

AWARDS CORNER



Welcome to Awards Corner! Here you will find general information and updates on several types of awards to include, requests for nominees, upcoming ceremonies, announcement of winners, and other important information that readers should be kept abreast of or that may be of interest to the civilian personnel community.

Additional information on awards can also be found at <http://cpol.army.mil/library/permis/53.html>

Helpful Hints to Expedite the Secretary of the Army Incentive Awards Process

The key to getting an award through the approval process is timely submission of a **complete** and **endorsed** nomination. Please remember it can take up to **30 business days** to process an award. All nominations must be submitted at least **30 business days** prior to the proposed presentation date.

Nominations for all Incentive Awards have the same basic requirements. This month, we will cover the requirements for the citation and the photograph, as stated in DA PAM 672-20 (Incentive Awards Handbook).

The citation should be one paragraph and must include the name of the nominee, his or her title, place of employment, and period of time covered by the award. The citation should highlight the nominee's specific achievement. Do not use abbreviations and always spell out United States. The word count for citations varies in length. Please see DA PAM 672-20 for specific details on each award's citation requirements.

For basic Incentive Awards (DECS, SAPSA, SES, etc.), photos are only required for awards that will be presented at the Secretary of the Army Awards ceremony normally held in March every year. Certain annual awards also require photographs; this will be specified in the announcement and should follow all the same requirements for commercial printing listed below.

When designing products intended for commercial printing (i.e., Award Ceremony program booklets), it is essential that all of the photographs are high resolution. Below is some information with specifics of image requirements for commercially printed materials:

Commercial printing requires photographs such as these to be at least 300dpi. DPI or "dots per inch" is the measurement used within the printing and graphics design industry to determine how sharp an image is. If you have ever seen printed material that contains blurry images, it was likely caused by incorporating low resolution images.

Also a word of caution, don't be swayed by images that may print well on your office printers. Even though it may look okay on that print out, office printers are not accurate representations of how something may print on a commercial printer/press.

Most standard image files are acceptable: jpeg, tiff (tif), psd, eps, and to an extent png and pdf files. Commercial printers prefer the first four on the list.

For more information on what is required in every nomination packet, please refer to DA PAM 672-20, http://www.army.mil/usapa/epubs/pdf/p672_20.pdf



Call for Nominations for the Zachary & Elizabeth Fisher Distinguished Civilian Humanitarian Award Suspense: July 31, 2008

The Army Incentive Awards Board is seeking nominations for the Zachary & Elizabeth Fisher Distinguished Civilian Humanitarian Award. The award was established by the military departments in 1996 in honor of Zachary and Elizabeth Fisher. The Fishers have contributed extensively to the support and welfare of members of the Armed Services. The award is intended to honor and recognize a private sector individual or organization that has demonstrated exceptional patriotism and humanitarian concerns for members of the United States Armed Forces or their Families.

The award will be presented by the Secretary of Military Department with presentation authority at a special ceremony; date and location to be determined. The award consists of a large commemorative trophy bearing the recipient's name. The trophy is on permanent display at the Pentagon. The recipient also receives a large medallion with presentation case and a lapel pin.

To nominate an individual for this award, the following information must be forwarded to the Army Incentive Awards Board (AIAB) for review:

- Signed memorandum from a Commander of an Army Command, Army Service Component Command, or appropriate Direct Reporting Unit.
- Electronic or standard photograph.
- Supporting documentation, certificates, news articles, and pamphlets.
- Additional information on humanitarian act or service (use short bullet statements).
- Proposed citation that includes specific examples of act or services rendered.

More detailed information on eligibility and criteria can be found at <http://cpol.army.mil/library/permis/53fisher.html>.

To be eligible for the 2008 award, all nominations must be submitted to the AIAB no later than July 31, 2008; E-mail address: AG1CPAIABSecretary@conus.army.mil.

The Army Commands, Army Service Component Commands, and Direct Reporting Units will set their own suspense dates.