



# Team Achievement Award Nomination Form

Calendar Year (CY): 2020

Nominations must be received by 25 January 2021

## Nominee Data (Form must be filled out completely)

Team Name: \_\_\_\_\_

Team Leader: \_\_\_\_\_  
Salutation RANK/ GRADE FIRST M.I. LAST SERVICE/AGENCY

Command Level (Must be checked)  Major Command Headquarters or Higher  
 Unit Under a Major Command

Team Size (Includes Team Leader)  
 Large Team (11 to 20 members)  Small Team (2 to 10 members)

Permanent Office Address of Team Leader (Include Zip Code or APO/FPO #)  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_  
DSN/FTS COMMERCIAL

E-Mail Address: \_\_\_\_\_

Team Members: 1. \_\_\_\_\_ 11. \_\_\_\_\_  
(Include Rank 2. \_\_\_\_\_ 12. \_\_\_\_\_  
and Full Name) 3. \_\_\_\_\_ 13. \_\_\_\_\_  
4. \_\_\_\_\_ 14. \_\_\_\_\_  
5. \_\_\_\_\_ 15. \_\_\_\_\_  
6. \_\_\_\_\_ 16. \_\_\_\_\_  
7. \_\_\_\_\_ 17. \_\_\_\_\_  
8. \_\_\_\_\_ 18. \_\_\_\_\_  
9. \_\_\_\_\_ 19. \_\_\_\_\_  
10. \_\_\_\_\_

## Nominator Data

Name: \_\_\_\_\_  
RANK/GRADE FIRST M.I. LAST

Signature \_\_\_\_\_ Date \_\_\_\_\_

Position Title: \_\_\_\_\_

Office Address (Include Zip Code or APO/FPO #)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_  
DSN/FTS COMMERCIAL

E-Mail Address: \_\_\_\_\_



## Narrative/Justification

*Justification Data; Specific CY Accomplishments  
No attachments. Each section is limited to 500 words.*

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**IMPACT (50%)** Focused on the results and impacts the accomplishment had across the organization and/or functional communities.

**COMPLEXITY AND LEADERSHIP (35%)** Focused on the level of difficulty involved in developing and implementing the achievement(s) and the specific leadership skills demonstrated.



## Narrative/Justification

**Resource Savings (15%)** Focused on the amount of actual or projected monetary and/or non-monetary savings; manpower savings; time savings; and period of savings (year of execution, budget year, POM, etc.).

### Summary of Award Justification

In 50 words or less, please provide a summary of the reason(s) this individual is being nominated. This summary will be used in publicity for any winning nomination. *Example: Major Smith was instrumental in the xyz project, which helped save \$500K in core funding and streamlined tracking and communication, leading to an expedited year-end closeout.*