

**FY14 SECNAV Energy Award for Marine Corps Operational Units
Nomination Package Requirements and Submission Instructions**

- **Award Period:** 01 October 2013 through 30 September 2014
- **Submission Deadline:** 31 July 2015 (due to HQMC, Expeditionary Energy Office)
- **Submission Instructions:**
 - Submit award nomination packages via email to energy@usmc.mil
 - Due to inbox size limitations, e-mails should not exceed 7MB (including all attachments and photos)
 - Submissions via AMRDEC SAFE (secure site for sharing large files) are permissible (instructions at <https://safe.amrdec.army.mil/SAFE/>)
- **Elements of Award Nomination Package (sample provided, please use Courier New, 12 pt font):**
 - Cover Letter
 - Signed endorsement from the first General Officer in the chain of command
 - Comprehensive Summary of Actions (not to exceed 3 single spaced pages)
 - Proposed Citation
 - Unit History
 - Photo Captions
 - Photos (high resolution .jpg format preferred; .pdf format is acceptable to keep e-mail size under 7MB)



UNITED STATES MARINE CORPS
NAME OF ACTIVITY
ADDRESS
CITY, STATE, ZIP

SSIC
Code/Serial #
Date

From: Activity head, name of activity
To: Director, HQMC Expeditionary Energy Office
Via: (1) Title, name of activity
(2) Title, name of activity

Subj: NOMINATION OF [NAME OF ACTIVITY] FOR THE FY14 SECNAV
ENERGY AWARD FOR MARINE CORPS OPERATIONAL UNITS

Ref: (a) MARADMIN XXX/XX

Encl: (1) Endorsement Letter
(2) Comprehensive Summary of Actions
(3) Proposed Citation
(4) Unit History
(5) Photo Captions

1. Per the reference, [name of activity] requests consideration for the FY14 SECNAV Energy Award for Marine Corps Operational Units. The following information is provided:

- a. Commanding Officer Work Address:
- b. Commanding Officer Phone Number:
- c. Commanding Officer E-mail:

2. [Brief summary of actions meriting this award].

3. Questions pertaining to this nomination package should be directed to [unit POC, phone number, e-mail].

NAME OF SIGNER

Endorsement Letter

[Include a signed endorsement letter from the first General Officer in the chain of command.]

Comprehensive Summary of Actions

[The Comprehensive Summary of Actions should address one or more of the criteria outlined in MARADMIN XXX/XX:

1. Energy Self-Sufficiency
2. Energy Awareness and Training
3. Energy Innovation

The Summary should not exceed 3 pages.]

**PROPOSED CITATION FOR
THE FY14 SECNAV ENERGY AWARD FOR MARINE CORPS OPERATIONAL UNITS**

[Name of activity]

FOR SERVICE AS SET FORTH IN THE FOLLOWING CITATION:

For outstanding contributions to the Marine Corps energy program from 1 October 2013 to 30 September 2014. [Describe actions meriting this award].

Unit History

[Include unit history].

Photo Captions

The following photos are included as a display of the energy-related achievements of [name of activity].

1. [add caption]
2. [add caption]
3. [add caption]

*Photos should be e-mailed to energy@usmc.mil. High resolution .jpg format preferred; .pdf format is acceptable to keep e-mail size under 7MB.