



2025 GEOINT Hall of Fame Nomination Package Instructions

The format for all nomination packages shall be as follows:

- Unclassified and limited to six pages
- Double-spaced, Arial 12-point font
- Submitted to Hall_of_Fame@nga.mil by March 10, 2025

The package must include:

- A one-page biographical essay providing general information about the nominee and current contact information. If the nominee had federal service, include name, title, and grade/rank at time of retirement/separation; date of retirement/separation from civilian or military service; and the elements where the nominee served to include the geographic location.
- A second narrative (between 3 to 5 pages) identifying the selection criteria the nominee meets (as listed above) and detailing the significance of those contributions.
- A brief description (no more than 100 words) of the nominee and their accomplishments that the NGA director will use as the basis for award citation should the nominee earn induction into the GEOINT Hall of Fame.
- As required, the submission of classified supporting information may be submitted to the NGA Office of Corporate Communications via email at Hall_of_Fame@nga.ic.gov however it should not be more than one double-spaced page of the six-page maximum for the nomination package.

Privacy Act

The submission includes personally identifiable information about the nominees. The Privacy Act requires that NGA safeguard all records and forms containing PII. Therefore, to maximize the privacy protections afforded to the nominee, NGA asks that submitters using non-government systems (e.g., Gmail, Yahoo, etc.) follow the following steps when transmitting the nominations to NGA:

1. Include "Privacy Sensitive" in the subject line of the email.
2. In the body of the email, include the following Privacy Act statement:

PERSONAL DATA-PRIVACY ACT OF 1974: Information contained in this document and/or any corresponding attachments/artifacts may contain personally identifiable information and are for official use only. If you have received this document in error, please advise the sender immediately and destroy this document together with all attachments. All unintended recipients are hereby advised that any use, distribution, copying, or any other action regarding

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this communication (email, etc.) is strictly prohibited. Unauthorized dissemination or use of personally identifiable information is a violation of Federal law. Individuals in violation may be subject to fines, disciplinary actions, or both.

3. If including an attachment to the email, password protect the document and restrict certain features, such as printing and editing. Passwords are case-sensitive and have minimum/maximum character length requirements.
 - a. Word Document - go to File > Info > Protect Document > Encrypt with Password. Set Password Requirements.
 - b. Send the password in a separate email to Hall_of_Fame@nga.mil.

For questions regarding the Hall of Fame, email Hall_of_Fame@nga.mil.

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