



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
WASHINGTON, DC 20350-3000

IN REPLY REFER TO  
DCIO 1650.2  
IEX  
JAN 09 2020

DEPUTY COMMANDANT FOR INFORMATION ORDER 1650.2

From: Deputy Commandant for Information  
To: Distribution List

Subj: THE MARINE CORPS ASSOCIATION & FOUNDATION (MCAF) ANNUAL  
INFORMATION AWARDS

Ref: (a) SECNAV M-5216.5  
(b) SECNAV M-5210.1  
(c) MCO P1070.12K W/ CH 1

Encl: (1) Nomination Limits by Command  
(2) Sample Individual Nomination Package Format  
(3) Sample Unit/Organization Nomination Package Format  
(4) Biographies of the Namesakes

1. Situation. To provide procedural guidance and instructions regarding the Marine Corps Association & Foundation Information awards program. The awards program is administered by the Deputy Commandant for Information (DC I) and consists of nineteen awards for excellence in the fields of communications, intelligence, and operations in the information environment (OIE).

2. Cancellation. MCO 1650.50A; MCO 1650.56.

3. Mission. In accordance with annual guidelines (to be published via MARADMIN message), subordinate commands are directed to submit award recommendations in the form and manner prescribed herein in order to recognize those Marines, civilian Marines, and Marine units/organizations displaying exemplary performance and dedication to duty.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Every year, the Marines and civilians working within the Marine Corps Information Environment Enterprise (MCIEE) make tremendous contributions and sacrifices while executing pivotal roles within the Marine Corps. This program is designed to provide individual recognition for performance that reflects exceptional initiative, leadership, management/organizational skills, and devotion to duty. Unit/organization awards recognize those units that have made the most outstanding contributions to the Marine Corps through development of advanced concepts, doctrine, technology, or

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procedures and/or through demonstration of consistent resourcefulness and responsiveness while providing support in a tactical, operational, or strategic environment.

(2) Concept of Operations. Nominations shall be submitted via the endorsing chain of command in the number and manner specified by the enclosures. The DC I Executive Staff will facilitate the award selection process and execution of the awards dinner.

b. Tasks

(1) DC I Executive Staff. DC I Executive Staff is responsible for managing the Information Awards nominations and selection process. The Executive Staff will convene a board of field grade officers, senior enlisted, and civilian Marines (as appropriate) to review nominations and submit selection recommendations to DC I. The Executive Staff is also charged with coordinating the annual awards dinner and presentation ceremony.

(2) Commanders. Commanders (or unit leaders similarly situated) will ensure eligible Marines and units are nominated and forwarded to DC I. Local commanders are also encouraged to recognize individual nominees and recipients at appropriate local ceremonies.

c. Coordinating Instructions

(1) DC I will publish an annual MARADMIN message soliciting nominees for the current calendar year. The MARADMIN will specify eligibility, due dates, points of contact, and addresses for package submission.

(2) DC I will provide final approval for selection of award recipients.

(3) Commands listed in enclosure (1) will accept nomination packages from their subordinate commands and conduct a board to select and forward the best qualified packages, in PDF format, based on the quantities outlined in the enclosure. Each nomination package will be endorsed by the Commanding General (CG) or by the first General Officer in the nominee's chain of command.

(4) Nominations from commands not already part of the reporting chain listed in enclosure (1) may submit nominations directly to DC I. Those commands shall be limited to one nomination per award category.

(5) Limit performance summary write-ups to no more than two pages. Classified performance summaries may be submitted at the classification level required to adequately describe the activity but award citations must be unclassified.

(6) Previous individual recipients of a particular award are

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not eligible for subsequent selection for that same award, but previous nominees remain eligible.

(7) Unit award nominations should originate at the next higher echelon of command above the unit recommended for the award. Under no circumstances should units submit nominations via multiple chains of command.

(8) Submissions must be received by the nomination deadline (published annually via MARADMIN message) for consideration by the awards board. Questions regarding eligibility or submission requirements should be submitted to the point of contact listed in that respective year's published MARADMIN.

(9) The Marine Corps Association & Foundation (MCA&F) will continue to provide support for the Annual Information Awards Dinner.

## 5. Administration and Logistics

### a. Award Categories

- (1) The General Alfred M. Gray Award.
- (2) The James Hamilton Information Technology (IT) Management Civilian of the Year Award.
- (3) The Private First Class Herbert A. Littleton Enlisted Communications Awards.
- (4) The Lieutenant Colonel Michael D. Kuszewski Intelligence Officer of the Year Award.
- (5) The John J. Guenther Intelligence Civilian of the Year Award.
- (6) The Master Gunnery Sergeant Samuel C. Plott Intelligence SNCO of the Year Award.
- (7) The Master Sergeant Charles C. Arndt Intelligence NCO of the Year Award.
- (8) The Lance Corporal James E. Swain Intelligence Enlisted Marine of the Year Award.
- (9) The Operations in the Information Environment Officer of the Year Award.
- (10) The Operations in the Information Environment Civilian of the Year Award.
- (11) The Operations in the Information Environment Enlisted Marine of the Year Award.

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(12) The Lieutenant Colonel Kevin M. Shea Memorial Unit of the Year Award.

(13) The Intelligence Unit of the Year Award.

(14) The Operations in the Information Environment Unit of the Year Award.

(15) The Marine Corps Information Environment Enterprise (MCIEE) Technical Leadership Award.

(16) The Marine Corps Information Environment Enterprise Innovation Award.

b. Performance and Eligibility Criteria

(1) The General Alfred M. Gray Award

(a) Nominees must be Marine Corps Captains. The target MOS is 0602, however; an officer with any MOS serving in an 0602 billet is eligible.

(b) Captains selected to the grade of Major are eligible for this award provided the nominee is not promoted during the award nomination period (from initial recommendation to official award notification).

(c) Nominees will be recognized by seniors, contemporaries, and subordinates as officers who exemplify outstanding leadership within the communications field;

(d) Clearly perform the functions of a commander, S-6 staff officer, or officer working in another MOS 0602 billet by providing efficient, effective, and timely communications support to tactical, training, and/or garrison operations;

(e) Exhibit superior knowledge and understanding of communications and data systems employment in support of command and control to a degree seldom achieved by others, and;

(f) Exhibit qualities that have made an outstanding contribution to the development of esprit de corps and loyalty within the officer's unit.

(2) The James Hamilton Information Technology Management Civilian of the Year Award

(a) Eligible personnel must be employed as a Federal Government civilian employee in pay grades WG/GS 07-15, or NSPS equivalent pay bands serving within a Marine Corps activity.

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(b) An individual must hold one of the following occupational series/occupational codes: 0390, Telecommunications Processing, 0391 Telecommunications, 0392 General Telecommunications, 0394 Communications Clerical, 0850 Electrical Engineering, 0854 Computer Engineering, 0855 Electronics Engineering, 1410 Librarian, 1411 Library Technician, 1412 Technical Information Services, 1550 Computer Science, 2203 Computer Operator, 2204 Computer Technician, 2210 Information Technology Management, or 2501 General Wire Communications Equipment Installation and Maintenance.

(c) Nominees will be recognized by seniors and contemporaries as an individual who exemplifies outstanding leadership and/or has provided significant technological innovations within the IT field, and;

(d) Exemplify the Marine Corps Core Values of honor, courage, and commitment.

(3) The Private First Class Herbert A. Littleton Enlisted Communications Awards

(a) Staff Noncommissioned Officer Award for Operational Communications Excellence. Nominees must be an SNCO serving in an MOS 06XX billet and performing operational communications/IT duties. An SNCO with a non-communications MOS but serving in a communications billet is eligible.

(b) Noncommissioned Officer Award for Operational Communications Excellence. Nominees must be an NCO serving in an MOS 06xx billet and performing operational communications/IT duties. An NCO with a non-communications MOS but serving in a communications billet is eligible.

(c) Staff Noncommissioned Officer Award for Electronics Maintenance Excellence. Nominees must be an SNCO on active duty serving in an electronic maintenance (MOS 28XX) billet and performing electronics maintenance duties. An SNCO with a non-communications/maintenance MOS but serving in an electronics maintenance (MOS 28XX) billet is eligible.

(d) Noncommissioned Officer Award for Electronics Maintenance Excellence. Nominees must be an NCO serving in an electronic maintenance (MOS 28xx) billet and performing electronics maintenance duties. An NCO with a non-communications/maintenance MOS but serving in an electronics maintenance billet is eligible.

(e) Nominees will be recognized by seniors, contemporaries, and subordinates as a Marine who exemplifies excellence and outstanding leadership within the relevant communications/IT field;

(f) Clearly and effectively provide the unit and commander

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with exceptionally efficient, effective, and timely communications/IT support for tactical, training, and/or garrison operations to a degree seldom achieved by others, and;

(g) Exhibit qualities that have made an outstanding contribution to the development of esprit de corps and loyalty within the Marine's unit.

(4) The Lieutenant Colonel Michael D. Kuszewski Intelligence Officer of the Year Award

(a) Nominees must be Marine officers, MOS 02XX or 26XX, serving in an intelligence billet.

(b) Nominees will be recognized by seniors, contemporaries, and subordinates as officers who exemplify outstanding leadership within the Marine Corps Intelligence, Surveillance, and Reconnaissance Enterprise (MCISRE);

(c) Exhibit superior knowledge and understanding of the intricacies of the intelligence process, to include analysis, intelligence systems, associated data and communications systems, and other enabling mechanisms employed in support of the MCISRE to a degree seldom achieved by others, and;

(d) Exhibit qualities that have made an outstanding contribution to the development of esprit de corps and loyalty within the officer's unit.

(5) The John J. Guenther Intelligence Civilian of the Year Award

(a) All civilian intelligence personnel serving within the MCISRE are eligible for this award.

(b) Nominees will be recognized by seniors and contemporaries as an individual who exemplifies outstanding professionalism and leadership within the MCISRE and;

(c) Exemplify the Marine Corps Core Values of Honor, Courage, and Commitment.

(6) The Master Gunnery Sergeant Samuel C. Plott Intelligence SNCO of the Year Award

(a) Nominees must be a Marine SNCO, MOS 02XX or 26XX, serving in an intelligence billet.

(b) Nominees will be recognized by seniors, contemporaries, and subordinates as SNCOs who exemplify outstanding leadership within the MCISRE;

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(c) Clearly and effectively provide the unit and the Commander with exceptional intelligence support in tactical, training, and/or garrison operations to a degree seldom achieved by others, and;

(d) Exhibit qualities that have made an outstanding contribution to the development of esprit de corps and loyalty within the Marine's unit.

(7) The Master Sergeant Charles C. Arndt Intelligence NCO of the Year Award

(a) Nominees must be a Marine NCO, MOS 02XX or 26XX, serving in an intelligence billet.

(b) Nominees will be recognized by seniors, contemporaries, and subordinates as NCOs who exemplify outstanding leadership within the MCISRE;

(c) Clearly and effectively provide the unit and the Commander with exceptional intelligence support in tactical, training, and/or garrison operations to a degree seldom achieved by others, and;

(d) Exhibit qualities that have made an outstanding contribution to the development of esprit de corps and loyalty within the Marine's unit.

(8) The Lance Corporal James E. Swain Intelligence Enlisted Marine of the Year Award

(a) Nominees must be an enlisted Marine non-NCO, MOS 02XX or 26XX, serving in an intelligence billet.

(b) Nominees will be recognized by leaders and peers as Marines who exemplify outstanding leadership within the MCISRE;

(c) Clearly and effectively provide the unit and the Commander with exceptional intelligence support in tactical, training, and/or garrison operations to a degree seldom achieved by others, and;

(d) Exhibit qualities that have made an outstanding contribution to the development of esprit de corps and loyalty within the Marine's unit.

(9) The Operations in the Information Environment Officer of the Year Award

(a) Nominees must be Marine officers serving in an OIE billet (PSYOPS, Information Operations, Cyberspace Operations, Space Operations, EMS Operations, Communication Strategy, or Civil Affairs).

(b) Nominees will be recognized by seniors, contemporaries, and subordinates as an individual who exemplifies

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outstanding leadership within the OIE community, and;

(c) Exhibit superior knowledge and understanding of the seven functions of OIE, to include: the C2 Enterprise; providing IE battlespace awareness; attacking and exploiting networks, systems, and information; informing domestic and international audiences; influencing foreign target audiences; deceiving adversary audiences; and controlling information capabilities, resources, and activities.

(d) Nominations should note any unique accomplishments or circumstances that further distinguish the individual, such as combat operations, global competition, or the implementation of new/unique techniques or technologies that advance one of the seven functions of OIE.

(10) The Operations in the Information Environment Civilian of the Year Award

(a) Nominees must be employed as a Federal Government civilian employee in pay grades WG/GS 07-15, or NSPS equivalent pay bands serving in an OIE billet.

(b) Nominees will be recognized by seniors, contemporaries, and subordinates as an individual who exemplifies outstanding leadership within the OIE community, and;

(c) Exhibits superior knowledge and understanding of the seven functions of OIE, to include: the C2 Enterprise; providing IE battlespace awareness; attacking and exploiting networks, systems, and information; informing domestic and international audiences; influencing foreign target audiences; deceiving adversary audiences; and controlling information capabilities, resources, and activities.

(d) Nominations should note any unique accomplishments or circumstances that further distinguish the individual, such as combat operations, global competition, or the implementation of new or unique techniques or technologies that advance one of the seven functions of OIE.

(11) The Operations in the Information Environment Enlisted Marine of the Year Award

(a) Nominees must be enlisted Marines serving in an OIE billet (PSYOPS, Information Operations, Cyberspace Operations, Space Operations, EMS Operations, Communication Strategy, or Civil Affairs).

(b) Nominees will be recognized by seniors, contemporaries, and subordinates as an individual who exemplifies outstanding leadership within the OIE community, and;

(c) Exhibit superior knowledge and understanding of the seven functions of OIE, to include: the C2 Enterprise; providing IE



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battlespace awareness; attacking and exploiting networks, systems, and information; informing domestic and international audiences; influencing foreign target audiences; deceiving adversary audiences; and controlling information capabilities, resources, and activities.

(d) Nominations should note any unique accomplishments or circumstances that further distinguish the individual, such as combat operations, global competition, or the implementation of new or unique techniques or technologies that advance one of the seven functions of OIE.

(12) The Lieutenant Colonel Kevin M. Shea Memorial Unit of the Year Award

(a) Nominated units/organizations must have gone above and beyond what is typically expected of similar units/organizations in the performance of their duties, and/or exhibit proficiencies that are seldom achieved by similar units/organizations.

(b) Nominations should note any unique environments or circumstances that further distinguish the unit/organization accomplishments, such as combat operations or the implementation of new or unique techniques or technologies that advance C4 functions within the Marine Corps.

(c) Nominated units/organizations can be any communications battalion, squadron, company, platoon, detachment, branch, etc., within the OPFOR, SE, or Marine Corps Reserve.

(d) The primary duties of the unit or organization must be communications or information technology according to its mission statement and/or function.

(e) Nominees will be recognized by higher headquarters, supported unit commanders, or adjacent units as the unit that exemplifies outstanding C4 support, performance in its duties, contributions to C4, and mission accomplishment;

(f) Advances C4 concepts, doctrine, technology, or procedures, demonstrating continual resourcefulness and responsiveness while supporting the warfighter in a tactical, operational, or strategic environment, and;

(g) The unit/organization must exhibit a high level of esprit de corps and personnel/equipment readiness.

(13) The Intelligence Unit of the Year Award

(a) Nominated units/organizations must have gone above and beyond what is typically expected of similar units/organizations in the performance of their duties, and/or exhibit proficiencies that are seldom achieved by similar units/organizations.

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(b) Nominees must be recognized by higher headquarters, supported unit commanders, or adjacent units as the unit that exemplifies outstanding intelligence support, performance of its duties, contributions to the MCISRE, and mission accomplishment.

(c) Nominated units must be in the Marine Corps Intelligence Enterprise and their primary mission must be intelligence according to their mission statement and/or function.

(d) Nominations should note any unique environments or circumstances that further distinguish the unit/organization accomplishments, such as combat operations or the implementation of new or unique techniques or technologies that advance intelligence functions within the Marine Corps.

(14) The Operations in the Information Environment Unit of the Year Award

(a) Nominated units/organizations must have gone above and beyond what is typically expected of similar units or organizations while in the performance of their duties. The unit/organization must exhibit proficiencies that are seldom achieved by similar units/organizations.

(b) Nominees must be recognized by higher headquarters, supported unit commanders, or adjacent units as the unit that exemplifies outstanding support to OIE, performance of its duties, contributions to the OIE, and mission accomplishment.

(c) The nominated unit's primary mission must include one of the OIE areas (PSYOPS, Information Operations, Cyberspace Operations, Space Operations, EMS Operations, Communication Strategy, or Civil Affairs) according to their mission statement and/or function.

(d) Nominations should note any unique environments or circumstances that further distinguish the unit/organization accomplishments, such as combat operations, global competition, or the implementation of new or unique techniques or technologies that advance one of the seven functions of OIE.

(15) The Marine Corps Information Environment Enterprise Technical Leadership Award

(a) Nominees may be any individual Marine or civilian directly or indirectly supporting the MCIEE.

(b) Nominees will be evaluated on the scope and impact of technical leadership abilities, with specific attention to the measurable improvement(s) generated by the action. Technical leadership impact must be qualitative in nature and be directly linked

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to MCIEE functions; examples include driving technological advancement, development of resource-saving solutions, implementation of process efficiencies, advancements in doctrine and concepts of support, and/or other actions of leadership that have greatly contributed to advancing OIE.

(c) Nominations must describe the leadership method/process, along with the specific outcome(s) achieved.

(d) Nominations should also note any unique environments or circumstances that further distinguish the individual's accomplishments, such as distinguished performance in combat operations or the application of new/unique techniques or technologies that could be used to advance MCIEE concepts and employment within the Marine Corps.

(e) Nominees may be from any organization supporting the MCIEE.

(16) The Marine Corps Information Environment Enterprise  
Innovation Award

(a) Nominees may be any individual Marine, civilian, team, or unit directly or indirectly supporting the MCIEE.

(b) Nominees will be evaluated on the scope and impact of their innovation, with specific attention to the measurable improvement generated by the action. Potential areas of innovation include (but are not limited to): Doctrine, organization, training, materiel, technology, management, and leadership. Measurable improvement may be quantitative and/or qualitative, but must be directly linked to MCIEE functions; examples include efficiencies in time and resources, achievements in integration of OIE-related capabilities, and enhanced effectiveness in OIE.

(c) Nominations must describe the innovation method/process, along with the specific outcome(s) achieved.

(d) Nominations should further note any unique environments or circumstances that distinguish the nominee's accomplishments, such as distinguished performance in combat operations or global competition.

c. Records Management. Records created as a result of this order shall be managed according to National Archives and Records Administration approved dispositions per references (a) & (b) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

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6. Command and Signal

a. Command. This Directive is applicable to the Marine Corps  
Total Force.

b. Signal. This Directive is effective the date signed.



L. E. REYNOLDS  
Lieutenant General, USMC

Table 1-1. Nomination Limits by Command.

	Gen Alfred M. Gray (Officer) Award	James Hamilton (IT Civ) Award	Littleton (Comms SNCO) Award	Littleton (Comms NCO) Award	Littleton (Maint SNCO) Award	Littleton (Maint NCO) Award	LtCol Michael D. Kuszewski (Officer) Award	John J. Guenther Intel (Civilian) Award	Mgysgt Samuel C. Plott Intel (SNCO) Award	MSGT Charles C. Arndt Intel (NCO) Award	LCpl James F. Swain Intel (Enlisted) Award
MARFORPAC	3	3	3	3	3	3	3	3	3	3	3
MARFORCOM	2	2	2	2	2	2	2	2	2	2	2
MARFORRES	1	1	1	1	1	1	1	1	1	1	1
MARFORCYBER	1	1	1	1	1	1	1	1	1	1	1
MARFORSOC	1	1	1	1	1	1	1	1	1	1	1
MARCENT	1	1	1	1	1	1	1	1	1	1	1
MARFORNORTH	1	1	1	1	1	1	1	1	1	1	1
MARFORSOUTH	1	1	1	1	1	1	1	1	1	1	1
MARFOREUR/AF	1	1	1	1	1	1	1	1	1	1	1
MARCORSYSCOM	1	1	1	1	1	1	1	1	1	1	1
TECOM	1	1	1	1	1	1	1	1	1	1	1
LOGCOM	1	1	1	1	1	1	1	1	1	1	1
MCICOM	1	1	1	1	1	1	1	1	1	1	1

Table 1-2. Nomination Limits by Command.

	OIE Officer Award	OIE Civilian Award	OIE Enlisted Award	LtCol Kevin M. Shea (Unit) Award	Intel Unit of the Year	OIE Unit Award	MCIEE Technical Leadership Award	MCIEE Innovation Award
MARFORPAC	3	3	3	3	3	3	3	3
MARFORCOM	2	2	2	2	2	2	2	2
MARFORRES	1	1	1	1	1	1	1	1
MARFORCYBER	1	1	1	1	1	1	1	1
MARFORSOC	1	1	1	1	1	1	1	1
MARCENT	1	1	1	1	1	1	1	1
MARFORNORTH	1	1	1	1	1	1	1	1
MARFORSOUTH	1	1	1	1	1	1	1	1
MARFOREUR/AF	1	1	1	1	1	1	1	1
MARCORSYSOM	1	1	1	1	1	1	1	1
TECOM	1	1	1	1	1	1	1	1
LOGCOM	1	1	1	1	1	1	1	1
MCICOM	1	1	1	1	1	1	1	1

Sample Format  
Individual Nomination Package

Cover Letter with First and Subsequent Endorsements as Necessary  
(formatted per reference (c) on Command Letterhead).

From: Submitting Command  
To: Deputy Commandant for Information, 3000 Marine Corps Pentagon,  
Washington, DC 20350-3000  
Via: Chain of Command

Subj: NOMINATION OF (RANK, NAME, EDIPI, MOS or GS/WG SERIES,  
SERVICE COMPONENT) FOR (AWARD TITLE)

Ref: (a) DCIO 1650.2

Encl: (1) Summary of Performance  
(2) Promotion Type Photograph (for military nominations only)  
(3) Letter of Recommendation (for civilian Marines only)  
(4) Biography  
(5) Summary of Action (for Awards Dinner Program)

1. (SNM/SNO/Civilian) is nominated for the (award title) in  
recognition of (brief description of performance, contribution made to  
command, Marine Corps, etc.).

2. Point of contact information: nominating unit address, point of  
contact telephone number, and email address to be contacted if  
questions arise about the package.

I. M. MARINE

Summary of Performance

1. The Summary of Performance will be submitted in narrative form using 12-pitch Courier New or Arial font.
2. It may be single or double-spaced, but will not exceed two pages in length.
3. The Summary of Performance is critical to the consideration of the nominee's package and will support the nominee's qualification for the award.
4. There will be no review of the nominee's record, so only information provided in the package will be available to the board.
5. The content of this section should be consistent with that of a typical award recommendation Summary of Action.
6. The Summary of Performance should include an introduction that encapsulates in a single paragraph the justification for nomination (the particular act(s) for which a nominee has been nominated) and a summary of events that expands upon the introduction and discusses the nominee's performance during the award period in greater detail.



Photograph

1. A promotion-style photograph is preferred (official photograph in Service "C" uniform dated within the past 12 months).
2. It is understood some Marines will not be able to provide a current promotion photo due to their deployed status. A "field" equivalent is acceptable with a standing or seated bust photograph of the nominee in camouflage trousers and t-shirt. A brief explanation of the extenuating circumstances should be included as a footnote at the bottom of the photograph page.
3. A separate .jpg file should accompany the .pdf nomination package submitted to DC I.

Letters of Recommendation (for civilian Marines only)

1. Civilian Marine nomination packages may include:
  - a. One recommendation from the base or station commanding general/commanding officer or first general officer/SES in the reporting chain.
  - b. One recommendation from nominee's supervisor.
2. Each Letter of Recommendation must include information regarding the following:
  - a. The nominee must have demonstrated noteworthy acts of innovation and/or leadership supporting activities within the command.
  - b. The noteworthy acts have significantly and positively impacted the effectiveness and efficiency the activity or command.
3. Recommendations may be single or double-spaced using 12-pitch Courier New or Arial font, but will not exceed one page in length.
4. Each recommendation letter within the nomination package must be signed.

Biography

Biography - Captain Im A. Hardcharger - 1st Marine Regt S-6

2005 General Alfred M. Gray Award

Captain Hardcharger graduated from Anywhere Senior High School, Anywhere, VA (1993) and the University of Somewhere (1997).

He attended the following military service schools: The Basic School (1998); Communications Information Systems Officer Course (1998); Marine Corps Winter Mountain Leaders Course (2000); Expeditionary Warfare School (2004); and C4 Planners Course (2004).

Capt Hardcharger's previous awards to date are:

1. Navy and Marine Corps Commendation Medal (Second Award)
2. Navy Meritorious Unit Citation
3. Sea Service Deployment (Third Award)
4. Meritorious Unit Citation
5. Global War on Terrorism Service Medal
6. Global War on Terrorism Expeditionary Medal
7. National Defense Service Medal (Second Award)

Throughout the period January, 2005 through December, 2005, Capt Hardcharger served with distinction while performing lieutenant colonel duties as the Information Technology Officer and captain duties as the Information Assurance Officer, Assistant Chief of Staff (AC/S), G-6 for I MEF Forward during combat operations in support of Operation Iraqi Freedom II and Operation Iraqi Freedom 04-06. He repeatedly displayed inspirational leadership, incredible versatility, technical acumen, and operational foresight that consistently enhanced the combat capability of the MEF during OIF II and 04-06.

During this period, Capt Hardcharger's working knowledge of communication data, Information Assurance (IA), and Information Technology (IT) systems and his MOS expertise greatly contributed to the success of I MEF Forward during the deployment and combat operation phases. In addition, his outstanding leadership and organizational abilities were essential to the maintenance and expansion of the C4 architecture that supported the Command Element, Multi National Forces-West, and its major subordinate commands throughout the area of operations of 120,000 square miles. Capt Hardcharger balanced the dynamic Nonsecure Internet Protocol Router Network (NIPRnet), Secure Internet Protocol Router Network (SIPRnet), and Coalition Enterprise Regional Information Exchange System (CENTRIX) network architecture with emerging requirements associated with dozens of named operations in support of counter insurgency operations. Despite under manning, Capt Hardcharger established and maintained an extraordinarily high command element data network reliability rate of 99%.

Enclosure (2)

Summary of Action For DC I Awards Dinner Program

CORPORAL JAYSON B. SCHEMENAUER

Recipient of the 2005 PFC Herbert A. Littleton Noncommissioned Officer Trophy for Operational Communications Excellence

Corporal Jayson B. Schemenauer completed Marine Corps Recruit Training in 2002 after obtaining his High School Diploma. This past year, Corporal Schemenauer's contributions included his designing and implementing a MAGTF-level data network architecture, which provided Non-Secret Internet Protocol Router Network (NIPRNET) and Secret Internet Protocol Router Network (SIPRNET) services to all Major Subordinate Commands participating in exercise FALCON RIDGE '05. Corporal Schemenauer also developed a universal EPLRS plan that can be employed in any Marine Corps Regiment, effectively providing data services to any user with an EPLRS radio. Perhaps the most noteworthy achievement of Corporal Schemenauer's past year was his involvement in the development of the groundbreaking Mobile Modular Command Center (M2C2), a suite including NIPRNET, SIPRNET, DSN, Voice over Internet Protocol (VoIP), and Video Tele-Conference (VTC) services. M2C2 served as a mobile technical control facility in a field environment providing a full suite of command and control assets to the Regimental Commander. Civilian contractors from Space and Naval Warfare Systems Command (SPAWAR), the MEC, and Raytheon all applauded Corporal Schemenauer for his knowledge, expertise, leadership, and dynamic understanding of all communications fields.

Enclosure (2)

Sample Format  
Unit/Organization Nomination Package

Cover Letter with First and Subsequent Endorsements as Necessary  
(formatted per reference (c) on Command Letterhead).

From: Submitting Command  
To: Deputy Commandant for Information, 3000 Marine Corps Pentagon,  
Washington, DC 20350-3000  
Via: Unit/Organization Chain of Command

Subj: NOMINATION OF (UNIT/ORGANIZATION) FOR THE (AWARD NAME) UNIT OF  
THE YEAR AWARD

Ref: (a) DCIO 1650.2

Encl: (1) Summary of Unit/Organization Performance and  
Accomplishments  
(2) Letters of Recommendation from Supported Commanders

1. (Unit/Organization) is nominated for the LtCol Kevin M. Shea Memorial Unit of the Year Award as recognition for (brief description of performance, contribution made to supported unit, Marine Corps, etc.).

2. Point of contact information: nominating unit address, point of contact telephone number, and email address to be contacted if questions arise about the package.

I. M. MARINE

Enclosure (3)

Summary of Unit/Organization Performance and Accomplishments

1. The Summary of Unit/Organization Performance and Accomplishments is critical to the consideration of the unit's/organization's package and will support the qualification for the award.

2. The content of this section should be consistent with that of a typical award recommendation Summary of Action, and should include:

a. An introduction that encapsulates in a single paragraph the justification for nomination (the particular act(s) for which the unit/organization has been nominated).

b. A summary of events that expands upon the introduction and discusses the unit's/organization's performance during the award period in greater detail. Events may be summarized as follows:

(1) Operations. Summarize any significant deployments, operations, and exercises the unit/organization (including individual companies, platoons, or detachments) participated in during the eligibility period.

(2) Accomplishments. Summarize all significant accomplishments completed such as: special/unique training, exercises, or operations conducted, innovations, special events, community involvement, PME sessions conducted, etc., during the period of eligibility.

(3) Equipment. Summarize noteworthy maintenance/ readiness accomplishments to include: inspection results, readiness improvements, innovative techniques, etc., during the period of eligibility.

(4) Safety. List any significant safety accomplishments during the period of eligibility. This can include accident/ mishap free hours, innovative safety training or procedures, etc.

(5) Miscellaneous. List any unit/organization and/or significant individual awards or recognition presented during the period of eligibility. Summarize any noteworthy training, educational, or other accomplishments not listed in the categories above (for example, off duty education statistics, reenlistment rates, Navy/Marine Corps Relief participation, MCI completions, reductions in non-judicial punishments (NJPs), or any other item that reflects favorably on the unit.

3. The Summary of Unit/Organization Performance and Accomplishments will be submitted in narrative form using 12-pitch Courier New or Arial font.

4. It may be single or double-spaced, but will not exceed two pages in length.

Enclosure (3)

Letters of Recommendation from Supported Commanders

1. Unit/Organization nomination packages must include:
  - a. One recommendation from the supported unit/organization commander or first General Officer/SES in the reporting chain.
  - b. Any additional Letters of Recommendation that may be relevant.
2. Each Letter of Recommendation must include information regarding the following:
  - a. Outline the unit/organization's outstanding contribution, in their relevant community, to the development or advancement of concepts, doctrine, technology, or procedures, and/or by demonstrating continual resourcefulness and responsiveness while supporting the warfighter.
  - b. Noteworthy individual acts which have significantly and positively impacted the effectiveness and efficiency of tactical, garrison, or combat operations.
3. Recommendations may be single or double-spaced using 12-pitch Courier New or Arial font, but will not exceed one page in length.
4. Each recommendation letter in the nomination package must be signed.

Biography of General Alfred M. Gray

General Gray enlisted in the Marine Corps in 1950, attaining the rank of sergeant prior to his commissioning in 1952. He served in Korea as an artillery officer and infantry officer before attending the Communications Officer course in Quantico, VA. General Gray was awarded the Silver Star for gallantry in the Republic of Vietnam in 1967 when, disregarding his own safety, he entered an unmarked mine area to assist three wounded Marines. He calmly and skillfully probed a cleared path 40 meters through an unmarked mine area, administered first aid, and assisted in initial evacuation, saving the lives of two Marines. In 1968, while assigned to the Marine Corps Development and Education Command at Quantico, he was tasked with the development of interim doctrine for employment of sensor technology in the Marine Corps. In 1987, he was appointed the 29th Commandant of the Marine Corps. As Commandant, General Gray's vision led to the implementation of a new long-range strategic planning process responsible for the 1st and 2nd Marine Divisions exceptional performance in the Gulf War. General Alfred M. Gray retired from the U.S. Marine Corps in 1991 after 41 years of faithful service.

Biography of Mr. James Hamilton

Mr. James Hamilton began his career in the United States Marine Corps when he enlisted in Lewiston, Idaho in October of 1942. Mr. Hamilton's career brought him to serve as an administrator and records clerk in the North Solomon Islands, China, Guam, across the United States. At HQMC, Master Sergeant Hamilton attended his first computer-programming course, and in 1962 began programming on the Univac File Computer. Master Sergeant Hamilton separated from the Marine Corps in 1962 after 20 years of service. As a civilian Marine, Mr. Hamilton participated in the initial growth of automation in the Marine Corps at HQMC. He was instrumental in replacing the Univac File Computer with the Univac III and helped develop and implement several other new systems, including rewriting the Financial Automated Records Management System (FARMS) to operate on the mainframe, rewriting AV-3M, and converting the Message Editing Processing System (MEPS) system for the personal computer. In June of 1992, Mr. Hamilton was designated as Head of the Manpower Section at the Marine Corps Computer and Telecommunications Activity. He retired in 1992 with 30 years of civilian service and 50 years of combined active duty and civilian service.

Biography of PFC Herbert A. Littleton

Private First Class (PFC) Herbert A. Littleton, born 1 July 1930, in Mena, Arkansas, began his career as a Marine Corps reservist in Blackhawk, South Dakota. PFC Littleton served during the Korean War as a radio operator for Company C of the 1st Battalion, 7th Marines, 1st Marine Division (Rein). PFC Littleton was posthumously awarded the Congressional Medal of Honor for heroic acts performed at Chungchon, Korea, when he quickly alerted his forward observation team to the presence of a well-concealed and numerically superior enemy

Enclosure (4)



force and immediately moved into an advantageous position to assist in calling down artillery fire on the hostile force. When an enemy hand grenade was thrown into his position, he unhesitatingly hurled himself on top of it, saving the lives of numerous Marines. His prompt action and heroic spirit of self-sacrifice saved the other members of his team from serious injury or death. His indomitable valor in the face of death reflects the highest credit upon PFC Littleton and the United States Marine Corps.

Biography of LtCol Kevin M. Shea

LtCol Shea enlisted in the United States Air Force (Reserves) on June 14, 1984. In May 1989, he applied for an inter-service transfer and received a regular commission as a Second Lieutenant in the Marines. As Support Company Detachment Commander, Bravo Company, 9th Communication Battalion, 2nd Lieutenant Shea deployed to Saudi Arabia in response to the Iraq invasion of Kuwait and took part in I Marine Expeditionary Force combat operations to retake Kuwait. Captain Shea completed a Master of Science Degree in Electrical Engineering (MSEE) at the Naval Postgraduate School, Monterey, California in September 2000, and was then assigned as an Electrical Engineering Instructor at the United States Naval Academy. On 14 Sept 2004, Major Shea was killed while serving with 1st Marine Division in Operation Iraqi Freedom II as part of Regimental Combat Team One. He was posthumously promoted to the rank of Lieutenant Colonel.

Biography of LtCol Michael D. Kuszewski

LtCol Kuszewski served in the Marine Corps from 1978 to 1996 and was a veteran of Desert Shield and Desert Storm. He was an honor graduate of OCS, TBS and AWS, earned a Master's degree in National Security Affairs from the Naval Postgraduate School and served on the faculty at the Joint Military Intelligence College. While serving as the Deputy Assistant Chief of Staff for Intelligence, 2nd Marine Division, LtCol Kuszewski was killed in a helicopter crash during Exercise Solid Shield at Camp Lejeune, North Carolina in 1996. He had been selected for LtCol and was slated to become the G-2, 2nd Marine Division.

Biography of MGySgt Samuel C. Plott

MGySgt Sam Plott served over 43 years in the Marine Corps and Naval Intelligence. In World War II, he served as an artilleryman on Guadalcanal and as an intelligence specialist during the Tinian and Peleliu battles. In Korea, he served in the 1st Marine Division G-2 as a photo interpreter in support of the landings at Inchon, in the battle to take Seoul, and at the Chosin Reservoir. In Vietnam, MGySgt Plott served as the NCOIC of the 1st Marine Aircraft Wing Photographic Imagery Interpretation Unit in Da Nang. He retired in 1968 after 26 years of service in the Marine Corps. After a distinguished career in the Marine Corps, MGySgt Plott then worked for the Office of Naval Intelligence an additional 17 years, retiring from federal service in 1985.

Biography of MSgt Charles C. Arndt

MSgt Arndt joined the Marine Corps in 1938. He served in World War II with the 1st Marine Division, 5th Marines Intelligence Section as a scout. While serving in the Pacific, he fought in battles on Guadalcanal, and was one of only three courageous survivors of LtCol Frank B. Goettge's 25-man patrol; he also was a member of the Spurlock Patrol, where he earned the Silver Star. MSgt Arndt served during the Korean Conflict at the Chosin Reservoir and was a Distinguished Marksman. After serving 26 years of active service and four years reserve duty, he retired in 1964 as a Master Sergeant.

Biography of LCpl James E. Swain

LCpl James E. Swain joined the Marine Corps in 2002 and was designated a 0231 (Intelligence Specialist) upon graduation from the Marine Air Ground Task Force Intelligence Specialist Course. He was assigned to 3rd Marine Division in Okinawa, Japan but volunteered for assignment to 1st Marine Division where he deployed to Iraq in September 2004. LCpl Swain soon thereafter volunteered to man a vehicle mounted machine gun in support of a collection mission with Company K, 3rd Bn, 1st Marine Regimental Combat Team. During the mission, LCpl Swain identified an insurgent ambush and engaged the enemy by fire, suppressing the ambush. LCpl Swain's heroic actions saved the lives of his fellow Marines, but he was mortally wounded. For his actions, LCpl Swain was awarded the first ever Intelligence Community Medal for Valor; the IC's second highest award for bravery.

Biography of LtCol John J. Guenther

LtCol Guenther enlisted in the Marine Corps in January 1948 and retired from Federal service in February 1994, having served in Marine Corps Intelligence billets for over 45 years as an enlisted Marine, officer and civilian. During his 30 years of military service, LtCol Guenther served in Korea (as a Sgt) with Seventh Marines at the Chosin Reservoir, the Naval Security Group activity in Morocco, in Vietnam as a Staff CI/Security Officer for two tours, and in East Germany as the Naval Representative and Joint Operations Officer with the U.S. Military Liaison Mission to Group of Soviet Forces Germany. He was a graduate of the Army Counterintelligence Corps Agent Course and served as the Marine Corps faculty member at the Defense Intelligence College.