Guidance for Ordering HQ-SDDC Plaques
Effective 01 Oct 09
Please submit all requests for HQ-SDDC Plaques via email to SDDC-SAFB-PLAQUE org box in the following format:

Example:
John D. Doe [Name of recipient]
Thanks for Your Outstanding Support to SDDC
1 Jan 79-2 Feb 09 [Date or Time Frame of Award]

Note: This is the "standard" for all personnel within HQ-SDDC. There may be some special requests for plaques with different text, i.e.: "Employee of the Quarter", etc. Keep the amount of words down to a minimum, the more words the smaller the font will be Provide POC information inside your email for contact purposes.

Request for plaques must include justification and approval by Staff Principals or their designated representative.

Purchase of plaques for personnel who do not meet the criteria will be at the personal expense of the Directorate.

In order to keep cost to a minimum you need to plan ahead. To avoid the extra costs associated with rushed plaque requests, you should submit your request within 10 business days of the day you require the plaque. If rushed requests come in, they will be approved on a case-by-case basis. Keep in mind that plaques can always be mailed to an employee after the fact.