Personnel nominated must have been members of the unit for at least 90 consecutive days.

(5) Nominees must have no record of NJP or other punishment during the preceding 24 months.

(6) Nominees will be reviewed only on their accomplishments during the current selection cycle.

c. Nomination Procedures. Nominations must be submitted in the format illustrated in the enclosure; the following areas will be addressed:

(1) Specific noteworthy achievements, superior performance, leadership potential, outstanding contributions in support of the missions of the command, and the Marine Corps.

(2) Professional Military Education.

(3) Personal appearance.

(4) Awards and commendations.

(5) Moral stature.

(6) Community activities.

d. Selection Board Composition

(1) The selection board will be chaired by the MARFORRES Sergeant Major.

(2) Members may include the 4th Marine Division (4th MARDIV) Sergeant Major, 4th Marine Aircraft Wing (4th MAW) Sergeant Major, 4th Marine Logistics Group (4th MLG) Sergeant Major, Marine Corps Mobilization Command (MOBCOM) Sergeant Major and Headquarters Battalion, Marine Forces Reserve Sergeant Major.

e. Awards. Selectees will be awarded the following:

(1) Navy and Marine Corps Achievement Medal from COMMARFORRES.

(2) An appropriately engraved plaque commemorating the selection (donated by the Marine Corps Association).

(3) Display of Marine's photograph in an appropriate place of honor at MARFORRES Headquarters.

(4) SMCR Marine of the Year and spouse (if applicable) will attend Naval Enlisted Reserve Association (NERA) Convention as guests of honor.

(5) Additional recognition as deemed appropriate by COMMARFORRES.

6. Action

a. Commanding General's (CG's), 4th MARDIV, 4th MAW, 4th MLG, MOBCOM, Commanding Officer, Headquarters Battalion, and Commanding Officers of Force Units.

(1) Nominate one candidate, in each category, for the MARFORRES Marine of the Year award, as appropriate, using the format in the enclosure.

(2) Forward nominations to this headquarters, no later than the 15th day of January.

b. Sergeant Major MARFORRES:

- (1) Convene the board no later than 15 February.
- (2) Chair the selection board.
- (3) Notify COMMARFORRES of the selection results.

c. Commanding General/Commanding Officer of selected Marines:

- (1) Notify the appropriate unit commander of the selection results.
- (2) Ensure appropriate funding for the transportation of the selected Marines to MARFORRES Headquarters for presentation of awards.
- (3) Have prepared a Navy and Marine Corps Achievement Medal for awarding by COMMARFORRES.
- (4) Coordinate with the Sergeant Major, MARFORRES all requirements pertaining to the Reserve component MARFORRES Marine of the Year's attendance at the NERA annual convention.

7. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.


J. D. TURLIP
Chief of Staff

DISTRIBUTION: D

(UNIT LETTER HEAD)

1650
Office Code
(Date)

From: (Unit Commander)
To: Commander, Marine Forces Reserve
Via: (Chain of Command, as appropriate)

Subj: MARINE OF THE YEAR AND QUARTERLY AWARD NOMINATION
(ACTIVE/RESERVE COMPONENT) ON (RANK/NAME/SSN)

Ref: (a) ForO 1650.1B

Encl: (1) Biography (narrative format, starting with date and
Place of birth, schooling, military service, current
Assignment, awards and medals, and family, etc. Limited
Two typewritten pages, double-spaced).

(2) 8x10 color glossy photograph, Service "C" uniform,
Uncovered

1. Per the reference, _____ is nominated
as the Marine of the Year/Quarterly Award for the Active/Reserve
Component.

2. Full name, address, and complete telephone number of
nominating command.

3. The following information is provided:

a. Name: _____
SSN: _____

b. Date of birth: _____

ENCLOSURE (1)

Subj: MARINE OF THE YEAR AND QUARTERLY AWARD NOMINATION
(ACTIVE/RESERVE COMPONENT) ON (RANK/NAME/SSN)

- c. AFABDD: _____
- d. Currently selected for advancement (If yes, date to be advanced.): _____
- e. If previously selected as Marine of the Month/Quarter/Year, give date(s) and command(s):
- f. Brief synopsis of significant professional achievements which warrant selection:
- g. Awards:
- h. Nominee's off-duty community involvement:
- i. List educational background:
 - (1) Years of formal schooling completed/degree attained:
 - (2) Marine Corps schools completed:
 - (3) Other self-study educational achievements attained while on active duty (include correspondence courses, extension courses, Defense Activity for Non-Traditional Educational Support (DANTES) courses, etc.).
- 4. Any other information to distinguish nominee from contemporaries (limit: one type written page).

(Signature)