



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(FINANCIAL MANAGEMENT AND COMPTROLLER)
1 000 NAVY PENTAGON
WASHINGTON DC 20350-1000

DEC 6 2011

MEMORANDUM FOR DISTRIBUTION

Subj: FINANCIAL MANAGEMENT AWARDS

Ref: (a) DoD FMR, Vol 1, Chapter 6; Revised 7 Jan 2011

Encl: (1) Criteria and Procedures for ASN(FM&C) Awards
(2) ASN(FM&C) Award Nomination Form

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 Department of Navy (DON) Financial Management (FM) community has a dedicated workforce at all echelon levels and it is important to appropriately recognize their accomplishments.

The ASMC nomination deadline is 31 January 2012. The criteria and nomination forms for individual nominations and team nominations can be found at the ASMC website: www.asmonline.org. These nominations do not require Departmental endorsement and should be submitted directly to ASMC.

The nomination deadline for the ASN(FM&C) awards program is 15 March 2012. These 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 Anaheim, CA on 30 May 2012. Nominations are to be based on the performance cycle of 1 October 2010 - 30 September 2011, and should be prepared in accordance with the guidance at enclosure (1).

Although USD(C) has not currently provided a due date, it is anticipated that the USD(C) award nominations will be due early in March. Nominations are to be submitted to this office by 21 February 2012 to allow review prior to the OASN(FM&C) submission to USD(C). USD(C) is hoping to enable electronic submission of award nominations. Further guidance, if any, on this new process will be issued when received. Until then, addressees should plan on submitting nominations to OASN(FM&C) as has been done in prior years. Detailed information concerning USD(C) awards is provided in

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reference (a). The following are some key items to note based on past lessons learned:

- a. A Headquarters Level equals Echelon I and/or Budget Submitting Offices.
- b. A Major Command Level includes all other commands.
- c. USD(C) awards are based on performance during calendar year 2011.
- d. Reference (a) paragraph 0604 provides award criteria. The criteria are used to score nominations. To be competitive for an award, nominators should address the criteria in the justification material.

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.
- Ensure that the nomination is submitted on the proper form (e.g, do not submit an USD(C) award using an ASMC format).
- 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. 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-1, 1000 Navy Pentagon, Washington, DC 20350-1000. Nominations may also be emailed to Dick.Reed@navy.mil. Please call Mr. Reed at 703-692-4839 to verify receipt.



Gaye L. Evans
Special Assistant for Human Capital

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**Assistant Secretary Of The Navy
(Financial Management And Comptroller)
Awards Program**

CRITERIA & PROCEDURES

Award Criteria

Nominations for ASN (FM&C) Financial Management awards must be based on achievements during the appropriate year-long period. Any DON civilian or military employee or team of government employees (no contractors) 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 length specified (single page).
- 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.

Awards are presented to individuals and teams for a variety of significant achievements at each of two different Command levels; Echelon II Commands and above, and Echelon III Commands and below. For individuals, the appropriate Command level is dictated by the nominee. For teams, the Command level is dictated by the Team Lead. If more than one Command is represented on the Team, this level is dictated by the lead Command. Award areas and specific definitions follow. In the individual awards, the human capital category has been resurrected in an attempt to recognize the work of mentors to trainees and associates as well as the other efforts of the workforce. Additionally, because there has been an increased number of team nominations over the past couple of years and in an attempt to more closely harmonize the ASN(FM&C) awards with the USD(C) award program, three categories for team awards have been established.

Individual Awards

Accounting – this award recognizes efforts generally concerned with management of an accounting operation, work on the development or implementation of accounting systems

and procedures, or active efforts in day-to-day accounting operations. Individuals who work on financial reporting may also be nominated for this award.

Budgeting – this award recognizes excellence in budgeting responsibilities, to include formulation, justification, review and execution, as well as consulting, analysis and technical advice for peers and management, both for hands-on efforts and or supervisory responsibilities in the budget process.

Comptrollership – this award is intended to recognize the efforts of Comptrollers or Deputy Comptrollers whose financial management responsibilities extend across their Command. A Comptroller or Deputy Comptroller has a primary staff responsibility for obtaining, administratively controlling, and accounting for resources needed by the Command to execute its mission.

Trainee/Associate - this award recognizes outstanding individuals in the Department of the Navy Financial Management Trainee or Associate Programs who have made significant contributions in at least one area of comptrollership. Nominees must have been in the FM Trainee (FMTP) or FM Associates (FMAP) programs for a minimum of six months of the awards performance cycle.

Human Capital – this award recognizes significant efforts in developing the DON FM workforce, including education, training and career development responsibilities. It specifically includes, but is not limited to, FMTP or FMAP Mentors.

Team Awards

Comptrollership – this award is intended to recognize an outstanding team effort on some significant aspect of Comptrollership operations, and may include accounting, auditing, budgeting, financial analysis or any other aspect of the continuing operations of a Comptroller's Office.

Financial Management Initiative – this award is for team efforts to develop and implement new and/or improved financial management programs, and is distinct from process improvements. Examples would include a new program for reducing unmatched disbursements, or for improving funds control, or to correct a deficiency discovered during an audit.

Financial Management Process Improvement – this award is for team efforts to improve existing financial management processes, and is distinct from new or improved financial management programs. This could include, but not limited to, better reporting of financial information, the use of Lean Six Sigma to create and implement process improvements, or even eliminating a process that no longer adds value.

ASSISTANT SECRETARY OF THE NAVY
(FINANCIAL MANAGEMENT AND COMPTROLLER)
AWARD PROGRAM

Nomination Form – INDIVIDUAL NOMINEES

Award Category

Award Area: _____ Civilian _____ Military

Command Level: _____ Echelon II, or Above _____ Echelon III, or Below

Nominee Information

Name: _____
grade/rank first MI last

Position Title: _____

Office Address: _____

Telephone: _____
DSN Area Code Commercial

Nominator Information

Name: _____
grade/rank first MI last Service/Agency

signature date

Office Address: _____

Email Address: _____

Telephone: _____
DSN Area Code Commercial

Facsimile: _____
DSN Area Code Commercial

ASSISTANT SECRETARY OF THE NAVY
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JUSTIFICATION

Name: *(Individual or Team)*

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