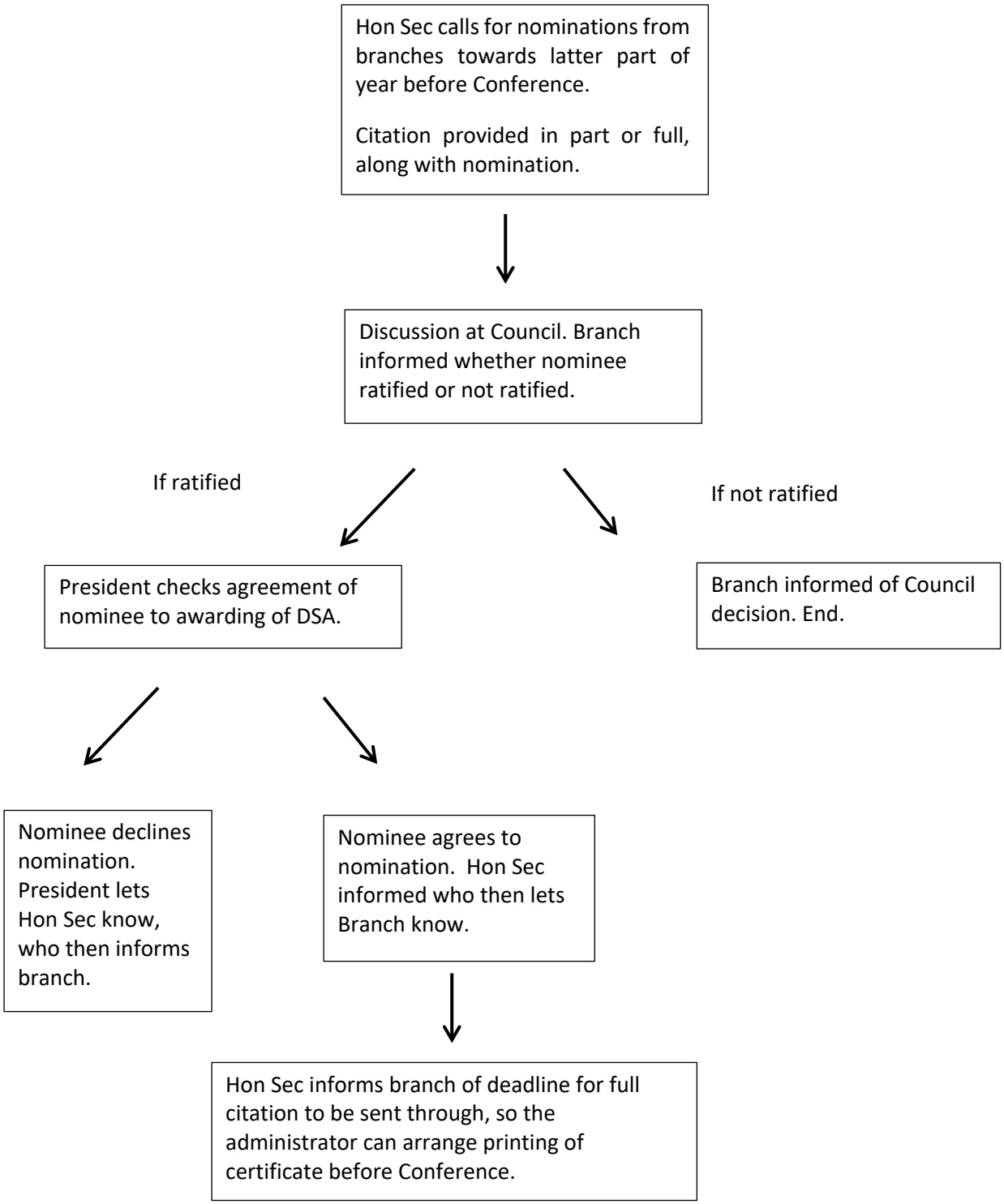Distinguished Service Awards nomination process – Timeline