

1206/Bullet Writing Student Checklist

Use this checklist to ensure your bullets are properly written for your summative bullet writing evaluation.

AF Form 1206 Attributes			
Award		DAFSC/Duty Title	
Category		Nominee's Telephone Number	
Award period		Unit/Office Symbol/Street Address/Base/Zip Code	
Rank/ Name of Nominee		Rank/Name of Unit Commander	
MAJCOM, FOA, or DRU		Specific Accomplishment Category Titles	
5 Bullets in Leadership and Job Performance Category		2 Bullets in Significant Self-Improvement Category	
2 Bullets in Base or Community Involvement Category		Acronym Legend included at the bottom of 1206	

Bullet Attributes	Bullet 1	Bullet 2	Bullet 3	Bullet 4	Bullet 5	Bullet 6	Bullet 7	Bullet 8	Bullet 9
Contains one single accomplishment (action)									
Contains Impact									
Contains a result tied to tactical, operational, or strategic level "Big Picture"									
Accurate (scope of responsibility, honest, etc.)									
Brevity (clear, no unnecessary words, used shortened words, phrases, etc)									
Specificity (contains detailed facts, exact numbers)									
Bullet Mechanics	Bullet 1	Bullet 2	Bullet 3	Bullet 4	Bullet 5	Bullet 6	Bullet 7	Bullet 8	Bullet 9
Bullet statement begins with an action or modified verb									
Bullet statement is free of capitalization errors									
Bullet statement is free of personal names/pronouns									
Bullet statements is free of spelling/typographical errors									
Bullet statement uses proper word choice (proper verb/word meaning, tense)									
Bullet statement arrangement follows proper format (Action, Impact, Result)									
Bullet statement uses proper punctuation format (- ; -- and no end punctuation)									
Checked bullet against the writing rules outlined in the Tongue and Quill / AU Writing Guide.									