**2018 ASMC Team Achievement**

**Award Nomination**

Prior to submission, please review attached award rules and criteria. To submit, populate nomination template below in its entirety and email to [robert.s.cherry3.ctr@mail.mil](mailto:robert.s.cherry3.ctr@mail.mil) before close of business (**4:30PM CST)** Monday**, 15 January 18**, for evaluation by Land of Lincoln Chapter Awards Committee.

Winners will be recognized at Regional Professional Development Institute Tuesday 13 March 18. In addition, Land of Lincoln Chapter winners will be submitted to compete nationally. National winners will be recognized at PDI Denver 30 May – 1 June 2018.

Remember that nominations should strive to include the most relevant quantitative and qualitative information possible focusing on the results achieved by the accomplishments. Cite specific and factual details.

Award Category:

**PART I: TEAM LEADER INFORMATION**

Salutation:

First Name:

Last Name:

Rank:

Position / Title:

Commercial Phone Number:

Email Address:

Alternate Nominee Email Address (*Optional*):

Service Affiliation (Select from Army, Navy, Air Force, Marine Corps, Coast Guard, DFAS, Other Defense Agency, Other):

Command / Duty Station:

Category (Specify either Major Command or Unit Under Major Command):

**PART II: NARRATIVE / JUSTIFICATION**

1. Resource Savings.

* Describe the amount of actual monetary and / or non-monetary savings; manpower savings; time savings; and period of savings (year of execution, budget year, POM, etc.).
* *15% Weighted*
* **500 word limit**.

1. Complexity and Leadership.

* How difficult was it to develop and implement the achievement(s)? Describe the specific leadership skills demonstrated.
* *35% Weighted*
* **500 word limit**.

1. Impact.

* Describe the impact across the organization and / or functional community.
* *50% Weighted*
* **500 word limit**.

**PART III: TEAM INFORMATION**

Team Name:

Team Members:

* List must include rank, first name, and last name of team members.
* Do not list the team leader again.
* Contract personnel may be listed as members, but the team must be primarily government employees.
* Small teams may be between 2 – 10 individuals.
* Large teams may be between 11 – 20 individuals.