



MARINE AVIATION

2019 Marine Aviation Awards Award Submission Guidance

HQMC AVN ASM

ASM-52

703-693-9875

****Updated 23 January due to AMRDEC Outage****

Award Submission Guidance

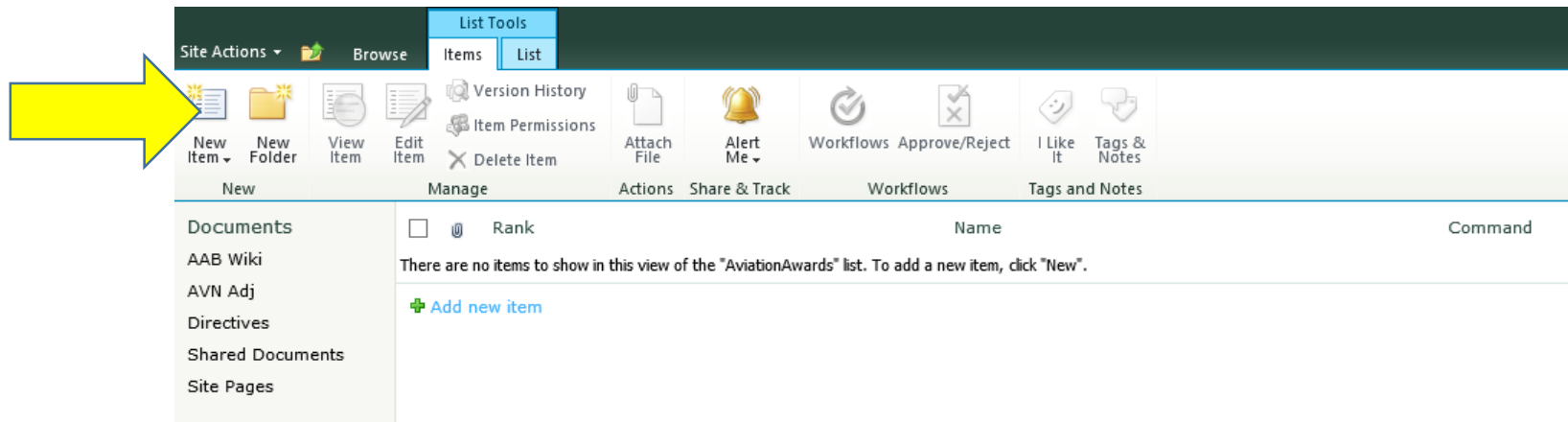
Marine Aviation

- 2019 Marine Aviation Awards MARADMIN and the 2019 Marine Corps Aviation Awards Instructions directed all MC Aviation Awards will be submitted via the AMRDEC Safe Access File Exchange.
 - Currently AMRDEC is down. The alternate plan is the reason for this powerpoint and will be explained in subsequent slides below.
 - Step 1. If you do not have a eHQMC account, please visit the following site to setup an account (Use E-mail Cert when prompted).
<https://ehqmcsupport.usmc.mil/sites/mcwar/default.aspx>
 - Click on "REQUEST eHQMC PORTAL" and complete form.
 - Step 2. E-mail Capt James Sheehan and inform him that you are a POC for your respective command. He will grant you the required permissions and provide an additional e-mail with instructions for submitting packages.
- Utilize the guidelines in this PowerPoint and the 2019 Marine Corps Aviation Awards Instructions to ensure awards packages meet all requirements.
 - Awards Instructions located on Marine Aviation website:
<http://www.aviation.marines.mil/Branches/Manpower-and-Support/MCAviationAwards.aspx>.
- Ensure your awards packages meet all requirements so they are on-time, correct, and complete.
 - Per the MARADMIN, nomination packages that are late, incorrect, or incomplete **will not** be accepted.

Common Errors

Marine Aviation

- Overall
 - Late or incomplete submissions.
 - MSC lack of familiarity with submission requirements.
 - Poor write-ups (i.e., CertComm vice service level award quality).
 - Utilizing outdated templates/examples.
- Documents
 - Submitted in Adobe .pdf format vice MS Word .docx format.
 - Citations, SOAs, Biographies over character limit.
 - Incorrect naming convention.
 - Incorrect formatting.
- Photos
 - Command photos with banners, borders, Marine/unit name.
 - Photos not print quality.
 - Photographer POC is unit POC vice actual photographer. The actual photographer will be crediting in publishing.
 - Incorrect naming convention.
 - Incorrect number of photos (too few or many).
 - Captions and photos do not match.
- Command Insignia
 - Unauthorized command insignia submitted.
 - Command insignia is web quality vice print quality.
 - Submitted in Adobe .pdf format or MS Word .docx format vice JPEG.



In the Ribbon, select "New Item"

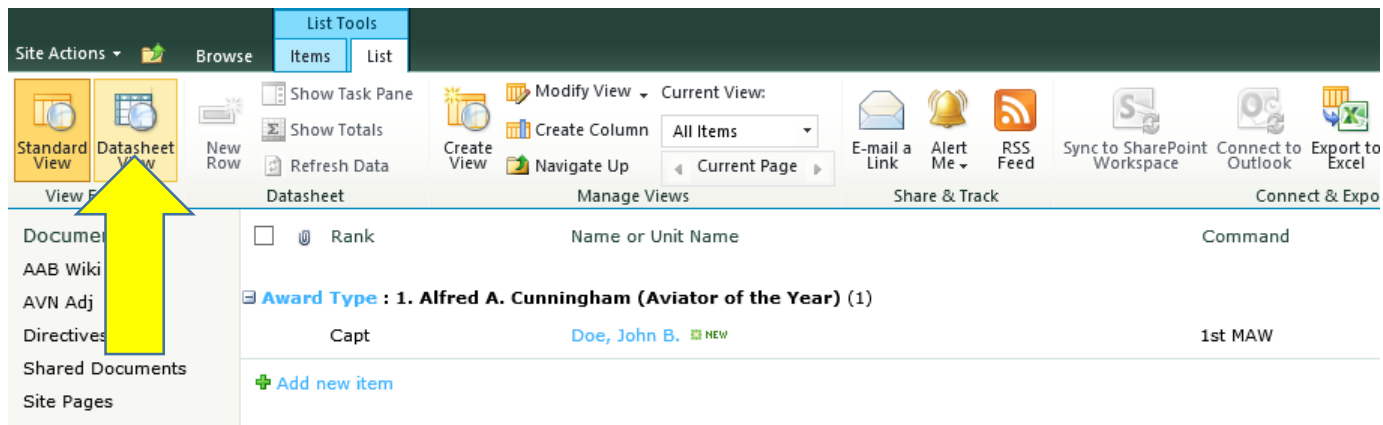
The image shows a software window titled "AviationAwards - New Item". It features a top toolbar with icons for Save, Cancel, Paste, Cut, Copy, Attach File, and Spelling. A yellow arrow points to the Save icon. Below the toolbar are several form fields: a dropdown menu for "Award Type", a dropdown menu, a text field for "Last Name or Unit Name *" with a red asterisk, a text field for "Last, First MI", and a dropdown menu for "Command". At the bottom right are "Save" and "Cancel" buttons.

Complete the form then click either of the “Save” buttons.

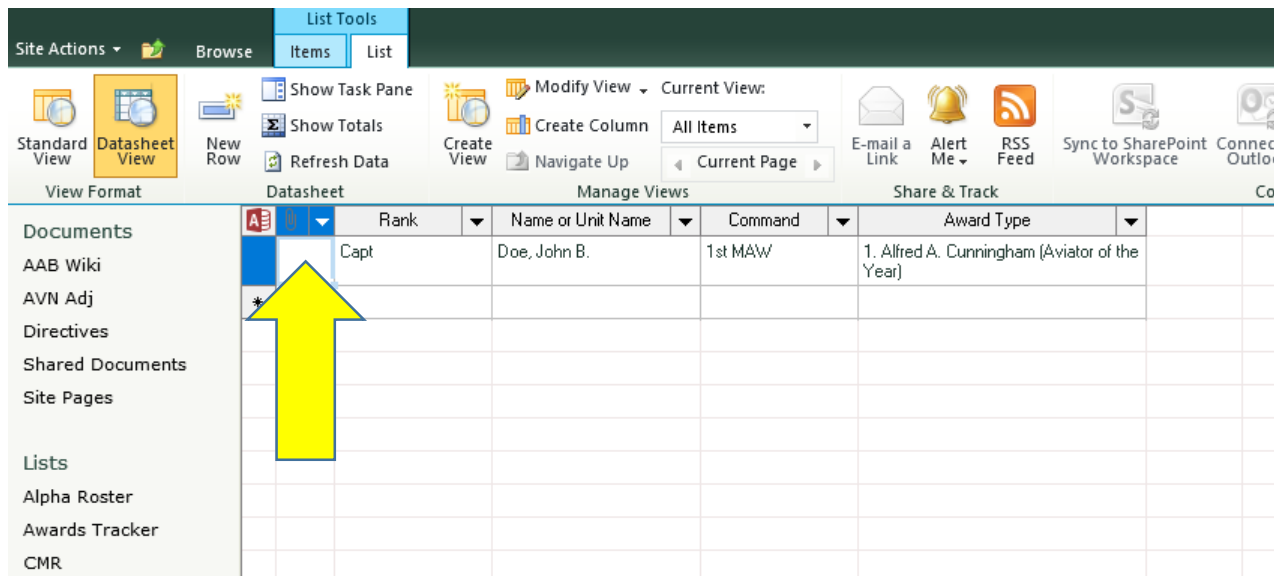
We will upload the documents in the next step.



Click the “List” button,



Click the “Datasheet View” button,



Double click on the empty box under the paperclip.

Click the “Add” button, locate the files on your system and select them.

You may upload more than one file at a time by holding the “Ctrl” button and clicking on all of the files you want to upload.

Click “Open” once you have selected all of the files you want.

Click “OK”.

Allow SharePoint a little time to upload documents. You will see a paperclip in the box once complete. You may double click to see what documents have been uploaded.

Questions

- If you have any questions, e-mail Capt Sheehan at james.a.sheehan@usmc.mil