



## UNITED STATES MARINE CORPS

Marine Corps Air Facility  
2100 Rowell Road  
Quantico, Virginia 22134-5063

IN REPLY REFER TO:  
AFO 1400.1  
AF 141  
22 APR 2002

### AIR FACILITY ORDER 1400.1

From: Commanding Officer  
To: Distribution List

Subj: MARINE CORPS AIR FACILITY MARINE AND NONCOMMISSIONED OFFICER OF  
THE MONTH/QUARTER BOARDS

Ref: (a) MCCDCO 1650.2B

Encl: (1) PME Requirements  
(2) Data Sheet  
(3) Sample OIC recommendation letter

1. Purpose. To promulgate procedures for the selection and recognition of the Marine Corps Air Facility (MCAF) Marine of the Month (MOM) and Marine of the Quarter (MOQ), Noncommissioned Officer of the Month (NCOOM) and Noncommissioned Officer of the Quarter (NCOOQ) as outlined in the reference.

2. Information. The Marine Corps has always strived to recognize those Marines who have continuously demonstrated their outstanding performance of duty and general standards of proficiency beyond the usual requirements. To recognize these Marines aboard MCAF, a program of selecting a Marine and NCO of the Month, and a Marine and NCO of the Quarter has been established.

3. Criteria. Nominees must:

- a. Be a Corporal or Sergeant for consideration as NCOOM/NCOOQ.
- b. Be a Private First Class or Lance Corporal for consideration as MOM/MOQ.
- c. Have no convictions by court-martial.
- d. Have not received nonjudicial punishment during their current enlistment.

e. Have passed a PFT with a first class score for the latest semi-annual period. A Marine, who failed the regularly scheduled PFT and then passed the PFT remedially, is not considered to have distinguished themselves as meritorious within the spirit of this order.

f. Have a current qualification score with their T/O weapon or a waiver. A Marine, who failed to qualify during the regularly scheduled annual firing and then qualified remedially, is not considered to have distinguished themselves as meritorious within the spirit of this order.

g. Be current in required PME, per enclosure (1).

h. Be within Marine Corps height, weight, and body fat standards.

i. Have passed the current Basic Skills Test (BST). A Marine who failed to pass the test at a regular scheduled testing date and then passed remedially, is not considered to have distinguished themselves as meritorious within the spirit of this order.

j. Have been selected as the Squadron MOM or Squadron NCOOM in order to be considered for the MOQ/NCOOQ Boards.

4. Board Members. The Squadron NCOOM/MOM selection board shall consist of a Gunnery Sergeant and three other senior SNCO's from the Squadron as designated by the Squadron Sergeant Major. The Squadron NCOOQ/MOQ board shall consist of the Squadron Sergeant Major and three other senior SNCO's from the Squadron.

5. Awards. Marines selected as the Squadron NCOOM/MOM will represent their Section's in competition at that quarter's Squadron NCOOQ or MOQ board and have their pictures posted in the Squadron Headquarters building. Marines selected as the Squadron NCOOQ/MOQ will receive a Meritorious Mast from the Commanding Officer, a plaque for recognition, and have their picture posted in the Squadron Headquarters building.

#### 6. Action

a. The MCAF Sergeant Major will establish the date, time, and location for conducting boards.

b. Section OIC's using enclosure (3) as a baseline, will submit a nomination letter to the Commanding Officer, MCAF (ATTN: Sergeant Major), no later than two working days prior to the board.

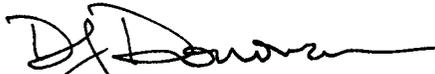
c. Section SNCOIC's will prepare the nomination package for their Marines and submit it to the Squadron Gunnery Sergeant no later than two working days prior to the board.

Each nomination package will consist of the OIC nomination letter, SRB, current BIR/BTR, education screen, PRO/CON marks page, and data sheet (enclosure 2).

d. Prior to the NCOOQ/MOQ boards, each nominee will be required to pass a Physical Fitness Test (PFT), pass a Service "A" uniform inspection, and pass a BST. Additionally, nominees for NCOOQ will be evaluated in the conduct of drill.

e. Marines will appear before the NCOOQ/MOQ selection boards wearing the prescribed seasonal uniform. Female Marines will appear before the board wearing oxfords.

f. Nominees for the MOM/NCOOM boards will appear before the board in person and in the utility uniform.



D. J. DONOVAN

Distribution: A

## PME REQUIREMENTS

PME REQUIREMENTS BY GRADE. The following PME requirements have been developed in a building-block progression to provide each Marine with the requisite skills and knowledge to advance successfully to the next higher grade. All nonresident courses are products of MCI unless otherwise stated.

1. Private through Lance Corporal. There are no PME requirements for these grades; however, participation in the Professional Reading Program and other avenues of self-study are strongly encouraged (for example, Lance Corporals could take the MCI course entitled Fundamentals of Marine Corps Leadership).

2. Corporal

a. Enroll in the NCO Basic Nonresident Program within six months after promotion to Corporal.

b. Participate in the Professional Reading Program.

c. May attend the Resident NCO Basic Course if seating is available.

3. Sergeant

a. Attend the Resident NCO Basic Course within 24 months after promotion to sergeant. To attend, individuals must have completed the NCO Basic Nonresident Program, be in full duty status, and meet Marine Corps fitness and weight standards.

b. Enroll in the SNCO Career Nonresident program within six months of completing the Resident NCO Basic Course.

c. Participate in the Professional Reading Program.

d. Participate in the professional self-study program (MCI War fighting Skills Program, for example).

e. May attend the Resident SNCO Advance Course as a Staff Sergeant selectee.

DATA SHEET

DATE: \_\_\_\_\_

NOMINATION FOR: \_\_\_\_\_

NAME: \_\_\_\_\_

RANK: \_\_\_\_\_

SSN: \_\_\_\_\_

MOS: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

DOR: \_\_\_\_\_

TIG: \_\_\_\_\_

AFADBD: \_\_\_\_\_

TIS: \_\_\_\_\_

AVERAGE CON: \_\_\_\_\_

PRO: \_\_\_\_\_

PFI: \_\_\_\_\_

CLASSIFICATION: \_\_\_\_\_

DATE: \_\_\_\_\_

RIFLE QUAL DATE: \_\_\_\_\_

SCORE: \_\_\_\_\_

AWD BAR: \_\_\_\_\_

PISTOL QUAL DATE: \_\_\_\_\_

SCORE: \_\_\_\_\_

AWD BAR: \_\_\_\_\_

PASS GMS OF MBST: YES/NO DATE: \_\_\_\_\_

MCI FUNDAMENTALS OF MARINE CORPS LEADERSHIP: COMPLETED/ENROLLED/NO

MCI NCO NON RESIDENT COURSE: COMPLETED/ENROLLED/NO

HAS COMPLETED FORMAL RESIDENT CPL/SGT COURSE: YES/NO DATE: \_\_\_\_\_

NUMBER AND DATES OF AWARDS:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PAGE 11 ENTRIES: \_\_\_\_\_

\_\_\_\_\_

PAGE 12 ENTRIES: \_\_\_\_\_

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REMARKS: \_\_\_\_\_

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## UNITED STATES MARINE CORPS

Marine Corps Air Facility  
2100 Rowell Road  
Quantico, Virginia 22134-5063

IN REPLY REFER TO:  
1650  
SECTION CODE  
DATE

From: Officer in Charge, Crash Fire Rescue Branch  
To: Commanding Officer, Marine Corps Air Facility  
Via: Sergeant Major, Marine Corps Air Facility

Subj: NOMINATION FOR NONCOMMISSIONED OFFICER/MARINE OF  
THE MONTH ICO CORPORAL/LANCE CORPORAL I. M. MARINE  
XXX XX XXXX/7051 USMC

Encl: (1) Data Sheet  
(2) Basic Training Record (MCTFS)  
(3) Basic Individual Record (MCTFS)  
(4) Education sheet (MCTFS)  
(5) Pro/Con Mark sheet (MCTFS)

1. Corporal/Lance Corporal Marine joined the Crash Fire Rescue Branch on 7 February 2002. During this period, he has shown the determination and ability to perform and complete all assigned tasks in an extremely competent manner. His constant drive to get the job done and his motivating style of leadership make him a natural first choice when assigning unusual or difficult tasks. His professional demeanor, positive attitude, and constant "Set the Example" work habits make him an extremely respected NCO in the work section.

2. Corporal/Lance Corporal Marine has achieved the licenses for all major fire fighting apparatus aboard MCAF Quantico. He has also been certified as an Emergency Medical Technician in an intense three-week course given by the Naval Hospital, Quantico, where he maintained an average of 94% throughout the course finishing in the top 10%.

3. During the months of March 2001 and continuing into August 2001, Crash Crew has been faced with the loss of most of its experienced Marines and the arrival of many new faces. Corporal/Lance Corporal Marine has taken up the task of role model and mentor for these new Marines, quickly bringing them up to speed to meet the needs of Crash Crew and the Air Facility.

ENCLOSURE (3)

Subj: NOMINATION FOR NONCOMMISSIONED OFFICER/MARINE OF THE  
MONTH ICO CORPORAL/LANCE CORPORAL I. M. MARINE  
XXX XX XXXX/7051 USMC

In short, he naturally assumed the role and position as a leader and has amply demonstrated the traits and qualities that are the hallmark of a superior Marine NCO.

4. Constantly seeking responsibility, he has volunteered and has been assigned the additional duties: Brig Chaser, CFR vehicle dispatch NCO, and MK19 Team Leader. Further more, he is currently assigned to the next Corporal's Course.

5. Corporal/Lance Corporal Marine has the motivation and determination to assume the responsibilities of a Sergeant in the United States Marine Corps. He displays superior character and leadership potential and I enthusiastically recommend him for NCO/Marine of the Month.

SIGNATURE