

2017 MCAA AWARDS
SUBMISSION CRITERIA & REQUIREMENTS
UPDATED AWARDS ELIGIBILITY

Award Period

- 01 January through 31 December 2016.

Submission Deadline

- 30 January 2017 at HQMC (ASM).

Format Requirements

- Documents
 - All award submissions (i.e. SOA, Bio, citation, unit history) shall be submitted 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.
 - Individual photographs shall be standard USMC command photo format (Service A with no border or text box).
 - 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.
 - Individual Awards (e.g. Cunningham_LtCol Gillette_VMFA-121_3dMAW_SOA)
 - 1. Award_Rank LName_Unit_MAW_SOA
 - 2. Award_Rank LName_Unit_MAW_Bio
 - 3. Award_Rank LName_Unit_MAW_Citation
 - 4. Award_Rank LName_Unit_MAW_POC Sheet

- 5-8. Award_Rank LName_Unit_MAW_PhotoX (e.g. PhotoCmd, Photo1, Photo2)
- 9. Award_Rank LName_Unit_MAW_PhotoCaptions
- 10. Award_Rank LName_Unit_MAW_Endorsements
- Unit Awards (e.g. Hanson_VMFA-121_3dMAW_SOA)
 - 1. Award_Unit_MAW_SOA
 - 2. Award_Unit_MAW_Unit History
 - 3. Award_Unit_MAW_Citation
 - 4. Award_Unit_MAW_POC Sheet
 - 5-9. Award_Unit_MAW_PhotoX (e.g. Photo1, Photo2...Photo5)
 - 10. Award_Unit_MAW_Insignia
 - 11. Award_Unit_MAW_PhotoCaptions
 - 12. Award_Unit_MAW_StatSum
 - 13. Award_Unit_MAW_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 via DON Tracker to the HQMC AVN POCs.

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 mailing addresses
 - Work phone number
 - Work email address
- Photographs:

- o 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 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.
- 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

HQMC AVN POC:

LtCol Bruce. K. Williams, ASM-52

bruce.k.williams1@usmc.mil

(703) 693-9875

Maj Timothy G. Hudson, ASM-32

timothy.g.hudson@usmc.mil

(703) 693-9881