



**UNITED STATES MARINE CORPS**  
MARINE CORPS RECRUITING COMMAND  
3280 RUSSELL ROAD  
QUANTICO VA 22134-5103

MCRCO 1650.3  
G-1  
9 OCT 2003

MARINE CORPS RECRUITING COMMAND ORDER 1650.3

From: Commanding General  
To: Distribution List

Subj: MARINE CORPS RECRUITING COMMAND (MCRC) STAFF  
NONCOMMISSIONED OFFICER IN CHARGE (SNCOIC) OF THE YEAR  
PROGRAM

Ref: (a) P1070.12H

1. Purpose. To establish a program to provide recognition by the Commanding General, Marine Corps Recruiting Command (CG MCRC) for outstanding performance by SNCOICs in each district.

2. Background. SNCOICs make tremendous sacrifices in the performance of their duties. The intent of this program is to provide a means of recognition for performance, which reflects exceptional leadership, management, organizational ability, innovation, industry, and initiative demonstrated in the accomplishment of the mission.

3. Information

a. Selection of a Marine as the MCRC SNCOIC of the Year recognizes the SNCOIC who best exemplifies those traits of leadership and professionalism sought in all Marines.

b. Nomination will not be used as a substitute for justly deserved awards such as a Letter of Appreciation, Meritorious Mast, or personal award.

c. Selection will be based on the "Whole Marine" concept, not just how the individual performs assigned duties.

4. Basic Organization

a. Eligibility. Marines nominated for the MCRC SNCOIC of the Year will hold Military Occupational Specialty (MOS) 8411 or 8412 and will have served as a Recruiting Substation (RSS) SNCOIC for the entire fiscal year.

b. Criteria. All nominated Marines must meet the below criteria. Waivers will not be considered.

(1) Nominees must not have been previously selected as the MCRC or district SNCOIC of the Year.

(2) Nominees must meet established height and weight standards.

(3) Nominees must have passed the most recent physical fitness test.

(4) Nominees must have successfully completed the professional military education requirements for the current grade.

(5) Nominees should display a consistently high level of performance that positively impacts on mission accomplishment.

(6) Led the RSS to attain at least the following minimum percentages:

(a) At least 63 percent I-IIIA's (contracting and shipping)

(b) At least 95 percent Tier I's (contracting and shipping)

(c) Not more than 20 percent pool attrition

(d) Not more than 13 percent depot attrition

(7) Led the RSS to achieve 100 percent of its assigned mission for both contracting and shipping.

## 5. Program Function

### a. Nomination

(1) Each Marine Corps district will nominate one Marine per fiscal year. The nomination package for each of the district nominees will be forwarded to the CG MCRC (A).

(2) Nomination packages will include the following:

(a) A photograph of the nominee prepared in accordance with reference (a).

(b) A concise resume of qualifications, including billet description and significant contributions to the command. Also include a listing of the RSS's attained numbers for contracting and shipping, total number of contracts written for the RSS, pool attrition, depot attrition, attained percentages for Tier I's and mental group I-IIIA's (both contracting and shipping), as well as the number of recruiters for whom the SNCOIC is responsible.

(c) An OPNAV 1650/3 for a Navy and Marine Corps Commendation Medal and a proposed citation.

(3) Nomination packages are to be provided to the CG MCRC (A) not later than 10 October each year. This deadline allows for the selection of the Marine by the MCRC SNCOIC of the Year Board, which will be held in conjunction the annual MCRC Operations and Training Conference. All nominees must appear before the board and be present for the awards ceremony to be conducted at the conference.

b. Selection Process. Selection will be based upon the information contained in the nomination package.

c. Awards

(1) The Marine selected as the MCRC SNCOIC of the Year will received a Navy and Marine Corps Commendation Medal from the CG MCRC, an award from the Marine Corps Association (MCA) recognizing recruiting excellence, and a professional library from the MCA.

(2) Each of the nonselected Marines will also receive a Navy and Marine Corps Commendation Medal from the CG MCRC and a professional library from the MCA.

6. Action. To support the MCRC SNCOIC of the Year program, the following responsibilities are tasked:

a. District Commanding Officers

(1) Nominate one SNCOIC utilizing the policy established above. Submit your nomination package via the chain of command to the CG MCRC (A).

b. AC/S, G-1. Prepare award citations.

c. Sergeant Major of Marine Corps Recruiting Command

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(1) Coordinate all aspects of the selection program.

(2) Conduct a selection board during the annual MCRC Operations and Training Conference and recommend one nominee to the CG MCRC for final selection.

  
D. T. BARTELS  
Chief of Staff

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