



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

1650.2  
DC I  
22 Oct 24

**Individual Nomination Package Format**

Cover Letter with First and Subsequent Endorsements as Necessary (formatted per reference (a) 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) MCO 1650.XX

Encl: (1) Summary of Performance  
(2) Command Type Photograph  
(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

Enclosure (1)

### 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.

Command Type Photo

1. A command-style photograph is requested (official photograph in Service "A" uniform within the past 12 months). The photograph will not be included in the DC I board to select the winners.

2. It is understood some Marines will not be able to provide a current official photo due to their deployed status. A "field" equivalent is acceptable with a standing or seated photograph of the nominee in the Marine Pattern digital camouflage uniform. 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. This photograph will be added to the programs handed out at the MCA Information Awards Dinner program for the selected winners.

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).

Captain 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, Captain 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, Captain 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.

Captain 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, Captain Hardcharger established and maintained an extraordinarily high command element data network reliability rate of 99%.

Summary of Action (for MCA Information 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.