



MARINE AVIATION

2018 MCAA Awards Award Submission Guidance

**HQMC AVN ASM
703-614-1244**

Award Submission Guidance

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- MARADMIN 060/18 and the 2018 MC Aviation Awards Instructions directed all MC Aviation Awards will be submitted via the AMRDEC Safe Access File Exchange.
- Utilize the guidelines in this PowerPoint and the 2018 MC 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

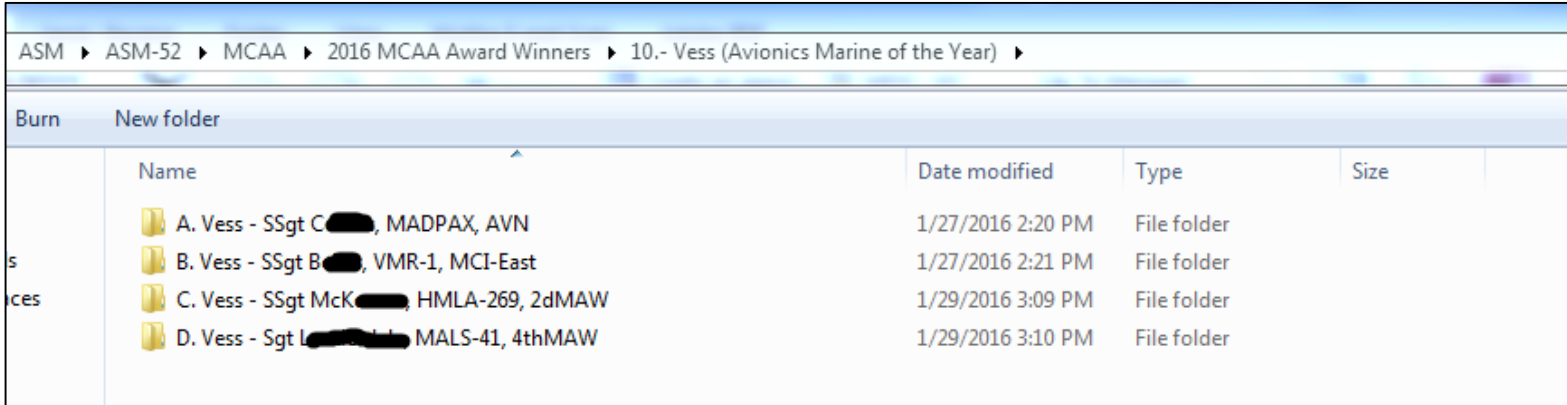
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- Overall
 - Late or incomplete submissions.
 - MSC lack of familiarity with submission requirements.
 - Poor write-ups (i.e., CertComm vice service level award quality).
 - Utilizing outdated templates/examples.
- Documents
 - Submitted in Adobe .pdf 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.

Building an award folder

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- Create file folder for each award
- Folder naming convention:
 - Individual: Award name – Rank LName, Sqdn, MAG, MAW
 - Unit: Award name – Unit, MAG, MAW
- One award per category per MAW/MCI










The screenshot shows a Windows File Explorer window with the following path: ASM > ASM-52 > MCAA > 2016 MCAA Award Winners > 10.- Vess (Avionics Marine of the Year). The window displays a table of folders with the following columns: Name, Date modified, Type, and Size.

Name	Date modified	Type	Size
A. Vess - SSgt C [REDACTED], MADPAX, AVN	1/27/2016 2:20 PM	File folder	
B. Vess - SSgt B [REDACTED], VMR-1, MCI-East	1/27/2016 2:21 PM	File folder	
C. Vess - SSgt McK [REDACTED], HMLA-269, 2dMAW	1/29/2016 3:09 PM	File folder	
D. Vess - Sgt L [REDACTED], MALS-41, 4thMAW	1/29/2016 3:10 PM	File folder	














Award folder examples

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- Individual folder example:

Name	Date modified	Type
 1. Cunningham - Capt Anderson, VMFA(AW)-533, 2dMAW, Nomination	1/26/2017 9:45 AM	Adobe Acrobat D...
 2. Cunningham - Capt Anderson, VMFA(AW)-533, 2dMAW, SOA	12/22/2016 2:56 PM	Microsoft Word D...
 3. Cunningham - Capt Anderson, VMFA(AW)-533, 2dMAW, Bio	12/22/2016 2:56 PM	Microsoft Word D...
 4. Cunningham - Capt Anderson, VMFA(AW)-533, 2dMAW, Citation	1/4/2017 1:34 PM	Microsoft Word D...
 5. Cunningham - Capt Anderson, VMFA(AW)-533, 2dMAW, POC Sheet	12/22/2016 2:56 PM	Microsoft Word 9...
 6. Cunningham - Capt Anderson, VMFA(AW)-533, 2dMAW, PhotoCmd	12/22/2016 2:56 PM	JPG File
 7. Cunningham - Capt Anderson, VMFA(AW)-533, 2dMAW, Photo1	12/22/2016 2:56 PM	JPG File
 8. Cunningham - Capt Anderson, VMFA(AW)-533, 2dMAW, Photo2	12/22/2016 2:56 PM	JPG File
 9. Cunningham - Capt Anderson, VMFA(AW)-533, 2dMAW, Photo3	12/22/2016 2:55 PM	JPG File
 10. Cunningham - Capt Anderson, VMFA(AW)-533, 2dMAW, PhotoCaptions	12/22/2016 2:55 PM	Microsoft Word D...

- Unit folder example:

Name	Date modified	Type	Siz
 1. Hanson - VMFA(AW)-533, 2dMAW, Nomination	1/26/2017 9:32 AM	Adobe Acrobat Document	
 2. Hanson - VMFA(AW)-533, 2dMAW, SOA	12/22/2016 3:21 PM	Microsoft Word 97 - 2003 Document	
 3. Hanson - VMFA(AW)-533, 2dMAW, Unit History	12/22/2016 3:21 PM	Microsoft Word 97 - 2003 Document	
 4. Hanson - VMFA(AW)-533, 2dMAW, Citation	12/23/2016 10:12 ...	Microsoft Word Document	
 5. Hanson - VMFA(AW)-533, 2dMAW, POC Sheet	12/22/2016 3:21 PM	Microsoft Word 97 - 2003 Document	
 6. Hanson - VMFA(AW)-533, 2dMAW, Photo1	12/22/2016 3:21 PM	JPG File	
 7. Hanson - VMFA(AW)-533, 2dMAW, Photo2	12/22/2016 3:21 PM	JPG File	
 8. Hanson - VMFA(AW)-533, 2dMAW, Photo3	12/22/2016 3:21 PM	JPG File	
 9. Hanson - VMFA(AW)-533, 2dMAW, Photo4	12/22/2016 3:21 PM	JPG File	
 10. Hanson - VMFA(AW)-533, 2dMAW, Photo5	12/22/2016 3:21 PM	JPG File	
 11. Hanson - VMFA(AW)-533, 2dMAW, Insignia	12/22/2016 3:21 PM	JPG File	
 12. Hanson - VMFA(AW)-533, 2dMAW, PhotoCaptions	12/22/2016 3:20 PM	Microsoft Word 97 - 2003 Document	
 13. Hanson - VMFA(AW)-533, 2dMAW, StatSum	12/22/2016 3:21 PM	Microsoft Word Document	

Create MAW Awards Master folder

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- Drop all award folders into a master folder (e.g. 2dMAW MCAAwards).
- Update 2018 MC Aviation Awards POC list excel file and include in master folder.

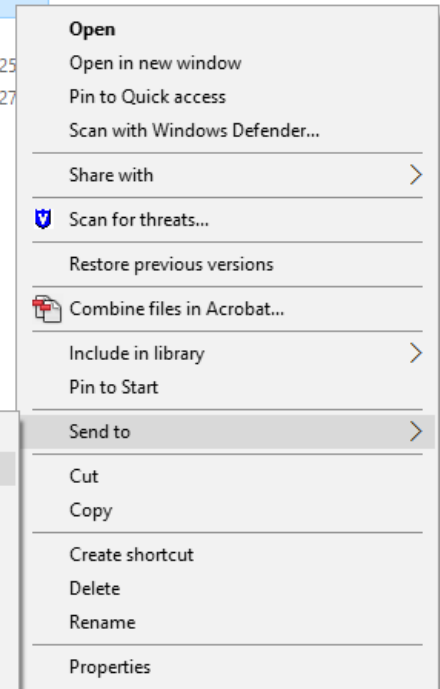
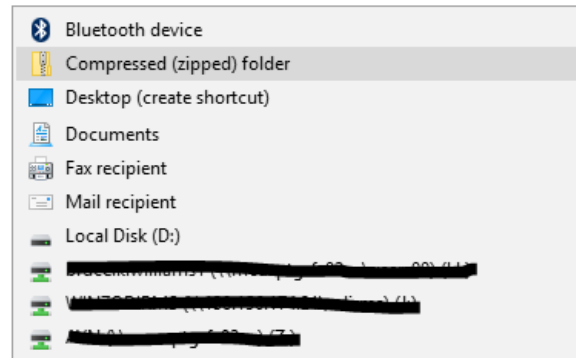
Name	Date modified	Type
1. Cunningham - Capt [REDACTED], VMFA(AW)-[REDACTED], MAG-31, 2dMAW	10/10/2017 8:14 AM	File folder
2. Robinson - Captain [REDACTED], VMAQ-[REDACTED], MAG-14, 2dMAW	10/10/2017 8:14 AM	File folder
3. Hattaway - Capt [REDACTED], MALS-[REDACTED], MAG-26, 2dMAW	10/10/2017 8:14 AM	File folder
4. Gibson - 1stLt [REDACTED], [REDACTED] LAAD, MACG-28, 2dMAW	10/10/2017 8:14 AM	File folder
7. Radish - Sgt [REDACTED], VMM-[REDACTED], MAG-26, 2dMAW	10/10/2017 8:14 AM	File folder
8. Sproule - GySgt [REDACTED], VMFA(AW)-[REDACTED], MAG-31, 2dMAW	10/10/2017 8:14 AM	File folder
9. Southcomb - GySgt [REDACTED], MALS-[REDACTED], MAG-26, 2dMAW	10/10/2017 8:14 AM	File folder
10. Vess - Sgt [REDACTED], MALS-[REDACTED], MAG-31, 2dMAW	10/10/2017 8:14 AM	File folder
11. Gilbert - Sgt [REDACTED], VMFA-[REDACTED], MAG-31, 2dMAW	10/10/2017 8:14 AM	File folder
12. Innis - Sgt [REDACTED], MACS-[REDACTED], MACG-28, 2dMAW	10/10/2017 8:14 AM	File folder
13. Demmond - Sgt [REDACTED], VMM-[REDACTED], MAG-26, 2dMAW	10/10/2017 8:14 AM	File folder
14. Nicholson - Sgt [REDACTED], VMFA-[REDACTED], MAG-31, 2dMAW	10/10/2017 8:14 AM	File folder
15. Maguire - Cpl [REDACTED], MALS-[REDACTED], MAG-26, 2dMAW	10/10/2017 8:14 AM	File folder
17. Commandants Aviation Trophy - VMFA(AW)-[REDACTED], MAG-31, 2dMAW	10/10/2017 8:14 AM	File folder
18. Hanson - VMFA(AW)-[REDACTED], MAG-31, 2dMAW	10/10/2017 8:14 AM	File folder
19. Sanderson - VMA-[REDACTED], MAG-14, 2dMAW	10/10/2017 8:14 AM	File folder
20. Moore - VMAQ-[REDACTED], MAG-14, 2dMAW	10/10/2017 8:14 AM	File folder
21. Wildfang - VMGR-[REDACTED], MAG-14, 2dMAW	10/10/2017 8:14 AM	File folder
22. McCorkle - VMM-[REDACTED], MAG-26, 2dMAW	10/10/2017 8:14 AM	File folder
23. McCutcheon - HMH-[REDACTED], MAG-29, 2dMAW	10/10/2017 8:14 AM	File folder
24. Giguere - HMLA-[REDACTED], MAG-29, 2dMAW	10/10/2017 8:14 AM	File folder
25. Hudson - VMU-[REDACTED], MAG-14, 2dMAW	10/10/2017 8:14 AM	File folder
26. Davis - MALS-[REDACTED], MAG-29, 2dMAW	10/10/2017 8:14 AM	File folder
27. Hatch - MWSS-[REDACTED], MAG-31, 2dMAW	1/29/2018 12:19 PM	File folder
28. Fris - MASS-[REDACTED], MACG-28, 2dMAW	10/10/2017 8:14 AM	File folder
29. Ross - VMFA(AW)-[REDACTED], MAG-31, 2dMAW	10/10/2017 8:14 AM	File folder
2d MAW 2017 MCAA AWARDS POC LIST	1/26/2017 2:22 PM	Microsoft Excel W

Compress MAW Awards Master folder

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- Right click folder
- Select Send to
- Select Compressed (zipped) folder

Name	Date modified	Type	Size
2d MAW MCAA Awards	1/29/2018 12:19 PM	File folder	
MCINCR-MCBQ MCAA AWDS	10/10/2017 8:14 AM	File folder	
1st MAW MCAA submissions	1/27/2017 1:01 PM	Compressed (zipp...	297,625
4th MAW MCAA Awards	1/31/2017 4:26 PM	Compressed (zipp...	93,827



Send MAW Awards Master folder

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- Send via AMRDEC Safe
 - <https://safe.amrdec.army.mil/safe/Welcome.aspx>
 - Your name: Rank LName
- Upload compressed zip folder to AMRDEC
 - Description: xxMAW Aviation Awards
- Send to:
AviationAwards@usmc.mil
- Contact message POC with any questions.
 - 703-614-1244
 - 703-693-9875

SAFE
Safe Access File Exchange

SAFE is designed to provide AMRDEC and its customers an alternative way to send files other than email. SAFE supports file sizes up to 2GB.
[Click here for Getting Started Guide](#)

UNCLASSIFIED USE ONLY, TO INCLUDE PRIVACY DATA

Personal Information

Your Name: [HELP](#)

Your Email Address: [HELP](#)

Confirm Your Email Address: [HELP](#)

File Information

[HELP](#)

25 Maximum Files (total size cannot exceed 2GB)

File(s)	Privacy Act Data	Delete
1st MAW MCAA submissions.zip	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/> HELP

Deletion Date: [HELP](#)
Max is 14 days from TODAY

Description of File(s): [HELP](#)

Do NOT enter Privacy Act Data (PII) in the description.

Recipient Information

Provide an email address to give access to:

Manually Enter Email Address

Email Address: [HELP](#)

Do not send SAFE packages to group email accounts.

Search DoD 411 (DISA Global Directory Services)

Recipients List:

aviationawards@usmc.mil [HELP](#)

Email Settings

Encrypt email message when possible [HELP](#)

Notify me when file(s) downloads are STARTED [HELP](#)

Notify me when file(s) downloads are COMPLETED [HELP](#)

Require CAC for Pick-up (all recipients will need to log in with a CAC to download file(s)) [HELP](#)

NONE FOUO

Other: