

## 2006 Army Acquisition Corps Annual Awards Ceremony Audio/Visual Presentation Requirements

### General Requirements for Presentation

Please provide 4-5 electronic photo images (300 dpi or higher resolution) or actual photo prints (4"x 6" or 5" x 7") of the person you have nominated to receive the award. The photos/images should reflect the nominee's individual accomplishments *and* commitment to the organization's mission and the Army's core values. At least one photo should be a headshot of only the nominee.

Along with the photo images, please include a brief summary (not to exceed 50-75 words) describing the accomplishments of the award nominee and highlighting the reason why the person was nominated to receive the award.

Please note that the quality of the final product we create depends upon the quality of the electronic images or photos you submit. All award submissions and supporting documentation should be saved to a CD and mailed to:

**CW3 (P) Sabrina Gay-McKoy**  
U.S. Army Acquisition Support Center  
9900 Belvoir Road, Suite 101  
Fort Belvoir, VA 22060

Submissions can also be sent via e-mail to: [mckoy.gay@us.army.mil](mailto:mckoy.gay@us.army.mil)

### Image/Photo Requirement

Submit 4-5 electronic photo images (300 dpi) or photo reprints (4"x 6" or 5" x 7") of the person you have nominated to receive the award. For electronic photos please include the nominee's name as part of the file name for each submitted photo (i.e., Smith\_John.jpg). For photo reprints, please write the nominee's name on the back of each photo.

Photo images should include the following examples:

- For military nominees, an official DA photo as one submitted image.
- For civilian nominees, standard business dress photo (suit & tie or equivalent for women) is acceptable.
- Organization photos of nominee in his/her business/laboratory/test center/office/field environment. These photos should be action-oriented and show the nominee actually interacting with others. Please limit desk shots to one image.
- Other photos related to job performance that depict the nominee working with other people, equipment or briefing an audience will help visually document why the person has been nominated for the award.

### General Information

Please provide the following information for each nominee:

Full Name of Organization:  
Organization Address:  
POC for the Award Submission:  
Full Name of Nominee:  
Grade of Nominee:  
Position Title of Nominee:  
Award Submission Category/Title:

If you would like the photo images returned to you following the Awards Ceremony, please provide a pre-addressed envelope. Your timely attention to these award submission details is greatly appreciated.