

## **2008 Army Acquisition Corps Annual Awards Ceremony Audio/Visual Presentation Requirements**

### **General Requirements for Presentation**

Please submit 1-2 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 be in headshot format (official photo format, if available).

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(s) why the person was nominated to receive the award.

Please note that the quality of the final product depends on the quality of the electronic images or photos submitted. The photo and summary should be submitted to the U.S. Army Acquisition Support Center through the Web-based Call for Nominations Application at <http://www.usaasc.info/aac/awards/nco/call/>. For questions regarding the photo images and nomination submissions, please contact Marti Giella (703-805-1095 / DSN 655-1095 or [usaasc.events@conus.army.mil](mailto:usaasc.events@conus.army.mil)).

### **Image/Photo Requirement**

Submit 1-2 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).

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 and tie or equivalent for women) is acceptable.

### **General Information**

Please provide the following information for each nominee along with the brief summary and photos:

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:

Your timely attention to these award submission details is greatly appreciated.