



Team Achievement Award

Objective

To recognize a team for outstanding accomplishment within or across any of the functional fields of comptrollership.

Award Criteria

Any team of military, civilian, or civilian and military persons employed by the Department of Defense (to include National Guard & Reserve Components) or the United States Coast Guard may be nominated. A team is defined as a grouping of individuals, made up of four to twenty individuals – Team leader plus no more than 19 team members (no exceptions), brought together temporarily to perform a specific task not in the purview of the current office structure. Hampton Roads Chapter ASMC membership is not required for nomination. (Teams comprised of 2 or 3 can compete in the individual categories). No team will be permitted to be a repeat winner in the same category within a 5-year time period.

Submission Requirements

Any office or person in the Department of Defense, or the United States Coast Guard (to include National Guard & Reserve Components) may nominate a team that has demonstrated outstanding performance. Only those nominations submitted on the official ASMC Team Achievement Award form will be considered. The justification must be limited to two typed pages. Justification should cite specific examples and factual details. Do not attach supporting documentation or additional justification, it will not be considered during the evaluation process. Font cannot be smaller than 10pt and must allow for 1/2 inch margins. **Form must be filled out completely to be considered and only ASMC categories can be nominated.**

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

Send Submissions to:

By e-mail to cynthia.williamson@us.af.mil

Recognition

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



Team Achievement Award Nomination Form

Calendar Year (CY): 2016
*Nominations must be received by
15 December 2016*

Nominee Data (Form must be filled out completely)

Team Name: _____

Team Leader: _____

RANK/ GRADE FIRST M.I. LAST SERVICE/AGENCY

Permanent Office Address of Team Leader (Include Zip Code)

Telephone: _____

DSN/FTS

COMMERCIAL

Facsimile: _____

DSN/FTS

COMMERCIAL

E-Mail Address: _____

Team Members: 1. _____
(Include Rank 2. _____
and Full Name) 3. _____

- | | |
|-----------|-----------|
| 4. _____ | 11. _____ |
| 5. _____ | 12. _____ |
| 6. _____ | 13. _____ |
| 7. _____ | 14. _____ |
| 8. _____ | 15. _____ |
| 9. _____ | 16. _____ |
| 10. _____ | 17. _____ |
| | 18. _____ |
| | 19. _____ |

Nominator Data (Required)

Name: _____

RANK/GRADE

FIRST

M.I.

LAST

Signature _____

Date _____

Position Title: _____

Office Address (Include Zip Code)

Telephone: _____

DSN/FTS

COMMERCIAL

Facsimile: _____

DSN/FTS

COMMERCIAL

E-Mail Address: _____

This is the only form that may be utilized to submit a nomination for a Hampton Roads Chapter ASMC Team Achievement Award. All award nominations must be fully justified on the justification page. Justification must be limited to the space provided on the justification page and one additional page. Any alteration to this form will result in the form not being accepted.



Team Achievement Award Nomination Form

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