



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(FINANCIAL MANAGEMENT AND COMPTROLLER)
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MEMORANDUM FOR DISTRIBUTION

Subj: FINANCIAL MANAGEMENT AWARDS

Ref: (a) Department of Defense Financial Management Regulation, Volume 1,
Chapter 6; December 2014

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

The purpose of this memorandum is to encourage nominations for the Assistant Secretary of the Navy (Financial Management and 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 the Navy (DON) Financial Management (FM) community has a dedicated workforce at all echelon levels and it is important to appropriately recognize their accomplishments.

The nomination deadline for the ASN(FM&C) awards program is 13 March 2015. Nominations are to be based on the performance cycle of 1 October 2013 - 30 September 2014, and should be prepared in accordance with the guidance at enclosures (1) and (2).

The USD(C) award nominations require Departmental endorsement and the deadline is 13 February 2015. Please submit nominations directly through the USD (Comptroller) website at: <https://fmonline.ousdc.osd.mil/FMAwards/>. Formats for individual and team nominations for each category can be found at this link. Detailed information concerning USD(C) awards is provided in reference (a). Please pay particular attention to the Award Criteria found in paragraph 060401 of reference (a) as the criteria is used by the Financial Management Awards Program Board to score nominations. Note also that the USD(C) awards are based on performance during calendar year 2014.

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The ASMC nomination deadline is 2 February 2015. The criteria and nomination forms for individual nominations and team nominations can be found at the ASMC website: www.asmconline.org. These nominations do not require Departmental endorsement and should be submitted directly to ASMC.

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 enhancements to audit readiness. 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 programs. Nominations should be tailored to meet the criteria and format for each program.

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 ASN(FM&C) awards should be emailed to fm_development_courses@navy.mil; USD(C) award nominations will use the aforementioned website, and ASMC nominations are to be submitted directly to the ASMC website. Please call 703-692-1671 to verify receipt of ASN(FM&C) nominations.



Gaye L. Evans
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**ASSISTANT SECRETARY OF THE NAVY
(FINANCIAL MANAGEMENT AND COMPTROLLER)
AWARD PROGRAM**

CRITERIA & PROCEDURES

Award Criteria

Nominations for ASN (FM&C) Financial Management awards must be based on achievements during the appropriate year-long period (1 October 2013- 30 September 2014). Any Department of the Navy (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; 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.

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 Financial Management Trainee (FMTP) or Financial Management 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 Financial Management 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.

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AWARDS PROGRAM**

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.*