



# 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

Command Level (Must be checked)

Major Command Headquarters or Higher

Unit Under a Major Command

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

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

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.*

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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.*