



Team Achievement Award Nomination Form

Calendar Year (CY): 2024

Nominations must be received by 24 January 2025

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: _____

CLEAR FORM



Narrative/Justification

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

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.*