



## **ASMC Washington Chapter 2016 -2017 Individual and Team Achievement Awards Guidance**

### **Objective**

To recognize individuals for outstanding accomplishment within one of the functional fields of comptrollership during the period 1 Oct 2015 to 30 Sep 2016.

### **Award Criteria**

Any military or civilian person(s), 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.

### **Award Categories**

Accounting and Finance; Acquisition/Cost Analysis and Auditing; Budgeting and Resource Management; Contractor Support; Intern/Trainee; Small and Large Team.

### **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 Nomination form. 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:

- Accomplishment (Complexity and Leadership): (35% weighted) Focused on how difficult it was to develop and implement the effort and what specific leadership skills were demonstrated.
- Resource Savings: (15% weighted) Focused on the monetary and/or non-monetary savings; manpower, process improvement, time, year of execution savings, projected savings etc.
- Impact: (50% weighted) Focused on the impact the implementation of the accomplishment had across the organization and/or functional communities.

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)