

2007 Army Acquisition Corps Annual Awards Ceremony Audio/Visual Presentation Requirements

General Requirements for Presentation

Please provide 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) for individual nominees and in a posed group picture for team nominations.

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 upon the quality of the electronic images or photos submitted. All award submissions and supporting documentation should be sent via e-mail to the U.S. Army Acquisition Support Center Awards POC, Alison Langmack, at: USAASC_Events@us.army.mil. For questions regarding the photo images and nomination submissions, please contact Alison Langmack at (703) 805-1096 or DSN 655-1096.

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). 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 and tie or equivalent for women) is acceptable.

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:

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