Team Achievement Award
Nomination Form

Calendar Year (CY): 2026

Nominations must be received by:
Small Team - 26 October 2026
Large Team - 18 December 2026

Nominee Data (Form must be filled out completely)

Team Name: _____

Team Leader: _____
Salutation RANK/ GRADE FIRST M.I. LAST Position Title

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.

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*.