



# AF Form 1206/Nomination for Award Performance Statements



**Overview:** “Performance Statements” are the AF narrative-style of writing to communicate performance on the AF Form 1206, *Nomination for Award* (2 Aug 17). Performance Statements are efficient, increase clarity, and improve the ability to understand an Airman’s performance correctly and equitably.

**Performance Statements:** Guidance for writing Performance Statements is deliberately not overly prescriptive to enable flexibility and freedom when capturing performance. There are two basic principles:

- *Standalone.* Each Performance Statement is a standalone sentence and includes 1) action and 2) at least one of the following: impact or results/outcome.
- *Readability.* Performance Statements are plain language and avoid using uncommon acronyms and abbreviations. If using acronyms and abbreviations, only utilize those identified on the approved Air Force Acronym and Abbreviation List, unless noted by an approved category. <https://www.afpc.af.mil/Career-Management/Acronyms/>

## **Administration/Format:**

- AF Form 1206, *Nomination for Award* (2 Aug 17) remains the standard AF award nomination form.
- White space on the right margin of a populated AF Form 1206 is both accepted and expected; white space will not be an indicator of quality.
- The award authority will establish the maximum award nomination length (number of lines) when announcing the award nomination criteria each cycle. However, no award nomination criteria may exceed one full page AF Form 1206 containing performance statements and including any headings. (Exceptions: Awards sponsored by Department of Defense, other federal agencies, and non-federal entities, when specified.)
- Bullets are not authorized.
- Future AF Form 1206 versions will be designed with built-in character limitations to determine award nomination length.

## **Examples: Action and Impact or Results/Outcome**

Capt Snuffy **led** a survey team of 33 MCA to establish an XAB in support of a PACAF ACE exercise across 4 countries and including 7 allies, **culminating** in 153 sorties and 334 training events completed. She also **championed** a critical organizational merger of the squadron’s maintenance and operations; results **saved** 360 maintenance workhours per week and **increased** sortie generation by 10%.

TSgt Snuffy **led** 4 instructors through Mission Ready Airmen course validation, **generating** 153 changes, **eliminating** 32 classroom hours, and **enhancing** course experience for 6 instructors and 70 students per year. Additionally, he **facilitated** a \$15M facility renovation project, ensuring the CY22 schedule started **on-time** for 8 different courses spanning 11 AFSCs.