



ASMC Hampton Roads Chapter Individual Achievement Award

Objective

To recognize individuals for outstanding accomplishment within one of the functional fields of comptrollership.

Award Criteria

Any military or civilian person(s), less than four individuals per nomination, 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 Hampton Roads Chapter ASMC may be nominated. Individual contractors can only be nominated for an award in the individual category of Contractor Support.

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 using only the official Hampton Roads Chapter ASMC Individual Award nomination form shown on the following page. The justification must be limited to the space provided, citing specific examples and factual details. Font cannot be smaller than 10pt and must allow for 1/2 inch margins. **Form must be filled out completely and only ASMC categories can be nominated.** Do not attach supporting documentation or additional justification, it will not be considered during the evaluation process. If an individual is nominated in more than one category, prepare a separate form for each category.

Award Selection Procedures

Judging will be based on outstanding performance as evidenced by documentation of specific accomplishments, duty performance, contributions to the overall Comptrollership and savings of resources due to the accomplishments during the calendar year. A selection panel will review all nominations received and make final recommendations to the Chapter Executive Committee, who will approve the final award winners. Winners will be notified by January 2017.

Deadline

Nominations **must** be received by 15 December 2016 to be considered by the selection panel.

For More Information

Hampton Roads Chapter Awards
Committee Chair – Cynthia Williamson

cynthia.williamson@us.af.mil or 757-225-1880

Send Submissions to

Nominations may be submitted:

By e-mail to

cynthia.williamson@us.af.mil

Recognition

Awards will be presented at the Hampton Roads Chapter Luncheon either in January or February 2017.



Chapter Individual Achievement Award Nomination Form

Nominations must be received by 15 December 2016
(FORM MUST BE COMPLETELY FILLED OUT – INCOMPLETE FORMS WILL NOT BE ACCEPTED)

Award Category: (Select One Only) Accounting/Finance Budgeting Resource Mgmt Analysis/Eval Intern/Trainee
 Contractor Support Comptroller/Deputy Business Mgmt/Acquisition Auditing Education/Training/
Career Dev

Calendar Year **2016** Service:(Select One) AR NV AF MC CG DD DFAS Other _____

Chapter Affiliation: Hampton Roads
Intern/Trainee From: _____ To: _____ (Intern/Trainee Category Only)

Nominee Data

Name: _____
RANK/GRADE FIRST M.I. LAST

Position/Title: _____

Office Address: (Include Zip Code)

Telephone: _____ Facsimile: _____
DSN/FTS COMMERCIAL DSN/FTS COMMERCIAL

E-Mail Address: _____

Nominator Data

Name: _____
RANK/GRADE FIRST M.I. LAST

Signature Date

Position/Title: _____

Office Address: (Include Zip Code)

Telephone: _____ Facsimile: _____
DSN/FTS COMMERCIAL DSN/FTS COMMERCIAL

E-Mail Address: _____

*This is the only form which may be utilized to submit a nomination for a Hampton Roads Chapter ASMC Individual Achievement Award. All Individual Awards must be fully justified on the justification page. Justification must be limited to the space provided on the justification page.
Any alteration to this form will result in the form not being accepted.*



Chapter Individual Achievement Award Nomination Form

Justification Data; Specific CY Accomplishments
Use a minimum of ½ inch margins, no smaller than 10 pt. One page only – no attachments

E-MAIL TO: cynthia.williamson@us.af.mil

*Do not use this form after January
2017*