



Record of Achievement Instructions

Part A - Purpose

The Operation Warfighter (OWF) Record of Achievement documents a recovering Service member's (RSM) accomplishments, professional development, and contributions completed during their internship.

At the conclusion of the internship, the host agency should complete this Record of Achievement on official agency letterhead. The document should be signed by the intern supervisor and presented to the RSM.

The Record of Achievement serves to:

- Document the RSM's internship experience and professional accomplishments.
- Recognize demonstrated skills, competencies, and contributions to the host agency.
- Support future employment opportunities by providing a professional summary of experience and performance.
- Provide documentation that may be included in military personnel records or other transition-related documentation.

Part B - Instructions

Intern supervisors should use the Intern Development Plan (IDP) as the base for completing the Record of Achievement. The completed IDP should accurately summarize the intern's experience and highlight measurable accomplishments. Include the following information:

- **Internship Summary:** Briefly describe the purpose of the internship, the agency, and the intern's primary responsibilities.
- **Accomplishments:** Describe significant projects, assignments, or initiatives completed during the internship.
- **Professional Competencies:** Comment on at least five of the following areas:
 - Written and verbal communication
 - Critical thinking and problem solving
 - Professional and technical skills
 - Interpersonal and teamwork skills
 - Teamwork and collaboration
 - Time management and accountability
 - Customer or stakeholder service
 - Creativity and innovation
 - Dependability, punctuality, and reliability
 - Character attributes





Part C – Record of Achievement Template

To whom it may concern,

It is my pleasure to recognize **[Intern Name]** for successfully completing an internship with **[Agency's Name]** through the Warrior Care Recovery Coordination Program's Operation Warfighter (OWF). During the internship, **[Intern Name]** consistently demonstrated professionalism, initiative, and a strong commitment to supporting our mission.

As an intern, **[Intern Name]** supported **[briefly describe duties]**. They quickly adapted to new responsibilities, collaborated effectively with team members, and approached every task with a positive attitude and strong work ethic.

[Intern Name] excelled in **[Identify key skills or competencies]**, as demonstrated through **[brief example of accomplishments or contributions]**. This made them a valued member of our team.

I am confident that **[Intern Name]** will be an asset to any organization and recommend them without reservation. If you have any questions regarding their performance or qualification, please feel free to contact me.

Respectfully,

[Supervisor Name]

[Title]

[Organization]

[Phone Number]

[Email Address]

[Signature]

