



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

MCO 1650.47
C4
01 Dec 04

MARINE CORPS ORDER 1650.47

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS COMMUNICATIONS AWARDS PROGRAM (MCCAP)

Encl: (1) General Alfred M. Gray, USMC Trophy for
Outstanding Communications Leadership Guidance
(2) James Hamilton Outstanding Information Technology
Management Civilian Of The Year Award Guidance
(3) Herbert A. Littleton Enlisted
Awards Guidance
(4) Biography of General Alfred M. Gray, USMC (Ret)
(5) Biography of Mr. James Hamilton
(6) Biography of Private First Class Herbert A.
Littleton
(7) Sample Format for a Nomination Package

1. Situation. The purpose of this Order is to provide information and instructions on the subject program.

2. Cancellation. This order cancels MCO 1650.44.

3. Mission. This Order announces the creation of the Marine Corps Communications Awards Program (MCCAP). It consolidates several previously existing individual awards for excellence under one program, administered by the Director, Command, Control, Communications, and Computers (C4) Department. It also includes information on new awards that recognize contributions by enlisted Marines to the Marine Corps' mission. Enclosures (1) through (3) describe each award, including history, eligibility, award criteria, nomination dates, and the selection process. Enclosures (4) through (6) present the biographies of the awards' namesakes.

DISTRIBUTION STATEMENT: Approved for public release;
distribution is unlimited

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Organizations with personnel that meet the criteria contained in enclosures (1) through (3) are encouraged to submit nominations. The enclosures also provide specific guidance for preparing nomination packages.

(2) Concept of Operations. Nominations, plus one copy, shall be submitted via the endorsing chain of command to the Director, Command, Control, Communications, and Computers (C4).

(a) Commandant of the Marine Corps (CMC). The CMC is responsible for selecting recipients of the subject awards.

(b) Director, Command, Control, Communications, and Computers (C4). The Director, C4, is responsible for coordinating Marine Corps participation in all MCCAP nominations and selections, and for coordinating award ceremonies. In addition, the Director, C4, will publish the annual Marine Administrative Message for the MCCAP. C4 shall provide Temporary Additional Duty (TAD) orders and travel/per diem funding for award recipients incidental to participation in award ceremonies.

(c) Marine Corps Association (MCA). The MCA provides support for the annual C4 Awards Dinner, where the awards will be presented.

(d) Local Commanders. Commanders will take action to solicit nominations and ensure that eligible Marines are nominated. Local commanders are also encouraged to recognize individual recipients at appropriate local ceremonies.

5. Administration and Logistics. See enclosures for administration and logistics details applicable to each award.

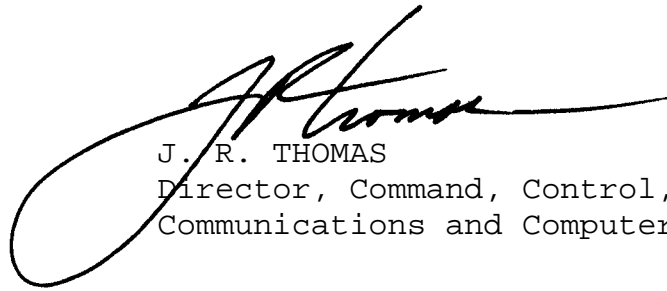
6. Command and Signal

a. Command. This Order is applicable to active duty Marines and civilian USMC employees serving with the Marine Corps Reserve. Marines and civilian employees not in a full time active duty status are not eligible.

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b. Signal. This Order is effective on the date signed.

A large, stylized handwritten signature in black ink, appearing to read 'J. R. Thomas', is written over the typed name and title.

J. R. THOMAS
Director, Command, Control,
Communications and Computers

DISTRIBUTION: PCN 10202253500

Copy to: 7230004(25)
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7000099, 144/8145001 (1)

GENERAL ALFRED M. GRAY, USMC TROPHY FOR
OUTSTANDING LEADERSHIP GUIDANCE

CATEGORY: INDIVIDUAL/OFFICER

SPONSOR: Marine Corps University Foundation (MCUF)

HISTORY: The Gray Trophy is presented annually in honor of General Alfred M. Gray, U.S. Marine Corps, 29th Commandant of the Marine Corps (CMC). During his superlative career, General Gray fostered an appreciation of and intelligence as a prelude to the development of the warfighting philosophy that continues today. The Trophy is awarded to recognize outstanding leadership within the environment. The MCUF retains responsibility for funding the Gray Trophy. Through a grant from Sprint, the MCUF provides the trophy to the recipient of the Gray Trophy.

GRAY TROPHY ELIGIBILITY:

1. A Marine Captain on active duty serving in a military occupational specialty (MOS) 0602 billet within the operating forces or supporting establishment during the calendar year prior to nomination is eligible. The target MOS is 0602, but an officer of any MOS who is serving in a MOS 0602 billet may be nominated.
2. A Captain selected to the grade of Major is eligible if the officer is not promoted during the award nomination period.
3. Previous Gray Trophy recipients are ineligible for subsequent nominations of this award. Award nominees not selected as recipients in previous years are eligible for subsequent nominations if they meet all award criteria.

GRAY TROPHY AWARD CRITERIA:

1. The officer nominated for the Gray Trophy should be recognized by seniors, contemporaries, and subordinates as the officer who best exemplifies outstanding leadership within a environment.
2. The officer must clearly perform the functions as a commander, S-6 staff officer, or officer working in another MOS 0602 billet by providing efficient, effective, and timely

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communications support to tactical, training, and/or garrison operations.

3. The officer must exhibit a superior knowledge and understanding of and data systems employment in support of command and control.
4. The officer must exhibit qualities that have made an outstanding contribution to the development of esprit de corps and loyalty within the officer's unit.
5. The officer, through personal example, must set the standards that all other officers seek to emulate.
6. The award covers the calendar year immediately preceding the nomination due date.
7. The officer must not have tendered resignation or applied for retirement before 1 July of the calendar year in which the officer is nominated.

GRAY TROPHY SELECTION:

The CMC will select the recipient.

GRAY TROPHY PRESENTATION:

The CMC, or the CMC's designated representative, will present the Gray Trophy at the annual C4 Awards Dinner to be held in April or May of each year.

GRAY TROPHY ACTION:

1. Selection Board. The Director, C4, will establish a board of senior officers to review the nominees' records and make appropriate recommendations to the CMC. The Director, C4, or a designated representative, will serve as the President of the Board. The voting members will consist of two members representing C4; two members representing units from the operating forces; two members representing units from the supporting establishment; and any other members as the President of the Board may direct. The Director, C4, will provide liaison for questions and guidance as the sponsor of the subject award.

2. Award Nominees. Commander, Marine Corps Bases Atlantic will nominate two officers, one from the operating forces and one from the supporting establishment.

Commander, Marine Corps Bases Pacific will nominate four officers, two each from the operating forces and supporting establishment. Headquarters, U.S. Marine Corps C4 Department; Commanding General, MCCDC; Commander, Logistics Command; and Commander, Marine Forces Reserve will nominate one active duty officer each.

3. Nominations shall be submitted annually to the Director, C4, to arrive no later than 31 January. The award will normally be presented during April of the same year. One copy of each nomination shall be forwarded directly to the CMC Manpower and Reserve Affairs (MMSB) for file in the official records of the officer nominated.

4. Written nominations must be in the format outlined in Section e below. Include nominating unit address, point of contact phone number, and point of contact e-mail address.

5. Nomination packages shall be submitted including the following information:

a. Personal Data Sheet. The Personal Data Sheet will be submitted in the following format:

(1) Personal Data

- (a) Full Name of Officer
- (b) Home of record
- (c) Place and date of birth
- (d) Parents' names
- (e) Spouse's name: (if applicable)
- (f) Children's names: (if applicable)

(2) Schools

- (a) High school
- (b) College(s)

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(c) Military School(s): (List all)

(3) Awards (Personal and Service)

(4) Chronological List of Assignments (Present to Past)

(5) Summary of Performance. The Summary of Performance will be submitted in narrative form, using 12-point Courier New font, will not exceed three pages, and will support the nominee's qualification for the award.

b. Photograph. The photograph will normally be a standard promotion photograph using the current edition of MCO P1070.12 as a guide. In the event that submission of a promotion photograph is not feasible, a standing or seated bust photograph may be submitted with a brief explanation of the extenuating circumstances included as a footnote on the bottom of the photograph page.

JAMES HAMILTON OUTSTANDING INFORMATION TECHNOLOGY MANAGEMENT
CIVILIAN OF THE YEAR AWARD GUIDANCE

CATEGORY: Individual/Civilian

SPONSOR: Marine Corps Association

HISTORY: The James Hamilton Information Technology Management Civilian Marine of the Year Award is presented annually in honor of James Hamilton, a civilian Marine who served the Marine Corps in active duty and civilian capacities for a combined 50 years. The Hamilton Award recognizes a civilian Marine who performs special acts of noteworthy leadership and technological innovation.

HAMILTON AWARDS ELIGIBILITY: The Hamilton Award is presented annually to a civilian Marine whose contributions in the area of Information Technology Management have significantly and positively impacted the information operations of the Marine Corps. The award is open to any Federal Government civilian employee of grades GS 07-15 or the equivalent serving within a Marine Corps activity and holding an occupational series listed below. Non-appropriated fund and pilot pay band employees are eligible.

GS-0332: Computer Operations
GS-0335: Computer Clerk & Assistance
GS-0390: Tele Processing
GS-0391: Tele
GS-0392: General Tele
GS-0854: Computer Engineering
GS-1550: Computer Science
GS-2210: Information Technology Management Specialist
WG-2502: Tele Mechanic
WG-2504: Wire Cable Splicing
WG-2508: Line Installing and Repairing
WG-2608: Electronic Digital Computer Mechanic

HAMILTON AWARD CRITERIA

1. The nominee must have demonstrated noteworthy acts of technological innovation and/or leadership that have supported information technology management activities within the activity

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or command and that have significantly and positively impacted the effectiveness and efficiency of information operations. The acts described must have occurred during the calendar year for which the Award is being presented.

HAMILTON AWARD SELECTION: The CMC will select the recipients.

HAMILTON AWARD PRESENTATION: The CMC, or his designated representative, will present the Hamilton Awards at the annual C4 Awards Dinner.

HAMILTON AWARD ACTION:

1. The Director, C4, will establish a board of senior Marine Corps leadership to review the nominees' records and make appropriate recommendations to the CMC. The Director, C4, or a designated representative, will serve as the President of the Board. The voting members will consist of two civilians representing C4; two civilians representing units from the operating forces; two civilians representing units from the supporting establishment; and any other Marine Corps or Department of the Navy military or civilian leadership as the President of the Board may direct. The Director, C4, will provide liaison for questions and guidance as sponsor of the subject award.

2. The major commands identified below are encouraged to submit nominations. The G-6 offices from the following commands are asked to coordinate submissions via the chain of command. Nomination limits are based on the major command's population of eligible candidates.

a. Marine Corps National Capital Region. Eight nominations. Region includes: HQMC, MCNOSC, MCCDC, MCB Quantico, Marine Barracks, MCRC, Recruit Depots, MCSC, MCTSSA, TECOM, MCAGCC.

b. Marine Forces Atlantic. Three nominations. Region includes: MCB Camp Lejeune, Marine Corps Air Bases East, MARFOREUR, MARFORSOUTH, MARFORSTRAT.

c. Marine Forces Pacific. Four nominations. Region includes: MCB Camp Pendleton, Marine Corps Air Bases West, MCB Hawaii, Marine Corps Bases Japan.

d. Marine Forces Reserve. One nomination. Region includes Mobilization Command.

e. Marine Corps Logistics Command. Two nominations. Region includes MCLB Albany, MCLB Barstow, Blount Island.

3. Written nominations must be in the format outlined below. Nominations must include nominating unit address, point of contact phone number, and POC e-mail address.

a. The nomination package for the Hamilton Award should consist of:

(1) One recommendation from the base or station commanding general/commanding officer or first General Officer/SES in the reporting chain.

(2) One recommendation from supervisor.

(3) One recommendation from peer.

b. Each recommendation letter within the nomination package must be signed, limited to one page and be single-spaced. Font size must be 10 or 12 pitch. Font styles must be Times New Roman, Arial, Courier or Courier New.

4. Nominations shall be submitted annually to the Director, C4, to arrive no later than 31 January. The Award will normally be presented during April of the same year.

HERBERT A. LITTLETON ENLISTED AWARDS GUIDANCE

CATEGORY: Individual/Enlisted

SPONSOR: Marine Corps Association

HISTORY: C4 has recently created three awards to recognize the superior performance of enlisted Marine communicators. Two awards, the Herbert A. Littleton Non-Commissioned Officer (NCO) and Staff Non-Commissioned Officer (SNCO) Trophies for Operational Excellence, recognize outstanding contributions made by NCOs and SNCOs in support of operational while in billets. The trophies are named after PFC Herbert A. Littleton, and enlisted Marine communicator who was posthumously awarded the Congressional Medal of Honor for gallantry during the Korean War. The third award, the NCO Trophy for Electronics Maintenance Excellence, recognizes the contributions of NCOs who support efforts by maintaining the technological equipment that enables the Marine Corps to achieve information dominance.

ENLISTED AWARDS ELIGIBILITY: Eligibility for each trophy is outlined in the paragraphs below.

PFC HERBERT A. LITTLETON NON-COMMISSIONED OFFICER TROPHY FOR OPERATIONAL EXCELLENCE:

A Marine NCO (E4-E5) on active duty serving in a billet within the Fleet Marine Forces (FMF) or supporting establishment during the period of eligibility and performing operational duties is eligible for the trophy. A NCO in a non- MOS, but serving in a billet, would be eligible. Recipients become ineligible for re-nomination after receiving the Award.

PFC HERBERT A. LITTLETON STAFF NON-COMMISSIONED OFFICER TROPHY FOR OPERATIONAL EXCELLENCE

A Marine SNCO (E6-E9) on active duty serving in a billet within the FMF or supporting establishment during the period of eligibility and performing operational duties is eligible for the trophy. A SNCO in a non- (MOS), but serving in a billet, would be eligible. Recipients become ineligible for re-nomination after receiving the award.

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NON-COMMISSIONED OFFICER TROPHY FOR ELECTRONICS MAINTENANCE
EXCELLENCE:

A Marine NCO (E4-E5) on active duty serving in a billet within the FMF or supporting establishment during the period of eligibility and performing electronics maintenance duties is eligible for the trophy. A NCO in a non- MOS, but serving in a billet, would be eligible. Recipients become ineligible for re-nomination after receiving the award. A SNCO who received the NCO Award would be ineligible.

AWARD CRITERIA: The NCOs and SNCOs recommended for the awards should be recognized by seniors, contemporaries, and subordinates as the Marine who most exemplifies excellence and outstanding leadership within the relevant field. A nominee must:

1. Clearly and effectively provide the unit and commander with exceptionally efficient, effective, and timely support for tactical, training and/or garrison operations to a degree seldom achieved by others.
2. Exhibit qualities that are to be emulated and have significantly impacted development of junior Marines, esprit de corps and loyalty within the unit the Marines serve.
3. Through personal example, must set a standard that all others seek to emulate.
4. Have provided a significant and/or substantial improvement to the field, community, operational capability, or reduced the cost associated with Information Technology (IT) by providing innovative means of providing IT services.

AWARD PROCESS

1. The award covers the calendar year immediately preceding the nomination due date. Nominations will be due no later than 31 January of each year. The award will be presented during April or May of the same year by the CMC or a designated representative and will present the awards at the annual C4 Awards Dinner.
2. The CMC will select the recipient. The Director, C4, or his designated will serve as the President Board for each of the respective awards. Voting elements may include representatives from the following: operating forces; Training and Education

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Command; the Marine Corps National Capital Region; Headquarters Marine Corps; one Field Grade Officer; one Sergeant Major; and any other members as directed by the President of the Board.

BIOGRAPHY OF GENERAL ALFRED M. GRAY, USMC (RET)

General Gray enlisted in the Marine Corps in 1950, attaining the rank of sergeant. He was commissioned a second lieutenant on April 9, 1952. After attending The Basic School, Quantico, VA and the Field Artillery School, Fort Sill, OK, he joined the 1st Marine Division in Korea. He served a tour as an artillery officer with the 2nd Battalion, 11th Marines, and a subsequent tour as an infantry officer with the 1st Battalion, 7th Marines.

Returning to the United States in December 1954, General Gray was assigned to the 8th Marines, 2nd Marine Division, at Camp Lejeune, NC, until August 1955, when he attended the Officer School, Quantico. He was promoted to captain in July 1955. From April 1956 until May 1961, General Gray served overseas in special command billets.

In May 1961, he was assigned to Headquarters Marine Corps, Washington, DC for duty as special operations and plans officer, G-2 Division. During this tour he saw service in Guantanamo Bay, Cuba, and in Vietnam. He was promoted to major in February 1963. General Gray joined the 12th Marines, 3rd Marine Division, Vietnam in October 1965, serving concurrently as Regimental Officer, Regimental S-3 Officer, and Artillery Aerial Observer. In April 1967, he was assigned command of the Composite Artillery Battalion and the U.S. Free World Forces at Gio Linh. In September 1967, he was reassigned to the III Marine Amphibious Force in Da Nang, South Vietnam, where he commanded the 1st Radio Battalion elements throughout I Corps. He was promoted to lieutenant colonel in October 1967.

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 Marines who were killed or wounded. He calmly and skillfully probed a cleared path 40 meters through an unmarked mine area, administered initial first aid to the survivors, and assisted in initial evacuation. His heroic action saved the lives of two Marines.

In February 1968, he returned to Washington, DC, for duty with the Defense Special Projects Group as Chief, Intelligence and Operations Division. Reassigned to the Marine Corps Development and Education Command at Quantico in November 1968, he was

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tasked with the development of interim doctrine for employment of sensor technology in the Marine Corps.

During the period June through September 1969, General Gray returned to Vietnam in conjunction with surveillance and reconnaissance matters in the I Corps area.

Upon his return to the Development Center in Quantico, he was assigned as Chief, Intelligence and Reconnaissance Division until August 1970. He attended the Command and Staff College and upon completing the course in June 1971 was transferred to the 2nd Marine Division at Camp Lejeune, where he assumed command of the 1st Battalion, 2nd Marines, and subsequently, Battalion Landing Team (BLT) 1st Battalion, 2nd Marines. The BLT was deployed to the Mediterranean in September 1971 as part of the 34th Marine Amphibious Unit, and returned to the U.S. in March 1972. General Gray commanded the 2nd Marines from April through December 1972, when he was reassigned as Assistant Chief of Staff, G-3, 2nd Marine Division.

He was promoted to colonel in August 1972. General Gray attended the Army War College, Carlisle Barracks, PA, from August 1973 to June 1974, and upon graduation, was assigned to the 3rd Marine Division on Okinawa as Commanding Officer, 4th Marines and Camp Commander, Camp Hansen. He later served as Commanding Officer, 33rd Marine Amphibious Unit/Commanding Officer, Regimental Landing Team-4/Deputy Commander, 9th Marine Amphibious Brigade, during the Southeast Asia evacuation operations. Ordered to Headquarters Marine Corps, Washington, DC, in 1975, he was assigned as Deputy Director, Training and Education Division, Manpower Department.

He was advanced to brigadier general on March 24, 1976, and presided over a special working group focused on the Marine Corps Reserve. On June 11, 1976, he was assigned duties as Commanding General, Landing Force Training Command, Atlantic, and Commanding General, 4th Marine Amphibious Brigade. He served as the Deputy for Development/Director, The Development Center, Marine Corps Development and Education Command, Quantico, from October 1978 to May 1981.

While serving in this capacity, he was promoted to major general in February 1980. As Director, General Gray streamlined and accelerated studies and doctrinal development and directed the first approved Mission Area Analysis for Amphibious Warfare. He personally led the program and gained congressional approval for a family of light armored vehicles for the Marine Corps.

ENCLOSURE (4)

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Between 1981 and 1984, General Gray was the Commanding General, 2nd Marine Division, Camp Lejeune, NC. Following his promotion to lieutenant general on August 24, 1984, General Gray assumed duties as the Commanding General, Fleet Marine Forces Atlantic, Fleet Marine Forces Europe, II Marine Expeditionary Force, and Marine Striking Forces Atlantic (NATO) sequentially.

In July 1987, General Gray was promoted to the rank of general and appointed as the 29th CMC and a member of the Joint Chiefs of Staff. As Commandant, General Gray assisted in the formulation of national and international military policy and strategy. He institutionalized and published a warfighting philosophy and implemented a new long-range strategic planning process for the Marine Corps. As a result of his vision, the 1st and 2nd Marine Divisions performed exceptionally well in the Gulf War.

In 1991, General Alfred M. Gray retired from the U.S. Marine Corps after 41 years of honest and faithful service.

General Gray's personal decorations and awards include the Defense Distinguished Service Medal, the Distinguished Service Medal, the Silver Star, the Legion of Merit with Combat "V" and one gold star, the Bronze Star with Combat "V" and three gold stars, the Purple Heart with one gold star, the Meritorious Service Medal, the Joint Service Commendation Medal, the Navy Commendation Medal, and the Combat Action Ribbon with one gold star.

In addition to his numerous American military awards, General Gray also received awards from the Republic of Korea, the Netherlands, Chile, Argentina, Columbia, and Brazil.

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. Following recruit training in San Diego, California he was assigned to Clerical School Naval Training Station, San Diego. Following his graduation, he was assigned to Marine Corps Air Station (MCAS) El Centro, California where he worked in the Encrypting Room for the Communication Center.

From 1944 through 1946, Corporal Hamilton served in Bougainville in the North Solomon Islands, South Pacific. His unit was scheduled to make a landing on Honshu Island, mainland Japan, but never did due to the dropping of the Atomic Bomb. He was transferred to the French East Arsenal in Tiensin, China where he served as a Sergeant.

Following Sergeant Hamilton's tours at Camp Miramar and MCAS El Toro, California, Sergeant Hamilton received orders to Guam in 1947. Until 1949, he served as a Staff Sergeant. In June of 1949, he was sent to Headquarters Marine Corps, (HQMC) to attend the first personnel analyst school. This would later be known as the Unit Diary.

From 1949 through 1952, Tech Sergeant Hamilton was assigned to the Machine Records Installation 5, MCAS Cherry Point, North Carolina, working as a Personnel Accounting Analyst. He continued in this job when he was reassigned to Quantico, Virginia where he served from 1952 until 1956. In 1958, upon being selected for the machine accounting field, Master Sergeant Hamilton served as the Installation Chief for the Machine Records Installation 7 at Quantico, VA.

During 1958, Master Sergeant Hamilton was instrumental in writing the initial machine processing courses offered by Marine Corps Institute (MCI). While at HQMC, Master Sergeant Hamilton attended his first computer-programming course, and in 1962 began programming on the Univac File Computer. Master Sergeant Hamilton's retirement from the United State Marine Corps occurred on 1 May 1962, after 20 years of service. He continued to serve his country in the Fleet Marine Corps Reserve until 1972. His personal decorations include the American Defense Ribbon, Asiatic Pacific Ribbon, China Service Ribbon, World War II Service Medal and National Defense Ribbon.

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Mr. Hamilton continued to participate in the initial growth of automation in the Marine Corps as he began his career as a civilian Marine at HQMC as a GS-09. He was instrumental in replacing the Univac File Computer with the Univac III. He performed as a Senior Applications Programmer, and handled operating system maintenance. He was selected for GS-11 in 1963 and then selected for GM-13 in 1966.

From 1966 through 1974, Mr. Hamilton worked on the Marine Unified Materiel and Maintenance development effort. He wrote the first computer interface for AUTODIN, so the IBM 360 could run on this system. Mr. Hamilton's work resulted in the passing of the acceptance test on the initial try.

In 1974, Mr. Hamilton began working with Small Systems at HQMC where he developed a system for use by units on Mediterranean deployment. This system provided inventory accounting and naval message preparation capabilities, including transmission of SASSY and MIMMS transactions in card format for input at the Force Automated Services Center. In 1976, the Small Systems Unit was relocated to Quantico, and became the Marine Corps Distributed Systems Activity where Mr. Hamilton played a major part in installing the Scan Data System throughout the Marine Corps. This clustered mini-computer system was the forerunner of a major program, which provided an organic data processing capability to every Marine battalion and squadron worldwide. These computers later became known as "The Green Machines."

Following a major consolidation of data processing activities at HQMC and Quantico in the newly completed Newlin Hall, Mr. Hamilton and his organization became part of the Marine Corps Central Design and Programming Activity. His accomplishments included rewriting the Financial Automated Records Management System (FARMS) System to operate on the mainframe. In 1986, Mr. Hamilton was involved when personal computers began replacing the Green Machines. Mr. Hamilton also worked on rewriting AV-3M, NAVFLIRS, and the Message Editing Processing System (MEPS) systems for the personal computer. He also developed several new systems, including the Weapons Training Instruction System, a training tracking system for MCAS Yuma, Arizona.

In June of 1992, Mr. Hamilton was designated as Head of the Manpower Section at the Marine Corps Computer and Tele Activity.

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He retired on 26 December 1992 with 30 years of civilian service, totaling 50 years of combined active duty and civilian service.

James Hamilton Information Technology Management Civilian Marine of the Year Award - The James Hamilton Information Technology Management Civilian Marine of the Year Award is presented annually in honor of James Hamilton, a civilian Marine who served the Marine Corps in active duty and civilian capacities for a combined 50 years. The Hamilton Award recognizes a civilian Marine who performs special acts of noteworthy leadership and technological innovation in support of his/her command.

BIOGRAPHY OF PFC HERBERT A. LITTLETON

Private First Class (PFC) Herbert A. Littleton, born 1 July 1930, in Mena, Arkansas, began his Marine Corps career by entering the United States Marine Corps Reserve at 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 (Reinf). PFC Littleton was posthumously awarded the Congressional Medal of Honor for heroic acts performed at Chungchon, Korea, 22 April 1951. PFC Littleton was cited for conspicuous gallantry and intrepidity at the risk of his life above and beyond the call of duty while serving as a radio operator with an artillery forward observation team of Company C, in action against enemy aggressor forces. Standing watch when a well-concealed and numerically superior enemy force launched a violent night attack from nearby positions against his company, PFC Littleton quickly alerted the forward observation team 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 vantage point shortly after the arrival of the remainder of the team, he unhesitatingly hurled himself on the deadly missile, absorbing its full, shattering impact in his body. By his prompt action and heroic spirit of self-sacrifice, he saved the other members of his team from serious injury or death and enabled them to carry on the vital mission, which culminated in the repulse of the hostile attack. His indomitable valor in the face of almost certain death reflects the highest credit upon PFC Littleton and the United States Marine Corps. He gallantly gave his life for his country.

ENCLOSURE 7

SAMPLE FORMAT
NOMINATION PACKAGE

1. Sample Package: Alfred M. Gray, USMC Trophy for Outstanding Communications Leadership

a. PERSONAL DATA

- (1) Capt. Edward G. Danovich
- (2) 79 High Street
Meriden, CT 06450
- (3) Waterbury, CT; 16 August 1974
- (4) Marcela Danovich; Zigmund Danovich
- (5) Sophia Danovich
- (6) Christine Danovich; Susan Danovich; Edward Danovich Jr.; John Danovich

b. SCHOOLS

- (1) St. Stanislaus High School
- (2) St. Bonaventure University
- (3) Officer Candidate School; The Basic School;
and Information Systems Officer
School

c. AWARDS

- (1) Navy and Marine Corps Commendation Medal w/ Combat V and 1 gold star
- (2) Navy and Marine Corps Achievement Medal w/ 1 gold star
- (3) Combat Action Ribbon w/ 1 gold star

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- (4) Presidential Unit Citation
- (5) Sea Service Deployment x3
- (6) Meritorious Unit Citation
- (7) Marine Corps Good Conduct Medal
- (8) National Defense Service Medal
- (9) Certificate of Commendation x3
- (10) Letter of Commendation
- (11) Meritorious Mast x2

c. CHRONOLOGICAL LIST OF ASSIGNMENTS

- (1) S6A for 26th MEU CE Sep 98 - Feb 01
- (2) Amphibious C4I Planner, II MEF G-6/
Operations Officer 2d MEB G-6 Feb 01 - Mar 02
- (3) S6 for 2d Marine Regiment Mar 02 - Dec 03
- (4) Executive Officer Comm Co
2d MARDIVD Dec 03 - Present

d. SUMMARY OF PERFORMANCE

The Summary of Performance should contain an introduction that encapsulates in a single paragraph the justification for nominating an individual. For instance:

The nomination of Captain Edward Danovich for the General Alfred M. Gray, USMC Trophy for Outstanding Communications Leadership is based upon his superior performance as 2d Marines Officer, and as the Assistant Officer for Regimental Combat Team (RCT) 2, Task Force Tarawa (TFT), I Marine Expeditionary Force (MEF) from December 2002 to May 2003 during combat operations in support of Operation Iraqi Freedom (OIF). Frequently exposed to both direct and indirect fire during the battle for An Nasiriyah, his calm, analytical approach to enhanced RCT-2's ability to communicate across the battlefield.

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Captain Danovich clearly distinguished himself through his exemplary performance, stellar leadership, and exceptional initiative to be qualified and wholly deserving of prestigious award.

The Summary of Performance should also include a Summary of Events that expands on the Introduction and includes greater detail on the nominee's performance during the period of eligibility.

2. Sample Package: James Hamilton Outstanding Civilian Information Technology Management Civilian of the Year Award

a. PERSONAL DATA

- (1) Mr. Arthur B. Chapin, GS-2210-15
- (2) 6807 Grey Fox Drive, Springfield, VA
- (3) West Hartford, CT; 20 September 1960
- (4) Gurden Chapin; Betty Chapin
- (5) Audrey Chapin
- (6) Robert Chapin; John Chapin; David Chapin; Charlie Chapin; Ruth Eaton; Susan Manzi

b. SCHOOLS

- (1) Stratford High School
- (2) University of Connecticut (B.A.); University of Maryland (Masters in Information Assurance)
- (3) USMC Expeditionary Warfare School; Department of Defense Executive Leadership Development Program

c. AWARDS

- (1) Secretary of Defense Meritorious Civilian Service Award

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(2) Letter of Commendation x6

d. BILLET ASSIGNMENTS

(1) GS-0334-07; Computer Specialist, MCB Camp Lejeune;
Aug 83 - Oct 86

(2) GS-0334-09; Computer Specialist, MCB Camp Lejeune;
Oct 86 - April 90

(3) GS-0334-11; Computer Specialist, MCB Quantico; April
90 - June 94

(4) GS-0334-13; Computer Specialist, MCB Quantico; June
94 - Sep 98

(5) GS-2210-14; Information Technology Management
Specialist, MCB Quantico; Sep 98 - June 03

(6) GS-2210-15; Information Technology Management
Specialist, Marine Corps Network Operations and Security Command
(MCNOSC); June 03 - Present

e. LETTERS OF RECOMMENDATION/ENDORSEMENT

In accordance with Enclosure 2, each nomination should include 2 Letters of Recommendation (one peer; one supervisor) and Letters of Endorsement from each level of the endorsing chain of command. The Letters of Recommendation should include an Introduction that encapsulates the primary rationale for nomination and a Summary of Events that expands upon that rationale and discusses in detail the particular acts for which a civilian has been nominated. An example of the Introduction has been provided below:

It is with the utmost enthusiasm that I recommend GS-15 Arthur B. Chapin for the James Hamilton Outstanding Information Technology Management Civilian of the Year Award. Mr. Chapin provided superb technical support and demonstrated noteworthy results-based technology solutions for all Marine Corps Enterprise Network (MCEN) users worldwide. Mr. Chapin's extensive technical competence and visionary guidance and direction have made his name synonymous with Information Technology leadership within the Marine Corps and other services

and agencies. Mr. Chapin's performance has been exceptional and he is most deserving of this award.

3. Sample Package: PFC Herbert A. Littleton Enlisted Communicator Awards - Non-Commissioned Officer Trophy for Operational Excellence.

a. PERSONAL DATA

(1) Sgt. Mark C. Bueno, MOS 0621 - Field Radio Operator
3525 Greenville Avenue; Dallas, TX 75206

(2) San Antonio, TX; 1 December 1974

(3) Graciela Bueno; Horacio Bueno

(4) None

(5) None

(6) SCHOOLS

(7) Richardson High School

(8) Antelope Valley Junior College

(9) The Basic School; Electronics School

b. AWARDS

(1) Navy and Marine Corps Commendation Medal w/ Combat V
and 1 gold star

(2) Navy and Marine Corps Achievement Medal w/ 1 gold
star

(3) Combat Action Ribbon w/ 1 gold star

(4) Sea Service Deployment x2

(5) Marine Corps Good Conduct Medal

(6) National Defense Service Medal

(7) Certificate of Commendation x3

MCO 1650.47
01 Dec 04

- (8) Letter of Commendation x3
- (9) Meritorious Mast

c. CHRONOLOGICAL LIST OF ASSIGNMENTS

- (1) Field Radio Operator for 3d MARDIV; Sep 95 - Oct 98
- (2) Field Radio Operator for HQ 22d MEU; Oct 98 - Mar 2001
- (3) Field Radio Chief for 1 BN, 11th Marines, 1st MARDIV; Oct 2001 - Present

d. Summary of Performance

The Summary of Performance should contain an introduction that encapsulates in a single paragraph the justification for nominating an individual. For instance:

The nomination of Sergeant Mark C. Bueno for the PFC Herbert A. Littleton Non-Commissioned Officer Trophy for Operational Excellence is based upon his superior performance as 11th Marines Field Radio Chief, and as the Assistant Field Radio Chief for Regimental Combat Team (RCT) 2, Task Force Tarawa (TFT), I Marine Expeditionary Force (MEF) from December 2002 to May 2003 during combat operations in support of Operation Iraqi Freedom (OIF). Frequently exposed to both direct and indirect fire during the battle for An Nasiriyah, his calm, analytical approach to field radio operations enhanced RCT-2's ability to communicate across the battlefield. Sergeant Bueno clearly distinguished himself through his exemplary performance, stellar leadership, and exceptional initiative to be qualified and wholly deserving of this prestigious award.

The Summary of Performance should also include a Summary of Events that expands on the Introduction and includes greater detail on the nominee's performance during the period of eligibility.