

**2019 MARINE CORPS AVIATION AWARDS**  
**SUBMISSION CRITERIA & REQUIREMENTS**  
**UPDATED AWARDS ELIGIBILITY**

**Award Period**

- 01 January through 31 December 2018.

**Submission Deadline**

- 31 January 2019 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, Nomination
    - 2. Award - Rank LName, Unit, MAW, SOA
    - 3. Award - Rank LName, Unit, MAW, Bio
    - 4. Award - Rank LName, Unit, MAW, Citation

- 5. Award - Rank LName, Unit, MAW, POC Sheet
- 6-9. Award - Rank LName, Unit, MAW, PhotoX (e.g. PhotoCmd, Photo1, Photo2)
- 10. Award - Rank LName, Unit, MAW, PhotoCaptions
- Unit Awards (e.g. CMC Trophy - VMFA-121, 1stMAW, SOA)
  - 1. Award - Unit, MAW, Nomination
  - 2. Award - Unit, MAW, SOA
  - 3. Award - Unit, MAW, Unit History
  - 4. Award - Unit, MAW, Citation
  - 5. Award - Unit, MAW, POC Sheet
  - 6-10. Award - Unit, MAW, PhotoX (e.g. Photo1, Photo2...Photo5)
  - 11. Award - Unit, MAW, Insignia
  - 12. Award - Unit, MAW, PhotoCaptions
  - 13. Award - Unit, MAW, StatSum

### **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 email to the HQMC AVN POC at [AviationAwards@usmc.mil](mailto:AviationAwards@usmc.mil).

### **Individual Awards**

All nomination packages shall include the following documentation:

- Nomination letter with signed endorsements in Adobe PDF.
- 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 (no border or text box). For deployed Marines, Service "C" or Marine Corps Combat Utilities may be worn.
- o Three (3) 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 the photographer's POC information (for publishing credit).

### **Unit Awards**

All nomination packages shall include the following documentation:

- Nomination letter with signed endorsements in Adobe PDF.
- 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 (for publishing credit).
  - o A high resolution digital image of the squadron insignia.
- Unit Statistical Summary, per enclosure 5 of MCO 1650.29H.

### **Awards Eligibility**

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

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

- John I. Hudson - Add VMU Squadron of the Year award. All VMU squadrons, Regular or Reserve. See updated award info sheet on website.

## **Common Errors**

- 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 pdf format vice word doc 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 pdf or word format vice JPEG.

## **References**

MCO 1650.29H

## **HQMC AVN POC**

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