



Team Achievement Award Nomination Form

Calendar Year (CY): 2025

Nominations must be received by 20 March 2026

Nominee Data (Form must be filled out completely)

Team Name: _____

Team Leader: _____

Salutation	RANK/ GRADE	FIRST	M.I.	LAST	SERVICE/AGENCY
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Command Level (*Must be checked*)

Major Command Headquarters or Higher

Team Members: List each team member (Rank First Last).

Unit Under a Major Command

Do not include team leader.

List no more than 19 personnel.

Team Size (*Includes Team Leader*)

Small Team (2 to 10 members)

Large Team (11 to 20 members)

Office Address of Team Leader

Phone Number of Team Leader

DSN

COMMERCIAL

E-Mail Address:

Nominator Data

Name: _____

RANK/GRADE	FIRST	M.I.	LAST
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Signature _____ Date _____

Position Title: _____

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

Telephone: _____

DSN/FTS	COMMERCIAL
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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.*