



## **ASMC Washington Chapter Individual and Team Achievement Awards Categories**

Washington Chapter Achievement Awards are presented annually to individuals and teams who have been nominated for outstanding accomplishment within one of the functional fields of comptrollership.

### **Accounting**

Responsibilities at various levels include planning and directing the accounting operation to best serve management's needs, including the development and presentation of information in support of management decision-making; development of accounting policies and procedures, interpretation and application of accounting principles and standards; financial reporting, including preparation and presentation of the basic financial statements, related notes and disclosures, management's discussion and analysis, and required supplementary information; ensuring the integrity of financial and accounting information; audit readiness including internal controls over financial reporting, communication with auditors, planning for and responding to "provided by client" (PBC) items, internal testing of transactions, preparation of internal control assurance statements, and working audit findings and recommendations; valuation of property, plant, and equipment (PPE); considerations regarding materiality, review and analysis of accounting transactions, information and trends, analysis and resolution of problem disbursements, etc.; and aiding in the design, development and inspection of accounting systems.

### **Finance**

Responsibilities at various levels include managing, controlling, review and analysis of military and civilian pay, military retired pay, commercial pay, travel pay, disbursing, call center, and other associated financial operations and services in peacetime, wartime, and contingency operations. It also includes development of financial management policy and procedures associated with these operations and maintenance of internal controls to manage financial services and analysis operations, as well as performance of audit readiness functions relative to finance services operations.

### **Acquisition/Cost Analysis**

Responsibilities include acquisition program decision support, project management, economic analysis, management analysis, business case analysis, and cost/benefit analysis. It also includes special studies, cost modeling, and parametric cost modeling, as well as involvement in driving cost management culture and program or operational cost savings.

### **Auditing**

Responsibilities involve the planning and conduct of financial statement audits, performance audits, and attestation engagements and also the preparation and presentation of associated reports - all in accordance with government auditing standards. Financial statement audits include all of the activities associated with providing an opinion as to whether an organization's financial statements are presented fairly, in all material respects, in accordance with the applicable financial reporting framework. Performance audits include review of the efficiency and effectiveness of resource utilization and the extent to which desired program or operating results and benefits are being achieved. Auditing includes the determination and presentation of audit findings and recommendations (as well as their documentation and support) and also estimation of savings that can be generated from the implementation of audit recommendations.

### **Budgeting**

Responsibilities include planning, managing, or involvement in formulation, submission, justification, and execution of organization budgets. It also includes development of estimates, preparation of reports (e.g., SF 132 and SF 133) and special schedules, development and management of unfinanced requirements, internal controls over the integrity of obligations, and all other areas of compliance with OMB Circular A-11

requirements associated with the budgeting function. Key functions also include review and analysis of the relationships between resources and the organization's mission and functions, such as analyzing accounting reports, researching program activities, preparing and presenting briefings on programs, reviewing financial plans, conducting analysis of alternative uses of funds, and other activities in support of management decision-making.

### **Resource Management**

This category recognizes outstanding performance by an individual who works in financial management; for example, planning, programming, cost management, financial systems management, and execution of FM related programs or projects involving superior contributions to resource management that do not fit into the other categories.

### **Contractor Support**

This category recognizes the value provided in contractor support to a government organization. The contractor must have worked for the organization for a minimum of one calendar year and made significant contributions to one or more of the fields of Comptrollership.

### **Intern/Trainee**

This award recognizes an outstanding individual who has been in a trainee program for a minimum of six months of the awards calendar year and who has significantly contributed in one of the fields of comptrollership.

### **Team Achievement**

This award is for outstanding team performance and recognizes teams whose accomplishments, adoption of study results or outcome of savings, aid in the advancement of the profession of military comptrollership. A team is defined as at least two or more, but not exceeding twenty, individuals brought together temporarily to perform a specific task. Teams will compete as a small team (2 to 10) or a large team (11 to 20). A team includes a leader and members (no exceptions to size limits), brought together temporarily to perform a specific task outside of normal functions or operations or the purview of the current structure. Contractor personnel may be listed as members, but the team must be primarily government employees.

### **Award Criteria**

Any military or civilian person currently employed by the Department of Defense (to include National Guard & Reserve Components) or the United States Coast Guard may be nominated. A member or non-member of ASMC may be nominated. Individual contractors can only be nominated for an award in the individual category of Contractor Support. Individuals must be located within the D.C., Maryland, and Virginia area.

### **Submission Requirements**

Any office or person in the Department of Defense or the United States Coast Guard (to include National Guard or Reserve Components) may nominate a person who has demonstrated outstanding performance. Each nomination must be prepared on the 2017 ASMC Washington Chapter Annual Award Submission Template. The justification narrative must be limited to two pages. If an individual is nominated in more than one category, prepare a separate entry for each category.

### **Award Selection Procedures**

Judging will be based on outstanding performance as evidenced by documentation of:

Impact: (50% weighted): Focused on the results and impacts the accomplishment had across the organization and/or functional communities.

Complexity and Leadership: (35% weighted): Focused on the level of difficulty involved in developing and implementing the achievement(s) and the specific leadership skills demonstrated.

Resource Savings: (15% weighted): Focused on the amount of actual or projected monetary and/or non-monetary savings; manpower savings; time savings; and period of savings (year of execution, budget year, POM, etc.

Winners will be notified no later than February 28. The number of awards presented in individual achievement award categories will be dependent upon the number and quality of the nominations, not to exceed one award in any one category, with a minimum of three individual achievements awarded. A minimum of one award will be provided for the small and the large team. No team will be permitted to win in more than one category within the same year. No individual or team will be permitted to be a repeat winner in the same category within a five-year time period.

**Deadline**

Nominations must be submitted to Ms. Wendy Pouliot via email by **January 27, 2017** to be considered by the selection panel.

**Recognition**

Awards will be presented at the National Capital Regional Professional Development Institute (NCR PDI) and winners will be listed on the website. Nominating officials should encourage all superiors of organizations that have winning candidates to have those candidates present at the annual NCR PDI to receive awards.

**For More Information**

Contact Ms. Wendy Pouliot at [wendy.pouliot.civ@mail.mil](mailto:wendy.pouliot.civ@mail.mil)