MARINE AVIATION

2018 MCAA Awards
Award Submission Guidance

HQMC AVN ASM

703-614-1244

Award Submission Guidance

- 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.
  - o 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.

  - o Per the MARADMIN, nomination packages that are late, incorrect, or incomplete **will not** be accepted.
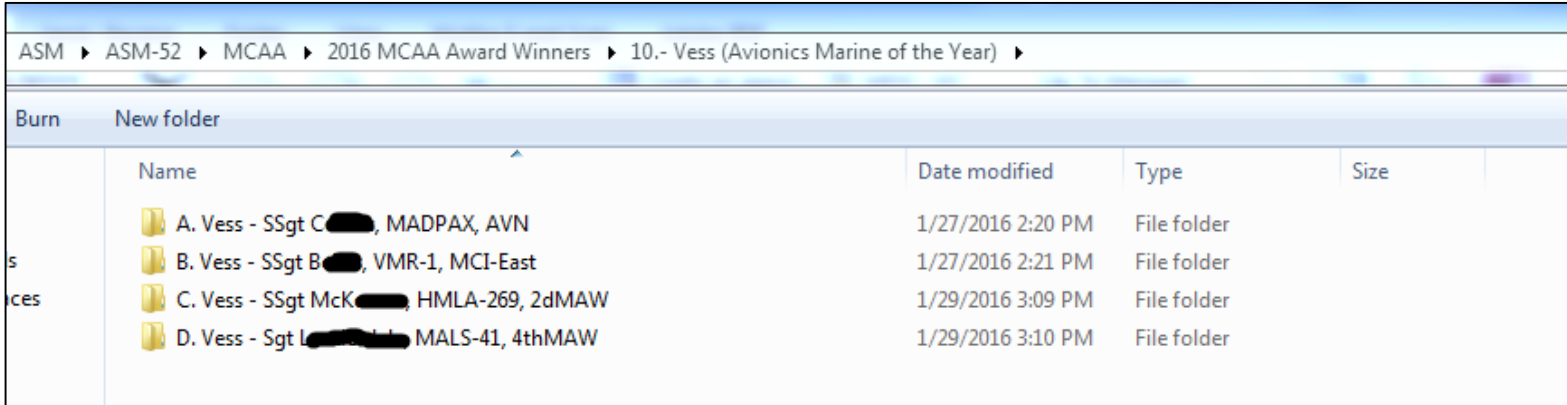
Common Errors

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    - o Utilizing outdated templates/examples.

- Documents
    - o Submitted in Adobe .pdf format vice MS Word .docx format.
    - o Citations, SOAs, Biographies over character limit.
    - o Incorrect naming convention.
    - o Incorrect formatting.

- Photos
    - o Command photos with banners, borders, Marine/unit name.
    - o Photos not print quality.
    - o Photographer POC is unit POC vice actual photographer. The actual photographer will be crediting in publishing.
    - o Incorrect naming convention.
    - o Incorrect number of photos (too few or many).
    - o Captions and photos do not match.

- Command Insignia
    - o Unauthorized command insignia submitted.
    - o Command insignia is web quality vice print quality.
    - o Submitted in Adobe .pdf format or MS Word .docx format vice JPEG.

Building an award folder

- 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

Award folder examples

- 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

- Drop all award folders into a master folder (e.g. 2dMAW MCAAwards).

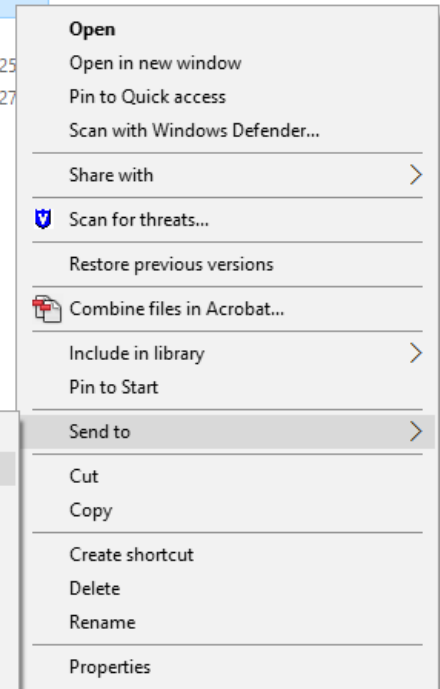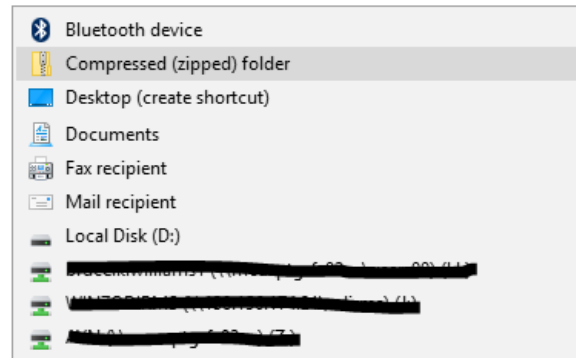- Update 2018 MC Aviation Awards POC list excel file and include in master folder.

Name	Date modified	Type
1. Cunningham - Capt Anderson , VMFA(AW)-533, MAG-31, 2dMAW	10/10/2017 8:14 AM	File folder
2. Robinson - Captain Smith, VMAQ-4, MAG-14, 2dMAW	10/10/2017 8:14 AM	File folder
3. Hattaway - Capt Champagne, MALS-26, MAG-26, 2dMAW	10/10/2017 8:14 AM	File folder
4. Gibson - 1stLt Anderson, 4thLAAD, MACG-28, 2dMAW	10/10/2017 8:14 AM	File folder
7. Radish - Sgt Howard, VMM-264, MAG-26, 2dMAW	10/10/2017 8:14 AM	File folder
8. Sproule - GySgt Pineda, VMFA(AW)-533, MAG-31, 2dMAW	10/10/2017 8:14 AM	File folder
9. Southcomb - GySgt Worth, MALS-26, MAG-26, 2dMAW	10/10/2017 8:14 AM	File folder
10. Vess - Sgt Terry, MALS-31, MAG-31, 2dMAW	10/10/2017 8:14 AM	File folder
11. Gilbert - Sgt Cruz, VMFA-312, MAG-31, 2dMAW	10/10/2017 8:14 AM	File folder
12. Innis - Sgt Mahomah, MACS-2, MACG-28, 2dMAW	10/10/2017 8:14 AM	File folder
13. Demmond - Sgt Mena, VMM-264, MAG-26, 2dMAW	10/10/2017 8:14 AM	File folder
14. Nicholson - Sgt Young, VMFA-122, MAG-31, 2dMAW	10/10/2017 8:14 AM	File folder
15. Maguire - Cpl Newman, MALS-26, MAG-26, 2dMAW	10/10/2017 8:14 AM	File folder
17. Commandants Aviation Trophy - VMFA(AW)-533, MAG-31, 2dMAW	10/10/2017 8:14 AM	File folder
18. Hanson - VMFA(AW)-534, MAG-31, 2dMAW	10/10/2017 8:14 AM	File folder
19. Sanderson - VMA-223, MAG-14, 2dMAW	10/10/2017 8:14 AM	File folder
20. Moore - VMAQ-4, MAG-14, 2dMAW	10/10/2017 8:14 AM	File folder
21. Wildfang - VMGR-252, MAG-14, 2dMAW	10/10/2017 8:14 AM	File folder
22. McCorkle - VMM-264, MAG-26, 2dMAW	10/10/2017 8:14 AM	File folder
23. McCutcheon - HMH-464, MAG-29, 2dMAW	10/10/2017 8:14 AM	File folder
24. Giguere - HMLA-167, MAG-29, 2dMAW	10/10/2017 8:14 AM	File folder
25. Hudson - VMU-2, MAG-14, 2dMAW	10/10/2017 8:14 AM	File folder
26. Davis - MALS-29, MAG-29, 2dMAW	10/10/2017 8:14 AM	File folder
27. Hatch - MWSS-202, MAG-31, 2dMAW	1/29/2018 12:19 PM	File folder
28. Fris - MASS-1, MACG-28, 2dMAW	10/10/2017 8:14 AM	File folder
29. Ross - VMFA(AW)-533, 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

Marine Aviation

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

Send MAW Awards Master folder

Marine Aviation

- 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