



# Performance Statements

## 55 WG Quick Reference Guide

Performance Statements will be utilized for Nominations for Awards (1206s)\*. They are a *narrative style* of writing used to communicate performance and replace bullets-style writing.



Performance Statements must be able to ‘stand alone’ as **complete, unfragmented sentences**. Each statement represents a complete thought, and has a *subject*, *verb*, and *object*.

1

### Standalone Sentence



Performance Statements are written *similarly* to a bullet, in that they include the same components: an *action*, and an *impact or result*. They are just fully written out without unapproved acronyms or abbreviations.

2

### Action & Impact/Result



Performance Statements are designed to make an Airman’s accomplishments **easier to read & understand**. This **clarity** enables their efforts to be evaluated **correctly/equitably**.

3

### Enhanced Readability

#### DO

- Use only approved acronyms and abbreviations (available in MyFSS)
- Follow the formatting requirements of the award guidelines, if prescribed. Some may ask for Example 1, some may ask for Example 2. If no guidance is given, assume **both** are acceptable formats.
- Take extra care to ensure your sentences are complete, readable, and include an action and an impact or result.

#### DO NOT

- Use unapproved abbreviations or acronyms.
- Write “bullets”. (Performance Statements are full sentences).
- Assume that the formatting of the Performance Statement will be the same between different awards.
- Submit Performance Statements that are incomplete, fragmented sentences, or which are missing an action and an impact or a result.

#### Example 1:

Capt Snuffy led a survey team of 33 MCA to establish an XAB in support of a PACAF ACE exercise across 4 countries. She also championed a critical organizational merger for the unit; results saved 360 maintenance workhours per week and increased sortie generation by 10%. She also facilitated a \$15M facility renovation project, ensuring the CY22 schedule started on time.

#### Example 2:

- Capt Snuffy led a survey team of 33 MCA to establish an XAB in support of a PACAF ACE exercise across 4 countries.
- She also championed a critical organizational merger for the unit; results saved 360 maintenance workhours per week and increased sortie generation by 10%.
- She also facilitated a \$15M facility renovation project, ensuring the CY22 schedule started on time.



Entities subordinate to the 55 WG should refrain from prescribing further restricting guidance. This is intentional and represents the flexibility leaders have to ensure Performance Statements are readable/understandable.