



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
1600 HENDERSON AVENUE SUITE 238
SAN DIEGO, CALIFORNIA 92140-5001

DepO 1650.8E
1A

MAR 16 2000

DEPOT ORDER 1650.8E

From: Commanding General
To: Distribution List

Subj: MARINE AND NCO OF THE QUARTER PROGRAM

Encl: (1) Sample Letter of Recommendation
(2) MCRD Form 1414/3

1. Purpose. To provide information and instructions for the Marine and NCO of the Quarter Program.

2. Cancellation. Depot Order 1650.8D.

3. Background. The Marine and NCO of the Quarter Program was established to recognize truly outstanding Marines for superior performance. This Order establishes procedures to be followed and delineates responsibilities for the administration of the program.

4. Summary of Revision. This Order has been completely revised and should be read in its entirety.

5. Information

a. Marine of the Quarter. All enlisted Marines assigned to the Marine Corps Recruit Depot in the grades of Private through Lance Corporal are eligible to compete for this recognition. The Marine selected will receive a Commanding General's Certificate of Commendation; a 72 hour special liberty pass; a congratulatory letter of selection sent to the spouse or parents; and other recognition by Depot organizations or the San Diego Community, as approved by the Commanding General.

b. NCO of the Quarter. All enlisted Marines assigned to the Marine Corps Recruit Depot in the grades of Corporal and Sergeant not serving in a Drill Instructor billet are eligible to compete for this recognition. The Marine selected will receive a Commanding General's Certificate of Commendation; a 96 hour special liberty pass; a congratulatory letter of selection sent to the spouse or parents; and other recognition by Depot organizations or the San Diego Community, as approved by the Commanding General.

6. Procedures

a. The Commanding Officers, Headquarters and Service Battalion (Hq&SvcBn), Recruit Training Regiment (RTR), and Weapons and Field Training Battalion (W&FTBn) may nominate one Marine and one NCO to compete for the Marine and NCO of the Quarter.

b. The Depot Selection Board will be composed of Hq&SvcBn, RTR, and W&FTBn Sergeants Major. The Depot Sergeant Major will serve as the Senior Member.

c. The Selection Board will convene at 1330, the second Monday of July, October, January, and April in the Commanding General's Conference Room.

MAR 16 2000

d. Marines competing will appear before the Selection Board for evaluation in the areas of personal appearance, military bearing, General Military Subjects (GMS), and MOS knowledge.

e. Nominees will report to the senior member of the Selection Board individually, in the Service "C" uniform with ribbons and name tag. After a personnel inspection is completed, the nominee will be seated before the Board. Members of the Board will commence asking questions pertaining to GMS and MOS.

7. Action

a. Commanding Officers, Hq&SvcBn, RTR, and W&FTBn

(1) Establish a Marine and NCO of the Quarter Program.

(2) Submit nominations to this Headquarters (Attn: Depot Adjutant) by close of business the first Thursday of July, October, January, and April. Include the Marine's SRB, BIR/BTR, and letter of recommendation as outlined in enclosure (1). Nominations must be submitted utilizing enclosure (2), MCRD Form 1414/3 (original and four copies).

(3) Provide your Sergeant Major as a member of the selection board.

b. Depot Sergeant Major. Convene the Depot's Marine and NCO of the Quarter Board and submit the results of the Board to the Depot Adjutant within 24 hours of adjournment.

c. Depot Adjutant. Coordinate all aspects of the subject program. Prepare the Certificates of Commendation, letter of selection/non-selection, and letters of congratulations to the spouse or parents of the Marines selected.


JOHN B. SALLIS
Chief of Staff

DISTRIBUTION: A

MAR 16 2000

SAMPLE LETTER OF RECOMMENDATION

From: Commanding Officer, (organization)
To: Commanding General, MCRD/WRR, San Diego (Attn: Depot Adjutant)

Subj: NOMINATION FOR MARINE OF THE QUARTER/NCO OF THE QUARTER ICO;
PRIVATE/SERGEANT JOHNNIE B. GOOD 123-45-6789/0151 USMC

Ref: (a) Depot Order 1650.8E

Encl: (1) MCRD Form 1414/3
(2) SRB
(3) BIR/BTR

1. Per the reference, Private/Sergeant Good has been nominated to appear before the Marine/NCO of the Quarter Board. The enclosures are provided to substantiate this recommendation.

2. Provide a brief description of Marine's performance in his/her MOS and any outstanding achievements.

ENCLOSURE (1)

MERITORIOUS PROMOTION/MARINE AND NCO OF THE QUARTER

(NOTE: Submit four (4) copies to the Board)

Date (DDMMYYYY)

MAR 16 2000

Name (Last, First MI)	RANK	DOR (DDMMYYYY)	SSN	MOS	Unit Primary Duty
-----------------------	------	----------------	-----	-----	-------------------

PRO_CON (Average)	Age	PEBD (DDMMYYYY)	EAS (DDMMYYYY)	Marital Status; Number Dependents
-------------------	-----	-----------------	----------------	-----------------------------------

--	--	--	--	--	--

PET					
Rifle					
Pistol					
EST					
GCT					
Swim. Qual.					

Unit Billet Dates					
-------------------	--	--	--	--	--

AWARDS TYPE	#	DATE	MCI TITLE	DATE
-------------	---	------	-----------	------

Off Duty	Date
----------	------

PG. 11,12,13 SUMMARY

OFF DUTY ACTIVITIES

Remarks;Recommendations

Prepared by

Appearance

Bearing

Knowledge

Remarks