



**UNITED STATES MARINE CORPS**  
MARINE AVIATION TRAINING SUPPORT GROUP 23  
700 AVENGER AVENUE  
LEMOORE, CA 93245-5016

Canc: May 02

GruBul 1700

S-1

5 Feb 02

GROUP BULLETIN 1700

From: Commanding Officer  
To: Distribution List

Subj: MARINE AVIATION TRAINING SUPPORT GROUP 23 (MATSG-23)  
MARINE OF THE YEAR BOARD

Ref: (a) NASLEMINST 1700.10

Encl: (1) Sample letter of recommendation  
(2) Schedule of Events

1. Purpose. To publish information for nomination and the selection of the Naval Air Station, Lemoore, Marine of the Year, per reference (a), to convene on 7 March 2002.

2. Background. The Marine of the year selection is designed to recognize an outstanding Sergeant or below by utilizing the "whole" Marine concept. Superior performance, leadership, self improvement, command and community involvement, physical fitness and personal appearance are all facets that will determine the Marine of the Year.

3. Information. The Marine selected as the Naval Air Station Marine of the Year, will be awarded the following:

- a. Navy Achievement Medal
- b. 96 hour liberty pass
- c. Command plaque
- d. Golden eagle coverage
- e. \$100.00 Savings Bond from the Fleet Reserve Association

4. Action

a. ADJUTANT MATSG-23. Submit one nominee, with written recommendation, enclosure (1), and assign one SNCO representative for the Group selection board by 6 March 2002. Provide five Marines for the COD at 1000, 7 March 2002.

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b. COMMANDING OFFICER, VFA-125. Submit one nominee, with written recommendation, enclosure (1), and assign one SNCO representative for the Group selection board by 6 March 2002. Provide five Marines for the COD at 1000, 7 March 2002.

~~COMMANDING OFFICER~~

c. OFFICER IN CHARGE, NAMTRAU. Submit one nominee, with written recommendation, enclosure (1), and assign one SNCO representative for the Group selection board by 6 March 2002. Provide ten Marines for COD at 1000, 7 March 2002.

d. SERGEANT MAJOR, MATSG-23. Convene the Marine of the Year selection Board on 7 March 2002 to select the most deserving Marine assigned to Naval Air Station Lemoore as Marine of the Year.

e. Marine of the Year Nominees. Prepare for and complete the practical evaluation as set forth in enclosure (2).



D. D. VEGA

Acting

DISTRUBUTION: A

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**SAMPLE LETTER**  
**COMMAND LETTERHEAD**



IN REPLY REFER TO  
1650  
ADJ  
5 Feb 02

From: (Nominating Unit/Official)  
To: Commanding Officer, Marine Aviation Training Support  
Group 23

Subj: NOMINATION FOR MARINE OF THE YEAR ICO SERGEANT JOE D.  
MARINE 123 45 6789/0121 USMC

1. Sergeant Joe D. Marine is enthusiastically recommended as the Marine Aviation Training Support Group 23, Naval Air Station, Lemoore "Marine of the Year." Sergeant Marine's professional demeanor, exemplary performance, and significant contributions clearly merit his nomination. Specific accomplishments include:

a. Displays outstanding initiative by ensuring that the MATSG 23 web page is updated monthly. He constantly seeks new ideas and information to put on the web page that may be beneficial to other Marines within the unit, as well as those that may be transferring to the Lemoore area.

b. Displays outstanding technical skills when dealing with officers and SNCOs who are completing PCS/TAD travel claims. Ensures that each Marine understands all of their entitlements.

c. A mentor for the Lemoore High School NROTC program. Displayed outstanding initiative and assisted in instructing the Lemoore High School NROTC program to a third place win at the regional NROTC Field meet held at Coronado, California.

d. Received recognition for his extensive voluntary work with the Marine Corps Ball committee. Sergeant Marine volunteered many off-duty hours in support of the event.

2. Sergeant Marine's nomination is based on his superior performance, bearing and knowledge of occupational qualifications. I enthusiastically nominate him as the 2002 Naval Air Station, Lemoore "Marine of the Year".

D. D. VEGA

ENCLOSURE (1)

SCHEDULE OF EVENTS

1. The following is the schedule of events for the Marine of the Year Board.

<u>Time/Event</u>	<u>Uniform</u>	<u>Evaluator(s)</u>
<del>0630</del> PFT	<del>P.T. uniform</del>	<del>Sgt Luna</del>
a. <del>0715- Student Inspection</del>	<del>Utilities</del>	<del>Board members</del>
<del>0800</del> BST TEST		<del>Sgt Luna</del>
b. <del>1000</del> COB	Utilities	<del>SgtMaj Higie</del>
<del>1000</del> Personnel/Chilack 1.		
c. <del>1300- Uniform Inspection</del>	<del>Service "A"</del>	<del>Board members</del>
d. 1400- Oral Board	Service "C"	Board members

2. All nominees will meet at Bldg 730 parking lot at 0700 on 7 March 2002 for the student personnel inspection.

c. 1000 PERSONNEL/Walk LACK INS Service "C"  
SgtMaj / Board members

d. 1300 COB Service "C"  
SgtMaj / Board members

e. 1500 - oral Board Service "C"  
SgtMaj / Board members

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