

**AMERICAN SOCIETY OF MILITARY COMPTROLLERS
WASHINGTON CHAPTER
EXECUTIVE BOARD AND COMMITTEE CHAIRPERSONS' FUNCTIONS
June 2016**

I. General information.

- A. **Executive cycle.** In accordance with the Washington Chapter Constitution, the offices of President and Secretary rotate annually by service in the following sequence:
- o Air Force
 - o Army
 - o Navy
 - o Marine Corps
 - o DoD
 - o Coast Guard
 - o The Vice President of the same Service as the President will serve as President in the President's absence.
- B. The Chapter's annual calendar follows:
- a. Chapter year is 1 July – 30 June
 - b. Formulate slate of Officers with one nomination for each office by the March Executive Board meeting, including:
 - o Treasurer (bi-annually, odd years)
 - o Service Vice President (bi-annually, even years)
 - o Service Assistant Secretary (bi-annually, odd years)
 - c. Distribute ballots at April luncheon/meeting
 - d. Tabulate results by May Executive Board meeting and announce results at the May luncheon/meeting.

II. PRESIDENT (elected for 1 year). The president of the ASMC Washington Chapter has the following responsibilities:

- a. Point of contact for ASMC National Headquarters for all ASMC policy issues that would involve the Washington Chapter.
- b. Presides over monthly Executive Board meetings and monthly Chapter luncheons.
- c. Represents the Washington Chapter at meetings at the National level and the yearly Professional Development Institute (PDI) conference.
- d. Sets Chapter goals utilizing the Board of Directors serving under the President.
- e. Writes the President's message for the newsletter.
- f. Appoints standing committee chairpersons.
- g. Appoints nominating committee no later than February.
- h. Ensures installation of new officers during the June membership luncheon meeting.
- i. Supervises the Treasurer's preparation and submission of all tax forms to the IRS and Virginia Department of Taxation, as necessary.
 - 1. ASMC guidelines for the Treasurer are found at <http://www.asmconline.org/chapters/chapter-management/chapter-handbook/chapter-accounting/>
 - 2. ASMC guidelines on the Legal and Tax Aspects of a Chapter Organization and Management are found at <http://www.asmconline.org/chapters/chapter-management/chapter-handbook/legal-and-tax-aspects-of-a-chapter-organization-and-management/>

AMERICAN SOCIETY OF MILITARY COMPTROLLERS
WASHINGTON CHAPTER
EXECUTIVE BOARD AND COMMITTEE CHAIRPERSONS' FUNCTIONS
June 2016

- j. Accepts nominations and with Executive Board approval, award the Washington Chapter Distinguished Service Award. The Washington Chapter Distinguished Service Award was established to recognize Washington Chapter members for outstanding and continuous service within the chapter. Previous winners are shown at Appendix A.
- k. Signs Recognition Letters to Chapter members achieving CDFM Certification, prepared by the CDFM Chair. The President will allocate time during the luncheons for each new CDFM to come forward, be recognized, and participate in a group photo.

III. PRESIDENT-ELECT (elected for 1 year as President-Elect and the subsequent year as President)

- a. Consults with President as requested
- b. Attends Board meetings
- c. Becomes familiar with Chapter officers and operations

IV. SECRETARY (appointed for 1 year)

- a. EXECUTIVE BOARD MEETINGS – Notify Board members by email of upcoming Board meetings and attach the minutes from the previous month's meeting, the agenda, the current roster, the meetings and activities plan and any other pertinent information for the meeting. Arrange for Board members to call in to meetings in the event they can't be there. Take minutes for the current meeting.
- b. OFFICER ROSTER – Before the first Board meeting (July), prepare a roster of the new Officers and Committee members. This roster should be emailed to National by September 30th; any subsequent roster changes should also be forwarded to National. (This is a 5-Star Chapter requirement.)
- c. MEETINGS AND ACTIVITIES PLAN – Maintain a calendar of events that lists ASMC luncheons, Board meetings, and various activities dates, and distribute it to Board members.
- d. FIVE STAR CHAPTER REPORTS – Submit 5-Star Chapter reports to National Headquarters by July 10, October 10, January 10, and April 10. Each report must include:
 - 1. Officers Roster
 - 2. Updated Calendar of Events
 - 3. Copies of Monthly Luncheon Newsletters and Flyers
 - 4. An updated membership roster. When the quarterly membership roster arrives from National, there is only a 30-day turnaround time. Each Vice President gets a copy of their roster to verify. They return their copy to the Membership Committee Chairperson and he/she makes sure National gets a corrected copy.
- e. MAIL PICK-UP FOR WASHINGTON CHAPTER – Distribute mail to the appropriate Service representative or Officer. The P.O. Box is located in the Crystal City Post Office. The box should be checked a couple of times a week. The mailbox rental is due semiannually. The Post Office will put a bill in the box and it should be given to the Treasurer for payment by the specified due date.

AMERICAN SOCIETY OF MILITARY COMPTROLLERS
WASHINGTON CHAPTER
EXECUTIVE BOARD AND COMMITTEE CHAIRPERSONS' FUNCTIONS
June 2016

- f. MONTHLY LUNCHEONS – Prepare a luncheon agenda for the Chapter President and include a list of VIPs. Make sure one or two tables at the hotel are reserved for VIP seating, as applicable. Bring the coin or certificate of donation for the luncheon speaker.
 - g. GIFTS FOR LUNCHEON SPEAKER – A gift is to be given to the luncheon speaker and symposium speakers. The Executive Board decides what gift they will give, such as a Chapter coin or a donation to a charity in the speaker's name.
 - h. CORRESPONDENCE – Prepares any correspondence as requested by the President. The Secretary also maintains the record book for the year.
 - i. With the President, supervises the Treasurer's preparation and submission of all tax forms to the IRS and Virginia Department of Taxation, as necessary. ASMC guidelines on the Legal and Tax Aspects of a Chapter Organization and Management are found at <http://www.asmconline.org/chapters/chapter13.shtml>. ASMC guidelines for the Treasurer are found at <http://www.asmconline.org/chapters/chapter15.shtml>.
- V. **TREASURER** (appointed for 2 years). ASMC guidelines for the Treasurer are found at <http://www.asmconline.org/chapters/chapter-management/chapter-handbook/chapter-accounting/>. ASMC guidelines on the Legal and Tax Aspects of a Chapter Organization and Management are found at <http://www.asmconline.org/chapters/chapter-management/chapter-handbook/legal-and-tax-aspects-of-a-chapter-organization-and-management/>.
- a. Responsible for the custody of chapter funds and their proper disbursement.
 - b. Responsible for keeping books updated monthly and provides a statement of account at monthly Executive Board meetings.
 - c. Deposits all cash and checks received from the luncheons, symposiums, reimbursements from National for membership, etc., to the Pentagon Federal Credit Union within seven days of receipt.
 - d. Responsible for making sure the yearly audit of the Washington Chapter account is completed. The completed audit is sent to National within 60 days of taking over as Treasurer.
 - e. Responsible for preparing and submitting all tax forms to the IRS and Virginia Department of Taxation, as necessary.
 - f. Turns over to the new Treasurer all the funds, records, papers, documents, and property of the chapter and conduct a transition meeting with the new Treasurer at the conclusion of the Treasurer's term of office.
 - g. Solicits professional advice when deemed necessary.
 - h. Prepares and presents an annual budget to the Executive Board for approval.
- VI. **VICE PRESIDENT** (elected for 2 years in even numbered years). There shall be one Vice President each for DoD, Army, Navy, Air Force, Marine Corps, Coast Guard, and Corporate/Retired. All Vice Presidents serve as the focal point for their individual Service. Vice Presidents' duties are as follows:

AMERICAN SOCIETY OF MILITARY COMPTROLLERS
WASHINGTON CHAPTER
EXECUTIVE BOARD AND COMMITTEE CHAIRPERSONS' FUNCTIONS
June 2016

- A. Attends monthly Executive Board meetings
- B. Coordinates approximately 1-2 Service sponsored luncheons per year (duties may be shared with Service Assistant Secretary)
 - 1. Secures a luncheon speaker
 - 2. Arranges for facility and food service working closely with Assistant Secretary
 - 3. Gathers information to be used in the monthly newsletter.
 - 4. Conduct the transition meeting with the new Service Vice President

VII. ASSISTANT SECRETARY (elected for 2 years in odd numbered years). Each Service has an Assistant Secretary who works closely with the respective Vice President on the following:

- a. Attends monthly Executive Board meetings
 - b. Responsible for notification to membership of upcoming events such as monthly luncheon meetings, symposiums, charitable events, etc.
 - c. Coordinate approximately 1-2 Service sponsored luncheons per year (duties may be shared with the Service Vice President)
 - 1. Create a luncheon flyer to promote attendance for upcoming Service sponsored luncheons, and distribute flyers to members at luncheon prior to the one being sponsored.
 - 2. Solicit membership for articles for the Newsletter for distribution to members at the Service sponsored luncheon.
 - 3. For all luncheons, take reservations from own Service members.
 - 4. For Service sponsored luncheons, contact other Service Assistant Secretaries for head counts and list of VIPs.
 - 5. Day of the luncheon:
 - i. Reserve tables for VIPs.
 - ii. At all luncheons, collect money at the reservation table for Service attendees
 - d. Refer ASMC applicants to National for new members, transfers or change of address.
 - e. Attend the transition meeting and provide the Assistant Secretary-elect all files and notes at the end of the term to facilitate a smooth transition.
-

**AMERICAN SOCIETY OF MILITARY COMPTROLLERS
WASHINGTON CHAPTER
EXECUTIVE BOARD AND COMMITTEE CHAIRPERSONS' FUNCTIONS
June 2016**

COMMITTEES AND SUBCOMMITTEES

- VIII. AUDIT COMMITTEE** (appointed). The Audit Committee shall consist of up to three active members considered to be qualified by the incoming President. They shall elect their own chairperson who shall be directly responsible to the incoming President. This committee will:
- a. Audit the Secretary's records and Treasurer's accounts,
 - b. Review procedures,
 - c. Review annual financial reports and tax returns,
 - d. Verify bank balances,
 - e. Inventory Chapter property, and
 - f. Perform any similar functions for the President.

The committee shall also report to both the incoming and outgoing Presidents any discrepancies or irregularities found to exist. An audit committee shall also be convened by an incumbent President due to a mid-term relief or removal of the Chapter Treasurer, and at any other time deemed appropriate by the President. ASMC guidelines on auditing are found at <http://www.asmonline.org/chapters/chapter-management/chapter-handbook/chapter-auditing/>

- IX. NOMINATIONS COMMITTEE** (appointed) The Chapter President may appoint a nominating committee not later than the February meeting of each year. The committee should suggest names of members for nomination for chapter office so that they can be announced at the April meeting.

X. OUTREACH & PUBLICITY (appointed)

- a. Community Service Subcommittee** (appointed) The main function of the community service committee is to provide opportunities to and encourage participation by the members of the Chapter in activities that provide some needed service to the community in the area or vicinity of the Chapter. This is usually achieved by both actual participation of members in providing service and by also enhancing/enabling such service by financial and material contributions. The Chair Person may achieve these goals by:
- i. Proposing to the Board four or more activities per year through which members of the Chapter can perform a service to the community;
 - ii. Arranging the details of community service activities approved by the Board;
 - iii. Providing information to the Webmaster, Publicity Chair, and Newsletter Editor prior to the event to encourage participation;
 - iv. Providing pictures and a recap of the activity to the Webmaster, Publicity Chair, and Newsletter Editor after the event for documentation and to encourage future participation;
 - v. Coordinating with the National PDI Community Service Chair for maximum Chapter participation in that annual event;

**AMERICAN SOCIETY OF MILITARY COMPTROLLERS
WASHINGTON CHAPTER
EXECUTIVE BOARD AND COMMITTEE CHAIRPERSONS' FUNCTIONS
June 2016**

COMMITTEES AND SUBCOMMITTEES

- vi. Recommending charities that serve the local community if the Board chooses to make donations to a charity instead of providing token gifts to luncheon and regional PDI speakers or panelists;
- vii. Attending monthly Executive Board meetings.
- b. **Competition Subcommittee** (appointed) The Chapter Competition Program (CCP) is designed to promote interaction with each Chapter and National in order to provide an effective professional organization. This is achieved by providing all Chapters an opportunity to gain points to be considered for awards that are presented yearly by the National organization. The following are some of the categories that are considered:
 - i. Membership growth;
 - ii. Chapter awards and high school scholarships;
 - iii. Newsletters, publicity, and chapter websites;
 - iv. Community service events;
 - v. Administrative functions including the annual audit, constitution and bylaws, and membership rosters;
 - vi. Publication of articles and technical papers; and
 - vii. Certified training programs.

An annual report must be submitted to National by April 10 each year. The Chapter Competition period runs from April 1 to March 31. Additionally, other awards are presented on the basis of points gained from Chapter competition:

- 1. Five-Star Chapter Award requires:
 - a) Monthly meetings;
 - b) Newsletters;
 - c) Executive Board meetings;
 - d) Membership and Executive Board rosters;
 - e) Annual audit;
 - f) Constitution and Bylaws
- 2. Community Service
- c. **Membership Subcommittee** (appointed) The Membership Chair will provide quarterly updates of the membership roster to the CDFM Chair. The committee keeps track of all ASMC members by:
 - 1. Organizing Chapter membership drives;
 - 2. Distributing membership rosters provided by National to the Service Assistant Secretaries for verification and updates;
 - 3. Distributing new membership packets; and
 - 4. Attending monthly Executive Board meetings.
- d. **Newsletter Editor** (appointed) shall create the Chapter's newsletter in coordination with the Executive Board and on a timetable established by the Board. To comply with the newsletter requirements for 5-Star Competition, at a minimum each newsletter shall contain:
 - 1. President's message

**AMERICAN SOCIETY OF MILITARY COMPTROLLERS
WASHINGTON CHAPTER
EXECUTIVE BOARD AND COMMITTEE CHAIRPERSONS' FUNCTIONS
June 2016**

COMMITTEES AND SUBCOMMITTEES

2. Short FM article, which may be written by any member
 3. National ASMC news, obtained from the National website
 4. Future meeting announcements, including upcoming community service and other events
 5. Past meeting summary, which shall be written by the Vice-President who sponsored the most recent luncheon
 6. Member news, obtained from the Membership Chair and/or the CDFM Chair
 - e. Photographer** (appointed) should be available to take pictures at the various activities such as monthly luncheons, Regional PDI, lectures, and any special events. The Photographer will maintain custody of the Chapter camera(s). The Photographer will use the digital camera at all events and forward pictures to the Webmaster for inclusion in the web photo album and to the Newsletter Editor for use in the newsletter. The Photographer will be reimbursed for film and development costs if a film camera is used.
 - f. Webmaster** (appointed) maintains the Chapter website. To avoid violation of DoD rules on use of government equipment and time, all webmaster functions should be completed on non-government owned equipment. The Chapter pays annual fees for hosting and domain name registrations. In addition, the Chapter pays for software upgrades as needed for Microsoft FrontPage 2003 and GroupMail Personal Edition by Infacta. The Webmaster is responsible for:
 1. Keeping all web pages up to date. Chapter Officers shall provide the needed updates.
 2. Ensuring the Chapter meets National website criteria for competition, including:
 - i. The link to the National ASMC website;
 - ii. A calendar of chapter events;
 - iii. A list of Chapter officers
 - iv. Local Constitution and Bylaws;
 - v. Chapter newsletter;
 - vi. Chapter programs (awards, community service, meetings, etc.); and
 - vii. Defense FM related content
 3. Publishing periodic email announcements to members who have subscribed to this service, using GroupMail software to maintain the subscriber database and draft or format the announcement. Announcements should be sent only to members who have specifically subscribed, to prevent violations of DoD rules on the use of government equipment.
- XI. Professional Development Institute Committee** (appointed) will be activated as needed and consist of no less than five members, of which at least two must be officers of the current or immediately preceding year. This Committee will be chaired by an Active member selected by the President of the Chapter and will consist of, at a minimum, a Chair, Vice Chair, Financial Chair, and Program Chair. Although this committee will generally function for no longer than 12 months, it may span more than a single Chapter

**AMERICAN SOCIETY OF MILITARY COMPTROLLERS
WASHINGTON CHAPTER
EXECUTIVE BOARD AND COMMITTEE CHAIRPERSONS' FUNCTIONS
June 2016**

COMMITTEES AND SUBCOMMITTEES

administration. The President will dissolve the committee when the need no longer exists. ASMC guidelines on event planning are found at <http://www.asmcconline.org/chapters/chater16.shtml>.

- XII. Training & Education Committee** (appointed) The Training and Education Committee is generally responsible for advancing the training and education of the Chapter membership. Specifically, the committee shall plan, coordinate and, arrange workshops, seminars, training sessions or classes conducted by the Chapter and receive, review and recommend for publication by ASMC National Headquarters any manuscripts, papers, articles or research submitted by the Chapter membership.

The committee shall provide forums to keep the members and other interested individuals informed of current events and activities in military comptrollership which could be beneficial to them, their organizations and the public. The committee shall coordinate with the Chapter's Executive Board and ASMC National Headquarters as appropriate the sponsorship of training and educational activities and other related meetings and shall:

- i. Encourage the submission of manuscripts, papers, articles, and other research work for publication in the Armed Forces Comptroller. Sponsor for formal recognition by the National Executive Board those individuals deemed by the Chapter membership to have made outstanding contributions to the advancement of military comptrollership;
 - ii. Coordinate educational events such as webinars and audio conferences co-sponsored by the Chapter and corporate members; and
 - iii. Cooperate with other educational and professional organizations in matters of mutual interest.
- A. Awards & Essays Subcommittee** (appointed) The Chapter shall recognize Chapter members who have made outstanding contributions in the following fields: Accounting and Finance, Budgeting, Resource Management, Analysis/Evaluation, Comptroller/Deputy Comptroller, Intern/Trainee, Business Management, Auditing, Education/Training/Career Development, Contractor Support, and Team Achievement.

Any office or person in the DoD or the US Coast Guard (to include National Guard or Reserve Components) may nominate a person who has demonstrated outstanding performance. The Washington Chapter awards program is not affiliated with the National ASMC awards program, but operates on similar principles. Those members who submit nominations for competition are encourage to also submit nominations at the National level.

The Awards chair is responsible for posting engraved nameplates to plaques located in the Washington Chapter trophy case.

**AMERICAN SOCIETY OF MILITARY COMPTROLLERS
WASHINGTON CHAPTER
EXECUTIVE BOARD AND COMMITTEE CHAIRPERSONS' FUNCTIONS
June 2016**

COMMITTEES AND SUBCOMMITTEES

- a. Each year the chapter wins specific awards at PDI. National will send engraved nameplates to be added to existing plaques, instead of sending brand new plaques each year.
- b. The plaques were previously located in a display case outside OSD (Comptroller) in the Pentagon. The plaques and awards are in boxes and in caretaker status with Lucy Williams (OSD/Comptroller) and Vic Ackley (U.S. Navy).

ASMC Washington Chapter Awards Committee Timeline/Task list	
Sep	Update Individual and Team nomination forms for Webmaster to post. Either use last year's forms or National forms, and tailor them to Washington Chapter requirements. If using an actual mailing address, use the Chapter PO Box. Otherwise receiving nominations via e-mail seems to work very well.
Oct/Nov/Dec/Jan	-Include call for nominations in newsletter distributed at luncheons, and periodic e-mail announcements sent by Webmaster. -Update Awards webpage through webmaster.
Dec/Jan	Periodically ask Webmaster to send out reminder that awards are due by 1/31
Jan – 1st week	Request volunteers for review committee. Seek volunteers from all Services
Jan 31	Award Nominations are due via email/regular mail
Feb - 1st week	-If using regular mail, pick up mail from ASMC Treasurer -Prepare Score sheet. -Send score sheet and nomination sheets to Awards committee members to score.
Feb – 3rd week	-Send list of winners to Mini-PDI program chair to be included in the Program -Send memo to Board announcing winners -Prepare template for award engraving Contact Frank's engraving (703-892-6612) to order awards -Send invoice to Treasurer
Feb – 4th week	Prepare speaker notes to be used when awards are handed out. (include name of winner, org, and a few sentences about the significant accomplishment being recognized)
Mar – 1st week	Pick up awards from Engraver and bring to Regional PDI
Mar – 2nd week	Post award winners to Chapter web page through Webmaster.

- B. Certified Defense Financial Manager (CDFM) Subcommittee** (appointed) The CDFM Chair and committee shall:

**AMERICAN SOCIETY OF MILITARY COMPTROLLERS
WASHINGTON CHAPTER
EXECUTIVE BOARD AND COMMITTEE CHAIRPERSONS' FUNCTIONS
June 2016**

COMMITTEES AND SUBCOMMITTEES

1. Identify new CDFMs each month from the CDFM Certification website (<http://www.asmc certification.com/>). A cut-off date of NLT the 25th of each month has been established for identifying new CDFMs.
2. Refer to the membership rosters to determine the service/organization members are assigned.
3. Identify the members' mailing addresses.
4. Print (on home printers) letters on Chapter stationery.
5. Notify via email to the Chapter Officers of the Service sponsoring the Luncheon and the Webmaster the names of new CDFMs who will be recognized at each luncheon for inclusion in the monthly Chapter luncheon flyer, the web site and email announcements.
6. Bring the letters to the next Board meeting for signature by the Chapter President
7. Send the CDFM recognition letter to the address (home or office) that is identified on the roster. Members can provide the letter to their supervisors for recognition within their respective organizations
8. Maintain a list of letters mailed for Chapter record
9. Promote the certification of DoD financial managers;
10. Identify available education and training opportunities to prepare financial managers to obtain certification;
11. Assist CDFMs in obtaining Continuing Professional Education (CPE) credits by identifying available resources; and
12. Document and issue certificated for CPEs earned to attendance at monthly Chapter meetings.

The subcommittee's goals will be achieved by:

- Providing training and networking opportunities;
- Establishing liaisons with other chapters' CDFM Committees;
- Establishing a database to identify all Washington Chapter CDFMs (including Washington Chapter members certified by different chapters) and work with service representatives to keep the database current ;
- Recognizing new CDFMs upon CDFM award;
- Staying abreast of current National ASMC CDFM policies and procedures;
- Assisting ASMC leaders in refining certification/CPE policies and procedures, as necessary;
- Maximizing opportunities for professional collaboration among ASMC members and CDFMs; and
- Fostering relationships with other professional organizations such as the Association of Government Accountants (AGA) to leverage certification efforts.

**AMERICAN SOCIETY OF MILITARY COMPTROLLERS
WASHINGTON CHAPTER
EXECUTIVE BOARD AND COMMITTEE CHAIRPERSONS' FUNCTIONS
June 2016**

COMMITTEES AND SUBCOMMITTEES

CDFM Monthly Luncheon Recognition

- Recent CDFM Certification by Chapter members will be recognized at each monthly Luncheon, in March during the mini-PDI, and in December during the Holiday Social.
- The President will allocate time during the luncheons for each new CDFM to come forward, be recognized, and participate in a group photo.
- These new CDFMs are hosted by the Chapter at this luncheon and will not be charged. If unable to attend during the recognition luncheon, the free luncheon is not available at future luncheons. A copy of the group photo is given to each new CDFM

C. Luncheon Subcommittee (appointed) shall obtain venue(s) for ASMC luncheons in coordination with the Executive Board and on a schedule determined by the Executive Board.

D. Scholarship Subcommittee (appointed) Student Scholastic - ASMC Washington Chapter awards a number of scholarships each year to highly qualified high school seniors. Selection is based on the following criteria:

1. Scholastic achievements (grade point and SAT/ACT)
2. Leadership abilities
3. Extracurricular activities
4. Career and academic goals
5. Financial need

Scholarships are presented to the recipients at a Spring luncheon. The Chapter may submit two names for competition for the National Scholarship whose deadline is March 1st.

Professional Award – The Chapter also awards scholarships to members to be used for entering or continuing his/her education at an accredited college or university. Applicants must be DoD employees in the Comptrollership field. Specific evaluation is based on course work to position, job performance, career goals, and contributions to Comptrollership. One or more applications may be forwarded for consideration at the National level of competition.

**AMERICAN SOCIETY OF MILITARY COMPTROLLERS
WASHINGTON CHAPTER
EXECUTIVE BOARD AND COMMITTEE CHAIRPERSONS' FUNCTIONS
June 2016**

APPENDICES

Appendix A. Washington Chapter Distinguished Service Award. Previous winners are:

- a. Craig Silcox (2010)
- b. Wayne Whiten (2011)
- c. Victor Ackley (2012)
- d. Rita Finney (2013)
- e. Jay Lane (2014)
- f. Debra Delmar (2015)

Appendix B. Previous presidents:

<u>Term</u>	<u>President</u>	<u>Service</u>
1997-1998	Col Tulkki	Army
1998-1999	Capt Vic Ackley	Navy
1999-2000	Mr Charlie Cook, SES	OSD
2000-2001	Ms Pat Zarodkiewicz	AF
2001-2002	Col Bob Weidert	USMC
2002-2003	Ms Audrey Davis, SES	DFAS
2003-2004	Capt George Asseng	CG
2004-2005	Mr. Steve Bagby, SES	Army
2005-2006	Capt Tom Mcguire	Navy
2006-2007	Ms. Beth McGrath, SES	OSD
2007-2008	Ms. Rene Woods, SES	AF
2008-2009	Col Thomas Fuhrer	USMC
2009-2010	Mr. David McDermott, SES	DFAS
2010-2011	Mr. James "Coby" Yacobi	CG
2011-2012	Mr James Watkins, SES	Army
2012-2013	Mr. Ric Voigt, SES	Navy
2013-2014	Mr. Doug Bennett, SES	USAF
2014-2015	Ms. Arianne Whittmore, SES	USMC
2015-2016	Ms. Gretchen Anderson, SES	DoD
2016-2017	Mr. Mats Persson	DFAS
2017-2018		Army