



# ***MARINE AVIATION***

## **2020 Marine Aviation Awards Award Submission Guidance**

**HQMC AVN ASM**

**ASM-52**

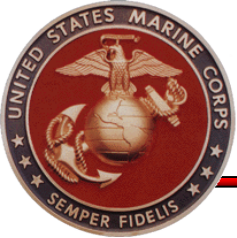
**703-693-9875**



# Overall

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- The intent of the new “survey” process is to allow a more accessible, efficient, and standardized submission process independent of external sources (AMRDEC).
- Each Wing will submit their nominations and their Wing Updates via the survey found at <https://go.max.gov/dod/2020marineaviationawards>.
- Award and Update requirements and associated naming conventions remain unchanged.
- Awards and Wing Updates will be individually submitted with all associated files being uploaded with the award/update in a single submission.
  - i.e.: Each award and/or wing update will be submitted individually, but all the files for that award/update will be attached to that submission (no separate file uploads, etc).



# Overall Survey Logic

## Marine Corps Aviation Awards

- I. Select the MAW who will be submitting the award:
- a) 1<sup>st</sup> MAW
  - b) 2<sup>nd</sup> MAW
  - c) 3<sup>rd</sup> MAW
  - d) 4<sup>th</sup> MAW
  - e) other

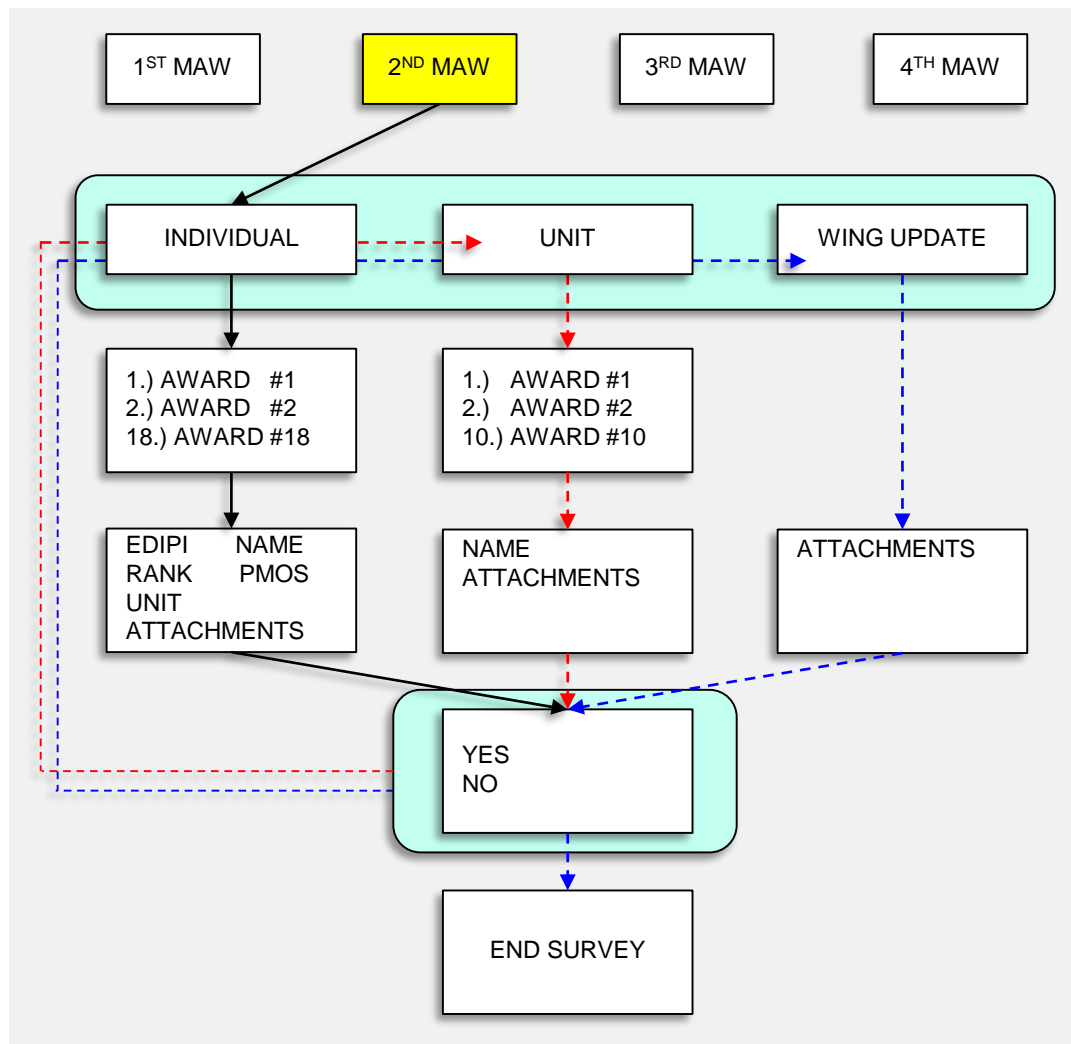
- II. Select the type of award being submitted:
- a) Individual
  - b) Unit
  - c) Wing update
- > First submission  
 - - -> Subsequent submission  
 - - -> Subsequent submission

- III. Select the name of the award:
- a) Individual – Award recommended (1 of 16)
  - b) Unit – Award recommended for (1 of 12)

- IV. Enter and submit the following information:
- a) Individual – EDIPI, Name, Rank, Attach, PMOS
  - b) Unit – Name, Attachments
  - c) Wing - Attachments

- V. Additional awards to submit?
- a) Yes – [GO TO STEP II.]
  - b) No – [GO TO STEP VI.]

VI. Thank you for your submissions.





# *MARINE AVIATION*

## **Submission Walk-Through**





## 2020 Marine Corps Aviation Awards Submission Portal

This award submissions portal will be used by HQMC Aviation to receive nominations for the annual Marine Corps Aviation Awards, which will be presented during the 2020 Marine Aviation Readiness and Operations Summit in La Jolla, CA, from 13-15 May 2020. These prestigious awards recognize those Marines and units that have distinguished themselves as the best in Marine aviation during the award period from 1 January 2019 to 31 December 2019.

**Nomination packages must be received by HQMC Aviation Manpower and Support Branch NLT Fri, 0730 EST 31 January 2020.**

Additional information can be found online using the following URL:

<https://www.aviation.marines.mil/Branches/Manpower-and-Support/MCAviationAwards/>

Next →



**Click Next**

Load unfinished survey



## USMC Survey

### 2020 Marine Corps Aviation Awards Submission Portal

There are a total of 28 awards that are divided into two groups: individual and unit. The third category is provided to ensure each MAW submits their annual update.

\*Select the type of award being submitted:

Please choose...  
Individual  
Unit  
Wing update

Individual or unit award nominations, however, nominations must be routed to the first general officer in the chain of command.  
Wing updates are to be submitted by the MAWs only.

\*Select the unit who will be submitting the award:

Please choose... ▾



**Pick the type of award:**  
**a) Individual (Wing/Other)**  
**b) Unit (Wing/Other)**  
**c) Wing Update (Wing only)**

Next →

Resume later



## USMC Survey

### 2020 Marine Corps Aviation Awards Submission Portal

There are a total of 28 awards that are divided into two groups: individual and unit. The third category is provided to ensure each MAW submits their annual update.

\*Select the type of award being submitted:

Individual ▾

ⓘ Any unit can submit *individual* or *unit* award nominations, however, nominations must be routed to the first general officer in the chain of command. Wing updates are to be submitted by the MAWs only.

\*Select the unit who will be submitting the award:

Please choose...  
1st MAW  
2nd MAW  
3rd MAW  
4th MAW  
Provide Unit Name



Next →

Resume later

**Pick the submitting entity's identity**  
**a) #MAW –or–**  
**b) “Provide Unit Name” for other**



# USMC Survey

## 2020 Marine Corps Aviation Awards Submission Portal

### Individual Award

\*Select the name of the award designated for the individual:

- Please choose...
- Alfred A. Cunningham Award- Marine Aviator of the Year
- Robert Guy Robinson Award- Marine Naval Flight Officer of the Year
- Earle Hattaway Award- Marine Aviation Ground Officer of the Year
- Robert F. Gibson Award- Marine Aviation Command and Control Officer of the Year
- Silver Hawk Award- Marine Aviator with earliest Designation Date
- Frank E. Petersen Award- Marine Flight Student of the Year
- Danny L. Radish Award- Marine Enlisted Aircrew of the Year
- Willie D. Sproule Award- Aviation Maintenance Marine of the Year
- Kenneth W. Spaulcomb Award- Aviation Support Marine of the Year
- James E. Nicholson Award- Noncommissioned Officer Leadership Award
- James Maguire Award- Exceptional Achievement
- Michael A. Hough Acquisition Award- Acquisition Excellence in Marine Aviation



**Pick the award you are submitting**



2020 Marine Corps Aviation Awards Submission Portal

### Individual Award Information

Enter and submit the following information. Ensure all files are saved according to the naming convention presented. Additionally, submit a single file for each category requested. If necessary, your survey progress may be saved using the "Resume later" button, which is located at the bottom left-hand corner of the web page.

**Fill in appropriate data for awardee (submission)  
--Not your own information, but the awardee!**



EDIP:   
Last Name:   
First Name:   
Middle Initial:   
Unit:   
PMOS:



**Nomination** save the file as: Award\_Rank\_LastName\_Unit\_USAV\_Nomination.pdf  
Please upload one file



**Summary of Action** save the file as: Award\_Rank\_LastName\_Unit\_USAV\_SOA.pdf  
Please upload one file



**Bio of Nominee** save the file as: Award\_Rank\_LastName\_Unit\_USAV\_Bio.pdf  
Please upload one file

**Upload all applicable files.  
Gouge is in the titles (naming convention/types of files/etc)**

**Proposed Citation** save the file as: Award\_Rank\_LastName\_Unit\_USAV\_ProposedCitation.pdf  
Please upload one file


**POC Sheet** save the file as: Award\_Rank\_LastName\_Unit\_USAV\_POC Sheet.docx  
Please upload one file

**Photo #1 (High Resolution)** save the file as: Award\_Rank\_LastName\_Unit\_USAV\_Photo1.jpg  
Please upload one file

**Photo #3 (High Resolution)** save file as: Award\_Rank\_LName\_Unit\_MAW\_Photo3.jpg

Please upload one file


Upload files

Title	Comment	File name	
		photo - leeroy.jpg	<a href="#">Edit</a>

**Photo #4 (High Resolution)** save file as: Award\_Rank\_LName\_Unit\_MAW\_Photo4.jpg

Please upload one file

Upload files

Title	Comment	File name	
		photo - leeroy.jpg	<a href="#">Edit</a>

**Photo Captions** save file as: Award\_Rank\_LName\_Unit\_MAW\_Photo Captions.docx

Please upload one file

Upload files

Title	Comment	File name	
			<a href="#">Edit</a>

**Confirm correct naming convention and type of file for the above files.**

Confirm that all files have been uploaded using the correct naming convention and format.

Confirmed



[Next →](#)



**Click next**

[Resume later](#)



2020 Marine Corps Aviation Awards Submission Portal

**Now you input your information (submitting entity)**



MAW Representative Submitting the Award/Update (Rank LName, FName, MI)

Name



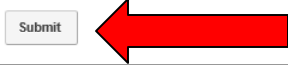
**\*Award/Update Submissions Process and Status**

More awards need to be submitted

Award submissions are complete

Please enter your comment here.

**Do you have more awards to do at this time?**



Resume later

**Either way:  
HIT SUBMIT HERE TO SUBMIT YOUR AWARD!**



USMC Survey

2020 Marine Corps Aviation Awards Submission Portal

**Click here to submit further awards**

Thank you for your submission. Please click [here](#) to provide additional awards or to provide an update.



[View the statistics for this survey.](#)



**Click here to see how other MAWs are progressing in their submissions.**

**You can't see individual files, but you can see sheer numbers of entries.**



# ***MARINE AVIATION***

***Questions?***

LtCol Robert Arbegast

ASM-52

703-693-9875

robert.arbegast@usmc.mil