

CHAPTER 6

DoD COMPTROLLER FINANCIAL MANAGEMENT AWARDS0601 PURPOSE

This chapter provides policy, responsibilities, and procedures for the Comptroller of the Department of Defense Financial Management Awards Program. This program is intended to recognize those individuals or groups in the Department of Defense who have made significant contributions to the improvement of financial management. This guidance also explains eligibility, criteria for nominations, and selection.

0602 APPLICABILITY AND SCOPE

Any DoD military or civilian employee or group who has made a significant contribution to the improvement of a financial management system is eligible for nomination for an award. Also eligible are those individuals or groups who have significantly contributed to a DoD-wide financial management initiative.

0603 POLICY

It is DoD policy that:

A. Military and civilian members who make outstanding contributions to the improvement of DoD financial management should be recognized.

B. Recognition, in the form of an engraved plaque, shall be presented to, and retained by, the individual or group deemed to have achieved the most outstanding contribution(s) to the improvement of a financial management system or initiative during the preceding fiscal year.

C. Award plaques shall be presented to winners in each of the following categories:

1. Financial management system improvement.

2. Financial management initiative.

D. An award shall also be presented to the activity that each award recipient represents.

0604 RESPONSIBILITIES

060401 The Comptroller of the Department of Defense shall:

A. Select award recipients for each award category.

B. Present awards to each recipient in an annual ceremony.

060402 The Deputy Comptroller of the Department of Defense (Management Systems) shall annually convene a Financial Management Awards Program Board to receive nominations from the DoD Components and to make award recommendations to the Comptroller of the Department of Defense.

060403 The Financial Management Awards Program Board shall:

A. Be composed of the Deputy Comptroller Of the Department of Defense (Management Systems) (Chair) with a representative from each of the Military Departments, the Defense Finance and Accounting Service, and a representative from among Defense Agencies. The representative from the Defense Agencies shall be selected by the Director, Washington Headquarters Services.

B. Convene annually to evaluate nominations and make recommendations for winners in each award category.

C. Recommend award winners for each award category based on the criteria in paragraph 0605.

060404 The Secretaries of the Military Departments, the Director of the Defense Finance and Accounting Service, and the Directors of the Other Defense Agencies shall:

A. Each select a representative to the Financial Management Awards Program Board and notify the Deputy Comptroller of the Department of Defense (Management Systems) by March 1, each year, of the representative selected from their DoD Component. The Director of the Washington Headquarters Services shall appoint a representative of the Defense Agencies (other than the Defense Finance and Accounting Service) from among nominees selected by the Directors of the applicable Defense Agencies.

B. Each year, nominate individuals for the Financial Management Award in accordance with the procedures and criteria in paragraph 0605.

0605 DoD FINANCIAL MANAGEMENT AWARD CRITERIA AND PROCEDURES

The procedures and criteria for the DoD Financial Management Award are as follows:

060501 Award Criteria.

A. Nominations for DoD Financial Management Awards shall be based on the individual's achievements during the immediately preceding fiscal year and evaluated on the nominee's:

1. Success in meeting assigned financial management goals.
2. Implementation of initiatives resulting in a superior improvement in the quality of financial management.
3. Other outstanding services or significant contributions to the DoD Financial Management Program.

060502 Nomination Format.

A. The narrative should be on standard letter size (8-1/2x11) paper with one inch margins. The heading of the narrative should be:

NOMINATION OF (Insert Nominee Name),
For the Fiscal Year (Insert Fiscal Year) Financial Management Award, For (Insert Award Category)

The initial paragraph should state the name of the financial management system or initiative to which the contribution was made.

The succeeding paragraphs of the narrative should contain a description of the achievement and its value to the Department of Defense. The last paragraph of the narrative should contain a proposed citation. The nominating official should sign at the bottom.

B. Included with the nomination, on a separate page, should be the following:

1. Name, rank or grade, duty title, office mailing address, and telephone number of the nominee.
2. Name and members of group if a group is nominated for the award.
3. Name of the activity to which the nominee is assigned.
4. Name and telephone number of the official to be contacted for further information.
5. Name, rank or grade, duty title, office mailing address, and telephone number of the nomination official. The nominating official shall sign and date the nomination.

060503 Submission of Nominations.

Heads of DoD Components shall submit nominations to the Deputy Comptroller (Management Systems), Office of the Comptroller of the Department of Defense, Room 3E825, the Pentagon, Washington, DC 20301--1100, so as to be received by the last workday in March of each year.

0606 AWARDS

The awards shall consist of an engraved plaque for each winning individual or group. There shall also be an award for each individuals assigned activity.