

MCAA AWARDS
SUBMISSION CRITERIA & REQUIREMENTS

Award Period:

- 01 January through 31 December.

Submission Deadline:

- 01 February at HQMC.

Format Requirement:

- All award submissions, to include proposed citation, shall be written in Microsoft Word format using 12 Pitch, Courier New font, and standard sentence capitalization (NOT ALL CAPS).

Endorsement Requirement:

- All submissions must be endorsed through the chain of command to the first General Officer prior to submission to HQMC.

Submission Requirements:

- All nominee packages forwarded to HQMC(ASM) shall be submitted electronically.
 - Preferred submission is electronic. Forward documents to ASM-52, ASM.MCAAawards@usmc.mil via the AMRDEC website: <https://safe.amrdec.army.mil/SAFE2/>.
 - If mailing the hard documents, a CD with all documents and photos shall accompany the package. In this case, shipping via FedEx is preferred.
- Each award submitted shall be in a separate folder containing:
 - Stand-alone photo files
 - Word document with photo captions & POC
 - Proposed Citation as a Word document
 - Unit history (for unit awards)
 - Summary of Action(s), biography (as appropriate), unit statistics (as appropriate), cover letter, and signed endorsements in Adobe PDF format.

Individual Awards:

All submissions shall include:

- Nominee Contact Information, to include:
 - Work & Home mailing addresses
 - Work phone number
 - Work email address

- Comprehensive Summary of Action(s), not to exceed two (2) pages.
- Proposed Citation, (landscape format) not to exceed 1250 characters.
- Biography of individual, not to exceed one (1) page.
- Photographs:
 - All photos shall be submitted as stand-alone "JPEG" files (NOT attached to a Word or PowerPoint file).
 - 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.
 - Five (5) different color 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 a unit POC.

Unit Awards:

All submissions shall include:

- Commanding Officer contact information, to include:
 - Work & Home mailing addresses
 - Work phone number
 - Work email address
- Comprehensive Summary of Action(s), not to exceed three (3) pages.
- Unit history
- Unit Statistics, per enclosure 5 of MCO 1650.29H.
- Proposed Citation, (landscape format) not to exceed 1250 characters.
- Photographs:
 - All photos shall be submitted as stand-alone "JPEG" files (NOT attached to a Word or PowerPoint file).
 - Five (5) different color high-resolution digital photos.
 - A separate Word document must contain short captions appropriate to the unit's mission for each photo as well as a unit POC.

Reference:

MCO 1650.29H

HQMC POC:

Maj S. M. Koltick

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