



**DEPARTMENT OF THE NAVY**  
OFFICE OF THE ASSISTANT SECRETARY  
(FINANCIAL MANAGEMENT AND COMPTROLLER)  
1000 NAVY PENTAGON  
WASHINGTON DC 20350-1000

DEC 15 2008

MEMORANDUM FOR DISTRIBUTION

Subj: FINANCIAL MANAGEMENT AWARDS

Ref: (a) DoD FMR, Vol 1, Chapter 6

Encl: (1) Criteria and Procedures for ASN(FM&C) Awards

The purpose of this memorandum is to encourage nominations for the Assistant Secretary of the Navy (Financial Management & Comptroller) (ASN(FM&C)), Under Secretary of Defense (Comptroller) (USD(C)), and the American Society of Military Comptrollers (ASMC) award programs. These award programs recognize outstanding accomplishments made by both individuals and teams for a variety of financial functions.

The nomination deadline for the ASN(FM&C) awards program is 1 April 2009. Nominations should be submitted for the performance cycle of 1 April 2008- 31 March 2009. Awards will be presented by the ASN(FM&C) at the Navy/Marine Corps Service Day at the American Society of Military Comptrollers Professional Development Institute (ASMC - PDI) in San Antonio, TX on 27 May 2009. Nominations should be prepared in accordance with the guidance at enclosure (1).

The nomination deadline for the USD(C) awards program is 6 March 2009. Detailed information concerning USD(C) awards is provided in reference (a).

Nominations for both ASN(FM&C) and USD(C) awards should be submitted to the Office of the Assistant Secretary of the Navy (Financial Management & Comptroller), FMH-2, 1000 Navy Pentagon, Washington, DC 20350-1000. Nominations may also be faxed to FMH-2 at 703-692-8093 (DSN 222-8093) or emailed to Christine.Lerch@navy.mil. Please call Ms. Lerch at 703-692-4846 to verify receipt of nominations.

The ASMC nomination deadline is 31 January 2009. The criteria and nomination forms for (1) individual nominations and (2) team nominations can be found at the ASMC website: [www.asmconline.org](http://www.asmconline.org). These nominations do not require Departmental endorsement and should be submitted directly to ASMC.

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Though the eligibility criteria and nominating procedures vary by award, there are certain common elements that each nomination should reflect:

- Narratives should include specific examples of the significant contributions made by the individual or team. Factors may include cost reductions or savings, process improvements, streamlining, improved accuracy or timeliness, or enhanced customer service. Details that support the contribution or benefit received should be provided.
- Narratives must not exceed the length specified for that award, or the nomination may not be considered. Close attention should be paid to the requirements for each award.
- An individual's performance appraisal should not form the basis for the award narrative. While these appraisals address the individual's performance against specific standards, they often do not contain the specific financial improvement actions needed to be competitive with other nominations.
- The same contribution can be nominated for several awards. Nominations should be tailored to meet the criteria and format for each award.

Our financial managers are among the best within the Department of Defense, and it is important that their contributions be recognized. To ensure maximum participation, commands should ensure that this memorandum is widely disseminated. My point of contact for these awards is Christine Lerch, FMH-2, at 703-692-4846 (DSN 222-4846).



**Gaye L. Evans**  
**Special Assistant for Human Capital**

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## CRITERIA & PROCEDURES

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**Award Criteria:** Nominations for ASN(FM&C) Financial Management awards shall be based on achievements during the prior year period. Each nomination should address the development and/or implementation of initiatives that result in significant improvement to the quality of financial management within the DON, or other significant services or contributions to DON financial management.

Any DON civilian or military employee or team of employees who has made a significant contribution to the improvement of financial management is eligible for an award. Though the criteria and procedures vary slightly for individuals and teams, there are certain common elements that each nomination should reflect:

- Narratives should include specific examples of the significant contributions made by that individual or team. Factors supporting the nomination may include cost reductions and or savings, process improvements, streamlining, improved accuracy or timeliness, or enhanced customer service. Specific examples and factual details that support the contribution or benefit received should be provided.
- Justifications must not exceed the single page length specified.
- An individual's performance appraisal should not form the basis for the award narrative.
- The same contribution can be nominated for several awards. Nominations should be tailored to meet the criteria for each award.

**Award Categories/Functional Areas:**

Individuals may be nominated for awards in either of two categories – Echelon II Commands and Above, or Echelon III Commands and below – in any of four functional areas:

Accounting  
Budgeting  
Comptrollership (Comptroller/Deputy)  
Trainee/Associate

Teams may be nominated for awards in either of the same two categories – Echelon II Commands and Above, or Echelon III Commands and below – in either of two functional areas:

Comptrollership  
Business Transformation

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**NOMINATION FORM – INDIVIDUAL NOMINEES**

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**Award Category**

Functional Area: \_\_\_\_\_  Civilian  Military

Command Level: \_\_\_\_\_ Echelon II, or Above  Echelon III, or Below

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**Nominee Information**

Name: \_\_\_\_\_  
*grade/rank first MI last*

Position Title: \_\_\_\_\_

Office Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_  
*DSN Area Code Commercial*

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**Nominator Information**

Name: \_\_\_\_\_  
*grade/rank first MI last Service/Agency*

\_\_\_\_\_  
*signature date*

Office Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_  
*DSN Area Code Commercial*

Facsimile: \_\_\_\_\_  
*DSN Area Code Commercial*

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**NOMINATION FORM – TEAM NOMINEES**

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**Award Category**

Functional Area: \_\_\_\_\_ Comptrollership \_\_\_\_\_ Business Transformation

Command Level: \_\_\_\_\_ Echelon II, or Above \_\_\_\_\_ Echelon III, or Below

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**Nominee Information**

Team Name: \_\_\_\_\_

Team Leader: \_\_\_\_\_  
*grade/rank first MI last Service/Agency*

Team Members (names only): \_\_\_\_\_  
\_\_\_\_\_

*(If more space is needed, list all Team members on an attachment and note this here.)*

Office Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_  
*DSN Area Code Commercial*

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**Nominator Information**

Name: \_\_\_\_\_  
*grade/rank first MI last Service/Agency*

\_\_\_\_\_  
*signature date*

Office Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_  
*DSN Area Code Commercial*

Facsimile: \_\_\_\_\_  
*DSN Area Code Commercial*

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## JUSTIFICATION

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Name: *Individual or Team*

Tasking or Challenge: *Provide a short description of the assignment of individual or team.*

Accomplishment: *Note the accomplishment contributed to SECNAV, ASN (FM&C), CNO and or CMC strategic objectives. Be specific; include the significance of the accomplishment (e.g. costs savings, cost avoidance, etc.) The Justification overall must not be longer than a single page.*

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