

Communications and Electronics (C & E) Branch - Awards

Submission Form for Promotions, Decorations, Awards and Mentions

This section is published regularly. Please honour those receiving a promotion, decoration and mention by publishing their names on our website. Here is how to go about submitting your material.

You will ease our workload greatly if you follow these instructions:

a. What format do you use when submitting pictures?

Pictures must be submitted in jpg format High Resolution (at least 285 dpi). If possible (but not necessarily), pictures must only show those receiving the recognition from the shoulders up. Do not incorporate the pictures into a Word document.

Note: Please transmit any related photos via an e-mail to [C & E Branch Office](mailto:C&EBranchOffice@forces.gc.ca) (DGIMTCandEBranch_BrancheCetEDGTGI@forces.gc.ca), 613-991-3600.

b. What name should I give to the File?

Please follow the following format: (Lower case) name-initials.jpg
 Ex.: trepanier-jgg.jpg

c. How do I present the required info on those receiving the award?

Simply fill in the blanks as depicted in the example below.

1. File Name for enclosed picture (if available)	trepanier-jgg.jpg
2. Rank, First & last name of member	Sergeant Gaston Trepanier
3. Promoted/Awarded...	CF DECORATION
4. Unit/Section/MOS ID	DGIMO/C & E Branch Office / R215
5. Date	15-07-2006

1. File Name for the picture (name-initials).
2. Indicate the full name as shown above.
3. Indicate if it is for a Promotion, Decoration, Award or Mention. Limit the number of words to 3 or 4. In the case of a Mention and a Citation where a longer text is necessary, please provide it as a separate file.
4. Indicate the Unit, Section and MOS ID of the individual.

Please complete the fields below and use the Submit button at the bottom of the form.
All fields are mandatory unless otherwise specified.

Service number	Rank	Last name	First name	Initials
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>			
Usual First name			MOS ID	
<input style="width: 95%;" type="text"/>			<input style="width: 95%;" type="text"/>	
Unit	Section		Date (dd-mm-yyyy)	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>	
Awarded/Promoted to			Please enter your e-mail address at which we can contact you	
<input style="width: 95%;" type="text"/>			<input style="width: 95%;" type="text"/>	

Note: In the unlikely event you are unable to send the information and you receive an error message, you may transmit the required information via an e-mail to [C&E Branch Office](mailto:C&EBranchOffice@forces.gc.ca).

Formulaire disponible en français - DND 4030-F