# **Award Nomination: [insert COUNCIL NAME HERE] 2024 QX[[1]](#footnote-0)**

Base Name: [Insert base and include location]

CGOC President: [Insert rank, full name, and civilian email address]

| **Professional****Development** | **Community****Service** | **Fundraising** | **Base Support** | **Recruiting / Retention** | **Social** |
| --- | --- | --- | --- | --- | --- |
| **A** | **H** | **A** | **H** | **$** | **A** | **A** | **A** |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

# statistics

# ACTIVITIES[[2]](#footnote-1)

## Professional development

* NSTR

## community service

* NSTR

## funDraising

* NSTR

## base support

* NSTR

## recruiting / retention

* NSTR

## social activities

* NSTR

# CGOC LEADER of the quarter – NAME AND SUPPORTING INFORMATION[[3]](#footnote-2)

* NSTR

# FEEDBACK / advisories / comments / questions / suggestions / other[[4]](#footnote-3)

* NSTR

# instructionS

**\*\* Please ensure that you are editing all sections and that there are no remaining yellow highlights. \*\***

**The purpose of the QAR is to simplify update reporting to one document. These are used for awards for your CGOC and your CGOC Leader of the Quarter, best practices and lessons learned, as well as presenting information to senior leaders in the Air and Space Forces about the activities of CGOCs and CGOs around the globe, ultimately helping our councils and officers become more effective.**

◻ Fill in your base/council information

-- Identify the period of the report

-- Be sure to include the name of your base within the first gray section divider. It is often mistakenly left blank

-- If you are not nominating a CGO for CGOC Leader of the Quarter, please indicate “None”

◻ Fill in the appropriate quarter for which the report has been written

-- Example: 2021 Q1 (for 1st Quarter of 2021)

◻ Statistics:

-- Legend

- A – Activities: Total count of different activities the CGOC accomplished

- H – Hours: Total sum of man-hours by all CGOC members combined for the various events

- $ – Money raised: Total amount rounded down; please indicate which causes under Accomplishments

-- Provide numbers only; enter 0 when no activity was accomplished in given category

◻ Activities:

-- Only include accomplishments that occurred or culminated in this reporting period

-- Provide as many bullet-style comments (per category). Be descriptive to help us build lessons learned and best practices. These detailed bullets should generally be longer than one line and include the activity, number of individuals from CGOC involved, amount raised (if applicable), and other details. The emphasis should be on describing the actions, results, and impacts of your CGOC’s activities. Ensure the bullets are understandable by any AFSC. Do not abbreviate if there is a possibility the content will be misunderstood.

-- No limit to the number of bullets or activities in any given section

◻ CGOC Leader of the Quarter:

-- Provide in narrative format the activities the nominated individual accomplished during the QAR period to help makes the CGOC, CGOs, base, service, and community better

◻ Naming, saving, and submitting the Document:

-- When naming this document please follow the following templates:

 - Quarterly Submission: “BASE\_CGOC\_QAR\_1Q2020” – Change highlighted to reflect correct quarter

 - Annual Submission: “BASE\_CGOC\_YAR\_2020” – Change highlighted to reflect correct year

◻ Due dates and submission instructions:

-- **Councils must submit QAR to Division *(Western or Eastern Regions)* or Region *(European or Pacific Regions)* by April 10 (Q1), July 10 (Q2), Oct 10 (Q3), or Jan 10 (Q4 / Annual)**

-- In the absence of knowing the correct contact information for the divisions or regions, please see website

-- Please CC your CGOC Advisor when submitting

1. Identify period of award [↑](#footnote-ref-0)
2. Must include activity (what it was, how it was done) and impact/result (how it impacted council, base, service) [↑](#footnote-ref-1)
3. Identify what nominated CGOC Leader of the Quarter has accomplished for council, base, service, community [↑](#footnote-ref-2)
4. Please give your Base CGOC, Regional CGOC, and/or DAFCGOC feedback and ideas [↑](#footnote-ref-3)