



## NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY

7500 GEOINT Drive  
Springfield, Virginia 22150

MEMORANDUM FOR ALL NGA PERSONNEL

FROM: NGA/SEA

SUBJECT: CY 2016 Quarterly and Annual NGA Military Awards Due Dates and Board Dates

1. The following are the dates for the NGA Quarterly and Annual Military Awards for CY 2016:

	<u>Due Date</u>	<u>Board Date</u>
1 <sup>st</sup> Quarter	31 March 2016	8 April 2016
2 <sup>nd</sup> Quarter	30 June 2016	8 July 2016
3 <sup>rd</sup> Quarter	29 September 2016	7 October 2016
4 <sup>th</sup> Quarter	5 January 2017	13 January 2017
Annual	26 January 2017	3 February 2017

2. All awards packages will be due by 1600 EST on the due dates. Each package must be written in accordance with the NSG/NGA Military Awards Manual.

3. Military Awards Board member names must be submitted NLT 7 days prior to the board date. The boards will be made up of personnel from each entity in accordance with Attachment 3 of the NSG/NGA Military Awards Manual.

4. Please submit all packages to NGA Military Awards email address at [NGAMilitaryAwards@nga.ic.gov](mailto:NGAMilitaryAwards@nga.ic.gov) or [NGAMilitaryAwards@nga.mil](mailto:NGAMilitaryAwards@nga.mil). Late packages will not be accepted.

5. Questions on the NGA Military Awards programs should be directed towards TSgt Sean Vagenas at 571-557-8775 or via email [NGAMilitaryAwards@nga.ic.gov](mailto:NGAMilitaryAwards@nga.ic.gov) or [NGAMilitaryAwards@nga.mil](mailto:NGAMilitaryAwards@nga.mil).

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