

2016 MCAA AWARDS
SUBMISSION CRITERIA & REQUIREMENTS
UPDATED AWARDS ELIGIBILITY

Award Period

- 01 January through 31 December 2015.

Submission Deadline

- 01 February 2016 at HQMC (ASM).

Format Requirements

- Documents
 - All award submissions (i.e. SOA, Bio, citation, unit history) shall be written in Microsoft Word format using Courier New 12-point font, and standard sentence capitalization (NOT ALL CAPS).
 - No Adobe PDF's will be accepted except for the signed nomination letter and the signed endorsements that accompany a package.
- Photographs - Due to follow on print publication requirements, photographs shall be submitted IAW the following guidelines.
 - All photographs shall be submitted as **stand-alone** high resolution digital "JPEG" files (NOT attached to a Word or PowerPoint file) and need to be a minimum size of 2400 pixels x 3000 pixels (portrait) or 3000 pixels by 2400 pixels (landscape).
 - Utilize very low compressed JPEG setting on camera (i.e. highest camera JPEG quality setting).
 - Do not resize or compress photographs for emailing purposes.
 - Recommend utilizing local Combat Camera IOT meet the above requirements.
- Naming convention - Name all files IAW the below guidelines IOT facilitate HQMC boarding process.
 - Award Rank LName Unit_MAW document name (e.g. Cunningham Capt Caster_HMLA-369_3dMAW_Bio)
 - SOA
 - Bio
 - Citation
 - POC
 - PhotoX (e.g. PhotoCmd, Photo1, Photo2)
 - PhotoCaptions
 - StatSum
 - Insignia

- Endorsements

Endorsement Requirement

- All submissions (including Deployed units) must be endorsed through their parent chain of command to the first General Officer prior to submission to HQMC(ASM).

Submission Requirements

- All nomination packages forwarded to HQMC(ASM) should be submitted electronically.
 - Forward electronic documents to ASM-32 e-mail address: ASM.MCAAawards@usmc.mil via the U.S. Army Aviation and Missile Research and Development and Engineering Center Safe Access File Exchange (AMRDEC SAFE): <https://safe.amrdec.army.mil/safe/>.
- Though not required nor desired, if mailing the hard documents, a CD with all documents and photos shall accompany the package. In this case, shipping via FedEx is recommended to the following address:
 - HQMC Aviation (ASM-32)
3000 Marine Corps Pentagon - Room 5E527
Washington, DC 20350-3000

Individual Awards

All nomination packages shall include the following documentation:

- Comprehensive Summary of Action(s), not to exceed two (2) pages.
- Biography of individual, not to exceed one (1) page.
- Proposed Citation, (landscape format) not to exceed 1250 characters.
- POC Information
 - Unit Contact Information, to include
 - POC
 - Work phone number
 - Work email address
 - Nominee Contact Information, to include:
 - Work & Home mailing addresses
 - Work phone number
 - Work email address
- Photographs:
 - One (1) color high-resolution digital, current official head shot photo of the nominee in the Service "A" uniform. For deployed Marines, Service "C" or Marine Corps Combat Utilities may be worn.

- o Three (3) different color or black and white high-resolution digital photos of the nominee in the working environment.
 - A separate Word document must contain short captions for each photo as well as the photographer's POC information.
- Signed endorsements in Adobe PDF.

Unit Awards

All nomination packages shall include the following documentation:

- Comprehensive Summary of Action(s), not to exceed three (3) pages.
- Unit history
- Proposed Citation, (landscape format) not to exceed 1250 characters.
- Commanding Officer contact information, to include:
 - o Work & Home mailing addresses
 - o Work phone number
 - o Work email address
- Photographs:
 - o Five (5) different color high-resolution digital photos. Please include a variety of action shots of people, equipment, and aircraft.
 - A separate Word document must contain short captions appropriate to the unit's mission for each photo as well as photographer's POC information.
 - o A high resolution digital image of the squadron insignia.
- Unit Statistical Summary, per enclosure 5 of MCO 1650.29H. In addition, flying units shall include MSHARP Data Accuracy Level in the flight data portion of the unit statistical summary document (MCO 3125.1B, pg 3-7).
- Signed endorsements in Adobe PDF.

Awards Eligibility

Eligibility for all awards is IAW MCO 1650.29H with the following updates/exceptions:

- Frank E. Petersen - All Marine Flight Students (Post winging). See updated award info sheet located on website.
- Robert M. Hanson - Add F-35B/C squadrons to eligibility. All VMFA squadrons, Regular or Reserve.
- John I. Hudson - Add VMU Squadron of the Year award. All VMU squadrons, Regular or Reserve. See updated award info sheet on website.

References

MCO 1650.29H

MCO 3125.1B

HQMC POC:

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