



Company Grade Officers' Council

Quarterly/Yearly Activity Report

CGOC Nomination:

1Q: 1 JAN-31 MAR

3Q: 1 JUL-30 SEP

ANNUAL: 1 JAN-31 DEC

2Q: 1 APR-30 JUN

4Q: 1 OCT-31 DEC

Base Name:

CGOC President:

Mailing Address of CGOC:

Wing CC Name and Email:

Do you consent to having photographs of your CGOC or CGO Leader nominee posted on the DAF CGOC social media pages and or website? YES: NO:

***If you have selected yes, it is recommended to submit three to four photos for each nominee.*

STATISTICS: *Input activities & hours completed during award period*

Professional Development		Community Service		Fundraising	Base Support	Recruiting/Retention	Social
A	H	A	H	\$	A	A	A

ACTIVITIES: *Narrative statements; There is no limit on the number of statements per section.*

PROFESSIONAL DEVELOPMENT

COMMUNITY SERVICE

FUNDRAISING

BASE SUPPORT

RECRUITING / RETENTION

SOCIAL ACTIVITIES

CGO LEADER NOMINATION:

Include CGOC specific contributions not job performance; 8 lines max

FEEDBACK / ADVISORIES / COMMENTS / QUESTIONS / SUGGESTIONS / OTHER:

Please complete this section so the DAF CGOC can understand how to better serve your council

CGOC President

INSTRUCTIONS

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

This to simplify reporting to one document and will be used to award your CGOC and your CGO Leader. The DAF CGOC will also use this data to track and compile best practices and lessons learned. The DAF CGOC routinely provides updates to senior leaders in the Dept of the Air Force about the activities of CGOCs and CGOs 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 CGOC or CGO Leader, please indicate "None".
- ☐ Fill in the appropriate quarter for which the report has been written
 - Example: 2025 Q1 (for 1st Quarter of 2025)
- ☐ 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 award period.
 - There is no limit to how many narrative statements per section. Be descriptive to help us build lessons learned and best practices. Narrative statements 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 statements are understandable by any AFSC. Do not abbreviate if there is a possibility the content will be misunderstood.
 - Acronyms should be on approved list: <https://www.afpc.af.mil/Career-Management/Acronyms/>
 - No limit to the number of activities in any given section.
- ☐ CGO Leader Nominee:
 - Provide in narrative format the activities the nominated individual accomplished during the award period to help makes the CGOC, CGOs, base, service, and community better.
 - These narrative statements should not be job performance statements and should correlate to the CGOs contributions as a member of the CGOC.
 - Please limit to 8 lines.
- ☐ 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 to Regional Directors by April 10 (Q1), July 10 (Q2), Oct 10 (Q3), or Jan 10 (Q4 / Annual)**
 - In the absence of knowing your council's Regional Director's contact information, please see website or email nationalcgoc@gmail.com